



Operations

Facilities

Expression of Interest

Non-Profit Acquisition of Vittoria Old Town Hall

Expression of Interest No.: **OPS-FAC-25-05**

Submission Deadline: Tuesday, April 29, 2025

before 2:00:00 PM local time

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ATTACHMENTS:

Attachment 'A' – Vittoria Town Hall Researchers Report
Attachment 'B' – Vittoria Old Town Hall Repairs Report
Attachment 'C' – Vittoria Old Town Hall Building Condition Assessment
Attachment 'D' – Vittoria Old Town Hall Parcels and Septic Locations
Attachment 'E' – Staff Report OPS-25-006 Future of Vittoria Old Town Hall Options Report

Part 1 – Invitation and Submission Instructions

1.1 Invitation to Respondents

This Expression of Interest (the “EOI”) is an invitation by the Corporation of Norfolk County (“Norfolk County”) to prospective Respondents to submit information packages from Norfolk County-based non-profit organizations to take ownership of the historic Vittoria Old Town Hall building in Vittoria, ON, as further described in this EOI.

Norfolk County is a municipality of 64,044 located on the north shore of Lake Erie in southwestern Ontario. Situated between Elgin County and Haldimand County, Norfolk County is largely rural and is a restructured (2001) single-tier municipality consisting of a number of smaller communities including the former Townships of Norfolk and Delhi, Town of Simcoe, and part of the former City of Nanticoke.

All Vendors shall have a Bidding System Vendor account and be registered as a Plan Taker for this EOI opportunity, which will enable the Vendor to download the EOI Document, to receive Addenda email notifications and download all documents without the watermark “preview” on them.

To ensure receipt of the latest information and updates via email regarding this bid, or if a Vendor has obtained this EOI Document from a third party, the onus is on the Vendor to create a Bidding System Vendor account and be registered as a Plan Taker for the EOI opportunity.

1.2 Norfolk County Procurement Policy

Norfolk County’s procurement processes are governed by the County’s Policy CS-02: Purchasing Policy. It is the Respondent’s responsibility to become familiar with and comply with the County’s Policy, which is available online at:

[Purchasing Policy CS-02](#)

1.3 EOI Contact

For the purposes of this procurement process, the “EOI Contact” will be:

Purchasing, Norfolk County
purchasing@norfolkcounty.ca

Questions related to this EOI should be submitted to the EOI Contact through the Bidding System only by clicking on the Submit a Question button for this specific EOI opportunity.

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of Norfolk County, other than the EOI Contact, concerning matters regarding this EOI. Failure to adhere to this rule may result in the disqualification of the Respondent and the rejection of the Respondent’s submission.

1.4 EOI Timetable

| | |
|---|--|
| Issue Date of EOI | Friday, April 4, 2025 |
| Mandatory Site Visit / Pre-Bid Meeting | Not Applicable |
| Deadline for Written Questions | Thursday, April 17, 2025 by 4:00 PM local time |
| Deadline for Issuing Addenda | Monday, April 28, 2025 |
| EOI Submission Deadline | Tuesday, April 29, 2025 before 2:00:00 p.m. local time |
| Bid Opening | Tuesday, April 29, 2025 as soon as possible after EOI closing |
| Next Phase: Expected report to Council-in-Committee | Thursday, June 12, 2025 |

The EOI timetable is tentative only and may be changed by Norfolk County at any time.

1.5 Site Inspection / Pre-Bid Meeting

Not Applicable.

1.6 Submission of Information Packages

1.6.1 Requirements at Time of Bid Submission

Bidders are required to submit the following data within the Bidding System. Failure to do so will result in the Bid being rejected.

- a. One (1) copy of the Information Package Submission
- b. Submission Form – Appendix A

1.6.2 Information Packages to be Submitted Electronically

All Information Packages must be submitted electronically through the Bidding System at:
<https://norfolk.bidsandtenders.ca/Module/Tenders/en>

All Respondents must establish a Bidding System Vendor account and be registered as a Plan Taker for this EOI, to submit their Information Package electronically through the Bidding System. Electronic Submissions only, shall be received by the Bidding System.

BIDS SUBMITTED BY ANY OTHER METHOD WILL **NOT** BE ACCEPTED.

Further, bids submitted both electronically and via alternative format shall result in the rejection of all bids submitted.

1.6.3 Information Packages to be Submitted in Prescribed Format

All technical information shall be uploaded under in the Document Upload Section in the Bidding System.

1.6.4 Information Packages to be Submitted on Time

The closing time and date shall be determined by the Bidding System's web clock.

Respondents are cautioned that the timing of their Submission is based on when the Information Package is RECEIVED by the Bidding System, not when the Information Package is submitted, as Information Package transmission can be delayed due to file transfer size, transmission speed, etc.

For the above reasons, it is recommended that Respondents allow sufficient time to complete your Submission and to resolve any issues that may arise. Respondents should contact bids&tenders support listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. The Bidding System will send a confirmation email to the Respondent advising that their Information Package was submitted successfully. If you do not receive a confirmation email, contact bids&tenders support at support@bidsandtenders.ca.

Late submission of the Information Packages are not permitted by the Bidding System.

1.6.5 Addendum

Any addendum issued by the EOI Contact shall form part of the EOI documents.

Respondents shall acknowledge receipt of any addenda through the Bidding System by checking a box for each addenda and any applicable attachment.

It is the responsibility of the Respondent to have received all Addenda that are issued. Respondents should check online at <https://norfolk.bidsandtenders.ca/Module/Tenders/en> prior to submitting their Information Package and up until the closing time and date in the event additional addenda are issued.

If a Respondent submits their Information Package prior to the closing time and date and addenda have been issued, the Bidding System shall WITHDRAW the submission and the status will change to an INCOMPLETE STATUS and Withdraw the Information Package. The Respondent can view this status change in the "MY BIDS" section of the Bidding System.

The Respondent is solely responsible to:

- a. make any required adjustments to their Information Package; and
- b. acknowledge the addenda; and
- c. Ensure the re-submitted Information Package is RECEIVED by the Bidding System no later than the stated closing time and date.

[End of Part 1]

Part 2 – Expression of Interest Process

2.1 Expression of Interest Process

This EOI is intended for informational and planning purposes as it relates to assessing the potential vision, needs and requirements for determining the next steps in a land disposition process to a local non-profit. Norfolk County may use this information to specify a scope of work, input to any budgeting, to proceed with a formal bid request, or move forward with a land transaction in accordance with Norfolk County Policy CS-60, Land Purchase and Sale Policy, section 4.0 as authorized by Council at its sole discretion.

Additionally, through this EOI process, the County reserves its right to:

- I. If necessary, request clarifications or additional information from respondents to ensure a thorough evaluation.
- II. Invite some, all or none of the EOI respondents to further discuss their submission or request a presentation to highlight approach and investment solutions that align with the County's objectives.
- III. Evaluate and rank submissions based on the deliverables provided the ability to meet the County's specific objectives noted in the EOI.
- IV. Enter into an agreement with any respondent to this EOI at its sole discretion.

This EOI will not be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any. If the County proceeds to a competitive bidding process, all vendors who submit information in response to this EOI will be advised formally. Any future bidding opportunities resulting from this EOI process will be open to all vendors, whether or not a response to this EOI was submitted.

This invitation to submit a response to a EOI, and the receipt of such submission, is not intended to create any binding contractual or other legal obligations between the County and the respondent(s). Any pricing figures submitted by respondents shall be for general information purposes and will not be binding on vendors.

Respondents are solely responsible for all expenses associated with responding to this EOI. The submission and any accompanying documentation provided by a respondent shall become the property of the County and will not be returned.

Interested parties must keep all related correspondence and documentation relating to this EOI confidential and must not disclose any of its contents to any other party without prior written permission of the County.

2.2 Communication after issuance of EOI

2.2.1 Respondents to Review EOI

Respondents may direct questions or seek clarification by using the [Submit a Question](#) button, on or before the Deadline for Questions. All questions or comments submitted by Respondents shall be deemed to be received once it has entered into the bidding systems email inbox. No such communications are to be directed to anyone other than

the EOI Contact. Norfolk County is under no obligation to provide additional information, and Norfolk County shall not be responsible for any information provided by or obtained from any source other than the EOI Contact. No oral explanation or interpretation will be provided.

It is the responsibility of the Respondent to seek clarification from the EOI Contact on any matter it considers to be unclear. Norfolk County shall not be responsible for any misunderstanding on the part of the Respondent concerning this EOI or its process.

2.2.2 All New Information to Vendors by Way of Addenda

This EOI may be amended only by addendum in accordance with this section. If Norfolk County, for any reason, determines that it is necessary to provide additional information relating to this EOI, such information will be communicated to all Respondent by addenda. Each addendum forms an integral part of this EOI and may contain important information, including significant changes to this EOI. Respondents are responsible for obtaining all addenda issued by Norfolk County. In the Submission Form (Appendix A), Respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

2.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If questions concerning this project result in an addendum being issued within the final seven (7) days prior to project closing, the closing date may be extended by one week at the sole discretion of the County.

2.3 Prohibited Communications, Confidential Information and MFIPPA

2.3.1 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

2.3.2 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this EOI or any agreement entered into pursuant to this EOI without first obtaining the written permission of the EOI Contact.

2.3.3 Confidential Information of Norfolk County

All information provided by or obtained from Norfolk County in any form in connection with this EOI either before or after the issuance of this EOI:

- a. is the sole property of Norfolk County and must be treated as confidential;
- b. is not to be used for any purpose other than replying to this EOI and the performance of the Agreement;
- c. must not be disclosed without prior written authorization from Norfolk County; and
- d. must be returned by the Respondent to Norfolk County immediately upon the request of Norfolk County.

2.3.4 Application of Municipal Freedom of Information and Protection of Privacy Act

The information submitted in response to the EOI will be treated in accordance with the relevant provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. A Respondent should identify any information in its EOI submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Norfolk County. The confidentiality of such information will be maintained by Norfolk County, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their Information Package will, as necessary, be disclosed on a confidential basis, to Norfolk County's advisers retained for the purpose of evaluating or participating in the evaluation of their Information Package. If a Respondent has any questions about the collection and use of personal information pursuant to the EOI, questions are to be submitted to the Norfolk County Contact.

By submitting any Personal Information requested in this EOI, Respondents are agreeing to the use of such information as part of the evaluation process, for any audit of this procurement process and for contract management purposes.

[End of Part 2]

Part 3 – EOI Deliverables

3.1 Deliverables

Norfolk County is looking for proposals from Norfolk County non-profit organizations to provide the following outcomes:

- a. Disposition of the Norfolk County owned Vittoria Old Town Hall to a local non-profit organization for a nominal fee (\$1)
- b. Discontinuation of Norfolk County operations and maintenance of the Hall
- c. Ensure local access to the Vittoria Old Town Hall and community involvement in potential revitalization

3.1.2 Background Information

The original Public Hall in Vittoria was built in the late 1860s but was destroyed by fire in 1870. Vittoria Old Town Hall, as it currently exists, was re-built in 1879. The building was designated under the Ontario Heritage Act in 1986 by the former Township of Delhi and the original researchers report has been included as Attachment A. Since Norfolk County inception in 2001, the Vittoria Old Town Hall had been operated as a rentable meeting/event space.

In 2020, Norfolk County issued a Call for Submissions (CS-CSS-20-03) to prospective proponents to submit proposals from community partners and/or operators interested in operating or supporting select community assets to reduce the taxpayer support for facilities. Norfolk County entered into a license agreement with a private operator, Ames Distilling Ltd., in December 2021. The lease agreement with Ames Distilling Ltd. ended in March 2023 and the building is currently vacant and unbookable due to public safety concerns due to structural integrity issues.

In 2022, a detailed technical review of the facility (Attachment B) identified significant structural / foundation building deficiencies which require repair prior to public access. Further, in 2022 building condition assessments were completed at all Norfolk County facilities including the Vittoria Old Town Hall. The Vittoria Old Town Hall report identifies the capital needs of the facility for the next twenty (20) years (Attachment C). In January 2025, Norfolk County Council was presented six (6) options for the future of the Hall through staff report OPS-25-006 Future of Vittoria Old Town Hall Options Report. Norfolk County Council elected to proceed with the nominal sale of the Hall parcel to a local non-profit.

Vittoria Old Town Hall Property Considerations

The current Vittoria Old Town Hall and parkland property consists of two property parcels. Parcel 1 includes the Vittoria Old Town Hall building whereas parcel 2 is currently used as parkland (i.e. Lamport Park). A property survey has not yet been completed, but staff have determined that the septic tank is very likely to be partially on both parcels while the septic tile bed is located entirely on parcel 2 as outlined in Attachment D. Only Parcel 1 (Vittoria Old Town Hall parcel) will be considered for disposition.

The lands are designated “Hamlet” in the Official Plan and zoned “Community Institutional Zone” in the Comprehensive Zoning Bylaw. Uses outside the permitted designation and/or zone would require some type of planning application with applicable supporting documentation in accordance with the Official Plan.

Due to the known building conditions a staff report (Attachment E) was presented to Norfolk County Council identifying the options for the future of the Vittoria Old Town Hall. Council selected Option 3 identified in the report.

3.1.3 Objectives

Norfolk County’s specific objectives in issuing this EOI are as follows:

- a. Disposition of the Norfolk County owned Vittoria Old Town Hall to a local non-profit organization for a nominal fee (\$1)
- b. Improve the overall building condition of the Vittoria Old Town Hall building
- c. Reduce taxpayer support for underutilized County facilities
- d. Minimize service interruptions and negative impacts to the adjacent public parkland through an easement agreement for the septic system maintenance
- e. Provide the legal name of the non-profit entity that will be reflected on an Agreement of Purchase and Sale and that the municipality will enter into negotiations with.
- f. Minimize the amount of additional requirements by the municipality to bring the proposal to fruition
- g. Ensure the compatibility and character of the proposed uses of the building

The ideal Respondent will have a proven track record of successfully delivering outstanding revitalizations - preferably with sites that have historical prior use, existing buildings and heritage components. A willingness and ability to demonstrate creativity on a project that has the potential to bring significant benefits to the community would be an asset. The Respondent may wish to partner with other interested groups to realize a new vision for this exciting opportunity.

3.2 Information Requested

Respondents are encouraged to submit information even if the type of solutions they might propose only satisfy part of the requirements stated in the EOI. In this case respondents are asked to indicate how their solution may integrate with component(s) provided by other suppliers.

Consortiums or partners, who integrate together to provide a complete solution that meets all the requirements in this EOI, are encouraged to combine their response with that of their preferred partner(s).

Information should include, but not be limited to, the following:

A. Organization Profile

- a. Organization overview – year of establishment, number of volunteers, history, scope of services, etc.
- b. Organizational Structure and Proof of Non-Profit Status (articles of incorporation)

B. Experience and Expertise

- a. Relevant Experience and Expertise (Including examples of owning & operating a heritage designated facility and undertaking facility capital repair projects)
- b. How long has your organization been in business?
- c. Similar Projects Undertaken (focus on capital side, revenue generation)
- d. Description of any 3rd Party Partners / Relationships

C. Vision / Concept for the Vittoria Old Town Hall

- a. Provide an outline or narrative of the proposed uses of the Hall the purpose and vision it will serve residents
- b. Outline how the vision or concept helps achieve the objectives and guiding principles outlined in the EOI
- c. Identify any necessary studies, surveys, assessments, etc. needed prior to or during the process of any land transaction / purchase and sale agreement
- d. Identify any County resources (including staff time/effort, studies, requests, etc.) that would be required for implementation prior to and after transfer or property
- e. Outline the estimated timeline for the proposal
- f. Outline how 3rd party partners / contractors / subcontractors would be utilized during the process
- g. Describe how reports of success would be made available – to who, when, etc.

D. Vision Cost / Funding Requirements

- a. What is the total cost break down for implementing your vision?
- b. Identify any external sources of funding (i.e. external grants, fundraising, etc.)
- c. Identify sources of revenue to support the vision
- d. Provide a 5-year operating budget overview
- e. Clearly identify any financial requirements from the County including initial capital funding requests and any ongoing operating funding requirements

E. Additional Information

- a. Identify contingency plans for unforeseen circumstances – lack of grant or external funding, etc.
- b. Respondents can provide any additional information which they think is relevant to the EOI or necessary to assist the County in its planning

3.3 Review and Next Steps

The submissions will be reviewed by an internal review group.

The information gathered from the responses, along with the reviews completed, will be used as the basis to create a subsequent report to Norfolk County Council (tentatively

targeted for June 2025) and will include discussion and recommendations on next steps for consideration and direction by Council.

Norfolk County is not under any obligation to proceed with any response to the EOI and may elect to terminate this process at any time and notwithstanding any other provision in this document, the County has in its sole discretion and unfettered right to accept any response and/or reject any response.

Appendix A – Submission Form

Bidders shall refer to the instructions in the Bidding System for the Submission Requirements and provide the information requested by completing the Bidder Information within the Bidding System.

EOI-OPS-FAC-25-25 - Non-Profit Acquisition of Vittoria Old Town Hall

Opening Date: April 4, 2025 12:00 PM

Closing Date: April 29, 2025 2:00 PM

Specifications

Bidder Information

Please fill out the following form, naming one person to be the Bidder's contact for the EOI process and for any clarifications or communication that might be necessary.

| Bidder Information | Response | |
|---|----------|---|
| Full Legal Name of Bidder: | | * |
| Any Other Relevant Name under which Bidder Carries on Business: | | |
| Street Address: | | * |
| City, Province/State: | | * |
| Postal Code: | | * |
| Phone Number: | | * |
| Company Website (if any): | | |
| Contact Name and Title: | | * |
| Contact Phone: | | * |
| Contact Email: | | * |

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Norfolk County.

If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

Respondents are required to upload the following data with their Bid Submission

- One (1) copy of the Information Package submission
- Submission Form – Appendix A

- Upload Additional Documents * (mandatory)

Addenda, Terms and Conditions

The Respondent hereby acknowledges and agrees to provide all services in accordance with the Bid Document including but not limited to the scope of work, specifications, Addenda (if issued by the Owner), the terms and conditions etc. stated herein which are expressly acknowledged and made part of this Contract.

☐ I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

The Bidder has considered the definition of "Conflict of Interest" and declares that there is no Conflict of Interest relating to the preparation of its bid, and no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the bid.

The Bidder shall declare any potential conflict of interest that could arise from bidding on this Bid. Do you have a potential conflict of interest?

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

| File Name | I have reviewed the below addendum and attachments (if applicable) | Pages |
|--|--|-------|
| There have not been any addenda issued for this bid. | | |