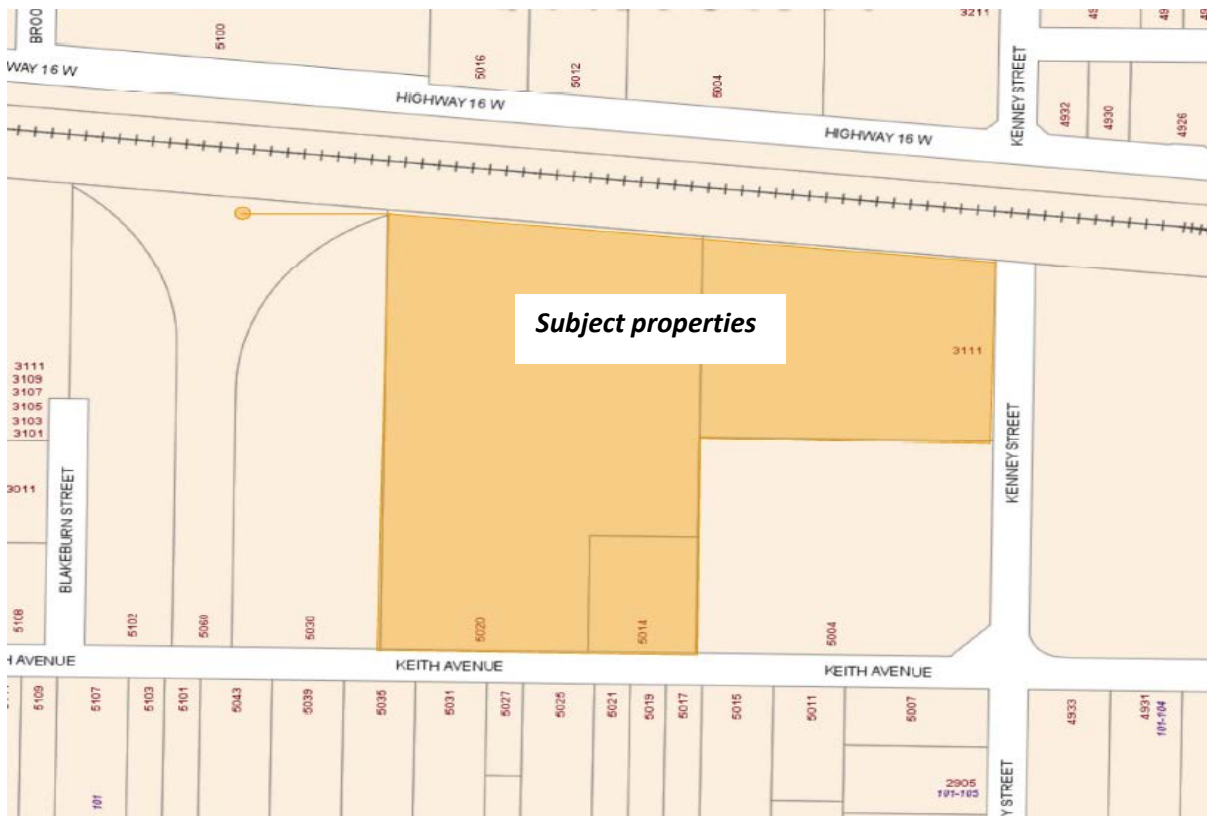




# Request for Proposals

*Redevelopment of City owned land at 3111 Kenney Street, 5014 Keith Avenue and 5020 Keith Avenue, Terrace B.C*



## 1.0 Introduction

### *Purpose*

The purpose of this Request for Proposals (RFP) is to select a developer to acquire and re-develop the vacant, City owned lots at 3111 Kenney Street, 5014 and 5020 Keith Avenue, in Terrace B.C in line with the goals laid out within this RFP document and its appendices.

### *Glossary of Terms*

*“Applicant”* means an organization or corporation that submits a Proposal in response to this Request for Proposals.

*“Certificate or Certificate of Compliance”* means a legal instrument or approval given by the Provincial Government Director that is issued when a site meets either a numerical or risk-based standard following remediation as outlined in the *Environmental Management Act* and relevant regulations.

*“City”* means the municipal corporation generally known as the City of Terrace, British Columbia, Canada.

*“Closing Time”* means **4:00PM on November 30, 2018.**

*“Development Conditions”* are contractual obligations negotiated with a land purchaser to account for any reduction in land sale price from fair market value or as otherwise negotiated.

*“Final Determination”* means a legal instrument granted by the BC Ministry of Environment that confirms a site’s investigation reports show there is no substances exceeding applicable numerical standards for environmental contaminants.

*“Proposal”* means the proposal submitted by an Applicant in response to this Request for Proposals.

*“Request for Proposals”* means this document, inclusive of all appendices and addenda that are issued by the City.

*“Sales Agreement”* means the written agreement resulting from this RFP, executed by the City of Terrace and the successful proponent, incorporating the proponent’s RFP proposal and including any development conditions.

*“Site”* means the three lots owned by the City of Terrace at 3111 Kenney Street, 5014 and 5020 Keith Avenue in Terrace, B.C.

## *RFP Closing and Requirements*

- ✓ All proposals and supporting documents must be submitted as a single package, and delivered by hand, mail or courier to Terrace City Hall at 3215 Eby Street, Terrace, B.C V8G 2X8.

**The closing date and time is 4:00 PM, PST on Friday, November 30<sup>th</sup>, 2018.**

- ✓ Three paper copies must be received by this date and time, as well as a digital copy on USB. PDF files are required.
- ✓ Proposals may be amended or withdrawn if a notice is delivered to the City of Terrace City Hall in writing, prior to the closing date and time and addressed to the staff person identified above.
- ✓ All copies of the Proposal must be received in English.
- ✓ The Proposal must specify a completion date for all work. A bidding information package is available for this RFP.
- ✓ This information should be reviewed and considered by Applicants in preparation of Proposals and should be used as a reference when developing a project budget and timeline.
- ✓ Any costs associated with preparation or submission of the Proposal are solely the responsibility of the Applicant.

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### **Please ensure that the Proposal includes the following sections:**

- ✓ A cover letter that is signed by a person authorized to legally bind the Applicant to the statements, assumptions and budget described within the Proposal. The Cover Letter should reference the RFP title and summarize the Applicant's vision for the development.
- ✓ A Table of Contents;
- ✓ A complete description of the proposed development including a site plan and schematic, description of design style, clear indication of parking, open and any green space(s), indication of number of units, floor areas and elevations. The development proposal must be in line with the development goals described above.
- ✓ Experience, capacity and composition of the project team and corporation, outlining level of expertise and experience as well as descriptions of similar projects completed. Biographies of the key people involved in the project are required.
- ✓ Three project references that can speak to the organization's track record and expertise on similar projects.
- ✓ A reference letter from a banking institution confirming the organization's length of relationship with that bank and the organization's ability to access financing from the bank for a project of the magnitude as outlined in the proposal.
- ✓ A project development budget including the offer price of the land.

- ✓ A market study and any letters of intent to document demand for the proposed space.
- ✓ A timeframe for the development that will inform final negotiations and will be included in the Purchase Agreement as condition(s).

## *Inquiries*

Any inquiries regarding this RFP should be directed by email to Danielle Myles, Economic Development Manager at [dmyles@terrace.ca](mailto:dmyles@terrace.ca). The City will only respond to inquiries regarding this RFP in writing, through this person and email address.

## *Addenda*

The City of Terrace may at any time issue written addenda for clarification, to alter or supplement this RFP. Addenda will be posted to the BC Bid website. It is the responsibility of Applicants to check BC Bid to ensure all relevant documents have been reviewed before the Closing Time.

## **2.0 Site History and Redevelopment Goals**

The site is currently owned by the City of Terrace and historically housed a sawmill, timber sort yard and was used historically for agricultural purposes. The site is currently vacant and is comprised of three lots totalling 6.13 hectares. The adjacent 2 hectare lot at 5004 Keith Avenue was sold by the City in July, 2015.

The Site is located within a transition area known as the Keith Estates Neighborhood, a larger 29 hectare, mostly vacant area that was formerly the site of heavy industry. The site under RFP is now zoned for light industrial use and is located near the city center approximately 700 metres northeast of the Skeena River and directly south of the Canadian National Railway. The lots are relatively flat with an asphalt driveway crossing the Site.

In March, 2017 the City received a Final Determination from the BC Ministry of Environment, clearing the site for redevelopment and confirming that it is not contaminated. The three lots are within the Keith Estates Neighborhood Concept Plan (NCP) area which applicants are invited to review. It should be noted that this concept plan has been formally incorporated into the Official Community Plan and is guiding policy based on community consultation. In summary, proposed developments should consider the following development goals (included within the NCP) as well as any other directives within that document:

- A mixture of land uses deemed an important part of the neighborhood with the following ratios to be considered: 60-70% light industrial, 10-15% commercial and 5-10% emergency services.
- Ensuring access and connectivity: maintaining arterial corridors, adding features to improve pedestrian/cyclist and neighborhood experience, creating well designed internal street network.
- Buffering and landscaping to mitigate disruptive activity, where appropriate;

- The southeast corner fronting Kenney Street and Keith Avenue has been sold with plans to house a future Toyota dealership – this was determined to be the primary commercial use property although nothing prohibits other parcels from being used for commercial purposes as well.
- Design and character guidelines include use of high quality materials and aesthetics, one or two story buildings, ground level entry and street frontage. Please see NCP document for further details.

*Additional development goals:*

- Celebrating the history and culture of Terrace by integrating First Nations or pioneer heritage into design elements of the development will be considered a value add to the proposal.
- Development is required to proceed in a short timeframe and related development commitments will be further negotiated with the successful bidder for the Sales Agreement.

### *Key Events or Deliverables and Project Schedule*

<b><i>Event or Deliverable</i></b>	<b><i>Estimated Date of Delivery or Completion</i></b>
<i>RFP issued</i>	<i>September 28, 2018</i>
<i>Inquiries received up to</i>	<i>October 26, 2018</i>
<i>Closing date for RFP submissions</i>	<i>November 30, 2018</i>
<i>Proposal Accepted By</i>	<i>January 31, 2019</i>
<i>Sales Agreement Closing No later than</i>	<i>April 30, 2019</i>
<i>Construction to commence</i>	<i>In a short timeframe, detailed to be negotiated in Sales Agreement.</i>

### **3. Land Price**

Submissions must include an offer price, which will be one of the criteria used in evaluating the proposals. It is local government policy to not sell land below fair market value.

### **4. Evaluation and Selection of Proposals**

All proposals received will be evaluated by City staff. The City reserves the right to seek advice from 3<sup>rd</sup> party consultants for this evaluation process.

Proposals will be evaluated on the basis of the following criteria:

- a) Quality of the Proposal and Development;
- b) Alignment with the development goals outlined in this RFP;

- c) Expertise and experience of the project team;
- d) Quality of the references.
- e) Land price and providing the best value to the City;
- f) Clarity of vision and approach outlined in the Proposal, and
- g) Performance in an interview, if requested.

During the evaluation, extra points will be awarded for the following:

- h) Proposals that integrate sustainability goals from the Terrace 2015 Sustainability Plan <https://www.terrace.ca/sites/default/files/docs/city-hall/terrace-2050-sustainability-strategy-oct-2009final.pdf>
- i) Proposals that include a residential component.

### *Acceptance of Proposal*

The City of Terrace reserves the right to accept or reject any Proposal and may negotiate with one or more Applicants with respect to their Proposals. The City also reserves the right to extend the RFP period for any reason.

The City is not bound to accept any proposal of those submitted.

Notice in writing to a Proponent of the acceptance of its proposal by the City and the subsequent full execution of a written Sales Agreement will constitute a Contract, and no Proponent will acquire any legal or equitable rights or privileges until the occurrence of both such events.

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or bylaws.

After the Consultant selection process, the City will advise all Proponents of its selection prior to entering into a Contract.

## 5. Special Conditions

### *Liability for Errors*

While the City of Terrace has made effort to ensure an accurate representation of information in this RFP, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

## *Ownership of Proposals and Freedom of Information*

All documents, including proposals, submitted to the City of Terrace become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## *Use of Request for Proposal*

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

## *Confidentiality of Information*

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

## *Indemnity*

The Proponent shall indemnify, protect, and save harmless the City as represented by its officers, agents, servants and employees, , from and against all actions, causes of actions, claims and demands of any kind, description and nature whatsoever arising out of or in any way connected with negligent actions or omissions in fulfillment of its contract and all such actions, causes of actions, claims and demands recoverable by any third party from the City or the property of the City shall be paid by the Proponent. If the City is required to pay any damages, costs, or fees on account of the actions, causes or actions, claims and demand hereinbefore recited, or if the property of the City shall be charged in any way as a result of the aforesaid actions, causes of actions, claims or demands, then the City shall be entitled to recover from the Proponent all such damages, costs or fees or other charges together with any costs or expenses in so doing that are attributable to the negligent actions or omissions of the Proponent, from the Proponent.

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## *Negotiation Delay*

If the proponent cannot negotiate a Sales Agreement within 60 days of notification that they have been successful in the RFP process, the City retains the right to terminate negotiations and negotiate a Sales Agreement with the next eligible applicant or choose to terminate or extend the RFP process.

## **6. Additional Documentation and Confidentiality Form**

All applicants are invited to visit the City's Terramap tool at <http://terramap.terrace.ca/terramap/AppMemberLogin.aspx?ReturnUrl=%2fterramap%2fCustomFunction%2fTerrace%2fDisclaimer.aspx> for publicly available mapping data.

The following documents are available for review by interested bidders. The City will provide the confidential documents (as indicated) with a request provided by email to [dmyles@terrace.ca](mailto:dmyles@terrace.ca) and after providing a signed consent form to this email address.

1. Final Determination, BC Ministry of Environment March 2018 (*confidential*)
2. PSI and Supplemental Site Investigation, 2017 (*confidential*)
3. Two subdivision concept plans (*for reference only, confidential*)
4. Keith Estates Neighborhood Concept Plan
5. Title Search
6. Copy of legal Survey Plan
7. Ortho and aerial photos