



TOWN OF HALTON HILLS

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Third Party Private Operator to Supply, Install, Maintain, and Operate a Seasonal Air Supported Sports Dome

EXPRESSION OF INTEREST # 2024-005-EOI

Issue Date:
January 12, 2024

Questions:
All questions/inquires to be submitted in writing to
purchasingdept@haltonhills.ca.

Closing Date:
ELECTRONIC BID SUBMISSIONS ONLY,
to purchasingdept@haltonhills.ca no later than 2:00:00 p.m. local time, on
February 16, 2024.

This Expression of Interest Document consists of the following:

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Addenda as issued

1.0 Definitions

Throughout this Expression of Interest (“EOI”) document,

“**Addenda**” or “**Addendum**” means a document containing additional information or changes to the requirements of this Document issued by the Town which is part of the Document.

“**Document**” means the documents listed in the table of content, issued by the Town, and includes any Addenda.

“**Respondent**” means an individual, company, or organization that submits a response to the EOI Document.

“**Submission**” means the documents as completed by the interested party for the purpose of providing information to the Town for the goods and/or services requested in the Document.

“**Town**” means the Corporation of the Town of Halton Hills.

2.0 Intent of this Expression of Interest

The Corporation of the Town of Halton Hills (“Town”) is issuing this Expression of Interest (“EOI”) for the purpose of soliciting interest and assessing the marketplace to assist in the determination of future procurement options or requirements. Respondents are asked to respond to the Town and provide the information requested on **Section 5.0 Submission Requirements**.

This EOI does not constitute an offer by the Town and is not intended to be a formal legally binding bid process. This EOI does not bind the Town to proceed with any subsequent bid process, negotiations, or contract and does not constitute a commitment by the Town to procure any goods or services.

Respondents shall bear all costs and expenses incurred in any aspect of their participation in this EOI process.

All Submission to the Town become the property of the Town. All information in Submission will be subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and this EOI Document.

3.0 Submission Instructions

3.1 Questions/Inquiries

All questions/inquiries related to this Request for Information are to be submitted via email to purchasingdept@haltonhills.ca.

Responses to questions which, in the sole judgement of the Town, require an addition to, deletion from or alteration to the requirements of this Document will be provided in the form of a written Addenda and will be posted on the Town’s bidding system. Information obtained from any other source is not official and should not be relied upon.

Questions are required to be received no later than one week prior to proposal submission Closing date.

3.2 Closing Date and Time

Interested Respondents are invited to respond to this EOI by submitted a PDF document via email to purchasingdept@haltonhills.ca on or before the closing date and time,

2:00:00 p.m. local time, on February 16, 2024

4.0 EOI Overview

4.1 Introduction

The Town of Halton Hills, with a population of approximately 70,000, consists of two urban centres, Georgetown and Acton, the Halton Hills Premier Gateway employment area, three hamlets – Glen Williams, Stewarttown and Norval – and several smaller settlements. Halton Hills has long been recognized for its natural beauty, active agricultural community, high quality of life and proximity to major centres, including Brampton, Mississauga, and Toronto. The Town is ranked as one of the top small communities in Canada by a national magazine.

The Town has identified the need for seasonal indoor facilities to meet the demands/need for winter training, leagues, and individual play, which are currently occurring in local gymnasiums, indoor facilities outside of the municipality, or are unable to occur due to the lack of facilities. The Town would like to assess the level of interest of third-party private operators to supply, install, maintain, and operate a seasonal air supported sports dome at various locations in Halton Hills. Locations being considered include: Gellert Community Park, Trafalgar Sports Park, Prospect Park, Christ the King Secondary School, and Georgetown District High School. The Town is interested in having the third-party operator assume all the costs associated with the dome as part of a long-term lease arrangement or agreement with minimal financial investment required from the Town. Each location included is in a different stage of readiness and approvals and is more fully described below. The Expression of Interest is structured to allow respondents to submit an expression of interest for one or more of the locations or dome types being considered. Some locations may require third party agreements with other organizations. For additional background please see Council [Report RP-2023-0015](#).

4.2 Objective

The Town's objective is to provide seasonal indoor sport and training facilities to be available for the various sport organizations and general community access, at a minimum cost to the Town for initial capital construction and ongoing operations. The Town is willing to provide a long term land lease (15-20 years minimum) or similar agreement for existing/proposed facilities (seasonally) in order to facilitate a private operator's proposal during the winter season.

4.3 Scope of Work

The Town of Halton Hills is requesting expressions of interest for proponents to design, supply, install and operate air supported structures at various locations. This request for expression of interest is being separated into distinct parts so that proponents can clearly understand the unique situation and sports activity at each location, as well as the existing conditions and plans that are in place.

The four (4) parts to the Request for Expression of Interest are as follows:

	Location	Description	Type of Dome
Part A	Gellert Community Park Expansion Lands 10241 Main St. South Georgetown Ontario	<p>The Gellert Community Park is a major Community Park located at 10241 Main St. South within the Georgetown urban area. Appendix A shows the existing conditions of the Gellert Community Park, including the existing Gellert Community Centre (Pool, Multi-Purpose Room) which is planned to be expanded in the future. This location is a high priority for the Town to provide indoor sport and training facilities and is being considered primarily for an indoor multi-sport court facility (pickleball, tennis, basketball or other hard court uses).</p> <p>The Gellert Park Expansion Final Concept (Appendix B) approved by Council in November 2023, includes an outdoor court zone with a minimum of 6 pickleball courts, and 2 full size multi-purpose basketball courts (See Appendix C for additional detail on the court zone). The park site includes an existing 6 court tennis facility as well as 2 proposed new tennis courts, in proximity to the adjacent residential, which the Town has determined is too close to be considered for an air supported structure. Despite this, options to incorporate indoor tennis into the proposed dome should be considered.</p> <p>The Town is currently undertaking detailed design for the park expansion, with a goal to issue it for tender in late 2024, with construction to take place in 2025. The earliest anticipated completion of park construction would be late 2025, with the first indoor season possible to begin in fall 2025 depending on the final construction completion.</p> <p>The outdoor court zone is flexible so that if a private sector partner is found who is interested in constructing an air supported dome, the detailed design for this zone will be reviewed in detail with the respondent, as well as community partners to determine final size, court arrangement, quantities, and other requirements. The overall size of this area is approximately 40m x 80m. The Town expects the respondents to submit options that maximize the overall arrangement of the area for a variety of court sports.</p> <p>It is currently the Town's intent to fund the construction of the outdoor park elements, including any updates to the court zone area. Funding for the park is identified in the 2025 Capital Budget forecast subject to a detailed financing strategy to be completed in 2024.</p> <p>There is no grade beam currently included in the final concept, but the Town would incorporate a grade beam into the detailed</p>	Court Sport Dome / Multi-Sports Dome

		<p>design and park construction in order to facilitate an air supported structure. The expression of interest should include clear details on responsibility for the grade beam installation and funding.</p> <p>There are also community sport organizations who have a strong interest in an indoor facility at this location and may be willing to provide financial support or commitments for a project at this location in order to ensure this project advances in a timely manner (i.e. Fall 2025). The Town will work with respondents to collaborate with community organizations and refine any potential partnerships. The level of support may be dependent on the potential to increase the number of courts for specific sport interest groups (i.e. pickleball from 6 to 8 or # of Tennis Courts) with additional permanent or temporary courts for indoor use.</p> <p>Full municipal services are available at Gellert Community Park in the park expansion area, near the perimeter of the court. Submissions should clearly outline the services required. The Town currently undertakes winter maintenance of the parking lot at Gellert Community Centre and Park.</p> <p>This location is a priority location for the Town given its central location in Georgetown South and future residential development of the lands between 15 Side Road and 10 Side Road, east of Trafalgar Road, the timing of budget approvals, and the readiness to undertake detailed design and construction.</p>	
<p>Part B</p>	<p>Trafalgar Sports Park</p> <p>11494 Trafalgar Road. Halton Hills Ontario</p>	<p>Trafalgar Sports Park is a 35-hectare Town Wide Sports Park located at the corner of 17 Sideroad and Trafalgar Road, on the western edge of the Georgetown Urban Area. See Appendix D for existing conditions. The existing park includes 10 soccer fields, 1 multi-use field, 4 baseball diamonds, and a leash free dog park. A park masterplan was completed in 2000 (See Appendix E) and the Town has implemented the various facilities at the park through partnerships with community sport and recreation organizations. An update to the Master Plan was completed in 2013 to plan for an area that had formerly been designated as a municipal cemetery and is shown in Appendix F.</p> <p>The Town is planning to update the Trafalgar Sports Park Master Plan following completion of an Outdoor Field Sport Strategy which is currently underway, to review any updates to the undeveloped areas.</p> <p>The original masterplan contemplated a premium artificial turf field with enhanced spectator viewing areas to be constructed at the park. The updated master plan (2013) included a zone for court sports (type to be finalized) subject to continued consultation with community sport organizations.</p>	<p>Soccer/ Field Domes / Multi- Sport Dome / Court Sports Dome</p>

		<p>The Town's Outdoor Court Sports Strategy completed in 2021 (see Appendix I) identified Trafalgar Sports Park as the recommended location for a premium tournament level pickleball court facility (8-12 courts), with associated club house and spectator areas. The final location of a potential facility has not been determined. Since 2021, the Town has seen increased growth in Pickleball participation, and the local Pickleball Organization has grown significantly, operating programs at multiple outdoor locations.</p> <p>Any of the facilities noted above may be suitable for an air supported dome, or a multi-sport dome complex may also be possible at this location.</p> <p>The Town is currently designing a seasonal outdoor washroom building at the Park, which is anticipated to be constructed from 2024-2025.</p> <p>The funding for the construction of the remaining areas and features as noted above at Trafalgar Sports Park is currently identified as a phased project in the Capital Forecast from 2026-2028, subject to further financial review of the Town's long range capital plans which are not fully funded. Given the uncertainty of timing, respondents may consider funding full construction of the facilities as part of their expression of interest or should highlight if their expression of interest is dependent on the Town constructing the facilities in coordination with the respondent's proposal.</p> <p>Submissions may also include conversion of existing natural turf fields to artificial turf depending on optimal facility location within the park, but all submissions should include no net loss of natural turf fields (i.e. new turf field construction would be required at an alternate location).</p> <p>Trafalgar Sports Park currently has electrical service, and a water service (service located near irrigation pond). There are no sanitary services at Trafalgar Sports Park (Seasonal Washroom to have a septic system). Currently, winter maintenance is only undertaken at the small lot on the east side of the park, serving the Leash Free Park.</p>	
Part C	Prospect Park 30 Park Ave. Acton Ontario	<p>Prospect Park is in Downtown Acton adjacent to Fairy Lake. There is an existing outdoor tennis/pickleball facility in Prospect Park which contains 4 pickleball courts, 2 tennis courts, and 1 multi use court. There is no grade beam. The courts at Prospect Park were resurfaced in 2022. See Appendix G for the existing conditions at Prospect Park.</p> <p>The existing courts are near Fairy Lake, and challenging soil</p>	Court Sport Dome

		<p>conditions have been encountered in the past in the vicinity of the existing courts. Borehole information for the area near the Tennis Courts is included as Appendix H. Alternative foundation solutions (i.e. helical piers) may be required for grade beam construction. A structure at Prospect Park would also require permitting and regulatory approval from Credit Valley Conservation Authority if a facility was to be considered at this location.</p> <p>There is an existing indoor soccer facility, including washrooms/change rooms in Prospect Park, operated by the Acton Agricultural Society. The Boathouse is a small, Town operated facility adjacent to Fairy Lake that includes washrooms (not open to the public currently), storage, and a small rentable meeting space.</p> <p>There are no future planned projects for Prospect Park in the Town’s 10 yr capital forecast, other than standard repairs and maintenance projects (i.e. resurfacing).</p> <p>Municipal services (sanitary, storm, water, electrical) are available in Prospect Park and the parking lot is maintained by the Town during the winter months.</p> <p>Respondents should include all requirements for a dome at this location as part of their expression of interest (i.e. grade beam construction, CVC permitting etc.).</p>	
<p>Part D</p>	<p>School Board Sites</p> <p>Georgetown District High School 70 Guelph St Georgetown Ontario</p> <p>Christ the King Secondary School 161 Guelph St. Georgetown Ontario</p>	<p>The Halton District School Board and Halton Catholic District School Board both own artificial turf full size multi-use fields associated with their secondary schools in the Georgetown Urban Area. See Appendix J and K for plans of Kiwanis Field (Georgetown District High School) and Christ the King Secondary School.</p> <p>Both school boards have indicated that they would be willing to consider a joint proposal from the Town in partnership with a private operator, for the design, construction, and operation of a full-sized air supported dome (to accommodate an approximately 64m x 100m minimum sized field) in conjunction with the existing fields as a multi-party agreement with the Town.</p> <p>The artificial turf at Christ the King was replaced in 2023, and the artificial turf at Kiwanis Field is due to be replaced in the coming years (2025-2026).</p> <p>Neither location has a grade beam, and all submissions would need to specify how the grade beam construction would be funded and constructed, given the existing fields and level of use.</p> <p>The respective school board would retain ownership and access</p>	<p>Soccer/ Field Domes</p>

		<p>to the field and facility during school hours and dates subject to the school calendar. The school will require use of the dome during specified school hours and the School or Town would have control of the outdoor full turf field during specified seasonal months with the private operator operating during the winter season. Specific usage allocation would be subject to further negotiations and agreements (i.e. development agreement).</p> <p>Any expression of interest for School Board sites would be subject to further negotiation and discussion with the respective School Board and the Town. The Town is aware that the Halton District Catholic School Board has existing partnerships with the Town of Milton and 3rd party providers.</p>	
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If selected for any of these site locations, the successful third-party private company will be responsible for the following key aspects:

1. Conducting public consultation on the preliminary proposal as required by and in cooperation with the Town for any proposed location and facility.
2. Design, supply, and installation of the seasonal air supported sports dome at any location.
3. Annual install, demount and storage (off site) of the dome.
4. Ongoing maintenance and operational responsibilities, including staffing as required.
5. Management of bookings, usage fees, and scheduling, in cooperation with the Town of Halton Hills, and allocation of space subject to an agreement with the Town and in conjunction with major user organizations and/or other funding partners
6. Compliance with all necessary regulations and safety standards.
7. Obtain all development approvals required, including but not limited to minor variances, site plan approval, building permit. Pay all fees required for any permits and approvals for the dome or other construction by the respondent.
8. Ensuring access and availability to the local community.
9. Construction of any additional infrastructure required for the installation and operation of the dome (i.e. servicing, temporary structures, etc.) as specified by the final agreement with the Town.

The Town will negotiate a long-term lease agreement or other similar agreement(s) with the selected private company (15-20 years minimum). The final terms of the lease/agreement(s), including the responsibilities during construction, duration, operating season, and financial arrangements, will be discussed during the subsequent stages of the selection process, should it proceed. The Town is willing to consider a low/no cost lease depending on the level of accessibility and affordability for general public and local non-profit sport organization use of the facility.

The Town's agreement could also include financial agreements and commitments from community sport organizations to provide committed hours of use, or capital funding, from appropriate sport organizations. A summary of community sport organizations is included as Appendix L.

While the Gellert Community Park location has been identified as a priority location, there is also a strong community demand for a full-size sport dome (accommodate full size soccer pitch), and there are community organizations who may be willing to provide financial support for the capital construction or committed operating hours, for a facility of this type as well.

The Town will work with respondents to collaborate with community organizations and refine any potential partnerships.

4.4 Presentation

The Town, at its sole discretion, may invite one or all Respondents to conduct a presentation to demonstrate all aspects of its Submission. The Town will be under no obligation to advise respondents of any presentations that occur.

4.5 Direct Negotiation with Proponent

Should only one expression of interest be received for any part outlined above, the Town reserves the right to negotiate an agreement directly with the proponent, subject to Council approval.

5.0 Submission Requirements

Respondents are requested to prepare a comprehensive response to all the inquiries listed below. Information provided by the Respondent will be used for the sole purpose of assisting the Town in understanding the marketplace and may be used for the drafting of a formal competitive procurement document (i.e. Request for Proposal) from invited respondents. Respondents may submit expressions of interest for one part or multiple parts (i.e. Part A, B, C or D, or any combination), at their discretion. The Town may choose to advance only specific parts, or no parts, depending on the submissions received.

5.1 Company Profile and Experience

Provide a brief overview of your company, including its history, size, and relevant experience in supplying, installing, maintaining, and operating seasonal air supported sports domes.

5.2 Vision, Design and Concept

Articulate your proposed vision, design and concept(s) for seasonal air supported sports dome(s) at the selected location(s). Describe and quantify, where possible, the value proposition of the proposal to the Town and the public.

5.3 Business Plan and Financial Capability

Describe your proposed business plan and financial capability for the project and on-going operations, include information on:

- a) Overall vision and strategic goals
- b) Proposed programs, products and services
- c) Marketing, advertising and promotion strategy
- d) Proposed Facility Information (preliminary size, # courts proposed, general site orientation, major servicing and infrastructure requirements (i.e. electrical, sanitary, water), any changes to existing or proposed facilities). Provide visuals/examples of the types of facility proposed.
- e) Operating model
- f) Community Development initiative and/or plan (i.e. how the proponent would work with the Town and community organizations to ensure priority access/allocation for community organizations & local residents)
- g) Preliminary user fee schedule & structure (range of anticipated fees, memberships, pay-per use etc.)
- h) Confirmation if there is a potential for the Town to have access to a specific use allocation at no cost, in lieu of lease payments.
- i) Preliminary schedule of operating hours, and approximate season dates. The Town anticipates a season of approximately October 1st – March 31st) or similar.
- j) Proposed Financial arrangement for the leasing arrangement.
 - i. Financial Payment/Contribution to Town for lease/use of space (if any)
 - ii. Minimum Term of Agreement Required
 - iii. Other

- k) Confirm Respondent scope of responsibility: Dome, grade beam, constructed outdoor facilities, accessory structures/elements, etc.
- l) Confirm Town scope of responsibility: Constructed outdoor facilities, land lease, winter maintenance, etc.
- m) Other Information

5.4 Project Timeframe

For each proposal or part submitted, provide details on the anticipated or proposed timeframe of the project and factors that could influence the timeframe. Include a detailed description of the proponent's readiness to undertake each project.

5.5 Alternate Proposals

Should a proponent have an interest in a public private partnership not specifically outlined above, proponents are encouraged to submit a formal submission following the same outline and submission requirements as above for consideration. The Town may, at its sole discretion, consider alternate submissions as part of the review process.