



City of Peterborough Request for Expression of Interest
Document No. EOI-01-19

Opportunity to Partner with the City of Peterborough for the Development of a New Transit Storage Facility in Peterborough, Ontario

Non-Mandatory Site Meeting

See **Section 1.0** of this RFP document for details

Closing Date and Time

Thursday, February 21, 2019

See **Section 2.0** of this document for details

Note: This EOI, at the sole discretion of the City, will be advertised in a local newspaper and posted on the City's website at www.peterborough.ca/tenders only. It will not be posted on bids&tenders™. Submissions will be made directly to City Hall – see **Section 2.0**

Note: EOI submission, including all supporting documentation, must be in English only

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1.0 Introduction

1.1 General Information

The City of Peterborough, or the “City”, appreciates your interest in this Request for Expression of Interest, or “EOI”.

Through this EOI, the City is seeking options to partner with, or acquire from, external groups, individuals, or agencies, sufficient land to construct a new transit storage facility to replace the existing facility on Townsend Street and permit future expansion of Peterborough Transit. See **Section 6.0** for details.

1.1.1 Format of Bid Solicitation Process and Document

By exception, this document is only being advertised in a local newspaper and posted to the City’s website at www.peterborough.ca/tenders. Potential Respondents must provide contact information to the City, by email to tenders@peterborough.ca, in order to be placed on the Distribution List, and to be advised of any addenda or further information that may be issued.

Attachment 1 “Terms, Conditions and General Information”, is applicable to this document. **Attachment 1** is available on the City’s website at www.peterborough.ca/tenders. The Respondent must also acknowledge, when completing **Appendix B** of this EOI that they have read and understand **Attachment 1**.

1.2 Non-Mandatory Site Meeting

A non-mandatory meeting has been scheduled for City staff to answer questions and clarify any part of this EOI. It is recommended that potential Respondents attend. It is also an opportunity for organizations to meet and potentially form partnerships to partner on submission. The meeting will be held on Tuesday February 5, 2019 at 4:15 p.m. in the Sutherland Room, City Hall, 500 George Street North, Peterborough.

Potential **Respondents** should register at the meeting, by signing a form provided by the City. Information discussed at this meeting is considered unofficial and will only be considered official when issued in an addendum prior to the Closing, which will be posted to the City website and provided to registered potential Respondents.

1.3 Attachment

The following Attachment is provided for information purposes.

Attachment 1 – Terms, Conditions, and General Information - is applicable to this document. Note: **Attachment 1** is available on the City’s website at www.peterborough.ca/tenders.

1.4 Appendices

The Appendices listed below are included in this EOI. They are to be completed and submitted as part of the EOI submission.

Appendix A – Submission Cover Page and Checklist

Appendix B – Acknowledgements

1.5 City Representative

The City representative shall be referred to as the “Owner”.

City of Peterborough

500 George Street North

Peterborough, ON K9H 3R9

Representative: Robert Dunford, Senior Project Manager

1.6 Consultant

The City has retained a professional consulting firm to assist with this Project:

IBI Group

7th Floor – 55 St. Clair Avenue West

Toronto ON M4V 2Y7

Representative: Daniel Crosthwaite, Associate | Manager, Building Projects

2.0 Closing Date and Time

Refer to **Section 6.0 of Attachment 1** for details.

Sealed submissions are to be submitted to the City of Peterborough, Corporate and Legislative Services, Tenders and Proposals, Main Floor, City Hall, 500 George Street North, Peterborough, ON, **before 3:00:00 p.m. local time, on Thursday, February 21, 2019**, or the “Closing”.

3.0 Opening Date, Time and Results

Refer to **Section 6.0 of Attachment 1** for details.

All submissions received on time will be opened in public on **Thursday, February 21, 2019, at 3:15 p.m. local time**, at City Hall.

The names of **Respondents** will be available after the Opening, on the City website at www.peterborough.ca/tenders-quotes-proposals. The details of the submissions will not be made public at the Opening.

4.0 Inquiry

Refer to **Section 8.0 of Attachment 1** for details.

4.1 Errors, Omissions and Questions

- 4.1.1** The City shall not be held liable for any errors or omissions in any part in the document. Respondents with questions related to the process or the nature of the service requested, or finding errors in, or omissions from the document, or having any doubt as to the meaning or intent of any part of the document, must submit their request in writing only, by email to tenders@peterborough.ca, or by fax to **Corporate Services at 705-876-4607**.

The Deadline for Questions is **before 12:00 NOON Eastern Standard Time, on Wednesday, February 13, 2019**.

Staff will prepare and distribute an addendum, as well as post on the City website, as necessary, in sufficient time to allow for Respondents to receive and understand the new information. **Questions received after the Deadline for Questions will not be responded to.**

The City will not consider any claim, after submission by the Respondent, that there has been a misunderstanding with respect to the conditions imposed by the EOI document. It is each Respondent's obligation to satisfy itself that it understands every aspect of the document.

Nothing in the EOI document relieves a Respondent from its obligation to form its own opinion, through reading the entire document and submitting questions.

4.2 Addenda

Refer to **Attachment 1, Section 4.0** for details.

The Respondent must confirm the correct number of addenda issued when completing **Appendix B**.

5.0 Accessibility

Refer to **Section 12.0 of Attachment 1** for details.

5.1 Incorporating Accessibility or Compliance

Respondents must submit their EOI in 12 point font.

6.0 EOI Details/Specifications

6.1 Overview or Background

The City currently operates a transit storage facility at 182 Townsend Street. The facility consists of storage garage, service area (fuelling and washing), maintenance garage and office space; but it is too small for the current fleet, lacks efficient service areas and has limited expansion potential. The maintenance garage is also dated and approaching the end of its service life.

The City Public Works Division will move to a new Public Works Yard at 791 Webber Avenue in the second quarter of 2019. This new yard will accommodate all of the Public Works staff, vehicles, and equipment, including the vehicle maintenance garage, which also services the transit fleet. The new yard on Webber Street does not have sufficient space to also accommodate new Transit Storage facilities.

Anticipated growth to Peterborough Transit means a new larger Transit Storage facility is required. The new transit storage facility will provide indoor storage for all transit vehicles; service for vehicle cleaning, fuelling, and minor maintenance; and will include office space, staff change rooms and facilities, and fuel and equipment storage. The facility may also include a ticket sales/passenger waiting area if location is appropriate to combine with transit route services.

Since major transit vehicle maintenance is currently undertaken by Public Works staff at the vehicle maintenance garage, a new transit storage facility in close proximity to the new Public Works Yard on Webber Avenue would reduce future costs to shuttle vehicles between sites. In the short/medium term it is expected that major repairs and maintenance to transit vehicles will continue to be performed at the Webber Avenue site; with only minor repairs, vehicle cleaning and servicing, and vehicle fuelling being undertaken at the location of the new transit storage facility. Depending on the location chosen for the transit storage facility, the City may elect to also transition the major maintenance work for transit vehicles to the new transit storage facility in the future. The flexibility of the site to be able to accommodate future expansion is an important consideration, in the event that a full transit maintenance garage is required in the future.

City staff and a Consultant have assessed various City-owned properties that could accommodate a new transit storage facility, including a few privately held properties that City staff assumed may be available for acquisition for this development. This EOI is intended to increase the number of potential properties being considered.

Owners of properties that are under-used or under-developed and meet the City's requirements are encouraged to identify their interest in having their property considered as part of this Project. The City may also consider submissions by multiple owners or owners who propose to assemble adjacent properties which, when combined, meet the City's requirements.

6.3 Scope of EOI

The City is undertaking the development of a new Transit Storage facility with associated storage garage, service area, potentially including some maintenance facilities, office space and room for future expansion. This EOI is an opportunity for public sector agencies, developers, community partners and other public and private agencies/individuals to convey their interest in offering

lands for consideration in this Project and describing how they could be a part of the initiative.

While the EOI process opens the door for discussion of options with other potential partners, this EOI does not tie the City's hands to any one submission.

The EOI process will help the City:

- a. Determine if there are other viable options for land, and potentially for existing buildings, where the new Transit Storage facility could be situated, other than the municipality's own land holdings;
- b. Identify groups or organizations who may be able to partner with the City on the Project and identify what resources they can contribute to the Project, for operating and capital cost, towards other complementary facilities or services at the facility;
- c. Identify if there are other feasible commercial partners who can bring an alternative financing solution to the development of the Project, which may include bringing capital and/or operating resources to the Project, in exchange for such things as:
 - i. Land; and/or Naming rights; and/or
 - ii. Improved or new municipal services that compliment the Transit Storage Facility; and/or
 - iii. Advertising on Peterborough Transit; and/or
 - iv. Development rights as part of a private-public sector partnership.

6.4 Requirements

- a. Minimum of five acres of developable land. Properties that are significantly larger will be considered along with potential opportunities to sever remaining lands;
- b. Sufficient frontage that would permit two access points; preferably to two different collector or arterial roads;
- c. Relatively flat and relatively square in shape;
- d. Close to municipal sewer and water services;
- e. Within six km of 182 Townsend Street and preferably within the City Limits;
- f. Owners of all submitted properties must complete and sign **Appendix B**; and
- g. Asking price for the City to acquire or lease the submitted properties.

6.5 Obligations

There will be no award based on the EOI. Selection and recommendation of a preferred site will be done following a subsequent evaluation process, which includes public consultation regarding potential sites and will be based on a number of differing criteria and technical factors. However, Respondents should note that the City reserves the right to:

- a. Seek clarification or further information not necessarily listed in this EOI;

- b. Develop a short list of potential sites not limited to the results of this EOI for further consideration;
- c. Enter into exclusive negotiations with one or more selected Respondent(s);
- d. Request more detailed information leading to final Respondent(s) selection/negotiation;
- e. Publicly identify the locations submitted and the locations accepted to a short list of potential sites;
- f. Publicly provide the results and opinions of City staff and the City's Consultant related to the condition of the property and suitability for this purpose;
- g. Consider, evaluate and potentially select a City owned property, a property identified by a Respondent to this EOI, or acquire a property whose Owner did not respond to this or any other EOI;
- h. Extend the EOI selection process timeline; or
- i. Take no action.

6.6 Estimated EOI Timetable

The schedule of key events in this EOI process is summarized herein:

ITEM	DATE
EOI issue date	January 21, 2019
Non-Mandatory Site Meeting	4:15 pm, Sutherland Room, City Hall, February 5, 2019
Deadline for Respondent questions	February 13, 2019 before NOON
EOI Closing Date and Time	February 21, 2019 before 3:00:00 p.m.
EOI Review Period	To end of March 2019
Site assessment and consultation	To end of June 2019
Report to Council	To end of September 2019
Development of Agreements	To end of December 2019

7.0 Contract

Refer to **Section 14.0 of Attachment 1** for details.

7.1 Form of Contract

The City may enter into exclusive negotiations with one or more Respondents, which may lead to the creation of a formal Agreement/Contract.

8.0 Information Requested

8.1 Addressing Submission

A submission shall be accepted only when submitted in an envelope sealed and clearly addressed to “**City of Peterborough, Corporate and Legislative Services, Tenders and Proposals, Main Floor, City Hall, 500 George Street North, Peterborough, Ontario, K9H 3R9**” and marked “**EOI-01-19 “New Transit Storage Facility**” and include the name and address of the Respondent.

8.2 Binding and Irrevocable

Not applicable. Any pricing provided by the Respondent shall be used for budget purposes only as no award will be made on this EOI.

8.3 Original and Copies

Refer to **Section 7.0 of Attachment 1** for details.

The Respondent shall submit **one original and four copies** of all requirements, as set out in **Appendix A**.

8.4 Submission Details and Format

The City is seeking submissions from Respondents who are both interested and able to provide sufficient land to meet the City’s needs.

Submissions are to be no more than eight single sided pages or four double sided pages in length, excluding any Appendices to be completed and submitted, and will use the following format:

8.4.1 Appendix A - Submission Cover Page and Checklist - mark an “X” in the “**Respondent Included**” column, beside all items included.

8.4.2 Appendix B - Acknowledgements – acknowledge the correct number of addenda received and that **Attachment 1** has been reviewed and is understood.

8.4.3 Other Information

Respondents should provide as much information as they think appropriate. Any information provided to the City through this EOI will form a record under the **Municipal Freedom of Information and Protection of Privacy Act**, or “MFIPPA”, as amended. Respondents must inform the City, as part of their submission, which parts of their submission are being provided in the strictest confidence. Being so informed does not guarantee that the information provided will remain private if the City receives a Freedom of Information, “FOI”, request, or other lawful request to release the information. In the event of an FOI or lawful request, the City will advise the Respondent of the request and the Respondent will be required to assist the City in its effort to convince the Information and Privacy Commissioner that the information fits one of the

exemptions under the MFIPPA, so that the City Clerk would be allowed to refuse release of the information provided in the strictest confidence. In order to complete a proper assessment and public consultation of potential sites, the location of each site received through this EOI will be disclosed.

EOI submissions are to include, **at a minimum**, the following:

- a. Organization/company/Individual contact information including firm name, mailing address, telephone and fax numbers, and web address, if applicable. Also indicate all partners, if applicable;
- b. Description and municipal address of the property or properties being proposed, current and past uses on the property/properties, current condition, current zoning, etc.;
- c. Information as it pertains to how the proposed property/properties satisfy the requirements of **Section 6.0** of this EOI document; and
- d. Other information – i.e. any pricing or budget information, availability, partnership or reciprocal expectations or opportunities, etc.

9.0 Evaluation, Clarification and Future Negotiations

9.1 Review

The City has contracted a professional consulting firm to assess potential properties and provide a recommendation to City Council. The Consultant and City staff will review the submissions and identify properties for further consideration. The Consultant will then prepare a “short list” of the most feasible properties for further evaluation and public consultation. Assessments of sites may require the City and/or Consultant to access the property. City staff will contact property owners prior to any site visit to arrange for access.

After public consultation, the short list of sites will receive a final evaluation and rank. The Consultant will prepare a report with their recommendation of the top ranked site, based on the evaluation criteria developed as part of the Project. In preparing a recommendation to City Council, City staff may propose an alternative site if the alternate site is considered to be preferred by City staff, balancing the recommendations of the Consultant and other considerations. City Council will make the final decision as to which site is to be selected as the “preferred site” and subjected to Environmental Assessment planning. The selection of a “preferred site” does not oblige the City to purchase that or any other property.

Upon selection of a “preferred site” City staff may undertake additional studies, including background studies to support Environmental Assessment planning, and enter into preliminary negotiations with the property owner(s) with respect to development/acquisition of the property. All recommendations and agreements

to purchase property or enter into a development agreement with respect to the “preferred site” are subject to approval by City Council.

City Council may direct development of any site, irrespective of the recommendations of the Consultant or City staff. The City will have no obligation, financial or otherwise, to any Respondent until a successful land purchase or negotiated partnership is completed and agreed to.

The City and its Consultant will be reviewing submissions with the following criteria in mind:

- a. Does the submission address any of the elements identified in **Item 6.3** “Scope of EOI”;
- b. Estimated costs of development and operation;
- c. Potential adverse effects and mitigating measures;
- d. Potential operational impacts of the site;
- e. Area context;
- f. Access and services;
- g. Availability timeline;
- h. Potential acquisition cost and availability; and
- i. Additional criteria developed through the review and consultation process.

9.2 Clarification

The City may elect to contact any Respondent to seek clarification of the contents of a submission, request additional information or conduct a follow-up meeting.

9.3 No Contract

By submitting an EOI, and participating in the process, as outlined in this document, each Respondent expressly agrees that no contract of any kind is formed under, or arises from, this EOI, and that no legal rights or obligations will arise between the City and any Respondent, until and unless the City and a Respondent execute a written contract.

9.4 No Claims

By participating in the process as outlined in this EOI, each Respondent acknowledges and agrees that the City and its officials, employees, agents and Consultant will not be liable to any Respondent for any claims, direct or indirect, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting an EOI, or a future Proposal submission, if applicable, or participating in negotiations, or other activity related to or arising out of this EOI.

Attachment 1 – Terms, Conditions and General Information

Attachment 1 is applicable to this document.

Attachment 1 is not provided with this document.

Attachment 1 is available on the City's website at www.peterborough.ca/tenders. It must be reviewed in conjunction with this document. The Respondent must also acknowledge, when completing **Appendix B** of this bid document, that they have read and understand **Attachment 1**.

Appendix A - Submission Cover Page and Checklist



City of
Peterborough

**Request for Expression of Interest
Document No. EOI-01-19**

New Transit Storage Facility

Submit To:

**City of Peterborough
Corporate and Legislative Services, Tenders and Proposals
Main Floor, City Hall
500 George Street North
Peterborough, Ontario K9H 3R9
Attn: Richard Freymond,
City Treasurer**

Submitted By:

Company Name

Address

Appendix A - cont'd

Checklist

The Respondent shall include all items with an “X” in the “City Required” column in their EOI submission and **in the order shown below**. “N/A” shall mean not applicable to this EOI. The Respondent shall mark an “X” in the “Respondent Included” column to indicate the items that are included in their EOI submission.

City Required	Requirement	Respondent Included
X	One Original and four copies of EOI submission	
Provide the Following with Original and all Copies		
X	Submission Cover Page and Checklist – Appendix A	
X	Acknowledgements – Appendix B	
X	Company or Individual Contact Information – Item 8.4.3.a	
X	Description of the subject property in accordance with Item 8.4.3.b	
X	Explanation of how the subject property meets the City’s requirements – Item 8.4.3.c	
X	Pricing, budget or reciprocal expectations and property availability – Item 8.4.3.d	
X	Clear indication of which aspects of the submission should be treated with the strictest confidence by the City	

Appendix B - Acknowledgements

I/We Acknowledge that this EOI submission is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making an EOI submission for the same goods/services and is in all respects fair and without collusion or fraud.

I/We Acknowledge that all matters stated in the said EOI submission are, in all respects, true.

I/We Acknowledge that _____ addenda have been issued for this EOI and that I/We understand it is the Respondent’s ultimate responsibility to ensure all addenda issued have been received.

I/We Acknowledge that there will be no award based on the EOI and that the City may/may not proceed with a new facility development as a result of reviewing EOI submissions.

Dated at _____ this _____ day of _____ 2019.

Firm or Organization Name

Signing Authority

Street Address

Signature

City

Postal Code

Telephone and Fax Number

Email