



Lot A Development
REQUEST FOR EXPRESSIONS OF INTEREST
with PROPOSALS

Closing location:

Sealed Submissions will be received at

District of Sooke
2205 Otter Point Road
Sooke, BC
V9Z 1J2

Closing date and time:

Monday, June 29, 2020
at 2:00 pm Pacific Time

Note: Faxed or emailed RFEOI submissions will not be accepted.

1. DEFINITIONS

Throughout this Request for Expression of Interest (RFEOI), the following definitions will be used:

“Addenda” means all additional information regarding the RFEOI, including amendments to the RFEOI;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFEOI , or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFEOI as set out on the cover page of this document;

“Contract” means the written agreement resulting from the RFEOI, executed by the District of Sooke and the Developer;

“Developer” means the successful proponent who enters into a written contract with the District of Sooke;

“District” means the District of Sooke;

“Force Majeure” means causes that are beyond a party’s control, and which are unavoidable by the exercise of reasonable foresight;

“Must” means a mandatory requirement to be met in order for a Submission to receive consideration;

“Proponent” means an individual or company that submits, or intends to submit, in response to this RFEOI;

“Shall” means a mandatory requirement to be met, in order for a Submission to receive consideration;

“Should” means a desirable requirement that has a significant degree of importance to the objectives of the RFEOI;

“Submission” means a full response by a proponent to the RFEOI including a Development proposal in accordance with submission requirements;

“Work” means any labour, efforts, and/or duty required to accomplish the purpose of this project.

2. INSTRUCTIONS FOR PROPONENTS

2.1 ENQUIRIES

All enquiries related to this RFEOI are to be directed to:

Matthew Pawlow, Director of Planning & Development
Email: mpawlow@sooke.ca

Information obtained from any other source is not official and should not be relied upon. All addenda, amendments, or further information regarding this RFEOI, including enquiries and responses will be recorded and will be posted to the District of Sooke's website for reference for all Proponents (www.sooke.ca). Each addendum will be incorporated into and become part of the RFEOI. It is the sole responsibility of the Proponent to monitor the sooke.ca website regularly to ensure that they have received all updates.

Background information can be found at the [Online Link](#) or at the District of Sooke [website](#).

All enquiries, and questions are to be submitted in writing via email prior to 4:30pm on June 19, 2020. The District reserves the right to not answer any enquiries that are submitted after this time and date.

2.2 CLOSING DATE, TIME AND DELIVERY REQUIREMENTS

One (1) electronic version of the Submission supplied on a USB memory stick in pdf format delivered in a sealed package/envelope, with completed appendices signed by a person authorized to legally bind the Proponent to the statements made in the submission. Submissions will be received until 2:00 p.m., Pacific Time, on Monday, June 29, 2020. Submissions will be received in a sealed package/envelope clearly marked and addressed as follows:

Lot A Expression of Interest Submission

Attn: Matthew Pawlow, Director of Planning & Development
District of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2

- It is the sole responsibility of the Proponent to ensure the District receives their Submission prior to the closing time and date. All costs to prepare the Submission shall be borne solely by the Proponent.
- **Late Submissions will NOT be accepted and will be returned unopened to the Proponent.**
- The computer clock in the offices of the District of Sooke determines the official closing time for Lot A RFEOI with Proposals – 6440-20

submission.

- Facsimile (fax) or e-mail Submissions for this RFEOI will **NOT** be accepted.
- Hardcopies will be accepted but are not a submission requirement, provided a digital USB memory stick is supplied with the package.
- Delivery of the Submission by a courier service shall be the responsibility of the Proponent and will be rejected if the envelope/package is delivered to a location other than which is stated in this document and the envelope/package fails to be delivered to the District prior to the closing date and time.
- Submissions will **NOT** be opened in the public.

2.3 SIGNATURE

The Submission shall include a cover letter signed by a person authorized to legally bind the Proponent to the statements made in the response to this RFEOI.

2.4 AMENDMENTS TO & WITHDRAWALS OF SUBMISSIONS

Submissions may be amended in writing and delivered to the closing location prior to the closing time and date. Amendments must be signed by the Proponent's authorized signatory and may be either hand-delivered or emailed to the submission address or email.

Submissions may be withdrawn by the Proponent at any time prior to the stated closing time and date by submitting a written withdrawal letter either hand-delivered or emailed to the submission contact address/email.

2.5 SUBMISSION REVIEW

Review of Submissions will be by a committee formed by the District of Sooke and may include staff, Councilors, and contractors of the District of Sooke.

2.6 REVIEW AND SELECTION

The review committee will check Submissions against the Submission Requirements. Submissions not deemed to be complete will be rejected without further consideration. Submissions that are deemed to be complete will then be reviewed against the content of the development proposal. Complete Submissions will be presented to District of Sooke Council for further consideration.

2.7 CHANGES TO SUBMISSION WORDING

The Proponent will not change the wording of its Submission after the closing date and time specified on the front cover of this RFEOI, and no words or comments will be added to the Submission unless requested by the District of Sooke for purposes of clarification.

2.8 PROPONENT'S EXPENSES

Proponents are solely responsible for their own expenses in preparing a Submission and for subsequent negotiations with the District of Sooke, if any. The District of Sooke will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.9 ACCEPTANCE OF SUBMISSIONS

This RFEI is not an agreement to purchase services or enter into a partnership. The District of Sooke is not bound to enter into a Contract with any Proponent. The District of Sooke will be under no obligation to receive further information, whether written or oral, from any Proponent.

2.10 DEFINITION OF CONTRACT

Notice in writing to a Proponent that its Submission has been selected as successful will neither constitute a Contract nor give the Proponent any legal or equitable rights or privileges relative to the service requirements set out in this RFEI. Only if a Proponent and the District of Sooke enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges.

2.11 MODIFICATION OF TERMS

The District of Sooke reserves the right to modify the terms of this RFEI at any time in its sole discretion. This includes the right to cancel this RFEI at any time without entering into a Contract.

2.12 OWNERSHIP OF SUBMISSIONS

All documents, including Submissions, to the District of Sooke become the property of the District of Sooke. They will be received and held in confidence by the District of Sooke, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

2.13 CONFIDENTIALITY OF INFORMATION

Information pertaining to the District of Sooke obtained by the Proponent as a result of participation in this RFEI is confidential and must not be disclosed without written authorization from the District of Sooke.

2.14 COLLECTION AND USE OF PERSONAL INFORMATION

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFEI requires Proponents to provide the District of Sooke with personal information of employees who have been included as resources in response to this RFEI, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the District of Sooke. Such written consents are to specify that the personal information may be forwarded to the District of Sooke for the purposes of responding to this RFEI and use by the District of Sooke for the purposes set out in the RFEI. The District of Sooke may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the District of Sooke.

3. PROJECT SCOPE & DELIVERABLES

3.1 INTRODUCTION

This Request for Expressions of Interest (RFEOI) is intended to generate and evaluate interest in development opportunities for the remainder of 6671 Wadams Way, being the Northeast, Southeast and Southwest Quadrants of LOT A, Section 10, Sooke District, Plan VIP87872 as shown in Figure 1 below. The District is seeking Expressions of Interest from experienced development firms and/or not for profits outlining their interest in the site development, and the submission of conceptual development proposals. Proponents may submit interest in one, two or three quadrants or any combination thereof.

Figure 1 – Lot A Quadrants



The District envisions that this site be home to a new community hub that contains much-needed amenities for the community. It is anticipated that the hub include many of the desired uses outlined in section 3.5 The Vision, in addition to those identified by Proponents as compatible development opportunities.

3.2 BACKGROUND

The District is the sole owner of the property, a partially cleared undeveloped lot. The northwest quadrant of the site has been leased to the Vancouver Island Regional Library (VIRL) and will be developed by VIRL. Several groups and organizations have approached the District with ideas for development, thus this RFEOI has been designed to request conceptual development proposals for the comprehensive design and development of the remainder of the site based on community input received by way of the Lot A

Report/Design endorsed by Council on May 27, 2019.

Background information can be found at [Online Link](#) or at the District of Sooke [website](#).

3.3 THE COMMUNITY

The District of Sooke sits on the traditional territory of the T'Sou-ke Nation people who have been the long-established stewards of the lands and waters of this area. The District of Sooke sits adjacent to an incredibly beautiful harbour and basin that has provided an abundance of local wildlife, food resources and commerce throughout time. The District contains numerous sensitive ecological areas including salmon bearing rivers and creeks and habitat for species at risk, comprises of urban areas, rural areas and farmland, and has an integral relationship with the surrounding hills and rainforest. Sooke provides a gateway to the rugged west coast of Vancouver Island, and is located approximately a 40-minute drive west of the Capital City of Victoria.

Sooke is a rapidly growing municipality and faces many challenges, and likewise, opportunities related to community growth. According to the recent census (2016), the population of the District of Sooke consists of approximately 14,000 people and encompasses 66.65 square kilometers.

3.4 THE SITE

6671 Wadams Way is a 2.13-hectare parcel located in the Town Centre. The Town Centre is the heart of the community containing the commercial hub and is marked as the location where the highest density residential development will occur. Lot A is currently zoned Community Facility (P2), has uneven topography and grading and has been partially cleared of vegetation. The design of the library building occurred independently of the planning of the remainder of Lot A and is expected to break ground in 2020. The site is bordered to the west and east by Large Lot Residential (R1) on Townsend Road to the west and Anna Marie Road to the east. To the south is Evergreen Mall and Sooke's commercial core. North of Wadams Way is the Sooke Child, Youth and Family Centre (zoned P2) and a 4.2-hectare parcel (2182 Church Road) which is currently being developed into 133 single and multi-family units.

Address	Legal Description	PID
6671 Wadams Way	Lot A, Section 10, Sooke Land District, Plan VIP87872	028-212-762

The District undertook due diligence on the subject property and the summary report all applicable reports were received by Council on February 24, 2020

Background information can be found at [Online Link](#) or at the District of Sooke [website](#).

The Due diligence consisted of a geotechnical study, a preliminary civil design, archaeological overview assessment and an environmental assessment. Each report was based on the Lot A Charrette design with a highest and best use approach using the Town Centre Mixed Use (CTC) zone as a density guide.

Geotechnical Study

The consultant found that the proposed development was feasible from a geotechnical perspective. Lot

A has uneven topography, as such engineered fill will be expected in order to achieve the design grade in some areas. There are some areas of vegetation and refuse, such as garbage and concrete rubble stockpiles that will require removal prior to construction. In addition, the topsoil on the site should not be relied upon for structural support and should be removed from the area unless it proves suitable for future landscaping purposes.

Archaeological Overview Assessment

A desktop study of the site concluded that Lot A has low archaeological potential and that no impacts to archaeological remains are anticipated during development and construction. The District of Sooke authorized that the report be shared with the T'Sou-ke Nation and Scia'new Nation and submitted a copy to the BC Archaeology Branch. The Developer will be expected to proceed with development and construction in a manner that is approved by the Nations which may include further investigation, or a cultural monitor during construction.

Environmental Assessment

A Stage 1 report was completed and based on the findings there are no environmental concerns on the subject site from historic and current land uses. At this time no further environmental site assessments are recommended.

Preliminary Civil Design

A preliminary civil design was completed which includes:

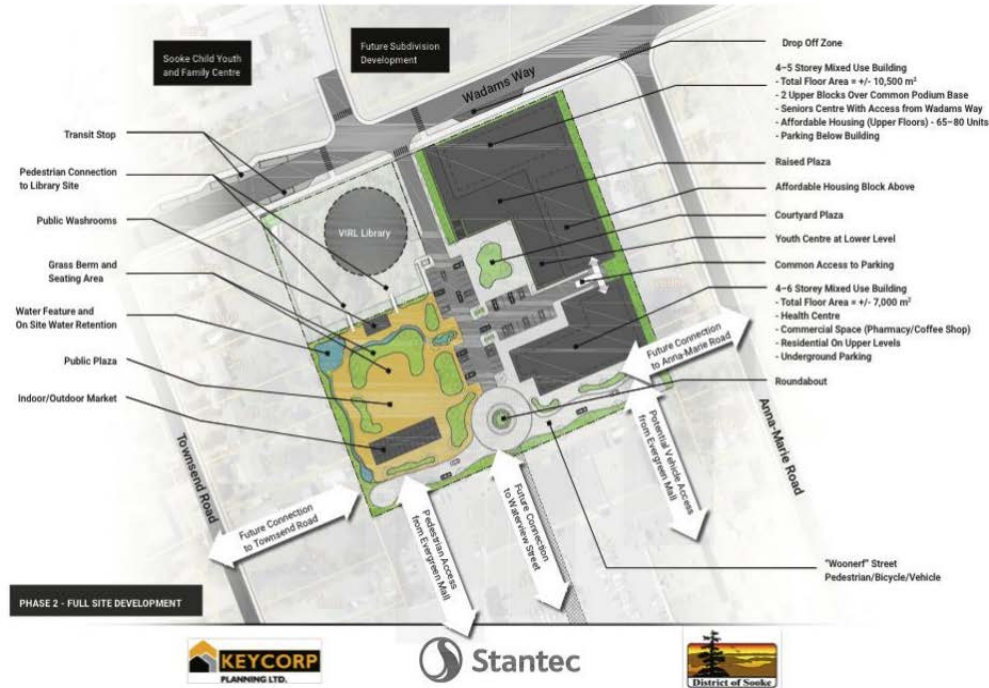
- A review of the site plan (from Lot A Charrette) to determine occupancy and density and identify maximums for the site based on the density allowance of the Town Centre Mixed Use (CTC) zone
- Preparation of a preliminary report for the Fire Underwriter Survey (FUS) providing options for meeting fire flow and guidance for planning the buildings and maximum floor areas
- A concept storm water management plan
- A review of the geotechnical study for considerations and recommendations that may arise
- A Cost D estimate of the proposed trunk lines and primary access roads including general earthworks and a budget contingency; and
- A final report summarizing all findings.

The fire flow calculations show that the floor areas from the Lot A Charrette may need adjustment and reduction to 6000-6500m² from 7000m². Overall, site servicing was feasible for up to 150 units. The Class D estimate for on-site and off-site civil work (including a 50% contingency) puts the construction costs of the civil infrastructure at \$3,799,132.50.

The recommendations contained within the due diligence reports will need to be addressed in the Submissions.

3.5 THE VISION

Lot A will be a pedestrian-centric, multi-use community hub that unites community members and visitors through a diverse offering of community services, a vibrant local economy, connection to green spaces and an exciting and varied pedestrian realm.



The Lot A Charrette was an iterative design process that resulted in a site plan featuring a balance of public and private space, innovative rainwater management, a high level of pedestrian connectivity, a balance of social and economic activities, integration of community amenities and various housing tenure options. The successful proposal will have a cohesive design theme that compliments Sooke’s unique west coast sense of place and rich cultural history. No single-use, single-storey buildings will be accepted as part of a proposal.

It is anticipated that the project will involve some or all of the following uses:

<ul style="list-style-type: none"> • Seniors Drop-In Centre • Affordable Housing • Multi-family Housing • Health Centre • Transit Hub • Single Point Access to Lot A • Off-Street Parking (underground or below building) • Municipal Hall 	<ul style="list-style-type: none"> • Youth Centre • Public Plaza • Farmer’s Market Area (Covered vendor stalls for year-round use) • Future Connection to Evergreen Mall • Landscaped and Naturalized Area • Independent/ local commercial activity (small-scale) • Roundabout
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The District of Sooke undertook significant community engagement in the development of the Sooke Lot A: A Future in Planning which was endorsed by Council on May 27, 2019. The concept articulates the community’s vision for Lot A as follows:

Northwest Quadrant

The northwest quadrant is comprised of 0.396 hectares and has been leased to the Vancouver Island Regional Library (VIRL) and will be developed by VIRL. More information about the library building, Lot A RFEI with Proposals – 6440-20

including design, can be found in the Development Permit application in the November 25th, 2019 agenda found here: <https://sooke.civicweb.net/filepro/document/37013/Regular%20Council%20-%202025%20Nov%202019%20Agenda.pdf?widget=true>

Northeast Quadrant

The northeast quadrant is comprised of approximately 0.686 hectares and has been conceived as a 4 to 6-storey mixed-use building with approximately 10,500m² of total floor area including a seniors/ youth drop-in centre, multi-purpose community space and affordable/subsidized/assisted-living housing units. Parking for this building would be accommodated to the rear of the building and as under building parking. The District is also interested in proposals that would consider a new municipal hall on this quadrant.

Southeast Quadrant

The southeast quadrant is comprised of 0.515 hectares and is envisioned to be a 5 to 6-storey Health Centre with limited size independent commercial retail units (CRU) on the base and market housing units on the upper floors. Second floor office space is also appropriate. This quadrant would include an under building and underground parking component. Since the Charette was adopted, the need for additional municipal hall space has been identified. The District is also interested in proposals that would consider a new municipal hall on this quadrant.

Southwest Quadrant

The southwest quadrant is comprised of 0.534 hectares and is contemplated to be a public plaza including an indoor/outdoor building for a year-round Farmer's Market.

3.6 DEVELOPMENT APPROVALS

The Developer will be required to undertake a rezoning application to accommodate compatible uses, subdivision, density, general building form, massing, character and public realm/open space design.

The District of Sooke Planning & Development Department will work with the Developer to draft a Comprehensive Development Zone customized to the development plan. It is expected that the base information of the zone will come from the Lot A Charrette and due diligence findings.

3.7 ROLES

The Developer will take the lead in establishing a comprehensive design for the site, lead design development and the municipal approvals processes, lead any public consultation events, oversee tender and construction, and operate buildings, or parts of buildings if applicable. Partnerships with other private, non-profit and/or public service agencies may be part of the RFEOI Submission. Joint Submissions are encouraged whenever possible. The District will assign a staff person to work with the successful Developer through the required development approval processes.

Lot A is owned by the District of Sooke. The intent is that the District would retain ownership and enter into long-term leases for the land(s), similar to the arrangement with the Vancouver Island Regional Library (VIRL), which has already been approved to locate on quadrant 1. As such, a leasehold subdivision application will need to be undertaken to satisfy the requirements of the Land Title Act as it relates to the terms of the lease(s). Furthermore, any subsequent subdivision, development permit or building permits

required as a result of developing the land will also be the responsibility of the Developer.

Formalization of roles will be incorporated into a subsequent contract once the successful Proponent(s) has been selected.

4. SUBMISSION REQUIREMENTS

Submissions must include the following information to be considered complete (preferably in the order presented):

4.1 QUALIFICATIONS & FINANCES

Proponents must include a brief summary of their company's background, area of expertise, and number of employees. Proponents shall list any subcontractors or sub-consultants they intend to use and provide a similar summary. Proponents shall include at least three (3) project abstracts that clearly outline previous projects with similar services that have been successfully completed by their company within the past three (3) years.

Proponents shall provide their audited financial reports or audited financial statements for the three most recent fiscal years, as prepared by a Chartered Professional Accountant in a separate sealed envelope marked "Confidential".

If multiple private, non-profit or public service agencies are involved each separate entity must provide this documentation.

4.2 EXPERIENCE, DEPTH & BREADTH OF PROJECT TEAM

Proponents shall provide the Curriculum Vitae (CV) of the Project Manager; and list all other project team members that would be directly involved in the project, indicating relevant experience, qualifications, credentials, home office and notable achievements in each area of the Work. Proponents shall provide a project organization chart and a table clearly indicating what role and responsibility each team member will play, the anticipated hours of each, and the total role and project hours. The District must be kept apprised of (and approve any) changes or substitution of key personnel for this project.

4.3 STATEMENT OF INTEREST

Proponents shall submit a letter of interest of no more than two pages explaining why the Proponent is interested in this opportunity including proposed use(s).

4.4 DEVELOPMENT PROPOSAL

Proponents shall demonstrate an understanding of section 3 above through the inclusion of a conceptual development proposal that incorporates a mix of land uses that are compatible with the Official Community Plan Town Centre land use designation, and accompanying conceptual designs shall demonstrate consistency with the District's Town Centre Illustrative Design Handbook, Development Permit Area #1 Town Centre, and the Town Centre Revitalization Bylaw. The proposal should include a

high-level massing diagram, a shadow plan, proposed floor area ratio, parking plan, precedent images and conceptual renderings, including a rationale for the design to reflect Sooke's natural landscapes and history.

Many relevant links may be accessed at [Online Link](#) or at the District of Sooke [website](#).

4.5 REFERENCES

Respondents shall provide the names, position titles and contact telephone and/or e-mail of three (3) persons who can provide references for the projects listed pursuant to section 4.1 above. The District reserves the right to conduct reference checks.

4.6 PROJECT BUDGET

Proponents are expected to provide a detailed cost breakdown for all design and construction costs associated with their proposal, including the specified costs from Developer requested financial contributions from the District of Sooke. The District has not approved a budget for this project and will consider all proposal costs as presented. It is anticipated through the execution of a written agreement with the successful Proponent that costs will be allocated through the annual budget approval process for which the year(s) the project is expected to be undertaken. The District of Sooke will consider any applicable grant(s) that a proposal may incorporate as part of a Proponent's Submission. Proponents must indicate in their proposal the specified grant(s) they wish the District to pursue and indicate the year in which the grant would need to be approved. Promotion and utilization of incentives prescribed within the Town Centre Revitalization Bylaw is encouraged.

5. CONTRACT NEGOTIATIONS

It is not the intent of the District to enter into contract negotiations with any Proponent that does not furnish satisfactory evidence of possessing the experience and ability required, and sufficient resources to ensure acceptable performance and completion of the Work. The District reserves the right to reject any Submission from any Proponent who, in its sole and reasonable opinion, is deemed incapable of providing all necessary resources to perform the Work in a satisfactory manner. This RFEOI is not a tender and does not commit the District of Sooke in any way to select a Developer.

5.1 PUBLICITY

The Developer shall not make any news release concerning the RFEOI, Submission or awarding of same, or the resulting contract without the express written consent of the District.

An award of contract to the successful Proponent does not constitute a general endorsement of the Proponent's products or services, and the award of contract cannot be used by the Proponent to promote the sale of products or services without the express written approval of the District. The District may issue a news release about the award of the contract and project updates.

5.2 INSURANCE

The Developer agrees to implement and submit proof of insurance upon award of the Contract. The

insurance must be maintained for the duration of the Contract at the Developer's own cost and expense, in such amount, in such forms, and with insurers acceptable to the District.

The Developer must carry comprehensive general bodily injury and property damage liability insurance in the amount of not less than three million dollars (\$3,000,000) inclusive per occurrence. The District of Sooke must be added as an additional insured to such policy and such policy must contain a cross liability clause.

The Developer must carry automotive liability insurance for all motorized vehicles (owned and not owned) in the amount of not less than three million dollars (\$3,000,000). Each insurance policy must contain a waiver of subrogation clause in favour of the District of Sooke, and a thirty (30) day prior notice clause of any cancellation or material change in coverage, terms, and conditions.

The Developer must carry insurance on equipment owned or rented by the Developer to its full insurable value.

The Developer shall provide, upon award of Contract, professional liability insurance and policy limits carried by the organization, its associates, and/or sub-consultants for an amount per claim and aggregate of three million dollars (\$3,000,000).

5.3 REGULATORY & LEGISLATIVE COMPLIANCE

The successful Developer shall ensure services and products provided in respect to the Work are in accordance with, and under the authorization of, all applicable authorities and municipal, provincial, and federal legislation and Acts. The Developer will provide the District with a copy of their current Certificate of Clearance from WorkSafeBC BC, prior to or at the time of signing the Contract; with copies of renewal confirmation provided every ninety days.

The Developer shall be designated and shall assume the responsibility as the Prime Contractor per WorkSafeBC BC OH&S regulations under applicable Sections 20 and 118 and applicable Subsections within them. The successful Proponent must have the necessary qualifications for and be willing to accept the responsibilities as Prime Contractor for the Contract.

The Developer shall provide the District, prior to the commencement of the Work, with a written copy of the Health and Safety Policy of their organization, along with any applicable procedures relevant to the Work. If the Consultant does not have written procedures relevant to the Work, the Consultant's project team will be expected to abide by the District's safety procedures in accordance with the duties of employer's provision of the Occupational Health and Safety Act.

By making a Submission, the Proponent represents that it has the legal capacity to enter into a contract and is in compliance with all federal, provincial, and municipal laws and regulations applicable.