TERMS OF REFERENCE AND REQUEST FOR PROPOSALS

UNIMIN WATERFRONT LANDS
MASTER PLAN STUDY

August 2012

Town of Midland
575 Dominion Avenue
Midland, Ontario
L4R 1R2
705-526-4275
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TOWN OF MIDLAND

SECTION A

INFORMATION

1. **Scope of Proposals**
The Corporation of the Town of Midland invites proposals for the Unimin Waterfront Master Plan Study for a portion of the Town’s waterfront pursuant to the Terms of Reference provided in Section B of this document.

2. **Terms of this Request for Proposals**
The Terms of Reference for the study are set out in Section B to this document. The requirements for the Proposal Submission are set out in Section C of this document. All three sections of this document comprise the REQUEST FOR PROPOSAL (RFP) for the UNIMIN WATERFRONT LANDS MASTER PLAN STUDY.

3. **Questions and Clarifications**
Proponents having questions and seeking clarification respecting the RFP shall do so in the following manner:

   a. Questions shall only be submitted in writing and by email to the Director of Planning and Development to: wcrown@midland.ca.
   b. Questions shall be submitted by 12:00 p.m. (noon) on September 5, 2012.
   c. Answers to all submitted questions will be posted on the Town’s website on September 10, 2012.
1. **Background**

Unimin Canada Inc. (Unimin) announced the closing and proposed sale of its Midland facility and lands on April 14, 2012. The current mineral aggregate operation (silica sand) was closed on June 30, 2012. Unimin has indicated it will be proceeding with, after the closing of operations, the decommissioning and demolition of all buildings and equipment and undertaking Phase 1 and 2 Environmental Site Assessment (ESA) reports for its waterfront lands. Unimin is working with both local and national real estate advisors regarding the potential sale of their waterfront lands located on the shore of Midland Bay of Georgian Bay.

Unimin owns three parcels of land with direct frontage and access on Midland Bay of Georgian Bay. The lands are located within the fully serviced urban settlement area of the Town of Midland, immediately adjacent to the Downtown which is anchored by the Town Harbour, and adjacent to existing residential neighborhoods. The combined parcels have a water frontage of almost 1100 metres or 3300 feet and a combined area of 16.24 hectares (40 acres), making them the most important waterfront development location in the Town on Georgian Bay.

The three parcels are further described in Table 1 below and the inset map above. Attached as Figure 1 is a detailed aerial map showing the subject lands and the proposed study area.

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Address</th>
<th>Owner</th>
<th>Current Use</th>
<th>Area (ha)</th>
<th>Water Frontage (m)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>420 BAYSHORE DRIVE</td>
<td>UNIMIN CANADA LTD</td>
<td>Mineral Aggregate Processing Plant</td>
<td>7</td>
<td>389</td>
</tr>
<tr>
<td>B</td>
<td>288 BAYSHORE DRIVE</td>
<td>909273 ONTARIO INC</td>
<td>Vacant</td>
<td>7.75</td>
<td>647</td>
</tr>
<tr>
<td>C</td>
<td>475 BAYSHORE DRIVE</td>
<td>909273 ONTARIO INC</td>
<td>Vacant</td>
<td>1.49</td>
<td></td>
</tr>
</tbody>
</table>

The Town has proposed that a Waterfront Master Plan Study be conducted to provide the Town and current and future owners with the necessary guidance respecting the future redevelopment of these important parts of the Town’s waterfront on Georgian Bay.

2. **Current Planning Framework**
Provided below is an excerpt from Schedule A to the Midland Official Plan and an excerpt from Schedule A to Zoning By-law 2004-90 for the subject properties.

Full copies of the Town of Midland Official Plan and Zoning By-law are available on the Town’s website at www.midland.ca.

The lands are located within the Town’s settlement area as defined by both the existing and proposed County Official Plan and are also located within the Town’s “Built Boundary” as defined by the Province through the Growth Plan.
Parcel A of the subject lands are designated EMPLOYMENT AREA in the Town’s Official Plan and zoned Industrial Exception - M1-1 BH30. The zoning permits the full range of primary industrial uses under the M1 Zone and the BH exception permits a maximum Building Height of 30 metres. New uses permitted as-of-right on Parcel A by the Zoning By-law would require Site Plan Approval and a building permit. Permitted uses include a Banquet Hall, Conference Centre, Eating Establishment, dry land Marina, and Professional Offices. Commercial and retail uses, a full marina, and residential uses are not permitted by the M1-1 Zone. A Municipal Comprehensive Review (MCR) would be required prior to considering applications to permit major retail commercial uses or residential uses. Residential uses would require an amendment to the Official Plan and a rezoning in addition to the MCR. All planning applications would be subject to the standard requirements of a complete application (e.g. submission of required supporting studies and reports including Planning Analysis report, Engineering report, Traffic Impact, etc.).

Parcels B and C of the subject lands are designated EMPLOYMENT AREA in the Town’s Official Plan and zoned R/MC-H. The designation is also subject to a Secondary Plan Policy requirement which notes that the lands may provide an ideal location for a convention centre/tourist accommodation facility. The Official Plan requires that the opportunity for these uses should be investigated before alternative new uses are considered. The R/MC-H Zone is a modified development zone that would require a rezoning to permit either new uses. Marine Commercial uses include a marina, hotel commercial entertainment establishment and eating establishment. A Municipal Comprehensive Review would be required prior to considering applications to permit major retail commercial uses or residential uses. Residential uses would require an amendment to both the Official Plan and Zoning By-law. All planning applications would be subject to the standard requirements of a complete application (e.g. submission of required supporting studies and reports including Planning Analysis report, Engineering report, Traffic Impact, etc.).

In recognition that Unimin was offering for sale all three parcels, and the significantly different planning context for each parcel, Council determined that a Master Plan Study should be conducted in a comprehensive manner for all three properties that was respectful of the unique context of the lands to the downtown, to the Harbour, to adjacent parks and trails, and to the adjacent residential neighbourhoods.

3. Study Site and Area

The study site is the Unimin Waterfront lands as described in section 1 of this RFP. The Unimin lands, having a waterfrontage of almost 1100 metres and a combined area of 16.24 hectares making them a critical part of the Town’s waterfront.

The study shall consider the Unimin Waterfront lands within its broader location and context in this important location in the Town. The site is bound on the north by Midland Bay of Georgian Bay, the premier boating destination in Ontario. The site is bound on the south by the Midland Rotary Trail and Bayshore Drive. Midland Rotary Trail is a major trail that runs from east to west in the Town and parallels the shoreline of Midland Bay and is a heavily used trail system. To the east of the Unimin site is Central Marine Marina and the Town Harbour and associated Harbourside Park. The Town Harbour is a municipally owned facility that features 104 seasonal public boat slips, seating areas, picnic areas,
horticultural displays, Harbour Master's Office, restaurant, washroom and shower facilities. Harbourside Park, a 0.6 ha park adjacent to the Harbour, and features a large section of the Midland Rotary Trail, water feature, Peace Garden, Millennium Time Capsule Garden, Display Garden, Monument for Workers who died on the job, and a scenic lookout.

The Unimin site is also in immediate proximity to the Town's Historic Downtown centered on King Street.

The Study must consider and determine a vision for the Unimin site that is respectful of its critical location and sympathetic and compatible with the role and function of the Downtown as the cultural and commercial heart of Midland.

4. **Consultation and Meeting Requirements**
   The proposal must contain the consultant’s recommendations for public consultation as part of the study. In recognition of the lands being a major part of the Town's waterfront, the Community has expressed an overwhelming interest in the future re-development of the lands. The consultant should consider and recommend creative ways to engage and consult with the public during the development of the Waterfront Master Plan.

At a minimum, the proposal shall include the following meetings:

a. Three meetings with the Steering Committee at Project Commencement, Interim report and Final Report.

b. At least one community consultation meeting in the form of a design charrette or workshop.

5. **Scope of Work/Overview**
   The study will involve identifying a waterfront design and land use concept which together can provide a functional and achievable vision for a re-developed and revitalized Unimin Waterfront in addition to strategies for the implementation of the redevelopment. It is envisaged that the study will be comprised of two phases as described below.

**Phase 1 – Design and Land Use Concepts**
- Review background and develop and affirm a working vision to guide the redevelopment of the Unimin waterfront consistent with the objectives and principles of this study.
- Undertake an assessment and review of existing and potential land uses for the area to achieve the vision.
- Consider the site's potential design and land use concept within the context of its location unique and critical waterfront location, to its location adjacent to the Town Harbour and the town park and trail systems, and its proximity to Downtown Midland.
- Consider parking, pedestrian/cycle access, traffic circulation and water access and identity opportunities for improvement.
- Consult with key stakeholders, including the landowner, and the community as part of developing the waterfront design and land use concept for the site.
- Present the result of this work and illustrative concepts to Council and the Community.
Phase 2 – Refinement and Implementation Strategies

- Work with the landowner, and staff to identify and develop optional implementation strategies.
- In discussion with the Town, refine the waterfront design and land use option.
- Identify and recommend an appropriate implementation plan and actions for the Waterfront Master Plan.
- Identify and recommend the required amendments to the Town’s planning documents (official plan and zoning by-law) to implement the Waterfront Master Plan.

6. Work Plan
The proposal must provide a Work Plan indicating the timing for conducting the Unimin Waterfront Master Plan study, the approximate timing for the various tasks included in the study, and the date of submission of the final report to the Municipality.

7. Study Objectives
   a. Create a plan that is realistic, feasible and implementable and that will provide the Town with guidance for future decision making and a long-term plan that identifies the vision for the redevelopment of this important part of the Town’s waterfront.
   
b. The focus of the project should be on capturing the site’s ability for new employment development that would lead to an increase in long term sustainable employment in the Town of Midland.
   
c. The Plan should maximize the attributes of Georgian Bay to its full potential. This should be achieved through new development ensuring reasonable, controlled public access to the waterfront for the benefit of the Town, where possible. All waterfront development should be of the highest standard (both in design and environmentally) and properly integrated with surrounding uses.
   
d. Ensure that development of the Georgian Bay waterfront is supportive of the Downtown by enhancing the waterfront trail, park system and the Town dock with a particular focus on the retention of scenic views. Create and ensure facilities and spaces which will enhance the tourism economy.
   
e. The development of the site should position Midland as a unique waterfront community with a destination waterfront tourism focus; potentially including a convention centre, hotel, Great Lakes cruise ship facility, and associated and related opportunities.
   
f. The development should provide greater public access to the Georgian Bay waterfront through direct land dedication and park development and public access via internal roadways, waterfront trails and view outlooks; with all waterfront parks and facilities being available to all groups and residents of the Town.
g. Where appropriate, the development of the site should be a mixed use community with a primary employment focus, but with a range of residential uses in built form, tenure and affordability.

h. The development of the Master plan should consider the principles of good waterfront development set out in Appendix #1 to this RFP.

6. **Project Budget**
The overall project budget has been set at $70,000.00. The consultant costs of the overall project budget have been set at $65,000.00, taxes included.

7. **Deliverables**
The selected consultant will be required to provide the following to the Town at the conclusion of the study:

   a. Fifteen (15) bound hard copies of the final Master Plan report.
   b. One (1) electronic PDF version of the final report on appropriate media (CD or DVD).
   c. One (1) electronic MS Word or compatible version of the final report on appropriate media (CD or DVD).
   d. One (1) electronic copy in PDF or DWG or compatible version format of all plans and/or drawings produced during the study including concept plans, illustration and elevations.
SECTION C

PROPOSAL SUBMISSION REQUIREMENTS
1. **Required Proposal Format**
The Terms of Reference contains several sections all of which need to be addressed for your proposal to be considered. Please double check your finished document to ensure that you have included all the required information. In order to receive uniform format of responses and information from all prospective consulting firms the following should be addressed and included in your submission:

   a. Proposals should be submitted electronically only in PDF format including a letter of submission signed by an authorized representative of the Consultant as set out in section A.7 below.
   b. Proposals shall be less than 10 MB in size and shall be less than 45 pages in total length. Proposals shall generally be limited to standard letter format (21.59 cm x 27.94 cm). Cost Estimates and Work Plan/Timing may be in larger formats.
   c. Proposals must outline the cost of conducting the study listed in the Terms of Reference both as a total price, total plus HST and by a cost per task format.
   d. The proposal shall include a Work Plan for the study and the projected and expected time frame for the study.
   e. The Proposal will include a summary of the Consultant’s professional information and history and relevant experience shall be included.
   f. A summary of past projects which will demonstrate the Consultant’s experience in the study tasks as outlined in the terms of reference.
   g. Proposals must be submitted with a minimum of three references listed for contact respecting recent and relevant projects.

2. **Evaluation Process**
A selection committee appointed by the Council of the Town of Midland will evaluate the proposals and make a recommendation to Council on the selected Consultant. Proposers may be asked to submit further written information.

   The selection of a Consultant is a competitive process and therefore the Town reserves the rights to accept or reject in whole or in part any or all proposals and cancel all or part of this RFP process for any reason at the sole discretion of the Town and to negotiate contracts with the selected Consultant whose proposal is considered to be most acceptable to the Town.

3. **Evaluation Criteria**
The selection committee will make its selection based on the following evaluation criteria:

   - The degree to which the proposal responded to the RFP and Terms of Reference.
   - The demonstration of relevant experience in similar studies and the professional reputation of the consultants.
• The demonstration of creative approaches to community consultation and study process.
• The demonstrated ability of the consultant to provide the services defined in this RFP.
• The total cost.
• The overall project timing.

4. Interviews
Proposers may be asked to attend an interview with the Selection Committee prior to final consideration by Council.

5. Assumptions and Contract
The selected Consultant will be expected to enter into a Contract with the Town. The selected Consultant will indemnify the Town from all costs, charges, expenses and other claims with respect to the job functions being carried out. This will include possessing and confirming:

• General Liability and/or Professional Liability Insurance
• Automobile Liability Insurance
• WSIB Clearances (if required)
• Any other labour requirements of the Province

6. Contract Award
The final authority to award the study rests solely with the Council of the Town of Midland. Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based on the above qualification criteria and cost is only one of the criteria. The Town will not be responsible for any preparations cost incurred by the Consultant submitting a proposal and will not pay for any travel expenses to participate in interviews or contract negotiations.

7. Submission of Proposals
Proposals should be submitted electronically only in PDF format including a letter of submission signed by an authorized representative of the lead Consultant, to:

planning@midland.ca
Attention: Director of Planning and Development
Subject: Unimin Waterfront Master Plan Study

Wesley R. Crown, MCIP, RPP.
Town of Midland
575 Dominion Avenue,
Midland, Ontario
L4R 1R2
(705) 526-4275

The Town will not accept proposals in any other format. It is the responsibility of the Proponent to ensure that the proposal has been received and that all documents required have been submitted. Submitting a proposal confirms and certifies that the prospective proponent has read and fully understands and accepts the terms of the RFP and its requirements.
8. **Submission Deadline**
Proposals must be received by **12:00 p.m. (noon) on September 19, 2012**. Proposals received after this date and time will not be considered.