

REQUEST FOR QUOTE: 500 PARK PLACE NORTH - LAND USE AND OPTIONS ANALYSIS.

1. INTRODUCTION

Esquimalt, a vibrant township on the southern tip of Vancouver Island, is a dynamic community offering a unique blend of scenic natural beauty, strong community engagement, and economic vitality. Its strategic location, breathtaking waterfront views, and welcoming atmosphere make it ideal for investors seeking stability and growth. Esquimalt seamlessly combines a rich heritage with a forward-thinking vision, making it a key municipality within the Greater Victoria and the Capital Regional District. Direct neighbours include the Kosapsum Nation and Songhees Nation, two of the nine South Island First Nations. As per Statistics Canada's 2021 Census, Esquimalt has a population of 17,533 (-0.7% from the 2016 Census) residing in 8,565 dwellings. For more detailed community insights, please refer to the [Esquimalt Community Dashboard](#).

2. PROJECT DESCRIPTION

The Township of Esquimalt invites qualified proponents to submit proposals to carry out an options analysis of a municipally owned property located at the corner of 500 Park Place and Esquimalt Road, Esquimalt, BC. The final report will provide critical insights for Council to make informed decisions on potential land use and development options, considering the property's unique characteristics and surrounding context.

This project aligns with the Council Priorities Plan 2023-2026, which identifies an "Options Analysis of 500 Park Place & Esquimalt Road" as a key initiative.

Appendix 1 provides a map (Reference Plan of Lot A, EPP36750 Suburban Lot 40) outlining the ownership of the Township's property located at 500 Park Place and Esquimalt Road which is a consolidation of Lots 1, 273, 274, and 275.

The site illustrated in Appendix 1 encompasses:

- **500 Park Place North: Currently undeveloped and the focus of this analysis.**

A portion of the Township's property at 500 Park Place and Esquimalt Road, Lot 275, is subject to trust terms under an indenture. The proponent will be tasked with incorporating these constraints into their analysis.

- 500 Park Place South: Site of a new Public Safety Building, under construction (June 2024 - Q3 2026) and NOT included in this analysis.

3. SCOPE OF WORK:

The proponent will perform an in-depth analysis and provide development options for the property in question – 500 Park Place North, including:

3.1 SITE ANALYSIS

- Existing site conditions and includes a review of available documentation from previous site surveys.
- Local zoning regulations and land use designations.
- Surrounding land uses and main street character.
- Transportation infrastructure and accessibility.
- Environmental considerations and constraints.

3.2 STAKEHOLDER ENGAGEMENT

Engage relevant stakeholders and partners, including:

- Mayor and Council.
- Municipal staff.
- Neighbouring property owners and residents.
- Business community (e.g., Esquimalt Chamber of Commerce, South Island Prosperity Partnership).

3.3 OPTIONS DEVELOPMENT

Generate and evaluate potential land use and development options, considering:

- Market demand and feasibility.
- Community needs and priorities.
- Sustainability and environmental best practices.
- Mixed-use development potential.
- Indenture constraints (details to be provided upon award of contract).

3.4 OPTIONS EVALUATION

Assess each option using criteria such as:

- Economic viability. This includes an assessment of potential economic benefits, such as job creation, increased municipal revenue, and long-term financial sustainability.
- Social impact. Evaluate how each option contributes to community well-being, social equity, and quality of life for residents.
- Environmental sustainability. Assess the environmental footprint, energy efficiency, and alignment with sustainable development goals.
- Regulatory compliance. Ensure all proposed options adhere to local zoning laws, bylaws, and government regulations.

3.5 REPORT PREPARATION

Prepare a comprehensive report including:

- Analysis of each option.
- Comparative evaluation.
- Recommendations for preferred option(s).
- Supporting data and visualizations.

4. DELIVERABLES:

- **Report Framework:** Outline methodology, timeline, and stakeholder engagement plan.
- **Draft Report:** For review and feedback.
- **Final Report:** Incorporating feedback and finalized recommendations.
- **Presentation:** Delivered to Mayor and Council.

5. QUALIFICATIONS:

The successful proponent will demonstrate:

- Proven experience in land use planning and urban development analysis.
- Architecture (including green building design), urban design.
- Economic and financial analysis.
- Knowledge of local planning regulations and processes.
- Strong communication and stakeholder engagement skills.
- Analytical proficiency and ability to present findings concisely.

6. PROPOSAL SUBMISSION

Interested proponents are requested to submit a proposal that includes:

- Company profile and relevant experience
- Proposed methodology and work plan
- Project team qualifications
- Detailed cost breakdown and timeline
- References from previous clients

7. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

CRITERIA		DESCRIPTION
Budget/Cost-effectiveness	30%	Value for money and cost breakdown.
Methodology and work plan	20%	Quality and feasibility of the proposed methodology and work plan.
Relevant experience and qualifications of key staff	20%	Proponent’s experience in similar projects and team qualifications.
Understanding of project objectives	10%	Demonstrates a clear understanding of the project’s goals and scope.
Project schedule	10%	A clear and realistic timeline that ensures timely project delivery.
Client satisfaction/Testimonials	10%	Proven track record of satisfying client needs and expectations.

8. SUBMISSION DEADLINE

March 3, 2025, 5:00 PM PST.

Submit proposals electronically to terese.finegan@esquimalt.ca.

9. GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms, and conditions apply to all Proposals related to this Request for Proposal.

9.1 THE CORPORATION OF THE TOWNSHIP OF ESQUIMALT EXPRESSLY RESERVES RIGHTS TO:

- Accept or reject any proposal.
- Accept a proposal that is not the lowest cost.
- Make decisions based on quality, experience, and compliance with requirements.
- Work with any participant whose proposal is in the Township's best interest.
- Cancel or re-issue the RFQ.

9.2 PROPOSAL SUBMISSION REQUIREMENTS:

- All proposals must be submitted via email to **Terése Finegan, Manager of Economic Development, terese.finegan@esquimalt.ca**.

- Proposals must be in PDF format, with fees excluded from the email body as the attachments will not be opened until after the Proposal closing time.
- No hard copy proposals will be accepted.
- Any contract that may be entered into as a result of this proposal will be subject to the laws of the Province of British Columbia.

9.3 LATE AND INCOMPLETE PROPOSALS:

- Late proposals will not be considered.

9.4 ADDITIONAL TERMS:

- The Township assumes no responsibility for email delays or security rejections.
- Proponents are responsible for their submission costs.
- The Township reserves the right to request additional documentation.
- All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a cover letter, with their proposal, detailing the specifics of their request.
- The successful Proponent will enter into a contract including all conditions included in the Request for Quote.

9.5 INSURANCE:

- The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia.
- Comprehensive General Liability Insurance \$2,000,000.00
- Professional Liability \$1,000,000.00
- The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death, and property damage. Such policy shall include:
 - The Township and its officers, employees, officials, agents, representatives, and volunteers as Additional Insured
 - Cross liability and a waiver of subrogation or recourse against The Township
 - Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Corporate Officer at the address of Municipal Hall.
- The proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

- The proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.
- All proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another proposal has been accepted.

10. CONTACT INFORMATION

Terése Finegan
Manager of Economic Development
Tel: 250-414-7164
Email: terese.finegan@esquimalt.ca

11. ADDITIONAL INFORMATION

The following information has been attached as Appendix 1.
Requests for any additional information will close on Monday, February 17, 2025.
The submission date is Monday, March 3, 2025, 5 PM PST.

APPENDIX 1:

Reference Plan of
Lot A, Suburban Lot 40, Esquimalt District, Plan 31764
Pursuant to Section 100(1)(a) of the Land Title Act
BCGS 92B.043

PLAN EPP36750



All distances are shown in metres.

The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:400.

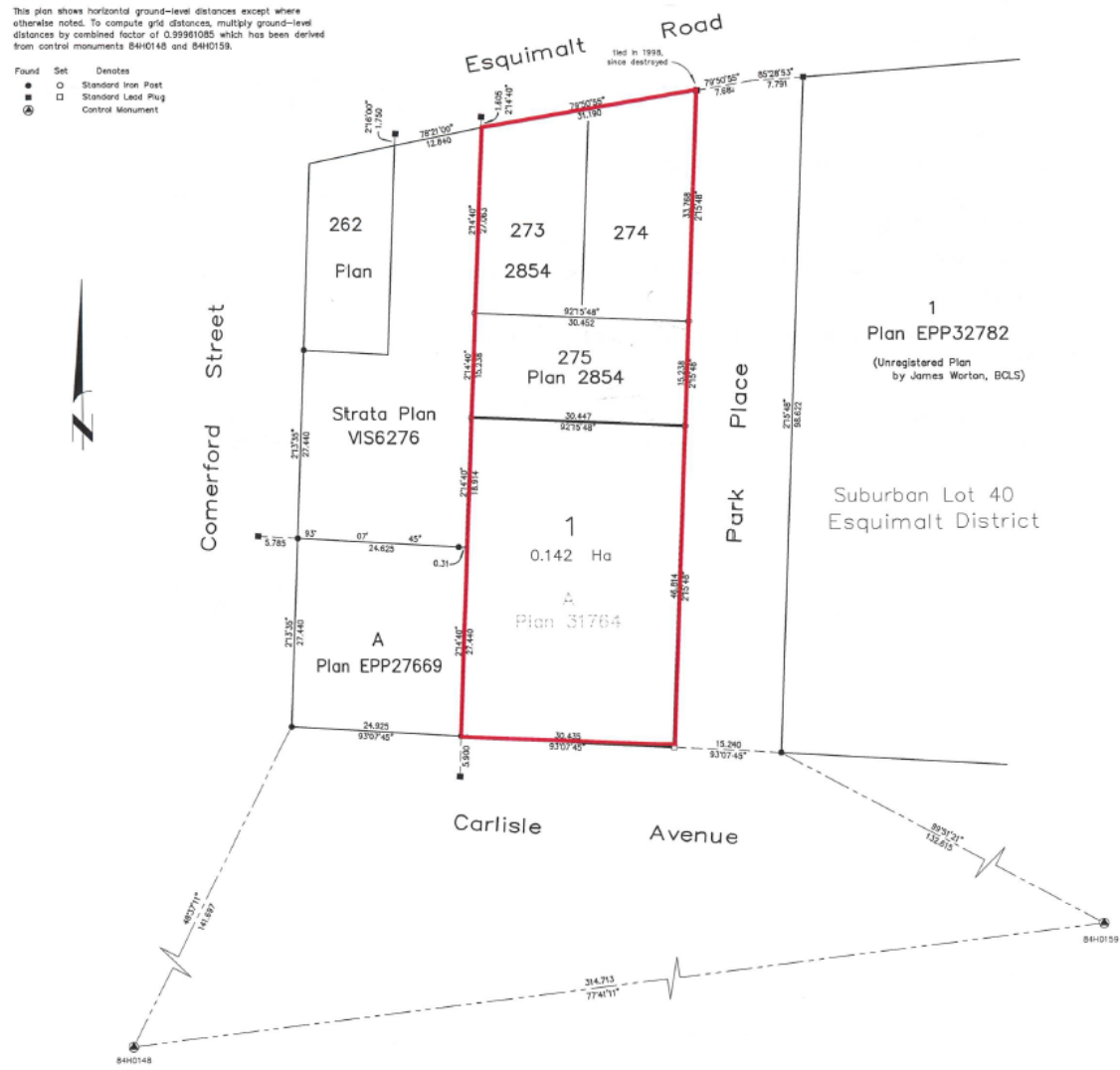
LEGEND

Integrated Survey Area No. 28, Township of Esquimalt, NAD83 (CSRS).

Grid bearings are derived from observations between geodetic control monuments 84H0148 and 84H0159.

This plan shows horizontal ground-level distances except where otherwise noted. To compute grid distances, multiply ground-level distances by combined factor of 0.99961085 which has been derived from control monuments 84H0148 and 84H0159.

Found	Set	Denotes
●	○	Standard Iron Post
■	□	Standard Lead Plug
⊙		Control Monument



1
Plan EPP32782
(Unregistered Plan
by James Worton, BCLS)

Suburban Lot 40
Esquimalt District

File : 11621 REF03-19
POWELL & ASSOCIATES
B C Land Surveyors
250-2950 Douglas Street
Victoria, BC V8T 4N4
phone (250) 382-8855

This plan lies within the
Capital Regional District.

The field survey represented by this plan was
completed on the 9th day of September, 2013
James Worton, BCLS 757

ECP #158085 February 12, 2