

MUNICIPALITY OF THE DISTRICT OF BARRINGTON

**Sale of Property Located at
2517, Highway 3, Barrington**



Request for proposals

RFP No. MODB2004

Issued: September 2020

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Part 1 – Background

- 1.1 The Municipality of the District of Barrington has declared the Visitor Information Centre located at 2517, Highway 3 in Barrington surplus and will consider proposals from Proponents for the purchase of the building. The Municipality will dispose of the property in accordance with the Municipal Government Act.
- 1.2 The Municipality is located in Shelburne County, Nova Scotia and has a population of approximately 6,640. It covers an area of approximately 632 square kilometers, reaching from the communities of Clyde River in the North East to Charlesville in the South West.
- 1.3 The Municipality is the Lobster Capital of Canada - landing 40 % of all lobsters caught in Canada, and over 20 % of all lobsters caught in North America.

Part 2 – Objective

- 2.1 The Municipality is seeking competitive proposals to purchase of the Visitor Information Centre, located at 2517, Highway 3 in Barrington. The Municipality's objective is to attract a non-profit organization, or a private business that will develop the building for the greatest benefit to the community.
- 2.2 The preferred project will be consistent with current Residential General (RG) Development Zone, with preference given to residential, recreational, and institutional uses. However, Commercial and industrial uses will also be considered.
- 2.3 The Municipality's intention is to sell the building and property to a non-profit or private entity as per the Municipal Government Act requirements, thereby eliminating all ownership and operating costs associated with the building.

Part 3 – Property and Building Information

- 3.1 The Visitor Information Centre Building is located at 2517 Highway 3, Barrington, Nova Scotia (PID# 80047624).
- 3.2 The property is assessed at \$213,000.
- 3.3 The property size is **TBD**.
- 3.4 The current zoning of the property is Residential General (RG).
- 3.5 The structure was built in 2003 and is a 1,000 square foot, two-storey, electric heated timber-framed structure built in the likeness of the original Seal Island Light Keeper's home. It houses display areas, meeting rooms, offices, a kitchenette, and washrooms. It shares a 1.65-acre piece of municipal property with a municipal playground and ballfield.
- 3.6 Any wells located on the Property at time of purchase are in no way represented or warranted to be suitable for use, including but not only residential, agricultural, commercial or industrial.

It is recommended that Proponents carry out their own investigation to determine suitability of water supply to meet the needs of their proposed project.

- 3.7 The Property is offered for proposals for purchase strictly in “as is” condition. Proponents are also solely responsible to satisfy themselves as to the suitability of the property for their intended or potential future use.
- 3.8 MoDB makes no representation or warranties with regard to the condition of the property or its suitability for any particular purpose. In particular, but not limited to, MoDB makes no representation with regard to the environmental condition of the property or the existence of any hazardous materials that might be located on or about the property. The successful Proponent and purchaser of the Property will be deemed to accept any and all risks of ownership, including any limitations for future use.
- 3.9 **NOTE: The Municipality does not accept any liability for any costs, expenses or losses occasioned by condition or use of the Property after sale, however arising.**

Part 4 – Walk-Thru Inspection

- 4.1 Prospective Proponents interested in submitting a proposal may request a walk-thru inspection of the building with representatives of the Municipality. A walk-thru can be requested by telephoning the Municipality at 902-637-2015 ext. 222 or by email to cfrotten@barringtonmunicipality.com.

Part 5 – Proponents’ Inquiries

- 5.1 Proponents may submit any inquiry or request for more information and clarification regarding technical specifications in this RFP no later than three (3) business days prior to the bid closing date.
- 5.2 The requests must be submitted in a written format to the attention of Chris Frotten, Chief Administrative Officer, by phone at 902-637-2015 ext. 222 or by email to cfrotten@barringtonmunicipality.com.
- 5.3 The responses to these requests will be submitted in written format to all Proponents no later than one (1) business day before the bid closing date.
- 5.4 The Municipality, its’ employees, agents and officials cannot counsel, advise or inform any proponent about the property, nor the content of any proposal, except as provided by these instructions. No information, instruction or representation, except as provided within or in accordance with these instructions shall be binding on the Municipality.

Part 6 – Proposal Submission

- 6.1 proposals shall be submitted in hardcopy and electronic version. The proposal in hardcopy needs to be divided in two envelopes containing the 1st envelope “The Price proposal” and the 2nd envelope the Legal documentation required in part 7.
- 6.2 The proposals shall be submitted in hard copy: one (1) original and one (1) copy. The sealed envelope containing Proponent’s proposal shall be labeled:
- MODB RFP NO. MODB2004 – **SALE OF PROPERTY LOCATED AT 2517, HIGHWAY 3,
BARRINGTON** _____ (*Proponent’s Name*)
- 6.3 The proposals shall be delivered to:
- Chris Frotten, CAO
Municipality of the District of Barrington
PO Box 100
Barrington, NS
B0W 1E0
- 6.4 Additionally, the proposals shall be submitted by electronic mail to the attention of Chris Frotten, Chief Administrative Officer. proposals sent by e-mail should be in PDF format, sent to cfrotten@barringtonmunicipality.com. The electronic proposal must not exceed 15 MB in total size due to e-mail restrictions. Should the electronic bid package exceed 15 MB in size, the bidder should divide the submission into two or more emails.
- 6.5 The proposals shall be signed by the Proponent’s legal representative.
- 6.6 The proposals shall remain valid and open for acceptance for a period of at least ninety (90) calendar days after the date specified for receipt of proposals. The term of validity of the proposals must be expressly stated in the same proposal.
- 6.7 By submitting a proposal, the Proponent gives express warranty of its knowledge and acceptance of this RFP and the rules and conditions that govern the bidding process. Likewise, the Proponents shall warrant the accuracy and reliability of all information they submit in this procurement process.
- 6.8 The Proponents shall bear any, and all costs or expenses associated with or incurred in the formulation or development of a proposal in response to this RFP.

Part 7 – Required Documents and Formats

- 7.1 The Proponents shall submit a Price proposal expressed in Canadian Dollars (CAN), in numbers and in words, in accordance with the Offer to Purchase (See Appendix 1) of this RFP.
- 7.2 The Purchase price must be paid by certified or cashier’s check payable to the Municipality of the District of Barrington and must include a cash component. Terms and conditions may be part of offer the Municipality may wish to consider.

- 7.3 Provide the name, position, telephone number, and email of the person or persons serving as coordinator(s) or focal point(s) of information concerning this bidding process.
- 7.4 The following legal documentation is required:
- 7.4.1 A copy of the certificate of incorporation of the Proponent.
 - 7.4.2 A copy of the Proponent's bylaws.
 - 7.4.3 If applicable, a copy of the Proponent's license to do business in the Province.
 - 7.4.4 A list of the directors and officers.
 - 7.4.5 A copy of the Proponent's latest audited financial statements.

Part 8 – Closing Date

- 8.1 Both the sealed and electronic proposals must be received by the Chief Administrative Officer of the Municipality no later than close of business, 4:30 p.m. AST, **September 30, 2020**.
- 8.2 proposals submitted after the deadline will not be considered.

Part 9 – Evaluation

- 9.1 The proposals will be evaluated by the Committee of the Whole (COW) of the Municipality.
- 9.2 To enhance the Municipality's understanding of proposals, allow reasonable interpretation of the proposal, or facilitate the Municipality's evaluation process, the COW may submit, in writing, any inquiry or request to the Proponent or Proponents for explanation, substantiation or clarification of certain aspects of the Proponent's proposals.
- 9.3 Likewise, during the evaluation process, the COW may offer the Proponent or Proponents an opportunity to eliminate minor irregularities, informalities, or apparent clerical mistakes in its proposals.
- 9.4 Requests for clarifications shall not be used to cure proposal deficiencies or material omissions that materially alter the technical or cost elements of the proposal, and/or otherwise revise the proposal. Information provided by the Proponent that was not expressly solicited by the COW through a request for clarification will not be considered during the evaluation.
- 9.5 Inquiries or requests for clarification will be addressed to the point of contact indicated by the Proponent in its proposal.
- 9.6 The COW will review, evaluate, and compare all proposal according to the following criteria:

Category	Points
Minimum Standard	10
Purchase Price Offered	25
Zoning Match	20
Alignment with Municipality's Vision	45

9.7 Definitions of criteria categories:

- 9.7.1 Minimum Standard – has the proposal provided all requested information?
- 9.7.2 Purchase Price Offered – the amount being offered for the property.
- 9.7.3 Zoning Match – does the proposed use/vision of the property match the current zoning uses?
- 9.7.4 Alignment with Municipality’s Vision – Is the proposed use/vision of the property in alignment with the Municipality’s?

9.8 Based on a review of the proposals, the Municipality may select a preferred Proponent with whom they may enter into negotiations to further refine a development and operation proposal and/or negotiate a purchase and sale agreement.

9.9 The Municipality may define a fixed period of time to negotiate a final selling price. If agreements are not reached within this period, negotiations may be terminated at the Municipality’s sole option in writing and the Municipality may elect to negotiate with other Proponents in the order of their evaluation scores.

1.1 The transfer of this property is subject to requirements of the Municipal Government Act and where Council proposes to sell the property at a price less than market value to a non profit organization that Council considers to be carrying on an activity that is beneficial to the Municipality, then Council shall first hold a public hearing respecting the sale.

1.2 Proponents will be required to enter into a subsequent Purchase and Sale Agreement upon award of the proposal by Council.

Part 10 – Award

10.1 The award will be notified to the winning Proponent. Such communication shall not be construed as a purchase and sale agreement with the Municipality. The award is contingent upon the winning Proponent’s acceptance of the terms and conditions of the proposed sale, which will be drafted by the Municipality based on this RFP and the winning proposal. Consequently, the agreement shall come into effect when signed by both the Municipality and the duly authorized representative of the winning Proponent.

Part 11 – Privilege Clause

The Municipality does not bind itself to accept any proposal but may accept any proposal, in whole or in part, or discuss with any proposer different or additional terms to those described in the proposal. The Municipality may:

- a) cancel the proposal at any time;
- b) reject any or all proposals;
- c) accept any proposal;
- d) if only one proposal is received, choose to accept or reject it;
- e) choose not to accept the lowest bid price;

- f) reject any proposals that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, proposal process or any other aspect of the proposal as it may determine in its sole and absolute discretion.

If the Municipality elects to reject all proposals it may, in its sole discretion and in addition to any other recourse it may choose, call for additional proposals or re-request all or part of the work, all without incurring any liability and no Proponent will have any claim against the Municipality as a consequence.

The Municipality reserves the right to waive any formality, informality, technicality or non-compliance in any proposal.

In evaluating proposals, the Municipality reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience and local preference. The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Municipality is not liable for any costs associated with responding to the proposal.

The proposer, in submitting a proposal response, has accepted the privileges and reservations of rights set out herein and agrees to be bound by same.

SAMPLE

Appendix 1
Offer to Purchase – Part 1

RFP NO. MODB2004
Sale of Property Located at 2517, Highway 3, Barrington

Total Purchase Price: _____ \$

Name of Proponent

Name of Agent (if applicable)

Mailing Address

Telephone Number

Email Address

Signature of Proponent or Agent

Date

4. Zone & Priority Alignment

Please describe how your proposed use/vision align with the current zone and Municipality's strategic priorities.

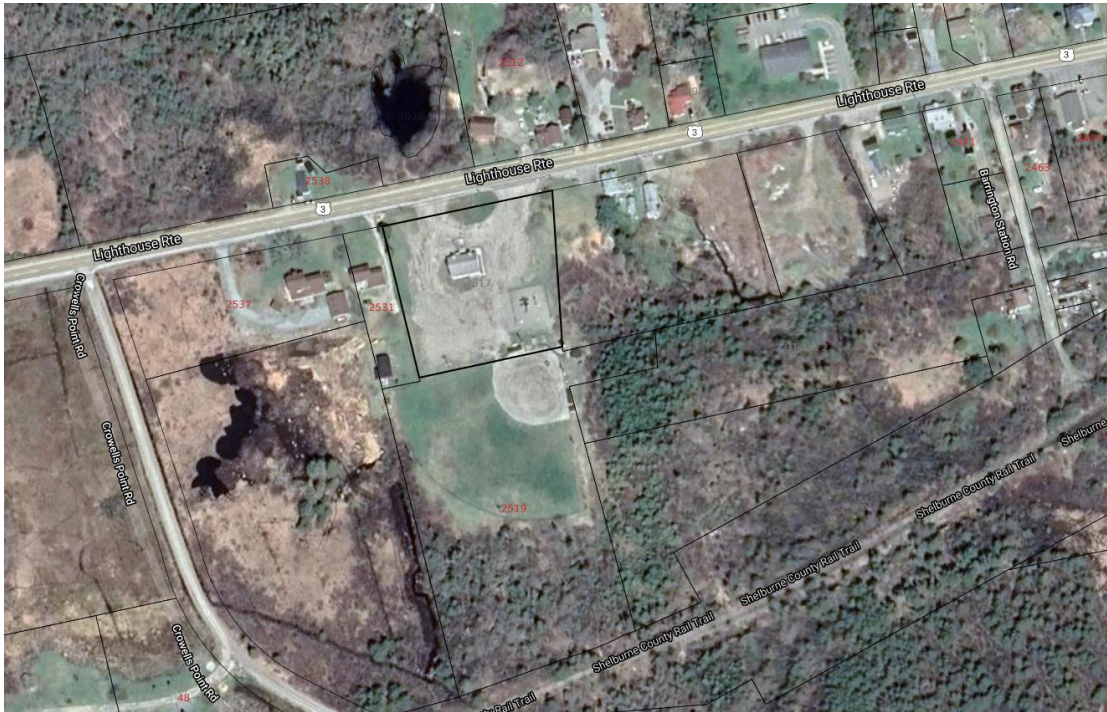
5. Purchase Terms & Conditions

Please describe your purchase price and any terms or conditions you would require.

6. Other Relevant Information

Please provide any other relevant information relating to your proposal.

Appendix 2
Site Plan



SAMPLE

Appendix 3
Building Plans

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