



Request for Proposal #RFP-2009-01

Burlington Brownfield Remediation Assistance Program

Date Issued: April 21, 2009

Deadline for Submission: May 15, 2009 at 4:30 p.m.

**Burlington Economic Development Corporation,
414 Locust Street,
Suite 203,
Burlington, ON
L7S 1T7**

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PRICING SUMMARY

SECTION A (Mandatory to complete)

Provide the overall fee for your services below, (including all disbursements):

Sub Total	\$ _____
G.S.T. 5%	\$ _____
P.S.T. 8%	\$ _____
*Total	\$ _____

Note – A more detailed breakdown of the fees by work stage/activity including person hours allocated per stage/activity, i.e. page 7, will be required as part of your proposal.

SECTION B (Optional Alternative - not necessarily aligned with the Terms of Reference, but another way to fulfil our requirements)

Provide the overall fee for your professional services below, (not including disbursements):

Sub Total	\$ _____
G.S.T. 5%	\$ _____
P.S.T. 8%	\$ _____
*Total	\$ _____

Note – A more detailed breakdown of the fees by work stage/activity including person hours allocated per stage/activity, i.e. page 7, will be required as part of your proposal.

SECTION C

Disbursements (estimated upset price)

Sub Total	\$ _____
G.S.T. 5%	\$ _____
P.S.T. 8%	\$ _____
*Total	\$ _____

***Transfer total(s) to the Proposal Authorization Form.**

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REFERENCES:

1) CORPORATE NAME: _____

ADDRESS _____

POSTAL CODE _____

CONTACT PERSON _____

PHONE _____

FAX _____

EMAIL _____

DESCRIPTION OF WORK PERFORMED _____

2) CORPORATE NAME: _____

ADDRESS _____

POSTAL CODE _____

CONTACT PERSON _____

PHONE _____

FAX _____

EMAIL _____

DESCRIPTION OF WORK PERFORMED _____

3) CORPORATE NAME: _____

ADDRESS _____

POSTAL CODE _____

CONTACT PERSON _____

PHONE _____

FAX _____

EMAIL _____

DESCRIPTION OF WORK PERFORMED _____

LEADERSHIP, COMMUNICATIONS, AND TIME FACTORS

Will the staff referenced be assigned exclusively to this project?

What is your estimate of the time you would require to complete the assignment described?

How soon could you begin this consulting assignment?

Who on your staff will be the project lead?

Who on your staff will be the main contact for BEDC staff?

What office location will you be working from?

Travel and Disbursement Expenses

Costs related to travel, meals, long distance telephone calls, courier services, printing, photocopying, postage, out of pocket expenses, etc. are to be included in the pricing indicated on the Pricing Summary sheet, i.e. page _____

PERSONNEL ALLOCATION AND FEE STRUCTURE
(if applicable, e.g. Consulting Services)

(This form is to be completed and submitted with proposal. Attach additional pages if needed)

Name of Person(s) to be Assigned	Title & Role	Rate per Diem	Hourly Rate	# of Hours Allocated	Extended Value
				Sub-Total	\$

Indicate the number of hours that each individual will work in the column provided.
If additional services are requested, the preceding per diem and per hour rates will apply.

SUB-CONTRACTORS/THIRD PARTY VENDORS, IF ANY

(This form is to be completed and submitted with proposal. Attach additional pages if needed.)

Name of Company and Person(s) to be Assigned	Title & Role	Rate per Diem	Hourly Rate	# of Hours Allocated	Extended Value
				Sub-Total	\$

Indicate the number of hours that each individual will work in the column provided.
These subcontractors and third party vendors are not to be replaced without informing BEDC beforehand and receiving written approval to do so.

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CONTACTS

No verbal communications shall modify the terms, conditions, or specifications, unless they are confirmed in writing to all potential bidders by the Burlington Economic Development Corporation in the form of an addendum. For purposes of this Proposal, the BEDC contact will be:

Ian Cameron
Senior Economic Development Officer
Burlington Economic Development Corporation
414 Locust Street
Suite 203
Burlington, ON L7S 1T7

TERMS OF REFERENCE

SECTION 1 – INTRODUCTION

Background

Employment land contamination is an issue for most municipalities across Canada. The legacy of these lands can greatly impact on a municipality's ability to attract and retain companies and negatively affect a company's decision to investment in their community. Burlington is no different in this regard. Brownfield sites become a barrier to maximum utilization of sites thus creating a drag on the City's potential revenues and constraining individual company's flexibility on their sites.

With Burlington's desire to achieve certain employment targets as outlined in the Provincial Policy Statement "Places To Grow Report", Burlington requires the tools to help retain and grow its' employment base. By the year 2031 Burlington's target is to add an additional 24,000 jobs to its employment base as outlined in the PPS. The City of Burlington and the Burlington Economic Development Corporation would like to explore the possibility of creating an incentive program to assist in the reclamation of contaminated sites. Legislation has been introduced by the Province of Ontario permitting municipalities to create such programs with the objective of cleaning contaminated sights, eliminating barriers to investment and creating good City Building policies. The Province also allows for matching provincial funding making these programs more attractive to potential investors.

SECTION 2 – SCOPE OF WORK

Currently, brownfield programs are designed to provide assistance to underutilized and/or contaminated properties where environmental issues have impeded investment, resulting in vacant, underdeveloped, unsafe or abandoned properties. To access incentives, properties would have to undergo development that results in the productive use or reuse of lands, new building construction, expansions or building improvements to allow an enterprise to start or continue activity. Similar programs already exist in the City of Toronto (the Imagination, Manufacturing, Innovation and Technology Financial Incentives Program) and the City of Hamilton (the Environmental Remediation and Site Enhancement Assistance Program).

Burlington in a sense is playing catch-up with regard to the development of a site remediation policy and program. A Study entitled, *Classification of Properties and Risk of Migrating Contaminants Study* prepared for the City by MMM in January 2007, clearly acknowledges and demonstrates that a variety of contaminated sites do exist in Burlington. The report concludes that, **"While the City may not have the legal capacity to enforce clean-ups on all impacted properties, they have the opportunity to institute an incentive program..."** The outcome of this study created

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an Environmental Risk Database (ERD) indicating a number of low, moderate and high risk sites across the municipality.

As noted above, substantial work has already been initiated by both the City of Burlington and the Region of Halton regarding the need to address the Brownfield legacy issue. The Region has undertaken work regarding the identification and mapping of environmental locations and as mentioned previously, financial assistance programs are in place in Toronto, Hamilton and other Ontario municipalities. The concept of using financial assistance programs to stimulate the reclamation of lands is not a new one and as such, could be acted upon quickly.

Burlington will require a number of steps to introduce a Brownfield's Assistance Program:

- Review and analysis of other municipal programs ;
- Organize consultation with the Ministry of Municipal Affairs regarding best practices and proposed changes to legislation and regulations of brownfield remediation;
- A review of the work already completed by the City and the Region as well as current remediation practices and policies;
- Analysis and modeling of the expected extent of brownfield's in Burlington, assessment of financial support required, estimated program uptake and financial impact on the City's budget;
- A review of Provincial and Federation of Canadian Municipalities (FCM) program development regarding brownfield remediation incentives as they may relate to the City of Burlington;
- Development of Brownfield Incentive Remediation program variables and options for Steering Committee consideration;
- Development of generic examples of clean up scenarios and associated costs and benefits;
- Up to (3) meetings with Industry and public stakeholder groups and preparation of a Community Improvement Plan (CIP) and presentation at the statutory Public Meeting as defined by the Planning Act.

A project team would be appointed from a number of stakeholders including:

- Steering Committee – City of Burlington / BEDC and Halton Region;

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- Project Management – It is being proposed that the management of this project be undertaken by the BEDC;
- Reference Group – It is also being suggested that this group be developed from members of the Employment Lands Task Force as well as Industry in general (a mix of the development community and manufacturers).

Qualifications

The successful proponent should have experience in the following areas:

- Land Economics and Municipal Financing;
- Financial Modelling experience;
- Planning (Municipal and Provincial legislation);
- Brownfield Remediation expertise.

Term of Contract

To accomplish the introduction of a Brownfield's Remediation Assistance Program for Burlington a budget of \$30,000 has been approved. BEDC will manage the process to hire and direct external consulting services with oversight by a Steering Committee. It is expected that the length of this project will be completed by December 31, 2009. The consultant will be responsible for:

- 6 copies of the Final Report;
- Digital file of the Final Report.

SECTION 3 – PROJECT SCHEDULE

The following anticipated timing and dates are subject to change.:

DESCRIPTION	DATE
RFP Issue	April 22, 2009
Proposal due date	May 15, 2009
Evaluation of Proposals	May 29, 2009
Interviews with Short-listed Proponents	May 25 - 29, 2009
Award of Contract	June 1, 2009
Contract Start Date	June 1, 2009
Meeting(s) Presentation with Staff	June, July, August, 2009
Up to (3) meeting(s) with Public Stakeholders and Statutory Public Meeting for CIP	September/October, 2009
Contract Completion Date	December 31, 2009

SECTION 4 – MANDATORY PROPOSAL REQUIREMENTS

The following mandatory requirements are to be included with your submission. Your proposal will be disqualified if these requirements are not met.

- a) **Proposal Authorization Form, i.e. page ...**
To be completed and signed by an authorized signing officer of the company.
- b) **Pricing Summary**
To be completed in full showing all costs associated with this project.
- c) **Leadership, Communications, and Time Factors**
- d) **Personnel Allocation and Fee Structure and Sub-contractors/Third Party Vendors**
Sub-contractors/Third Party Vendors may be used to perform work under this contract. If a bidder intends to use sub-contractors/Third Party Vendors, the bidder must identify in their proposal the names of the sub-contractors/Third Party Vendors and the portions of the work they will perform.
- e) **References**
To be completed in full.
- f) **Mandatory Pages**
The following page numbers, representing the above, are to be included with your proposal.
- g) **Other**

SECTION 5 – PROPOSAL SUBMISSION INSTRUCTIONS

- a) The proposal is not to exceed 10 pages. These are in addition to the mandatory pages noted in Section 4. Resume, standard promotional material, and mandatory pages may also be in addition to this. The proposal is to follow the format outlined in this RFP under Section 6, Proposal Format Instructions. Proposals should be presented in a simple, straightforward format.
- b) 6 copies of Proposal Package are to be submitted as well as one digital file version.

c) Relative Experience & Qualifications

The proponent is to provide a company background and to demonstrate their experience as it relates to the scope of services described in this RFP. Specific experience with public entity clients is to be included. If the respondent has provided services for the Burlington Economic Development Corporation in the past, identify the name of the project for which Respondent provided these services.

d) References

Include the names of three (3) customers where you have recently completed similar projects. Include telephone numbers, fax numbers, addresses, description of work performed and approximate value and duration.

e) Proposed Project Team

Proponents are to provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Proponents are to provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- i. Title
- ii. Resume
- iii. Location(s) where work will be performed
- iv. Itemize the total cost and the number of estimated hours for each individual named above

f) Address and Identification of Submission

Proposals should be delivered in a sealed package, clearly marked as to contents including RFP number, title, and closing date for submission.

Deliver to the following address:

Ian Cameron
Senior Economic Development Officer
Burlington Economic Development Corporation
414 Locust St.
Suite 203
Burlington, ON
L7S 1T7

SECTION 6 - PROPOSAL FORMAT INSTRUCTIONS

In order to assist the BEDC in its evaluation of submitted proposals, the following outline should be used:

- i. Table of Contents
- ii. Proposal Authorized Signature Form
- iii. Costing Details
- iv. Introduction
- v. Understanding of the Project
- vi. Methodology Used for the Project
- vii. Project Work Plan, deliverables and schedule/flow chart
- viii. Proposed Project Team
- ix. Experience and Qualifications
- x. References
- xi. Sub-contractors/Third Party Vendors, if applicable

SECTION 7 – EVALUATION & AWARD

a) Evaluation of Proposals

The evaluation committee will be comprised of Burlington Economic Development Corporation, City of Burlington and Halton Region staff. The Committee will review and evaluate all compliant submissions.

b) Evaluation Criteria

Proposals will be evaluated according to the following evaluation criteria and weighting:

- 40% Team Experience (20% Environmental Remediation experience/20% Municipal Financial experience);
- 10% Understanding of the Assignment;
- 25% Proposed Approach/ Work Plan
- 25% Cost.

d) Award Process

Pursuant to a recommendation being approved, the BEDC will issue a contract agreement to the successful respondent. The Terms of Reference and Conditions of the RFP document will form a part of the contract.

SECTION 8 – COPYRIGHT

The copyright for respective purchased concepts and/or materials will become the property of the Burlington Economic Development Corporation unless otherwise mutually agreed upon by the successful proponent and the BEDC.

SECTION 9 – CONSULTANTS AND UNDECLARED PRIVILEGE

Consultants are often utilized at a preliminary stage in a project. This experience may provide extra insight for them in matters pertaining to the planned subsequent work that will evolve from the preliminary stage.

The legal terminology for this is “undisclosed privilege”. In order to ensure that the subsequent competition after the preliminary stage of a consultant involved project is a fair and equal competitive opportunity, the preliminary stage’s consultant may be prohibited from subsequent competition involving the earlier work. This will be addressed in the preliminary stage’s R.F.P. with an option for a particular clause selection, i.e.:

N.B. The successful consultant will be the BEDC’s advisor assisting with this preliminary planning stage and specification development. This role will not provide a competitive advantage with respect to the subsequent related work.

As such, the successful consultant will be permitted to participate as a respondent to any subsequent bid requests related to this project.

SECTION 10 - APPENDICES

Appendix 1, Development of a Burlington Brownfield Assistance Program, CDC Report DI 5/09

SECTION 11 – ADDENDUMS

If an addendum is issued, it will be provided to all potential bidders who are known to have a copy of this Request for Proposal prior to the closing date.