



The Corporation of the Township of Algonquin Highlands

REQUEST FOR PROPOSAL (RFP)

**Lease and Development
of Vacant Land
at the
Haliburton-Stanhope
Airport**

RFP #2014-003

Issue Date: April 28, 2014
Closing Date: May 21, 2014 at 3:00 pm
Contact: Angie Bird, CAO
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON
K0M 1J1
T: 705.489.2379 Ext. 222
F: 705.489.3491
E: abird@algonquinhighlands.ca

INFORMATION AND INSTRUCTIONS

Definitions

Each company receiving this Request for Proposal will be referred to as a bidder. A bidder's proposal in response to this Request for Proposal will be referred to as a proposal and the Township of Algonquin Highlands will be referred to as the Township.

Closing Date and Time

Proposals must be received by Angie Bird, CAO or her delegate before 3:00 p.m. local time on Wednesday, May 21, 2014.

Electronic or facsimile submissions will not be accepted.

SUBMISSION INFORMATION

Interested bidders are invited to respond to this Request for Proposal based on the Purpose and Instructions to Bidders outlined in this document.

The original copy of the bidder's proposal must be submitted to:

Angie Bird, CAO
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON
K0M 1J1
T: 705.489.2379 Ext. 222
F: 705.489.3491

on or before the closing date and time in a sealed envelope marked:
"Lease and Development of Vacant Land at the Haliburton-Stanhope Airport RFP #2014-003."

Proposals submitted after the closing date and/or time will not be accepted.

PURPOSE

The Township of Algonquin Highlands is accepting detailed aviation-related proposals for the long-term lease and development of an unserviced 1.58 acre vacant parcel of land adjacent to the Haliburton-Stanhope Airport, located at the corner of Green Lake Road and Stanhope Airport Road shown as Part 2 on Plan 19R-7965, Part Lot 31, Concession 5, geographic Township of Stanhope.

COMMUNITY OVERVIEW

The Township of Algonquin Highlands is a lower tier municipality located on the western side of the Haliburton Highlands in Central Ontario. Algonquin Highlands includes the geographic townships of Sherborne, McClintock, Livingstone, Lawrence, Nightingale and Stanhope.

The Haliburton-Stanhope Airport is located near the more populated south-central area of Haliburton County. The nearest year-round airport facilities outside Haliburton County are Muskoka Airport (70km) near Bracebridge to the west and Lindsay Municipal Airport (90km) to the south.

The concept for an airport originated in 1967 (Canada's Centennial Year) with the establishment of an Airport Investigative Committee by the former Township of Stanhope. Since that time, the Airport has evolved from a tiny grass strip to the present day 2500ft paved and lighted runway boasting 24 municipally owned hangars, a terminal building, fuel depot and storage mechanical facility. The Airport hosts numerous annual fly-in events and acts as a seasonal fire base for MNR fire crews.

In 2011, formal meetings began with the Ministry of Natural Resources to discuss the permanent relocation of the Forestry Firefighting Headquarters. Council agreed to relocate and expand its hangars to accommodate the new 20,000 square foot facility and over the next two years, plans were developed to update the design of the airport, including a new access road, new hangars, improved taxiways, and of course, the MNR facility.

In July 2013, the MNR formally announced the \$12.2 million project and in November of the same year, the contract between the Township and the province was formally signed. Also in late 2013, the Township learned it was successful in acquiring high speed DSL to the airport and its anticipated Business Park through the Eastern Ontario Regional Network (EORN) project of the Eastern Ontario Warden's Caucus.

The permanent population of Algonquin Highlands is just under 2,000 persons. Seasonal residents in Algonquin Highlands number about 8,000.

INSTRUCTIONS TO BIDDERS

Inquiries

Please refer all proposal inquiries to Angie Bird, CAO by email to abird@algonquinhighlands.ca or by phone at 705-489-2379 Ext. 222.

Proposal Format

Bid Form

The bidder shall submit a completed Bid Form attached to this document.

Covering Letter

The bidder shall submit a covering letter containing a detailed outline of the proposed future use of the property, new infrastructure development and economic benefit, anticipated job creation and proposed long term lease rate. The proposal shall be signed by a corporate official who has the authority to enter into an agreement with the Township.

Corporate Profile

The bidder shall provide a brief corporate profile which will cover the company's history and general information.

Submission

One (1) original must be submitted, sealed in a clearly marked envelope to the Township office, not later than the time stipulated in the RFP document.

Clarity

Proposals must be well organized, concise, detailed, comprehensive and readable. Clarity of language and adequate, accessible documentation are essential for evaluation purposes.

Proposal Documents

RFP Documents will be available at the Township office and through the Township website at www.algonquinhighlands.ca

Withdrawal of Proposal Prior to Opening

A bidder who has submitted a proposal on a Request for Proposal may request that is/her proposal be withdrawn (adjustments or corrections to the proposal submitted will not be allowed). The withdrawal shall be allowed if the request is made before the closing time for this proposal. Withdrawal requests may be directed to the official receiving the bids, by letter, fax, email or in person. Telephone requests will not be considered.

Withdrawal requests received after the closing time will not be allowed. The party concerned shall be informed by letter that the withdrawal request arrived too late for consideration.

NOTE: The withdrawal of a proposal does not disqualify a bidder from submitting another proposal on the same Request for Proposal prior to the specified closing time.

Opening

There will not be a public opening of proposal submissions.

Review of Site

The bidders shall be deemed to have examined the subject property and to have fully informed themselves as to the existing conditions, limitations, access and surrounding site conditions. A scheduled site visit is not required.

Supplemental Information

The Township reserves the right to request supplementary or additional information from one or more

bidders after the RFP closing without affecting the validity of the proposals submitted, as may be required to clarify a proposal and facilitate the Township's decision to accept a proposal. Such requested information shall not alter the proposal, unless agreed upon by both parties, or necessarily constitute negotiation with the bidder, and the Township is not obligated to seek clarification from a bidder where its proposal is deficient or not acceptable.

The supplementary or additional information solicited may be in one or more of the following forms: presentations, interviews, written form or graphic form.

Freedom of Information

All information obtained by the bidder in connection with this proposal is the property of the Township and shall be treated as confidential and not used for any purpose other than for replying to this RFP. Bidders may declare confidentiality of their proposal; however, the Township is required to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

Code/Permit Requirements

The successful bidder must obtain all required permits including a Building Permit and meet all of the Ontario Building Code (OBC) requirements and other applicable codes and standards during construction.

Lease Agreement

The successful bidder will be required to enter into a long-term lease agreement with the Township of Algonquin Highlands for the noted lands. The lease price for this parcel of land is reserved at a minimum of \$0.12/ft² (\$1.25/m²). Construction will be required to begin within 6 months of acceptance of the proposal by Council, and completed within 1 year.

Proposal Evaluation

Following the close of the RFP call, all proposals will be evaluated and a report provided to Council. Selection of the successful bidder (if any) will be entirely at the Township's discretion as to which proposal represents the Township's best interests.

The Township also reserves the right, in its sole and absolute discretion, to reject any proposal which, in the Township's opinion, does not sufficiently comply with the requirements of the RFP.

Litigation

The Township reserves the right to reject any proposals received from a company, that is, or whose principals are, at the time of submission engaged in a legal dispute with the Township.

Conflict of Interest

All bidders shall disclose to the Township any potential conflict of interest. If such conflict of interest does not exist, the Township may, at its discretion, withhold the selection.

The bidder represents, warrants and covenants that no member of the municipal council of the Township, as applicable and no officer or employee of the Township is, or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise, in the performance of the work, or in the supply of materials or services, work or business to which it relates, or in any portion of the profits thereof, or in any of the monies to be derived therefrom.

TOWNSHIP'S USE OF PROPOSAL

The Township may reproduce the bidder's proposal and any supporting documentation for internal use only.

ERRORS AND OMISSIONS

The Township will not be held liable for any errors or omissions in any part of this RFP. While the Township has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for responding vendors. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve bidders from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a bidder find omissions from or discrepancies in any of the proposal documents or should the bidder be in doubt as to the meaning of any part of such documents, the vendor should notify Angie Bird, CAO or her designate without delay. If the Township considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued and posted on the Township's website.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

ADDENDA

If required, addenda will be posted on the Township's website:

www.algonquinhighlands.ca

It is the bidder's responsibility to ensure all addenda have been read and noted.

BIDDER EXPENSE

Any expenses incurred by the Bidder in the preparation of the proposal submission are entirely the responsibility of the bidder and will not be charged to the Township.

ACCEPTANCE OR REJECTION OF PROPOSAL

The Township reserves the right to reject any or all proposals and to waive formalities as the interests of the Township may require without stating reasons.

Notwithstanding and without restricting the generality of the statement immediately above, the Township will not be required to award and accept a proposal:

- When only one (1) proposal has been received as a result of the current Request for Proposal;
- Based on price (i.e.: the lowest price);
- Where the highest bid is substantially lower than the reserved lease rate;
- When all proposals received fail to comply with the specifications or proposal terms and conditions;
- Where the proposal documents do not state a definite work schedule and a submitted proposal is based on an unreasonable work schedule.
- Where the proposal does not demonstrate any economic benefit to the community.

The Township will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any bidder by reason of the acceptance or the non-acceptance by the Township of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

PROPOSAL AWARD PROCEDURES

- The Township will notify the successful bidder of the award within fourteen (14) calendar days of the proposal closing.
- Notice of acceptance of the proposal will be by telephone and written notice.
- Immediately after acceptance of the proposal by the Township, the successful bidder will provide the Township with any required documents within fourteen (14) calendar days of the date of notification of award.

PROTECTION OF WORK OR PROPERTY

The successful bidder will provide continuous and adequate protection of all work from damage and will protect the Township's property from injury or damage arising from or in connection with this work. The successful vendor will make good any such damage or injury.

REGULATION, COMPLIANCE AND LEGISLATION

The successful bidder will ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, municipal, provincial and/or federal legislation.

FREEDOM OF INFORMATION

Any personal information required on the proposal form is received under the authority of the Township

of Algonquin Highlands. This information will be an integral component of the quote submission. All written proposals received by the Township become a public record; once a proposal is accepted by The Township, and an agreement is signed, all information contained in it is available to the public including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56 as amended, should be directed to:

Dawn Newhook, Clerk
Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON
K0M 1J1
T: 705.489.2379 Ext. 224
F: 705.489.3491

CONFIDENTIALITY OF UNDERSTANDING

The successful bidder and its employees may have access to information confidential to the Township. This information may include, but is not limited to, terms of this agreement, business methods and systems, contractual terms, pricing, personal information, etc. subject to disclosure by force of law, the successful bidder agrees that it and its employees who have access to this information will not, either during the term of the agreement or at any time thereafter, reveal to any third party any of this confidential information or use in any way, whether on the successful bidder's behalf or on behalf of any third party, any such information.

The obligations of this section survive the expiration or termination of this agreement indefinitely.

OWNERSHIP

The information, documentation, plans, etc. that are a product of this award by the successful bidder, will become the exclusive property of the Township.

Bid Form

This page must be returned as part of the proposal submission.

Proposal for:

**Development Proposal
for the
Lease of Vacant Land at the
Haliburton-Stanhope Airport**

As Supplied by:

Bidder's Name

Address

Hereinafter called the Bidder

To:

Township of Algonquin Highlands
1123 North Shore Road
Algonquin Highlands, ON
K0M 1J1

Hereinafter called the Township

The Bidder declares:

- No person, firm or Township other than the Bidder, has any interest in this proposal;
- The content and requirements of this proposal document have been read and understood. All bids are quoted in Canadian funds.

All or any proposals not necessarily accepted.

Dated at _____ this _____ day of _____ 2014.

Witness

Signature of Respondent

OF LOT 31, CONCESSION 5
GRAPHIC TOWNSHIP OF STANHOPE
PAL TOWNSHIP OF ALGONQUIN HIGHLANDS
Y OF HALIBURTON
ILSON O.L.S.



REGISTRY ACT	RECEIVED AND DEPOS
JAN. 13, 2005 DATE	Jan 13, 2005 PAUL WILSON
IMPERIAL: DISTANCES SHOWN HEREON ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.	"C. Howe LAND REGISTRAR FOR THE REGISTRY DIVISION OF HALIBURTON (No.

SCHEDULE			
PART	LOCATION	PART OF INSTRUMENT	
1	PART OF LOT 31, CONCESSION 5	245799	1.66
2			1.55
3			1.80
4			0.61

