county of
Lennox & Addington

EXPRESSION of INTEREST

Expressions of Interest are being solicited from Interested Parties to provide a site for a Proposed Emergency Services Ambulance Base for the County of Lennox & Addington

Please submit 4 copies of the Expression of Interest Document to:

County of Lennox & Addington
Emergency and Long Term Care Services
The John M. Parrott Centre
309 Bridge Street West Napanee, ON K7R 2G4
Attention: Brian Smith, Director

Closing Date: December 22, 2011 4 p.m.

Submissions must be received by the above mentioned time and date in accordance with the requirements of this document.

All inquiries regarding this Expression of Interest must be directed as specified. Any clarification of this document or request for additional information must be received by December 8, 2011.

Contact:
Brian Smith, Director, Emergency and Long Term Care Services
County of Lennox & Addington
The John M. Parrott Centre Telephone: 613.354.3306 ext. 222
E-mail: bsmith@lennox-addington.on.ca

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Expression of Interest
from Interested Parties to provide a Site Location for a Proposed Emergency Services Ambulance Base

PLEASE NOTE

This document is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of the County of Lennox and Addington to purchase any goods or services now or in the future.

The County of Lennox and Addington does not obligate itself in any way as a result of this Expression of Interest. Only the execution of a written agreement will obligate the County of Lennox and Addington in accordance with the terms and conditions of that agreement.

Any expenditure experienced by the respondents in preparation and submission of the EOI shall not be reimbursed by the County of Lennox and Addington.

1.0 **Introduction**

The County of Lennox & Addington invites interested parties to submit responses to this Expression of Interest (EOI) for potential site locations within the Township of Addington Highlands boundaries for the Proposed Emergency Services Ambulance Base for the County of Lennox and Addington. The response must meet all Provincial legislative and local by-law requirements.

2.0 Project Background

2.1 Project Objectives

The County of Lennox & Addington Council has authorized a Public Call for Expressions of Interest for the required land to construct a proposed new Emergency Services Ambulance Base on the Highway 41 corridor, between Northbrook and Cloyne, located within the Township of Addington Highlands.

2.2 **SPECIFICATIONS/SELECTION CRITERIA:**

a) The Respondent submitting a site for consideration in this EOI process must either be the legal Owner of the site, or a duly authorized agent of the legal Owner of the site. The Respondent must submit proof of Ownership (Deed), and, if applicable, Letter of Authorization appointing the Respondent as agent of the Owner for this EOI process.
Comments:_____
_____
_____

b) The minimum required site area, net of any wetland is 0.8 Ha.
Comments:_____
_____
_____

c) The minimum required lot frontage is 45 m.
Comments:_____
_____
_____

d) The proposed site must have direct access or immediate adjacent access to Highway 41, and be located in the Cloyne-Northbrook corridor of Hwy. 41 within the Township of Addington Highlands.
Comments:_____
_____
_____

e) The site is to be zoned "*Community Facility*" in accordance with the Township of Addington Highlands Zoning By-Laws. The Respondent is to clearly state what the current zoning is. If the current zoning is not *"Community Facility"*, then a condition of purchase will be that the County of Lennox and Addington be able to obtain a rezoning of the proposed site from the Township of Addington Highlands.
Comments:_____
_____
_____

f) The Respondent is to provide a legal survey, prepared by an OLS (Ontario Land Surveyor), completed within the last 5 years, of the proposed parcel of land. All easements and encroachments must be identified, including Ownership, purpose and wording.
Comments:_____
_____
_____

g) If the proposed site is part of a larger parcel and not yet severed, the Respondent is to clearly identify, diagrammatically, the portion proposed to be severed, with width, depth, lot area, and clearly state at what point the application is in the severance process (i.e. just applied for, accepted and waiting final approval, not yet applied for, etc.). If a severance is required, and not imminent, this may be a factor in the selection process, and the purchase is conditional on the seller applying for and obtaining the severance.
Comments:_____
_____
_____

h) The site should be relatively flat and readily developable. The Respondent is to clearly identify in words and sketch form all significant existing site features that would affect development including rock outcroppings, wetland, wooded areas, watercourses, valleys, etc. If available, provide a topographical survey and/or aerial photo of the site.
Comments:_____
_____
_____

i) The Respondent is to identify if any existing above or below ground structures are present on the site (e.g. buildings, towers, gas lines, hydro lines). If so, provide a real property report prepared by an OLS identifying the location of all such structures.
Comments:_____
_____
_____

j) If the site has existing buildings on it, has a Designated Substances Survey ever been prepared for the buildings? If so, include a copy of the report.
Comments:_____
_____
_____

k) The Respondent is to include photos of the site, both hard copy and e-copy (in jpg, bmp, or tiff format) including as a minimum 3 views from each corner (looking at 45 deg. into the property and parallel to both adjacent property lines, plus a photo of the property on each side, the property(s) to the rear, and the property(s) across the street, and clearly label each picture location and photo view orientation.
Comments:_____
_____
_____

l) The Respondent is to identify if the site has ever been subject to an *"order to comply"* from the Ministry of Environment.
Comments:_____
_____
_____

m) Has the site ever had an Environmental Assessment or Environmental Study conducted for it? If so, please include a copy.
Comments:_____
_____
_____

n) Indicate which, if any, of the following uses have ever been present on the site: an industrial facility, an extraction process facility, a fuel station, a farming operation.
Comments:_____
_____
_____

o) Has the site ever had a geotechnical report prepared for it? If so, please include a copy.
Comments:_____
_____
_____

p) Has the site ever had a septic system on it? If so, provide a copy of the septic approval and a report on its current condition and capacity from the Health Unit. The type of soil and bedrock will affect septic design. Short-listed sites will be evaluated for potential septic design.
Comments:_____
_____
_____

q) Does the site have a potable water well? If so, include copy of the well report. Short-listed sites will be evaluated for potential water well design and capacity for both potable water and building services (e.g. geothermal)
Comments:_____
_____
_____

To ensure that all sites are reviewed and meet the County of Lennox & Addington purchasing policies, the County of Lennox & Addington reserves the right to re-issue this Expression of Interest to additional parties as needed. In any case or outcome the County of Lennox & Addington will only be bound after a decision of County Council.

2.3 **The Anticipated Schedule for this Expression of Interest Is:**

Release of Expression of Interest:	November 24, 2011
Deadline for Submission of questions:	December 8, 2011
Deadline for Responding to questions:	December 15, 2011
Closing Date:	December 22, 2011 (4 p.m.)

2.4 **Project Authority and Involvement**

The project authority for this EOI is Lennox & Addington County Council.

The project contact and lead for this EOI is:

Brian Smith, Director
Emergency and Long Term Care Services
County of Lennox & Addington
The John M. Parrott Centre
309 Bridge Street West Napanee, ON K7R 2G4
Telephone: 613.354.3306 ext. 222
Fax: 613.354.7387
E-mail: bsmith@lennox-addington.on.ca

2.5 **Decision Making Authority**

The decision making authority rests with Lennox and Addington County Council.

2.6 **Inquiries**

Any clarifications of this document or requests for additional information must be received by 1:00 p.m., December 8, 2011 in writing or e-mail or fax to:

Brian Smith, Director
Emergency and Long Term Care Services
The John M. Parrott Centre
309 Bridge Street West, Napanee, ON K7R 2G4
Telephone: 613.354.3306 ext. 222 Fax: 613.354.7387
E-mail: bsmith@lennox-addington.on.ca

2.7 **Submission Content**

Responses must include a proposed location including all details, as well as a clear description of land(s) identified as outlined in Section 2.2.

Responses shall include the legal name and form of the owner, firm and/or organization; and any other relevant information about the responding owner, firm and/or organization.

2.8 **General Process Desciption**

Evaluation and Selection Process

The identification and selection of a preferred location will be conducted through an Expression of Interest/Request and a property identification process.

The Director of Emergency and Long Term Care Services will make a recommendation to Council as to the next steps of this process.

Responses received as part of this process will be thoroughly reviewed. The purpose of this stage is to identify possible site locations that will assist in achieving the County of Lennox & Addington objectives for this project.

3.0 **Submission Requirements**

3.1 **Number of Copies**

Four (4) complete copies of the response to this Expression of Interest are required. Respondents may also attach a digital PDF electronic copy on disk or memory stick of their submission in addition to the hard copies.

The County of Lennox & Addington may reproduce any of the submission and supporting documents for public disclosure.

The County of Lennox & Addington will not be obligated in any way by the submission. The County will not return any of the submissions and supporting documents.

3.2 **Submission Procedures**

EOI documents must be received at The John M. Parrott Centre no later than 4 p.m., on December 22, 2011. Time-stamped receipts will be issued to each responding party. Submissions received after the closing date and time will not be accepted and will be returned unopened. Submissions received by way of facsimile or e-mail will automatically be rejected.

All copies of the submission should be addressed and clearly marked:

Expression of Interest
Proposed Emergency Services Ambulance Base
County of Lennox & Addington
The John M. Parrott Centre
309 Bridge Street West
Napanee, ON K7R 2G4
Attention: Brian Smith, Director
Emergency and Long Term Care Services

LABEL

EXPRESSION OF INTEREST

Expression of Interest from Interested Party to provide a Site Location for a Proposed Emergency Services Ambulance Base for the County of Lennox and Addington.

Date received: _____ Time received: _____

County of Lennox and Addington
The John M. Parrott Centre
309 Bridge Street West
Napanee, ON
K7R 2G4
Attention: Brian Smith, Director
Emergency and Long Term Care Services

Note: This label should be attached to the envelope containing the Expression of Interest document.