TOWN OF QUALICUM BEACH
REQUEST FOR PROPOSALS

East Village: Town-owned Parking Lot

Proposals ("Applications") should be addressed and delivered to the attention of Heather Svensen, Corporate Administrator, Town of Qualicum Beach Town Hall, #201 - 660 Primrose Street, Qualicum Beach, British Columbia, V9K 1S7 prior to 12:00 p.m. on October 19th, 2020 (the “Closing Date”).

NOTES:

1. Applications should be in sealed envelopes or packages marked with the Applicant’s Name and the Request for Proposals (“RFP”) Title: “East Village: Town-owned Parking Lot”.

2. There should be 2 hard copies of the Application in each sealed envelope or package as well as a USB stick containing an electronic copy of all the documents.

3. The Town Hall is open Monday to Friday, between 9 a.m. and 4 p.m. and closed on Saturdays, Sundays and holidays. Public hours are limited to 9am to 1pm.

4. DO NOT SUBMIT APPLICATIONS BY FAX OR ELECTRONIC MAIL

All questions related to this RFP should be submitted in writing to the attention of:

Heather Svensen, Corporate Administrator
E-mail: hsvensen@qualicumbeach.com
INSTRUCTIONS TO APPLICANTS

1. GENERAL INFORMATION

1.1 Introduction

The Town of Qualicum Beach (the “Town”) is an ocean-side community noted for its clean green character, vibrant uptown, rich public amenities, relationship to nature and healthy growth.

The Town is seeking detailed applications from interested parties (“Applicants”) to design, develop, own, operate and finance a mixed residential and commercial development (the “Development”) on certain strategically located Town-owned lands on Second Avenue East, as part of the East Village redevelopment. Applicants with demonstrated experience in land development are invited to respond.

1.2 The community vision

The East Village Plan emerged as a concept in 2016 at the start of the Official Community Plan review. Staff began discussions with property owners to gauge interest in a collaborative project, and in 2018 a conceptual landscape plan was developed to illustrate the overall streetscape and potential interface between public and private property. The conceptual plan is attached as Schedule D. The East Village area is a former industrial zone immediately adjacent to the commercial core that is currently underutilized.

The East Village vision is about building on the existing energy that characterizes the uptown core by creating a commercial and residential village that will draw tourists, professionals, families, seniors and the residents. The concept involves diverse housing options, mixed use commercial and residential space, and other community amenities in a unique design aesthetic that will complement the existing commercial core while incorporating references to the light industrial history.

Creating a vibrant public realm is a priority for this project, so the Town is in the process of adopting a Local Area Service bylaw to finance public realm improvements along Second Avenue East and the two adjacent intersections. Except as provided for in that bylaw, Applicants will not be responsible for completing Adjacent Works and Services along Second Avenue East.

Town-owned land is a pivotal component of the East Village initiative, and to date the discussions have proceeded with the understanding that the Town would ultimately sell or lease the Town-owned parking for private development. This RFP is an open process intended to identify a proposal and proponent that benefits the Town financially while also advancing the East Village concept.
1.3 The Lands

Aerial picture of the Lands is attached as Schedule B to this RFP.

The Lands consist of the following parcels, owned by the Town:

- 134 Second Avenue East (PID #000-161-632),
- 130 Second Avenue East (PID #000-161-675), and
- 126 Second Avenue East (PID #000-161-683),

The Town makes no representations of warranties in respect of the geographical or environmental condition of the Lands, or the impact on the Development of any charges or notations registered against title to the Lands.

The current zoning of the Lands is Industrial 1, and a rezoning will be necessary to redevelop the Lands for commercial and/or residential purposes.

1.4 Project Goals

The Town’s goals for the redevelopment of the Lands are to:

(a) create a vibrant public realm;

(b) create an attractive residential and/or commercial development;

(c) maximize value from the Lands.

1.5 Scope of Work

The Town is looking for a third party to plan, design, construct, operate and finance the Development. The Town is open to different ownership structures, including structures where the Town retains ownership of all or some of the Lands or units within the Development. Except to the extent that the Town retains ownership in all or some portions of the Lands or the Development, the Town’s role will be minimal.

The Town expects that the project will involve some or all of the following:

(a) acquisition of all or portions of the Lands;

(b) subdivision or consolidation of the Lands;

(c) servicing the Lands (where not provided as part of the Local Area Service bylaw);

(d) rezoning the Lands and entering into such covenants and agreements as the Town’s council may require as a condition of rezoning;
(e) designing and constructing the Development in accordance with the zoning bylaw, the applicable zoning conditions and the Design Guidelines set out in Schedule C to this RFP;

(f) investigating and remediating any contamination of the Lands, as necessary in connection with the Development;

(g) working with the Town’s staff and council in respect of development cost charges and property taxes payable in respect of the Development;

(h) ensuring that the Development is financially viable and attractive to purchasers and investors.

The Town anticipates that the development process will commence by May 31, 2021 or earlier and complete by May 31, 2023 or earlier. If these dates are not considered to be feasible, Applicants should provide a clear timeline as part of the proposal. The Town reserves the right to secure these dates by charges against title to the Lands, a right of first refusal, an option to purchase or any other means.

1.6 Project Principles

The Development is guided by the following principles.

(a) quality – provide quality work;

(b) risk management – minimize risk and liability exposure to the Town and the general public;

(c) innovation – develop and apply creative solutions to achieve sustainable design, construction, ownership, financing and operation; and

(d) aesthetics – appearance is an important component of the redevelopment, which has to be cohesive with the neighborhood and the community.

1.7 Evaluation Criteria and Process

The Town will determine if each Applicant either (1) has the capability of delivering the project in accordance with the requirements set out in this RFP or (2) offers an innovative solution that the Town would consider for the Lands and the Development.

The Town will consider the following criteria when evaluating Applicants’ responses:

(a) alignment with the Town’s community vision set out in section 1.2 of this RFP;

(b) alignment with the Town’s project principles set out in this RFP;

(c) applicant’s experience with projects similar to the proposed Development;

(d) applicant’s financial ability to undertake the Development;
(e) applicant’s ability to commence and complete the Development in accordance with the timelines set out in this RFP;

(f) likelihood of achieving or exceeding project goals set out in this RFP; and

(g) risk of liability to the Town and the general public.

1.10 RFP Process

This RFP is an invitation for each Applicant to provide their project Application to the Town. This RFP does not create any obligation or duty to Applicants that the Town could breach, including under any evaluation process arising from or related to this RFP.

All costs and expenses associated with the preparation and submission of the Application, including any costs incurred by the Applicant during the evaluation process, will be borne solely by the Applicant.

1.11 No Obligation

Notwithstanding anything in this RFP, including the submission of Applications by Applicants, the evaluation of Applications by the Town, the subsequent negotiations or Request for Proposals, or any discussions or negotiations between the Town any one or more Applicants, the Town is under no obligation whatsoever to award the project to any Applicant.

1.12 Town’s Use of Applications

(a) The Application, once submitted to the Town, becomes the property of the Town, and the Town is under no obligation to return the Application. All right, title and interest in the Application, including any proposed ideas and solutions, are transferred to the Town and the Town will be free to use the Application without restriction or compensation.

(b) All intellectual property rights in and to any patents, copyright, trade-marks and trade secrets owned by or licensed to the Applicant prior to its submission remain with the Applicant.

1.13 Third Party Consents

If applicable, each Applicant should obtain written consent from each individual, company, firm, partnership or other legal person before forwarding such personal or private information to the Town. These written consents are to specify that the personal or private information may be forwarded to the Town for the purpose of responding to this RFP and may be used by the Town for the purposes set out in this RFP.

The Town may, at any time, request the original consents or copies of the original consents from developers responding to this RFP, and upon such request, the Applicant should be able to supply such originals or copies to the Town.
1.14 RFP Documents

(a) This RFP includes the following attachments:

(1) Schedule A – Application Format
(2) Schedule B – Aerial photo of the Lands
(3) Schedule C – Design Guidelines
(4) Schedule D - 2018 CONCEPTUAL LANDSCAPE PLAN

(b) If the Town issues any addenda to this RFP, such addenda will form part of this RFP.

(c) It is the sole responsibility of the Applicant to check the Town’s website at <http://www.qualicumbeach.com/> regularly for amendments, addenda, and questions and answers related to this RFP.

(d) It is the sole responsibility of the Applicant to review all Town’s bylaws and policies applicable to the Development and the Lands.

2. COMMUNICATIONS

2.1 Inquiries by Applicants

(a) All communications and questions in respect of the RFP should be directed to Heather Svensen, Corporate Administrator. Inquiries should be in written form only, emailed to hsvensen@qualicumbeach.com. If required, an addendum will be posted on the Town’s website.

(b) Inquiries and responses will be recorded and distributed to all Applicants involved, at the Town’s discretion. Addenda to this RFP may be issued and published on the Town’s website, at the Town’s discretion.

(c) Information obtained from any source other than as set out in section 2.1(a) of this RFP is not official and must not be relied on.

3. NO DUTY OR OBLIGATION ASSUMED BY TOWN

3.1 No Claim Against the Town

The Applicant acknowledges and agrees that the Town will not be responsible for any costs, expenses, losses, damages or liabilities incurred or alleged to be incurred by the Applicant.

3.2 Reservation of Complete Control of Process

The Town reserves the right to retain complete control over the RFP process at all times. Without limiting the foregoing, the Town is not legally obligated to review, consider or evaluate Applications in accordance with the procedures set out in this RFP and the Town reserves the right to continue, interrupt, cease, or modify its review, evaluation, negotiation or Request for Proposals process for any or all Applications at any time without further explanation or notification to any Applicant.
3.3 Information Disclaimer

The Town is not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in the RFP or documents disclosed or otherwise provided to the Applicant pursuant to the RFP.

The Applicant should conduct its own independent investigations and interpretations and should not rely on the Town, with respect to information, advice or documentation provided by the Town.

The Town makes no representation, warranty, or undertaking with respect to the RFP and the Town shall not be liable or responsible for the accuracy or completeness of the information in this RFP or for any other written or oral information made available to any Applicant related to this RFP.

The Applicant now irrevocably waives all rights it may have by statute, at law or in equity, to obtain any records produced or kept by the Town in evaluating its Application (and any other submissions) and now agrees that under no circumstances will it make any application to the Town for disclosure of any records pertaining to the receipt, evaluation or selection of its Application (or any other submission) including, without limitation, records relating only to the Applicant.

3.4 No Legal Obligation

The Applicant acknowledges and agrees that despite any other term of this RFP, the Town assumes no legal duty or obligation in respect of this RFP or any of the processes described herein. All Applicants are entitled to withdraw their Applications at any time.

3.5 Confidentiality

Every document, including Applications, delivered to the Town pursuant to this RFP will be received and held in confidence by the Town, subject to the provisions of the Freedom and Information and Protection of Privacy Act.

Any documents or information relating to the Town or this RFP obtained by an Applicant as a result of participation in this RFP should be deemed to be confidential and must not be disclosed without prior written authorization from the Town.
Schedule A

FORMAT OF THE APPLICATION

The Town requests that Applicants respond to this RFP in a comprehensive form which, without being limiting or exhaustive, contains the following:

1. **Cover Letter**

Provide a cover letter with the Application signed by a duly authorized representative of the Applicant who has had the opportunity to review the RFP, certifying that all statements made and information provided in the Application are complete, true and correct in every detail.

2. **Summary**

Provide a brief overview of your proposed approach and vision to achieving the project goals and aligning with the project principles for the Development.

3. **Organization**

Describe the management and corporate teams (“Team”) for the fulfillment of all components of the Development. Without limitation, provide the following information:

- a description of the Team – whether a company, firm or other consortium- including a description of all Team members and description of the proposed legal structure;

- identification of the individuals who will serve in the key project roles for the Team, such as project manager, design manager, construction manager, and other senior personnel who will be assigned to the project. Provide resumes for each of these individuals; and

- briefly describe any previous working relationships between the Team and the key personnel.

4. **Financial Details and Organizational Capacity**

Describe the financial benefit and/or proposed agreement with the Town, and demonstrate the financial capacity and stability that qualifies you to undertake the Development. Without limitation, provide the following information:

- provide details on the financial benefit to the Town (e.g. proposed purchase price, lease terms, etc.). Although this only needs to be described in general terms in this proposal, the Town may require that Applicants provide a binding offer within a specified timeline.

- identify the current and anticipated relevant design and construction work of the Team and the Prime Members;

- describe the financial and business resources available to the Team and the Prime Members to undertake the contract;
5. **Related Experience**

Demonstrate experience in projects of similar size, scope and complexity. Without limiting the foregoing, provide the following information:

- location, nature and scope of related projects undertaken by the Team and the Prime Members;
- provide details of original budgets and final costs, and reasons for any major variations;
- provide details of both projected and actual project schedules;
- describe roles of key staff members on those projects as they relate to this proposed project; and
- provide contract details for a representative on these projects that can be contacted for further information; and

6. **Development Concept**

Based on the information contained in the RFP, provide, in reasonable detail, an outline of the components of the Development including the following:

- the kinds of structures, built form, proposed uses and amenities;
- ownership structure;
- Town’s involvement;
- anticipated commercial and public uses;
- anticipated housing options;
- number and location of parking facilities;
- access to the Development; and

The Development should be described in general terms to assist the Town in determining whether the interested party at this stage proposes a project that will be of interest to the Town. Detailed plans are not expected at this time.

7. **Financial Plan**

Describe how you propose to finance the Development, which aspects of the financing have been secured and which aspects remain outstanding. Describe conditions to securing financing.
8. Implementation Plan

Include a detailed schedule of implementing the Development. Without limiting the foregoing, provide the following information:

- development milestones, including subdivision, bylaw amendment, design, construction, leasing and disposition, as applicable;
- key people and entities involved at each milestone; and
- risks and unknown factors in respect of each milestone and strategies of addressing such risks and unknown factors.
Figure 1: Subject Property. Town-owned parking lot outlined in a solid white line
SCHEDULE C
DESIGN GUIDELINES

- Designs shall be based on a comprehensive plan that includes the Lands and the relationship with the surrounding lands and uses.

- Designs shall successfully integrate buildings with the proposed public realm improvements on Second Avenue East.

- Buildings, parking and landscape areas shall generally conform to the Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018, “Village Design Guidelines”, with a preference for designs that incorporate references to the light industrial history of the area.

- Parking requirements shall be in accordance with the ‘Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999’.

- There shall be limited vehicle access to Second Avenue East. Primary vehicular access to the subject property shall be from the laneway.
SCHEDULE D

2018 CONCEPTUAL LANDSCAPE PLAN

For reference only. This landscape plan was developed to illustrate the street interface and public realm improvements. It should not be interpreted to convey any intentions for private property.