

Community Improvement Plan, Brownfield Focus RFP



July 2019

1.0 Scope of Work

1.1 Purpose

Burlington Economic Development Corporation (BEDC) has initiated a Request for Proposal (RFP) process to identify a consultant qualified to draft a Community Improvement Plan in Burlington. The Plan should be multi-goal and comprehensive, with a specific brownfield redevelopment component. The project should also include an implementation plan for brownfield redevelopment, including a comprehensive brownfield report alongside manuals/training/guides for implementation. Additionally, the consultant should be qualified to draft a Green Municipal Fund Application for funding toward a community brownfield action plan.

1.2 Background & Overview

Employment land contamination is an issue for most municipalities across Canada. In Burlington, vestiges of past heavy industrial use in key employment areas are linked to parcels with a high estimated risk of contamination. The legacy of these lands impacts Burlington's ability to attract and retain companies, and negatively affects investment in the community. Brownfield sites are a barrier to maximum utilization of sites, thus reducing potential tax revenues and constraining individual companies' flexibility on their sites. With Burlington's desire to achieve certain employment targets as outlined in its Official Plan, Burlington requires the tools to help retain and grow its employment base.

The key factors supporting development of a brownfield community improvement plan are as follows:

- The overall difference between Brownfield and Greenfield development costs is greater as a percentage of total development costs for both industrial and office development;
- Burlington has the smallest supply of vacant land in Halton and needs available and unencumbered sites to ensure the City remains competitive with surrounding municipalities and is able to attract and continue to retain employment uses in the future;
- Many sites are also fragmented and would require land assembly and coordination strategies. The result is that there is significantly more investment required by developers which ultimately makes it difficult to generate redevelopment investment;
- There will be a continuing and increasing pressure on many key properties currently underutilized to convert to non-employment uses as a means of creating income generating properties;
- There are also negative challenges with respect to risks and uncertainties associated with brownfield redevelopment, regulatory hurdles, time-frame for cleanup, and liability issues;

- Other barriers to investment include obtaining quality information on potential brownfield sites, taxation issues, and challenges with the timing and process for approvals making it more difficult to move an investment forward.

In 2006, MMM Group created an Environmental Risk Database. In 2009, MMM Group was retained by the City of Burlington to prepare a Brownfield Remediation Assistance Study across two phases.

Burlington's Brownfield CIP project aims to increase the feasibility for sustainable redevelopment of potentially contaminated lands by private sector land owners. Doing so will aid in improving the environmental quality of soil and groundwater on individual sites and have a cumulative positive impact across the city. By alleviating pressure for greenfield development, Burlington can continue to protect its natural heritage and ensure that employers are able to remain in the city. Through focusing development in existing areas, the distance between employment areas and residential areas can be minimized, reducing transportation costs and the avoiding the emissions that would follow from further greenfield development. From a social and economic perspective, neighbourhood revitalization, urban renewal, and the prospect of denser employment lands are all counted as achievable benefits.

1.3 Requirements

The project should introduce comprehensive community improvement plan options that can be implemented in Burlington across multiple phases.

Phase 1 will focus on brownfield redevelopment. The plan should feature multiple tools that increase the feasibility for land owners and developers to sustainably redevelop brownfield sites while retaining their employment focus. The brownfield component of the plan will likely include, but may not be limited to, the following programs:

- Environmental Studies and Project Feasibility Grant Program
- Brownfield Tax Assistance Program
- Brownfield Redevelopment Tax Increment Equivalent Grant Program

The work should also guide the brownfield redevelopment plan implementation, and include manuals, training, and/or guides.

The work on the Green Municipal Fund Application Form should allow BEDC to submit the application in full to the Federation of Canadian Municipalities.

1.4 Existing Resources

BEDC can provide the following resources:

- Draft version of the Green Municipal Fund Application Form
- Phase 1 and 2 of the Brownfield Community Improvement Plan work previously developed by MMM Group/MKI
 - Completed Variables and Options Report on a Burlington Brownfield Remediation Assistance Program, dated November 2009
 - Completed Recommended Brownfield Remediation Assistance Program Community Improvement Plan, dated February 2010
- Official plan policies pertaining to sustainability and brownfield redevelopment
 - Burlington Official Plan
 - Burlington Community Energy Plan
- Burlington employment and sector trends (both by NAICS codes and individual site data)
- Burlington industrial and commercial development statistics
- Burlington Competitive Analysis

2.0 Vendor Application

2.1 Vendor Background & Information

Vendors must submit the following information to be considered:

- **Corporate Overview:** legal name; year of incorporation; number of employees; income statement if available
- **Products & Services:** description of all products & services supplied.
- **Markets Served:** description of geographic/industry markets that have been served by your company.
- **Project Team:** identify who will be involved on your project team, including their relevant experience and credentials.
- **Past Work:** listing of existing clients references

2.2 Project Outline

All vendors must provide a breakdown of costs related to their services. Costs include, but are not limited to, fixed pricing & deliverables, billable hours, etc. Vendors must agree to keep the quoted pricing in their proposals for a minimum of 90 days after proposal submission.

All proposals must include project schedule & work breakdown structure, which identifies timelines, key milestones, project phases, or other project details. We have tight timelines for this project. We are hoping to have a draft of the report by early January for a final report prepared by mid-January.

2.3 Evaluation Criteria

All proposals will be evaluated systematically, based on the following key criterion. The purpose of this section is to identify suppliers with interest, capabilities, and financial stability to supply Consulting Services.

Following is a prioritized list of our key evaluation criteria:

1. Experience, Skill-Set & Approach
2. Pricing, Deployment & Training
3. Referrals

Please submit your proposal to mark@techplace.ca by no later than Friday, August 9, 2019.