

STAFF REPORT: PLANNING & BUILDING SERVICES



REPORT TO: Council
MEETING DATE: April 27, 2011
REPORT NO.: PL.11.42
**SUBJECT: Existing Town Hall RFEI
Evaluation Committee**
**PREPARED BY: David Finbow, Director,
Planning & Building Services**

A. Recommendations

That this Council hereby receive Staff Report PL.11.42 – Existing Town Hall RFEI Evaluation Committee, adopt the related Terms of Reference for the Committee and provide direction to staff with respect to the appointment of the members to said Committee.

B. Background

On April 11, 2011 Council adopted the following resolution with respect to Staff Report PL.11.38 - "Request for Expression of Interest (RFEI) for the Tenancy of the Existing Town Hall":

Moved by: Michael Martin Seconded by: Ellen Anderson

1. THAT this Council hereby receive Staff Report PL.11.38., "Draft Request for Expressions of Interest (RFEI) for the Tenancy for the Existing Town Hall";
2. THAT this Council hereby receive the Draft RFEI for the Tenancy or Occupancy for the Existing Town Hall and provide direction on changes, if any, that they wish to be incorporated into the draft document prior to its release and endorse the RFEI (as amended, if applicable);
3. THAT this Council hereby direct that the RFEI be advertised and close on July 29, 2011, Carried.

Moved by: Joe Halos Seconded by: R.J. Gamble

THAT this Council hereby establish an Existing Town Hall RFEI Evaluation Committee comprised of two members of the Public, two members of Council and the Director, Financial & Information Services, Carried.

Attached for Council's adoption is a Draft Terms of Reference for the Committee.

Town Staff are now seeking direction from Council with respect to the appointment of the Evaluation Committee.

The RFEI has now been released and attention to the composition of the Evaluation Committee must be had so as to allow adequate time for advertising for members if required.

C. The Blue Mountains' Strategic Plan

"Providing a strong, well managed municipal government."

D. Financial Impact

N/A

E. Addendums

1. Draft Terms of Reference.

Respectfully submitted,

David Finbow
Director, Planning & Building Services

**Terms of Reference
for the Existing Town Hall
Request for Expressions of Interest (RFEI)
Evaluation Committee**

1. Introduction

The Town of The Blue Mountains Administrative Offices will be moving to a new location on May 6, 2011 and is now seeking a suitable tenant(s) to occupy all or part of its existing Town Hall Building located at 26 Bridge Street East, Thornbury Ontario.

The Town is seeking creative and innovative proposals for the reuse of this building that will align with the Town's vision and will offer maximum community benefit. A Request for Expressions of Interest (RFEI) document has been published and contains an invitation from any community or recreational group, institution, non-profit organization, government agency or other organization(s) to submit an interest.

With respect to the evaluation of the RFEI, Town Council at its meeting of April 11, 2011 authorized the creation of an RFEI Evaluation Committee.

2. RFEI Evaluation Committee's Role

The role of the RFEI Evaluation Committee is that of an advisory committee of Town Council.

Town Council will have ultimate authority with respect to the selection and appointment of members of the Committee, the continuation of Committee members, the duration and role of the Committee and decision related to the subject matter.

2. RFEI Evaluation Committee Composition

The Committee is to be comprised of:

2 members of Town Council

2 members of the Public

Director, Financial & Information Systems, Town of The Blue Mountains

The members of the Committee will be appointed by Town Council.

The Town's Administrative Assistant, Planning & Building Services, will act as the Committee's Secretary and provide support as needed.

3. Confidentiality

As the RFEI Evaluation Committee will be involved in the assessment of competitive bids associated with a Town asset, confidentiality is a must and will be required of the RFEI Evaluation Committee.

Public members of the Committee will be required to execute Confidentiality Agreements in a form approved by the Town.

It is noted that information submitted to the Town may be protected by the *Municipal Freedom of Information and Protection of Privacy Act*.

4. Role/Mandate of the RFEI Steering Committee

The RFEI Steering Committee is responsible to review and evaluate, in a confidential fashion, Expressions of Interest and, potentially, Requests for Proposals related to the use of the Existing Town Hall and surrounding lands.

The Committee will confidentially report directly to Town Council. The roles and responsibilities of each Committee member are as follows:

- Attend each Committee meeting to the fullest extent possible;
- Provide direction, input and insight into each stage of the process;
- Work collaboratively with other Committee members; and,
- Be open, receptive and give careful consideration to advice and ideas from others.

The Committee will meet at key points throughout the process, with the main purpose of:

- Reviewing and evaluating, in a confidential fashion, Expressions of Interest
- Recommending respondents to the RFEI to Town Council, in a confidential fashion, to move forward to Phase 2
- Reviewing and evaluating, in a confidential fashion, if applicable, Requests for Proposals
- Recommending, in a confidential fashion, if applicable, a proposal to Town Council

It is expected that Committee members will be in attendance at Closed Session Meetings of Council to advise Town Council of their recommendations.

5. Meeting Dates/Times & Expected Commitment

An initial meeting of the Committee will be held in the month of July. At this meeting, the Committee will appoint a Chair. The Chairperson will be responsible for directing and managing Committee meetings and, with support from the Committee's Secretary, all other aspects of the Steering Committee process. In addition, this initial meeting will allow for discussion of the Selection Process and Evaluation Criteria.

Following the closing of the RFEI, July 29, 2011, the Chair will call a meeting, or meetings, to review and evaluate proposals. These meetings will be closed to the public.

The recommendations flowing from this review process will be presented to Council in a closed session. It is expected that all Committee members will be in attendance for this Closed Session of Council.

Following Council's consideration and determination of the Committee's recommendations, a Phase 2 – Request for Proposals process will commence. The Committee will continue, in an advisory role to Council, in the review and evaluation of Proposals.

6. RFEI Selection Process

The process to select suitable tenants for the facility and corresponding lands has 2 phases:

Phase 1 – Request for Expressions of Interest (August 2011)

Interested respondents will provide a proposal outlining their intended use of the site as defined in this RFEI. This phase may also include an invitation for respondents to meet confidentially with the RFEI Evaluation Committee to discuss their proposal. The Committee will review and evaluate all submissions confidentially and compile a list of recommended respondents to proceed from the Phase 1 process to the Phase 2 process for Town Council's consideration.

Town Council will make the final determination on the respondents to proceed from the Phase 1 process to the Phase 2 process.

Phase 2 – Request for Proposals (September 2011)

The Town has reserved the right, at its discretion, to progress to Phase 2. Selected respondents from the Phase 1 process will be invited to submit a formal Request for Proposal for occupancy of the existing Town Hall Building and surrounding lands.

The RFEI Evaluation Committee will continue in its role as an advisory body to Town Council through the Phase 2 process.

The Town has reserved the right, at its discretion, to request proposals from parties other than those responding to the Phase 1 - Request for Expressions of Interest. The Town has also reserved the right, at its discretion, to enter into direct negotiations with one or more respondent(s), or progress to a limited Request for Proposal without including all of the respondents or short-listed respondents, or to undertake a different process altogether.

7. EVALUATION CRITERIA

Proposals will be evaluated primarily on the following criteria:

- Consistency and harmony with the Vision and Values of the Town as set out in the documents, plans and by-laws.
- Benefits to the community.

- The compatibility of the proposed use with the other uses on the Town Hall site.
- Ensuring continued public access to the lands and the Beaver River.
- Compatibility with the neighbourhood and surrounding lands.
- The proposed lease terms, including financial terms.
- Proposed “works” and/or lease hold improvements anticipated.
- Proposed tenure.