REQUEST FOR PROPOSALS

RFP-MCC-2404

Surplus Property Strategy

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE

1395 BLAIR LAKE ROAD, RR # 6

AMHERST N.S B4H 3Y4

CLOSING: Thursday, February 15, 2024, at 2PM

SECTION 1

Project Objective of Request for Proposals (RFP)

A Request for Proposals (RFP) is being sought by The Municipality of Cumberland for a Surplus Property Strategy to assist in a strategic and well-developed process of identifying, preparing, and disposing lands deemed surplus by the Municipality. Currently there is policy in place that addresses the process to dispose of such lands, however it is more designed to function on a case-by-case basis. The objective of the RFP is to seek submissions from qualified firms that can develop a comprehensive strategy that can guide and prepare lands in advance of the formal disposition under policy by Council. The strategy should align with Council's desire to *hav*e valuable real estate not sitting idle, seeking opportunities to use it in the best and most effective ways, and supporting the local government's desire to get surplus lands of developers/ builders or individuals by enhancing and selling surplus land assets. The approach should look to develop a plan forward that looks at highest and best use of the lands while preparing elements in advance that can help expedite tenders and sale of lands deemed surplus.

The due date for Submissions is **Thursday, February 15, 2024, at 2PM Atlantic time.**

Community Profile for Municipality of Cumberland

Home to scenic views and unexpected indulgences, the Cumberland Region of Nova Scotia is home to three distinct sub-regions—Fundy Tides, Wentworth Valley, and Northumberland Shores—each offering unique and rewarding experiences at every turn. Explore some of our featured destinations.

Located in northwestern Nova Scotia, bordering with New Brunswick and a short drive to Prince Edward Island, Cumberland County is ideally situated on Atlantic Canada's major transportation corridor, the Trans-Canada Highway, and the Canadian National Railway that connects the Port of Halifax and the rest of Canada and markets throughout North America.

Within the Municipality of Cumberland there are approximately 20,000 residents, including the former towns of Parrsboro and Springhill and the villages of Pugwash and River Hebert.

Along the Northumberland Shore are beaches featuring some of the warmest waters north of the Carolinas, while the Fundy Shore is home to spectacular vistas and major attractions including the UNESCO World Heritage Site at the Joggins Fossil Cliffs, the Fundy Geological Museum in Parrsboro, scenic Cape d'Or near Advocate and the Cliffs of Fundy UNESCO Geopark.

There's also the scenic uplands of the Cobequid Highlands around Wentworth and the former town of Springhill, home to the Anne Murray Centre and the informative Springhill Miners Museum that honours the community's mining past, and the high price paid by men who went underground to mine coal.

SECTION 2

Overview and Desired Outcomes

Any property within the Municipality of Cumberland under the organization ownership portfolio that is no longer required for the delivery of municipal programs and services, is classified as surplus. A disposition process is initiated. Selling surplus properties reduces potential ongoing operating costs and minimizes risks associated with holding properties in our portfolio.

Currently the process to sell off surplus properties is more action driven by inquiries by interested purchasers whether individuals or builders/developers. The Municipality desires to develop a more comprehensive strategy that approaches this in a more proactive way.

Prior to any sale, currently the Municipality conducts only initial due diligence on the property. This may include review of the site development potential and zoning as well as some deed or title work. In addition, all Municipal Departments are consulted to ensure that the lands in question are not required for any Municipal purpose.

The Municipality is committed to reducing red tape and accelerating sales of surplus property, making our process more efficient. This will put properties back into productive use, benefiting overall communities and increasing the potential for local economic development. The housing supply challenge facing the region and the country can benefit from getting more lands into circulation with potential owners/builders. More dense housing typologies may likely be required to achieve affordable rents in rising market conditions/costs. Review of the Municipality's existing Land Use By-Law (LUB) and Municipal Planning Strategy are expected by the successful proponent to provide an understanding of current planning guidance.

Although the Municipality has a large geographic area that includes both rural and some smaller urban centres any strategy should address and recognize this unique position. The largest interest as well as potential inventory in surplus properties tend to be more dominant in our urban centres of Springhill and Parrsboro. However, the strategy will need to be adaptable or provide specific guidance between rural and urban land opportunities.

The properties identified in the process often vary in size, development potential, neighbourhood character and land use both past and present. Lands that do not have development potential are

offered in some circumstances to adjacent landowners. When multiple landowners are involved then the strategy should provide direction and process to align with this circumstance.

Attached as Schedule A is the relevant Council Policies 23-01 Sale of Non-Usable Municipally Owned Property and 23-02 Sale of Usable Municipally Owned Property.

SECTION 3

Proposals marked "RFP-MCC-2404: Surplus Property Strategy" will be received up until 2:00 pm Atlantic Standard Time, February 15, 2024 (the submission deadline) and must be addressed **either to**:

Shelby Hum
Upper Nappan Service Centre
Municipality of the County of Cumberland
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

Or to:

Shelby Hum
Municipality of the County of Cumberland
procurement@cumberlandcounty.ns.ca

Proponents choosing to submit their Proposal physically to the Upper Nappan Service Centre must submit 1 paper copy and 1 digital PDF copy. The digital copy must be submitted on an appropriately labeled USB drive.

Proponents choosing to submit their Proposal to the email address above must send it as a single digital PDF attachment. Proponents submitting their Proposal by email must request confirmation that the email and attachment have been received, and until such confirmation is provided, must assume their Proposal has not been received. The Municipality's email system does not accept emails larger than twenty megabytes (20 MB).

Proposals received after the Submission Deadline and incomplete Proposals may not be accepted, at the sole discretion of the Municipality.

The opening of the Proposals will not be public. The successful Proponent will be advised following acceptance by Municipal Council.

All questions regarding the RFP to be sent to

Shelby Hum
shelbyhum@cumberlandcounty.ns.ca

SECTION 4

Submissions must address and provide the following:

1. **Company Profile** – background of the company in general. Please include:
    a. General overview
    b. Years in business
    c. Corporate structure if applicable
    d. If any partnership or additional firms will form part of the submission, please advise and detail.

2. **Company Experience** in Similar or related project
    a. Please provide a summary of similar related work the company has done.
    b. Provide a sample of work as an appendix.

3. **Project Team** proposed with experience in summary format.
    a. Basic CVs can be included and attached as an appendix.
    b. Please provide a short overview of each team member that will be assigned to the project and their experience.
    c. Highlight any specialized team members that you propose.
    d. Note other personnel if the proposal is a collaboration with other professionals outside your firm (see Section 1-d.)

4. **Methodology** to achieve the required outcomes. Provide an overview of how you will develop the strategy. Providing some examples of key components will be helpful to review of the submissions.

    a. Initial assessment of municipal lands. There could be opportunities for partnerships as it relates to housing so consideration can be given to a strategy that may involve Provincial lands as well. The successful proponent will be provided with an inventory of Municipal lands considered for surplus review and will create some examples or case studies from utilizing the proposed strategy. Schedule B here within the RFP provides two examples of surplus lands for consideration in proposal submissions.
    b. Site access to services, roadways will be key elements to consider in any assessment
    c. Alternative housing types and more dense forms of housing have more potential and are financially more attractive. Suggest any approach to these opportunities.
    d. Provide some direction around affordable housing and potential partnerships or opportunities to get lands in the hands of not-for-profit groups who may lead special projects.
    e. Scope should include high level recommendations regarding approach on land use planning on the surplus lands. Are the existing zones in the municipality adequate/appropriate for the housing for any use proposed/being considered?
    f. Should alternative zones be developed? Should site specific planning be the tool (i.e. Development Agreements or Site Plan Agreements)
    g. Some criteria of site assessment to provide overview on even at desktop level.
        i. Topography
        ii. Service capacity / proximity
        iii. Soil conditions
        iv. Transportation and traffic
        v. Endangered species habitat
        vi. Watercourses / wetlands
        vii. Areas at risk of environmental hazard
        viii. Renewable energy potential (i.e. solar and wind)

ix. Specialized projects or land uses

h. Final Deliverables by successful proponent must include a digital strategy format and 3 hard/print copies provided to the Municipality.

i. In addition, a digital Power Point presentation in summary form suitable for presentation to Council and other groups deemed appropriate by the Municipality.

5. Special Requirements or elements proposed.

a. Interviews required with Senior Staff. Must be coordinated through the Municipal project lead
b. For example, any add on services anticipated to achieve the final report.
c. Specialized software required and if so, costs associated with same.
d. Any Mapping or CAD related inputs

6. Schedule

a. The due date for Submissions is **Thursday, February 15, 2024, at 2PM Atlantic time.**
b. Proposed schedule to deliver the strategy.
c. Include a task sheet with "Gannt chart" utilizing MS Project or similar program.
d. This project is budget in the current fiscal year, however the budget will be carried over, so deliverables are required by April 30th ,2024 or earlier if proponent can deliver.

7. Fees and Budget

a. Overall project budget submission
b. Details on team members involved (as per section 3) above and their hourly rate and time assigned to project development.
c. Any disbursements for travel, report development, graphic design etc.

8. Scoring

a. All submissions will be scored by a Municipal team of 3 from our senior staff utilizing the following:
    i. Company Profile – 5%
    ii. Company Experience – 10%
    iii. Project Team –15%
    iv. Methodology – 25%
    v. Special Requirements- 5%
    vi. Schedule – 20%
    vii. Fees/Budget- 20% (note the special calculation for scoring this section attached as Schedule C)

9. Legal Disclosure

a. The County reserves the right to waive technicalities, reject any or all bids, or any portion thereof, to advertise for new proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interest of the County.
b. The County reserves the right to request clarification of information submitted and to request additional information, if required. All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the bidder and shall not be passed on to the Municipality under any circumstances.
c. The County reserves the right to cancel the contract immediately upon written notice, if, in the opinion of Chief Administrative Officer, the successful Proponent is not fulfilling the terms, conditions and specifications of the contract. All fees will be paid up to the date the work terminates, based on the work plan submitted and actual work completed.
d. It is the responsibility of each bidder to ensure their proposal arrives on time. Any late proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated will not be accepted and will be returned unopened.
e. All proposals must be firm for 90 calendar days. Price includes all delivery charges, FOB sites in Springhill and Parrsboro, Nova Scotia.
f. The proponent is responsible for obtaining any needed clarification of the RFP while it is open. Questions are to be directed in writing to the contact named in the RFP. Email is the preferred method of contact.
g. Proposal approval will be contingent on the proposal and the related capital budget for this activity being approved by the County Council. The successful proponent and the County can then proceed to settle, draft, and sign the necessary legal agreement to proceed.
h. This RFP is subject to the Agreement on Internal Trade and the Atlantic Procurement Agreement.

<u>List of Schedules</u>

Schedule A - Council Policies 23-01 and 23-02

Schedule B – Examples of two Municipal Surplus Properties

Schedule C – Fees/Budget scoring formula

Schedule A- Council Policies 23-01 and 23-02

Municipality of Cumberland Policy 23-01

Sale of Non-Usable Municipally Owned Property Policy

Title

1. This policy is entitled the Sale of Non-Usable Municipally Owned Property Policy.

Purpose

2. The purpose of this policy is to provide for the sale of surplus non usable property owned by the Municipality.

Definitions

3. “Non-usable property” means Municipally owned property that does not meet the requirements of the Subdivision By-Law, Municipal Planning Strategy and the Land Use By-law, and is not required for Municipal use.

Identification

4. Property to be considered to be sold in accordance with this policy may be identified in any one of the following ways:

    a. A request, in writing (including email which clearly identifies the author), to the CAO by a member of the public, interested in acquiring the subject property;
    b. A request, in writing (including email), to the CAO by a member of Council or a Director of a department of the municipality;
    c. A direction, by motion, of Committee of the Whole.

Designation as Surplus

5. After receiving a request or direction as described in paragraph 3 above, the CAO will refer the matter to the Director of Development and Planning who will prepare a recommendation for Council's consideration as to whether the property should be declared surplus, its approximate value, and the recommended manner of sale.

6. Before making a recommendation to declare a property as surplus to the needs of the Municipality, the Director of Development and Planning shall consult the directors of all municipal departments, the municipal councillor whose District the subject land is situated and the CAO in determining whether a potential municipal use exists for the property.

Manner of Sale

7. Once declared surplus, Council may decide to sell the subject property by any of the following methods:

    a. Negotiation with abutting property owners
    b. Public tender by sealed bid
    c. Public Auction

8. In all cases Council shall set a minimum asking price to be used.

Other Considerations

9. Sales of property acquired pursuant to the Subdivision by-law shall follow the provisions of Section 271 of the Municipal Government Act.

10. Sales of property to non profit organizations below market value shall follow the provisions of Section 51 of the Municipal Government Act.

11. Responsibility for transaction costs related to the sale of the subject property rest with the purchaser.

12. The following persons shall not purchase property of the Municipality either directly or through an agent:

    a. A member of Council
    b. An employee of the Municipality
    c. The spouse of a person referred to in subsections (a) or (b); or
    d. A company in which a person referred to in subsections (a), (b) or (c) owns or beneficially owns the majority of the issued and outstanding shares.

13. All sales must receive Council approval.

Effective Date

15. This Policy is effective upon adoption.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: March 22, 2023

Date of Passage of Current Policy: March 29, 2023

I certify that this Policy was adopted by Council as indicated above.

_____ _____

Clerk Date

Municipality of Cumberland Policy 23-02

Sale of Usable Municipally Owned Property Policy

Title

14. This policy is entitled the Sale of Usable Municipally Owned Property Policy.

Purpose

15. The purpose of this policy is to provide for the sale of surplus usable property owned by the Municipality.

Definitions

16. “Usable property” means Municipally owned property that meets the requirements of the Subdivision By-Law, Municipal Planning Strategy and the Land Use By-law, and is not required for Municipal use.

Identification

17. Property to be considered to be sold in accordance with this policy may be identified in any one of the following ways:

    a. A request, in writing (including email which clearly identifies the author), to the CAO by a member of the public, interested in acquiring the subject property;
    b. A request, in writing (including email), to the CAO by a member of Council or a Director of a department of the municipality;
    c. A direction, by motion, of Committee of the Whole.

Designation as Surplus

18. After receiving a request or direction as described in paragraph 3 above, the CAO will refer the matter to the Director of Development and Planning who will prepare a recommendation for Council's consideration as to whether the property should be declared surplus its approximate value, and the recommended manner of sale.

19. Before making a recommendation to declare a property as surplus to the needs of the Municipality, the Director of Development and Planning shall consult the directors of all municipal departments, the municipal councillor whose District the subject land is situated and the CAO in determining whether a potential municipal use exist for the property.

Optimal Strategic Use and Conditions of Sale

20. As part of the recommendation to Council regarding the declaration of a usable property as surplus to the needs of the municipality, the Director of Planning and Development shall provide a report setting out the optimal strategic use of the property and any suggested conditions of sale. This report may set out a suggested plan for rezoning, use of buy back and/or development agreements or other instruments to

maximize strategic value to the community of the sale and subsequent use of the subject property.

Manner of Sale

21. Once declared surplus, Council may decide to sell the subject property by any of the following methods:

    a. Public Tender by sealed bids
    b. Public Auction
    c. Posting the property for sale
    d. Commission arrangement with local real estate firms

22. In all cases Council shall set a minimum asking price to be used.

Other Considerations

23. Sales of property acquired pursuant to the Subdivision bylaw shall follow the provisions of Section 271 of the Municipal Government Act.

24. Sales of property to non profit organizations below market value shall follow the provisions of Section 51 of the Municipal Government Act.

25. Responsibility for transaction costs related to the sale of the subject property rest with the purchaser.

26. The following persons shall not purchase property of the Municipality either directly or through an agent:

    a. A member of Council
    b. An employee of the Municipality
    c. The spouse of a person referred to in subsections (a) or (b); or
    d. A company in which a person referred to in subsections (a), (b) or (c) owns or beneficially owns the majority of the issued and outstanding shares.

27. All sales must receive Council approval.

Effective Date

28. This Policy is effective upon adoption.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider [7 days minimum]: March 22, 2023

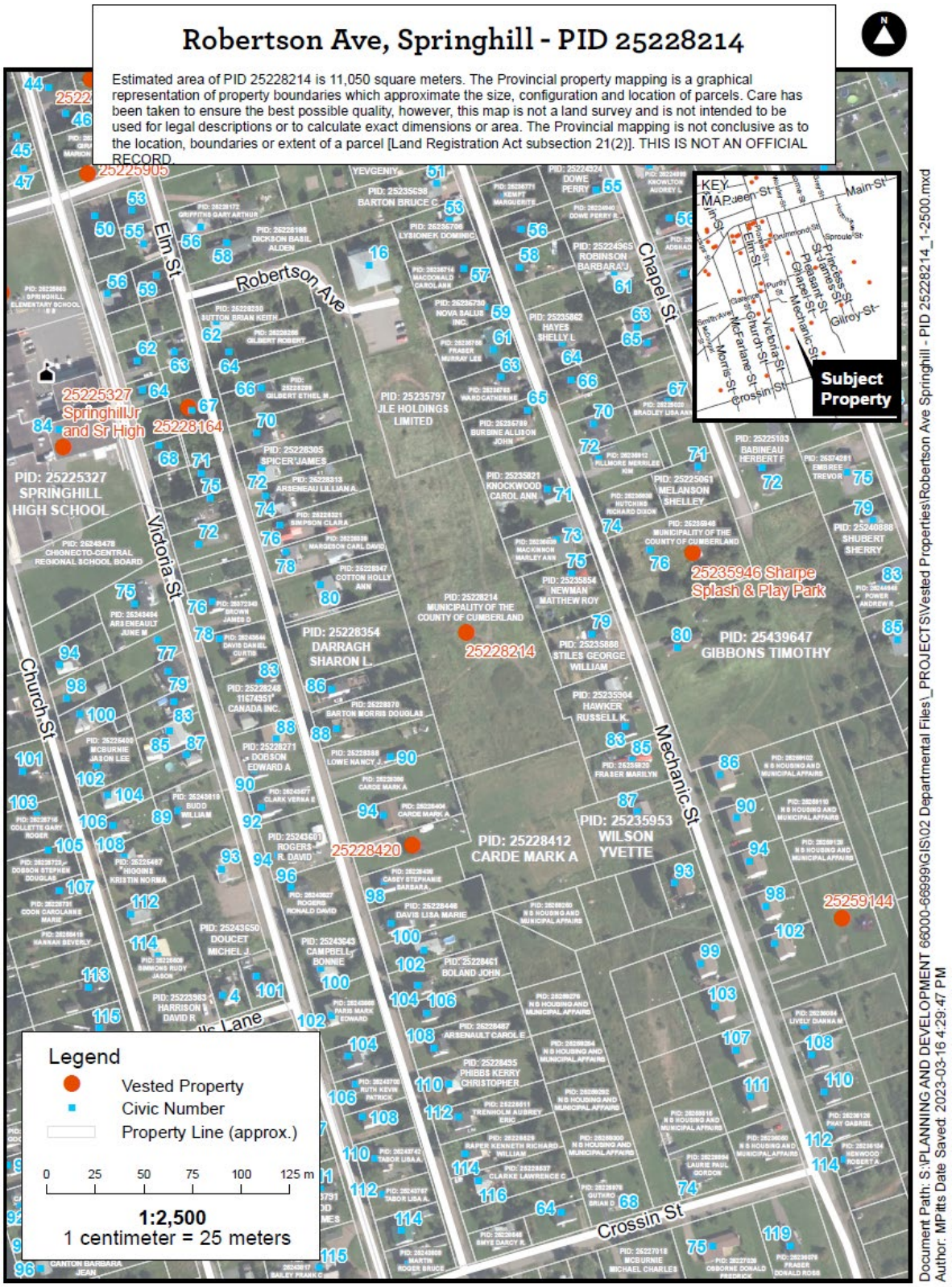
Date of Passage of Current Policy: March 29, 2023

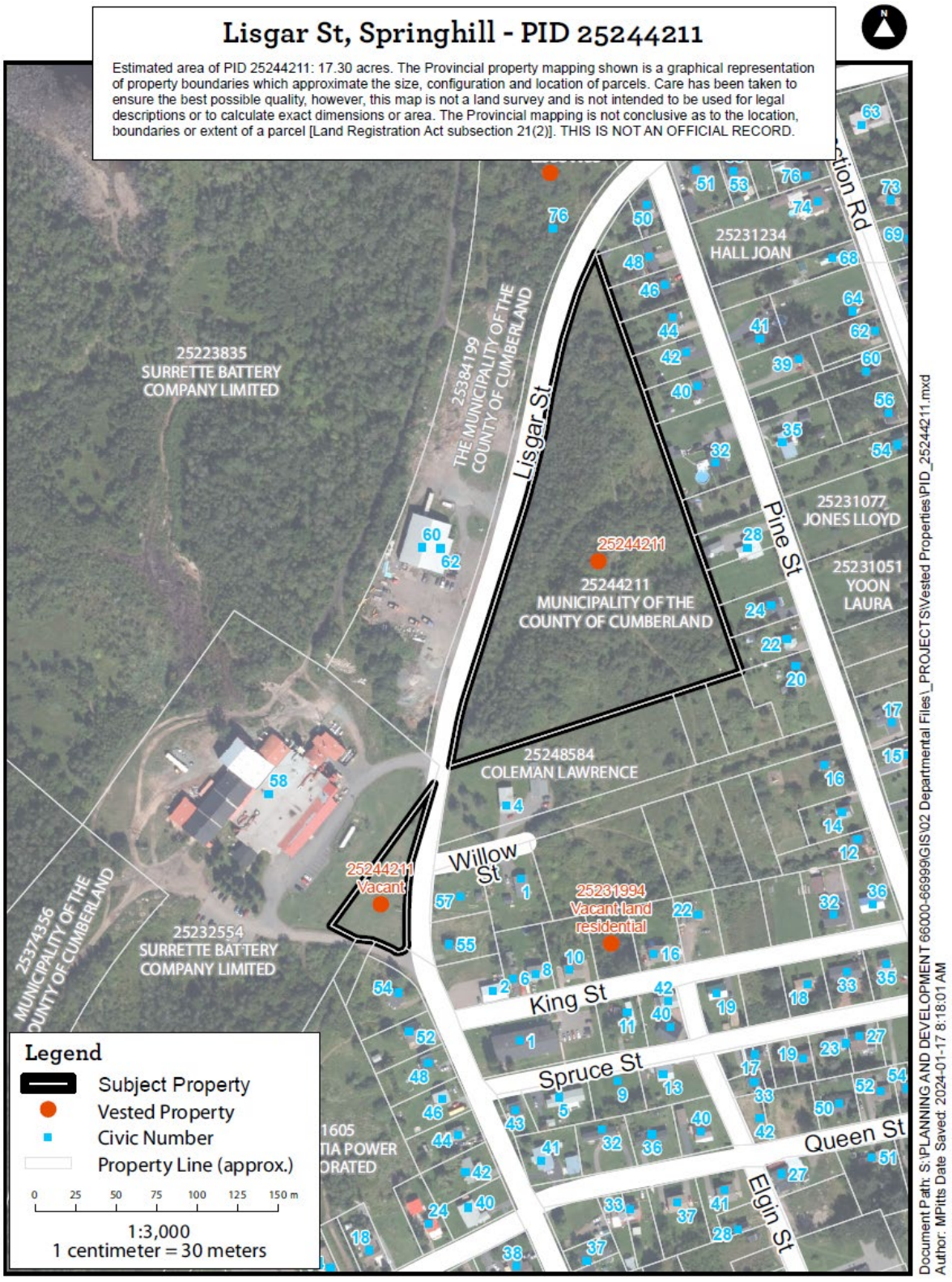
I certify that this Policy was adopted by Council as indicated above.

_____ _____

Clerk Date

Schedule B – Examples of two Municipal Surplus Properties




Lisgar St, Springhill - PID 25244211
Estimated area of PID 25244211: 17.30 acres. The Provincial property mapping shown is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Care has been taken to ensure the best possible quality, however, this map is not a land survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area. The Provincial mapping is not conclusive as to the location, boundaries or extent of a parcel [Land Registration Act subsection 21(2)]. THIS IS NOT AN OFFICIAL RECORD.
25223835 SURRETTE BATTERY COMPANY LIMITED
25384199 THE MUNICIPALITY OF THE COUNTY OF CUMBERLAND
25231234 HALL JOAN
25231077 JONES LLOYD
25231051 YOON LAURA
25244211
25244211 MUNICIPALITY OF THE COUNTY OF CUMBERLAND
25248584 COLEMAN LAWRENCE
25244211 Vacant
25231994 Vacant land residential
25232554 SURRETTE BATTERY COMPANY LIMITED
25374356 MUNICIPALITY OF THE COUNTY OF CUMBERLAND
Lisgar St
Pine St
Willow St
King St
Spruce St
Queen St
Elgin St
Section Rd
Legend
Subject Property
Vested Property
Civic Number
Property Line (approx.)
0 25 50 75 100 125 150 m
1:3,000
1 centimeter = 30 meters
Document Path: S:\PLANNING AND DEVELOPMENT 66000-66999\GIS\02 Departmental Files_PROJECTS\Vested Properties\PID_25244211.mxd
Author: MPitts Date Saved: 2024-01-17 8:18:01 AM

Schedule C – Fees/Budget scoring formula

Price Score = LPP/TP x PW

Where:

LTP = Lowest Proposal Price of all Proponents/Bidders

TP = Proponent's Price

PW = Price Weighting (20 %)