



MUNICIPALITY OF MIDDLESEX CENTRE

REQUEST FOR PROPOSAL

**“FORMER PRINCE ANDREW PUBLIC SCHOOL –
15237 THIRTEEN MILE ROAD”**

June 25th, 2010

Submittal Due: Friday, July 30th, 2010 at 4:00 pm

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Proposal Packet for 15237 Thirteen Mile Road

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- **Appendix “C” - Aerial View (flown Spring 2006) and Site Photos**
- **Appendix “D” – Miscellaneous Mechanical and Structural Drawings provided by the Thames District School Board**
- **Appendix “E” - Review of Prince Andrew School – VanBoxmeer & Stranges Ltd. July 28th, 2009**
- **Appendix “F” - “Asbestos Product Survey – Thames Valley District School Board – Prince Andrew Public School” prepared by Advanced Environmental Corp. October 9th, 2007**
- **Appendix “G” - ‘Agriculture’ Official Plan Excerpts**
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1.0 INTRODUCTION

The Municipality of Middlesex Centre, hereinafter referred to as “the Municipality”, is pleased to announce the availability of the former Prince Andrew Public School property for sale or lease. The 4.07 hectare (10.06 ac) property is located at 15237 Thirteen Mile Road.

The subject property contains an 1,651.90 square metre (17,781 sq ft) 1-storey masonry structure built in 1960 and was used as the former Prince Andrew Public School.

The subject property also contains baseball facilities, soccer fields, tennis courts, shuffleboard and horseshoe pits that are currently provided and maintained by the Municipality.

The Municipality of Middlesex Centre, by Resolution of Council, is issuing a Request for Proposal (RFP) document to seek proposals for the sale/lease of the 4.07 hectare (10.06 acre) property. Council has elected to dispose of the property through this process so it can determine the best use and fit for these lands.

2.0 PROPOSAL GOAL AND INENT

The Municipality’s goals for the subject property include the following:

- Purchase or Lease arrangement to repurpose the property
- Visible enhancement of property and its continued maintenance
- Maintain community access to outdoor recreation areas
- Establish a use that is compatible with the surrounding area with preference to uses that serve the community
- Create new employment opportunities

The “Request for Proposal” has been written to allow Council to sell or lease the surplus property to a potential candidate who has the foresight and means to develop or use the lands in a manner which improves and enhances the property and surrounding area.

3.0 PROPERTY AREA AND BOUNDARY

The subject property is generally located on the south west corner of Highbury Avenue North (County Road 23) and Thirteen Mile Road. The subject property has 251.46 metres (825 ft) of frontage along Thirteen Mile Road and a lot area of

4.07 hectares (10.06 ac). The subject property is municipally known as 15237 Thirteen Mile Road.

Please refer to Appendix “A” – Plan of Survey, Appendix “B” – Site Plan, and Appendix “C” – Site Photos and Aerial Photography

4.0 LEGAL DESCRIPTION

The subject property is legally described as part of the north ½ of Lot 9, Concession 12, geographic Township of London, now Municipality of Middlesex Centre.

5.0 BUILDING INFORMATION

The existing structure, which was built in 1960, is a 1,651.90 square metre (17,781 sq ft) 1-storey masonry structure. The building was constructed with a gymnasium on the west side of the structure and classrooms on the east laid out along a north-south spine.

VanBoxmeer & Stranges Ltd. conducted a structural review of the building and provided a report dated July 28th, 2009 and is attached as Appendix “D”. The report indicates “the structure overall appears to be in very good condition” and outlines recommendations for minor repair.

Advanced Environmental Corp. conducted a “Asbestos Product Survey” on behalf on the Thames Valley District School Board and provided a report dated October 9th, 2007. Please refer to Appendix “E” for the full report and recommendations.

Please refer to Appendix “F” for mechanical and structural drawings.

6.0 OFFICIAL PLAN POLICY

The subject property is currently designated ‘Agriculture’ in accordance with the Municipality of Middlesex Centre Official Plan. This designation is intended to be used “predominantly for agriculture and agriculture related uses”. This includes all forms of farming, including the principal farm dwelling, related buildings and structures, practices and uses of land. Other permitted uses include commercial or industrial activities directly related to agriculture.

Please refer to Appendix “G” – ‘Agriculture’ Official Plan Excerpts for a full outline of Agriculture polices and permitted uses.

7.0 ZONING

The subject property is currently zoned ‘Institutional (I)’ in accordance with the Municipality of Middlesex Centre Zoning By-law 2005-005. The Institutional zoning category offers a range of permitted uses, including cemetery, clinic, club (private), community centre, day nursery, funeral home, institutional use, nursing home, park, (public), place of worship, retirement home, school (public or private) and a dwelling unit as an accessory use.

Please refer to Appendix “H” – ‘Institutional (I)’ Zoning Provisions for a complete list of permitted uses and relevant sections of the Zoning By-law.

Proposals which consider uses outside the permitted uses in the Institutional (I) Zone should consult with the Municipal Senior Planner, Marc Bancroft to determine appropriateness and compatibility of such proposed use.

8.0 MUNICIPAL PARKS & RECREATION MASTER PLAN

The 2001 Parks and Recreation Master Plan recognizes the use of Prince Andrew School and other schools within the Municipality for the provision of recreational facilities. The Master Plan recommends that the Municipality develop additional neighbourhood and community parkland to address growth pressures in the long-term and noted the hamlet of Ballymote as an area requiring additional parkland. Given there is no real development potential in this area, the likelihood of parkland dedication through planning processes is limited.

Given the need to maintain the parkland and related facilities in this area of the Municipality, preference will be given to Proposals which address the existing use and future needs of the outdoor recreational facilities.

9.0 SERVICING

The subject property has no access to Municipal sanitary and water systems.

The subject property utilizes an on-site well and water purification/softener system for a potable water supply.

The subject property utilizes a private sewage disposal system. The location of the field beds are indicated on Appendix “B”. An initial inspection provided by the Municipal Chief Building Official found no signs of system failure. Any use established would require a review by a qualified engineer to ensure the system is capable of accommodating the proposed use.

10.0 SELECTION CRITERIA

- The General Proposal
- Development/Redevelopment Plans
- Time Lines for Development/Redevelopment Plans
- Compatibility with Surrounding Area
- Assessment Potential
- Number of Jobs Produced
- The Purchase Price/Lease Arrangement

The selection will be based on the following components:

- The **general proposal** is in compliance with the policies of the Official Plan, and relevant Zoning provisions; what are the proposed use(s) for the property and are they best for the property and location.
- What the proposed **development plans/use(s)** for the property; what will be located/exist on the property, etc.
- **Time lines** for potential development plans; when would development begin and be completed.
- The **compatibility** of land use with the adjacent neighbourhood, is the use(s) of the property and acceptable one.
- The property's proposed use(s) generated **assessment** to the Municipality and tax revenue.
- The **number of jobs** created with the proposed use(s).
- The **purchase price** or **lease arrangement** – indicate the proposed purchase price or lease arrangement for the subject property

11.0 PROPOSAL SUBMISSION & DEADLINE

Proposals are to be submitted to the Middlesex Centre Municipal Office at 10227 Ilderton Road, RR#2, Ilderton, Ontario, N0M 2A0 in a sealed envelope clearly marked "Former Prince Andrew Public School – 15237 Thirteen Mile Road". The name and address of the proponent shall be marked on the envelope, and, all material should be wrapped and marked. Sealed proposals shall consist of twelve (12) copies and must be received **prior to 4:00 p.m., Friday, July 30th**,

2010. Proposals made by telephone, facsimile or email will not be accepted. Details of all proposals will be kept strictly confidential.

Enquires concerning the RFP should be directed to Greg Watterton, Director – Finance & Community Services at (519)666-0190 x224 or watterton@middlesexcentre.on.ca . Staff will assist proponents by providing additional information (where available), arranging site visits, and, providing information respecting the process.

12.0 SUBMITTAL REQUIREMENTS

The format for submittals should be as follow:

Text documents are required in 8 ½“ x 11” format. If used, individual fold out drawings larger than 8 ½ “ x 11” are permitted Twelve (10) complete, bound copies should be submitted.

Submissions should provide the following material:

1. **Letter of interest:** Proposals must include a letter signed by the lead principal stating the intent to purchase or lease and addressed to Greg Watterton, Director of Finance and Community Services, 10227 Ilderton Road, RR#2, Ilderton, Ontario, N0M 2A0.
2. **Property Use:** Proposals must include the proposed use(s) of the parcels (please see Zoning Regulations) and, if proposed, the development plans along with the proposed time frames for commencement and completion.
3. **Purchase Price/Lease Arrangement:** Proposals must include the purchase price or the proposed lease arrangement, which if approved by Council, shall be the figure used in the Agreement to Purchase and Sale/Lease Agreement

13.0 SELECTION PROCESS AND TIME LINE

As this proposal deals with the purchase of Municipal property, the Municipality is governed by the provisions of The Municipal Act. Proponents may be asked requested to appear before Council for presentations and/or additional information requests. The Municipality will notify all parties who submitted proposals of Council's decision. Once an Agreement of Purchase and Sale/Lease Agreement is drafted, Council will formally, by By-law, approve the Sale or Lease of the property.

14.0 OTHER INFORMATION

1. All facts and options stated within this RFP and all supporting documents and data are based upon information available from a variety of sources. No representation or warranty is made with respect thereto.
2. The Municipality reserves the right to modify the selection process or other aspects of this development offering at its sole discretion. Municipal Staff will take reasonable steps to insure that any modification shall be distributed in writing to all persons who have requested a copy of the RFP from the Municipality.
3. The Municipality reserves the right without cause to (1) accept or reject all proposals in response to this RFP, and (2) not proceed with the proposed Project. No commitment to sell the property is implied or should be assumed by the issuances of this RFP.
4. The Municipality reserves the right to request additional information following its review of the initial submission. Municipal staff will conduct a review and verification of confidential information with guidance from the Municipality's solicitor.
5. In the interest of a fair and equitable selection process, the Municipality retains the right to determine the timing, arrangement, and method of any presentation throughout the selection process.
6. The Municipality reserves the right to reject any or all Proposals, or, not to accept any proposal should it be deemed in the interest of the Municipality to do so.
7. The Municipality reserves the right to negotiate minor changes or variations to the proposal of the successful purchaser, without a general Proposal recall, provided such changes would not be deemed to have an effect on the relative standing of the parties or be in any way otherwise prejudicial to them.
8. All written Proposals received by the Municipality will become public record, once a proposal is accepted and an Agreement(s) is signed. All information contained therein is available to the public record to the provisions of the Municipal Freedom of Information and Privacy Act RSO, as amended.

9. **Prospective purchasers/leasers are encouraged to contact relevant Municipal Staff to learn more about development charges, building permits, planning and engineering requirements and approvals:**
- **Marc Bancroft**, Senior Planner, Community Development Services (519)666-0190 x223
 - **Arnie Marsman**, Director – Community Development Services/Chief Building Official (519)666-0190 x260
 - **Maureen Looby**, Director, Public Works & Engineering (519)666-0190 x233