

REQUEST FOR PROPOSAL

PORT OF OSHAWA LAND USE PLAN

The Hamilton Oshawa Port Authority (HOPA Ports) invites proposals from qualified companies for the research, preparation and delivery of a Land Use Plan for the Port of Oshawa.

1.0 Background

The Hamilton Oshawa Port Authority is a Canada Port Authority (CPA), overseeing the Great Lakes ports of Hamilton and Oshawa. The Port of Oshawa is administered by HOPA under the purview of the Canada Marine Act and HOPA's Letters Patent. The port's mandate includes providing efficient transportation for a wide variety of port users, in support of regional economic development and prosperity.

In accordance with the Canada Marine Act, HOPA is required to have a current Land Use Plan to guide the nature and character of development within the port lands. A land use plan was previously prepared by the former Oshawa Port Authority in 2013. With the amalgamation of the Port of Oshawa under HOPA, and a new development approach, a new Land Use Plan is required.

2.0 Scope and Timing of Work

2.1 General

HOPA seeks the support of a consultant to assist in the development of an updated Land Use Plan for the Port of Oshawa. Support would include working jointly with HOPA to consult port stakeholders and incorporate meaningful input; research and write the plan, including background and planning context; interpret maps, renderings and other images contained within the plan for public and port user audiences; incorporate HOPA infrastructure and market strategies; produce materials to be used in consultation processes (online and printed); produce a final document.

Please see <https://www.hopaports.ca/port-facts/landuseplan/> for background documents, including the Land Use Plan for the Port of Hamilton.

Please note, HOPA has internal information sources to support this project, including base mapping resources in AutoCAD, and a combination of Photoshop/Illustrator/; information related to the historical, regulatory and business environment; market opportunity analysis; infrastructure needs analysis; ongoing stakeholder engagement processes.

The Land Use Plan will include the following topics/sections (*draft subject to minor changes*).

- 1.1. Purpose of the Land Use Plan
- 1.2. Port of Oshawa: Key Facts & Characteristics
- 1.3. Organizational Mandate

- 1.4. Economic Contribution
- 1.5. Regulatory Context
- 1.6. Plan Update Process
- 1.7. The Port in Context
 - 1.7.1. Regional, City and Community Context
 - 1.7.2. Economic Context
- 1.8. Opportunities and Challenges
- 1.9. Stakeholder Consultation
 - 1.9.1. Stakeholders Consulted
 - 1.9.2. Key Consultation Themes
 - 1.9.3. Issue Identification and Resolution
2. Land Use Plan Objectives
3. Land Use Aspects
 - 3.1.1. Multimodal Transportation Connectivity & Access
 - 3.1.2. Safety & Security Requirements
 - 3.1.3. Business Opportunity Analysis
 - 3.1.4. Infrastructure Needs Analysis
 - 3.1.5. Environmental Policies & Actions
 - 3.1.6. Port-Public Lands Interface
 - 3.1.7. Urban Design
 - 3.1.8. Land Acquisition and Consolidation
 - 3.2. Area-Specific Plans
 - 3.2.1. West Wharf
 - 3.2.2. East Wharf
 - 3.2.3. Long-term / future development options
4. Land Use Plan Implementation
 - 4.1. Development Process
 - 4.2. Environmental Review Process
 - 4.3. Intergovernmental Relationships & Municipal Planning Provisions

2.2 Deliverables

The completed project must provide, at a minimum, the following:

- (a) Collection of data, research and mapping from HOPA, government, industry, community, tenants, and other sources;
- (b) Planning and execution of a robust stakeholder consultation process, including community stakeholders, that accommodates for physical distancing requirements;
- (c) Production of maps and renderings to be used in the course of stakeholder consultations;
- (d) Delivery of final report in electronic format, including executive summary;
- (e) Delivery to HOPA of all mapping files;
- (f) Delivery of a PowerPoint presentation summarizing report's findings, created using HOPA template.

The target date for completion is October 15, 2020.

3.0 The Proposal

All proposals that are received by the deadline and satisfy the RFP requirements will be analyzed by HOPA staff. Companies may be requested to participate in a teleconference to discuss their proposal.

3.1 Proposal Requirements

Companies are requested to submit a formal proposal that address the selection criteria listed below. Every proposal shall include:

- (a) Description of the company, its capabilities, team, and similar work completed for other clients;
- (b) Detailed project methodology;
- (c) Description of the final report to be produced;
- (d) The names of three (3) client references, senior contact person and telephone number;
- (e) Description of support, data, etc. you will require from HOPA;
- (f) Total cost and proposed billing schedule;
- (g) Project schedule;
- (h) Other items you believe should be addressed; and
- (i) Electronic copy of the proposal must be delivered to: lfenn@hopaports.ca .

4.0 Selection Process

HOPA will use the company's submission as the basis for its selection. Selection criteria will include:

- (a) The qualifications of the firm;
- (b) The range and quality of team whose time is to be committed to the project;
- (c) The company's appreciation of the issues involved within a port environment, as reflected in their proposal;
- (d) Experience with projects and public engagement in the Oshawa, Durham and/or GTHA region;
- (e) The ability to complete the study according to the scheduling requirements of HOPA; and
- (f) The budget, together with such other factors as HOPA, at its discretion, may determine to be appropriate.

5.0 Proposal Submission Deadline

Proposals will be accepted until 4:00 p.m. on the closing date of **June 11, 2020** at:

lfenn@hopaports.ca
HOPA Ports
605 James Street North
Hamilton, ON L8L 1K1
Attention: Larissa Fenn

6.0 General

- (a) All requests for clarification concerning this RFP shall be made by e-mail to Larissa Fenn: lfenn@hopaports.ca.

- (b) HOPA may amend the requirements and specifications set out in this RFP at its discretion.
- (c) HOPA may cancel or withdraw this RFP at its discretion at any time.
- (d) All proposals and documents provided by the company shall become the property of HOPA and HOPA may reproduce, distribute or copy any and all submissions, plans or documents.
- (e) HOPA will not be held liable for any costs of preparation or presentation of proposals, including presentations that may be requested by HOPA.
- (g) HOPA requires all members of the selected company's team to be free of any conflict of interest and requires the company to advise HOPA of any actual or potential conflicts of interest.
- (h) HOPA is not bound to accept the lowest or any offer for these services and may reject any or all proposals.
- (i) All information provided by HOPA to the company shall be kept confidential.

Larissa Fenn
Director Public Affairs & Corporate Secretary
HOPA Ports
605 James Street North
Hamilton, ON L8L 1K1

Telephone: (905) 525-4330, ext. 235 | cell: 905-518-7632

E-Mail: lfenn@hopaports.ca

Web: www.hopaports.ca