Toronto Port Authority
Request for Proposal
No. 2014-220-01

Environmental Assessment
Proposed Extension of Runway 08-26
Billy Bishop Toronto City Airport

April 25, 2014

Overview:

The Toronto Port Authority (“TPA”), established in June 1999 under the Canada Marine Act, is the successor to the Toronto Harbour Commissioners, an organization that operated the Port of Toronto, the Billy Bishop Toronto City Airport (“BBTCA”), and owned facilities and lands on the waterfront operating under the Toronto Harbour Commissioners Act of 1911.

The TPA believes in a “Do No Harm” approach regarding airport operations on Toronto’s waterfront, ensuring that the airport continues to co-exist effectively with others and does not overwhelm the mixed-use nature of the area. Environmental protection and sustainability are important in the TPA’s operation of the BBTCA.

The TPA proposes to engage the professional services of a qualified consultant or consortium to assist the TPA in its examination of the current operations at Billy Bishop Toronto City Airport and the proposed extension of Runway 08-26 to allow commercial jet aircraft activity, in order to assess potential impacts of the proposed project on the
environment (including physical impacts, as well as socio-economic matters), taking into account all applicable federal, provincial and local, laws and regulations.

The proposed Environmental Assessment (“EA”) study will allow the TPA, and other decision-makers, to be properly informed about the potential effects on the environment of the proposed project. Prior to making a decision about whether to advance the project (i.e. the construction of any runway modification) further, the TPA will properly consider the findings and comments received, including consideration and assessment of potential effects of the project, appropriate mitigation and monitoring.

**Scope of Assignment**

For the purpose of the proposed project and assessment, the environment includes the natural environment, the built environment, human health and socio-economic matters (including, for example, transportation, land use, businesses, cultural and heritage matters).

The EA will identify the existing or baseline environmental conditions, and then identify and assess potentially significant effects on the environment for relevant aspects of the proposed project. The EA will also identify and assess appropriate mitigation measures, which may include revisions to the design of the project, to address potentially significant environmental effects.

Taking into account the federal nature of the TPA's activities, the purposes of the EA include:

- to protect the components of the environment that are within federal jurisdiction from significant adverse environmental effects that would likely be caused by the proposed project, including the effects of accidents and malfunctions;
- to promote and engage in consultation about the proposed project and to ensure that appropriate opportunities are provided for meaningful public participation during the environmental assessment;
- to consider actions that promote sustainable development in order to achieve or maintain a healthy environment and a healthy economy; and,
- to consider the cumulative effects of physical activities associated with the proposed project.

Under the Canadian Environmental Assessment Act (2012) (the "Act"), a proposal to extend the length of the existing runway by approximately 400 metres to accommodate jet aircraft is not a “designated project”. As such, the Act does not require a federal authority (including a Port Authority) to undertake an environmental assessment, including an EA under the Act, prior to exercising a power, such as making a decision to proceed with such a project.

However, the Toronto Port Authority, as a prudent land owner, federal business enterprise and authority and steward of the waterfront, is committed to ensuring that an
appropriate EA is completed that is consistent with the Act and practices that are common to airports and marine environments throughout Canada. The EA will take into account the terms of the Tripartite Agreement between the TPA, the City of Toronto and the Federal government. The EA will also take into consideration other studies that have been conducted in the area, including previous environmental assessments that have been conducted in and around the location of the proposed project and additional studies as part of the City / BBTCA review.

As part of this EA, the TPA is committed to ensuring that a meaningful public consultation program is part of the process.

Determination of the level of detail required for the EA will be part of the initial phase of the EA. In that regard, the public consultative program will include opportunities to identify, and possibly reduce, the number of matters to be considered and assessed, so that the appropriate matters that will be subject to detailed assessment. This will help to ensure that the EA will not unnecessarily focus on inconsequential matters or effects.

Consultation will be an important feature of the EA, which is described more fully below.

It is expected that the EA process will be a systematic, objective assessment of potential impacts that would likely arise if the proposed project were to proceed. It would commence with baseline studies on the condition of the environment, including socio-economic conditions, existing prior to implementation of the proposed project.

Baseline components would be identified and assessed for potentially significant impacts based on applicable, relevant factors determined from project details provided by the TPA from its concurrent development of an Airport Master Plan and preliminary design of runway extension features regarding the proposed airside construction, projected increase of commercial passenger and modifications that would comprise the project.

The environmental effects that will be taken into account in relation to the proposed project are to be consistent with the Act and practices that are common to airports and in marine environments throughout Canada:

1) Any changes that may be caused to the following components of the environment that are within federal jurisdiction:
   a) fish and fish habitat, as defined in the *Fisheries Act*;
   b) aquatic species, as defined in the *Species at Risk Act*;
   c) migratory birds, as defined in the Migratory Birds Convention Act; and,
   d) other components previously considered in prior EAs such as air quality; noise and vibration; visual; navigation; transportation; traffic; parking; wildlife species and habitat; species at risk; soils and sediments; surface and groundwater; vegetation and wetlands.
2) With respect to Aboriginal peoples, an effect occurring in Canada of any change that may be caused to the environment on:
   a) health and socio-economic conditions;
   b) physical and cultural heritage;
   c) the current use of lands and resources for traditional purposes; and,
   d) any structure, site or thing that is of historical, archaeological, paleontological or architectural significance.

The EA will consist of:

1) Preparation of a statement describing the EA process, including the scope of the assessment, methodology and criteria to be used, approvals that would be required, the consultation process, commitments, reporting of results and the decision making process;

2) Preparation of a description of the proposed project, including:
   a) the location of the proposed project;
   b) the area that will be considered and assessed (also referred to as the study area, which is the environment that would potentially be affected by the project), including for the baseline condition and the likely effects;
   c) a description of the physical works and activities (i.e., the components) of the proposed project;
   d) a description of the activities to be performed in relation to the proposed project;
   e) scheduling; and,
   f) regulatory requirements, such as permits, licenses or other approvals, that would be required.

3) Assessment of the effects likely to arise from carrying out of the proposed project (i.e., the likely effects on baseline conditions), including the significance of the effects, the assessment of mitigation measures that are technically and economically feasible, and the assessment of residual, or net, effects (i.e., effects in light of mitigation measures);

4) Assessment of effects of other existing or known planned developments in the applicable study area (i.e., to assess cumulative effects);

5) Consideration of comments and experience of stakeholders gathered through participation in public forums;

6) Consideration of subject matter experts and previous relevant studies and reports; and,

7) Consideration of motions made by Toronto City Council at its April 1, 2014 session regarding environmental issues.
Consultation and Public Participation

The TPA is committed to consultation involving two-way communication between the TPA and government agencies, Aboriginal peoples, members of the local community, and other members of the public and interested stakeholders who have an interest in the proposed project (collectively referred to as interested parties). One purpose of consultation is to raise awareness and understanding about the proposed project and the EA, and to receive comments for consideration in order to make better, more informed decisions about the proposed project. The successful proponent will assist the TPA to ensure that interested parties are provided with opportunities to participate in the environmental assessment of the proposed project.

There will be opportunities for consultation, including public participation, throughout the environmental assessment process. The focus of consultation is to share information with, and gather input from, interested parties. Conducting such consultation as part of the EA process will enable those who must make decisions to be properly informed.

The TPA understands the value of consultation, including public participation, and its importance for the EA and the proposed project, including to:

- obtain valuable information about the environment and potential impacts;
- enhance understanding of the various interests, concerns and priorities of interested parties;
- avoid or minimize adverse environmental effects;
- address concerns as early as feasible in the process, thereby reducing likelihood for conflicts;
- correct misinformation or dispel rumours;
- align the project design as much as feasible with priorities and expectations of interested parties; and
- increase the effectiveness and credibility of decisions and decision makers related to the project by allowing for better informed decisions to be made.

Meaningful consultation, including public participation, includes and reflects the principles of accessibility, impartiality, transparency, consistency, efficiency, accountability, fairness and timeliness, and recognizes that all parties have responsibilities in meeting these principles. To be meaningful, consultation needs appropriate public notice and public access to information relating to the proposed project.

In that regard, the successful proponent will assist the TPA to provide appropriate public notice to provide information and raise awareness of the project and the EA process. As part of the assignment a program plan will be developed and implemented to notify interested parties about the proposed project and the EA, including scheduling (e.g., commencement date of the EA), status, scope, location of information, such as documents, that can be reviewed, and details about opportunities for participation.
The program plan will follow eight key elements of meaningful consultation, including public participation.

- early notification;
- accessible information;
- shared knowledge;
- sensitivity to community values;
- reasonable timing;
- appropriate levels of participation;
- adaptive processes; and
- transparent results.

A program for providing information relating to the EA and the proposed project will be developed and implemented in a manner in which to enable interested parties to increase their understanding and be informed about the proposed project and the EA process. The successful proponent will work closely with TPA’s communications department.

The successful proponent will develop, coordinate and participate in the public consultation process. TPA anticipates this process will include presentations, requests for written comments, webinars, questionnaires, surveys, information panels and other methods to provide information and facilitate the receipt of comments about the proposed project.

Consultation may also include focus groups, public meetings, community facilitators, tours or interviews, followed by questionnaires that solicit feedback, or a public comment period and request for written submissions on an environmental assessment report.

**Reporting**

The successful proponent will provide a draft report that will include the results of the EA, for consideration and comments by interested parties.

Following due consideration of all comments received, the successful proponent will produce a final report that can be published and used by the TPA, and others, to make decisions regarding the proposed project.

Twelve (12) hard copies of the final report will be required, including one electronic copy.
Information Session For Proponents

To further describe the assignment, an information presentation is planned to be held at the Toronto Port Authority’s offices located at 60 Harbour Street at the date and time indicated in the Schedule. The presentation may be followed by a brief inspection of the airport facility to better orient consultants with the Billy Bishop Toronto City Airport operation.

Consultant Qualifications

To carry out the work described above, the TPA believes that the successful consultant needs to have the following knowledge, skills and experience:

- Excellent familiarity with federal, provincial and local legislation.
- Experience and expertise in conducting environmental assessments;
- Experience and expertise in public consultation including collaborative planning and meaningful engagement with stakeholders.
- Adequate staffing resources to complete the assignment within the anticipated timeline;
- Experience with airport operations and facilities, and in marine environments including regulatory requirements is preferred.

Schedule

The TPA expects that the EA process for the proposed project would be conducted and completed over the course of 9-12 months.

Please note the following key dates:

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<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Release of Request for Proposal</td>
<td>2014-04-25</td>
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<tr>
<td>Presentation/Site Visit</td>
<td>2014-05-08 10:00 am ET</td>
</tr>
<tr>
<td>Deadline for Submission of Questions</td>
<td>2014-05-16</td>
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<tr>
<td>Distribution of Answers</td>
<td>2014-05-26</td>
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<tr>
<td>Submission of RFP (“Closing Date and Time”)</td>
<td>2014-06-03 3:00 pm ET</td>
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<tr>
<td>Short List Announcement</td>
<td>2014-06-06</td>
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<tr>
<td>Presentation and Interviews</td>
<td>2014-06-12</td>
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<tr>
<td>Selection of Successful Proponent</td>
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Submission Requirements

Proposals are required to address the following selection criteria:

1) Statement of qualification for the principal proponent and each member of a proposed consortium;

2) Details of direct experience with environmental assessments and/or related professional services. Minimum of three client references, noting a senior contact person and telephone number shall be submitted;

3) Identification of the key individuals who would be assigned to the assessment project. Include professional credentials, capabilities, experience and billing rates. Provide company policy and practices in the event that the assigned individual becomes unavailable to serve for the entire assignment;

4) Proposed assessment plan clearly outlining process, schedule and resources;

5) In depth description of the proposed public consultative program including timelines;

6) Identification of deliverables, including the type of recommendations to be provided.

7) Identification of TPA responsibilities including turnaround times for document review to achieve the proposed assessment timelines;

8) A firm quotation to complete the study. Provide a proposed milestone payment schedule;

9) Proponents shall indicate in their submission the time period for which their proposal is firm. Proposals shall be firm for a period of at least sixty (60) days from the Closing Date;

10) Proposals must be no larger than 25 pages. Additional material including related curriculum vitae may be attached separately;

11) Formal proposals, clearly marked “RFP No. 2014-220-01 Environmental Assessment” are required to be submitted no later than June 03, 2014, at 3:00 pm (the “Closing Date and Time”).

Four copies of the proposal are required, Three Bound, and One in a digital format (Either a CD, DVD or a USB Key).

The Proponent’s name must be shown on the package, together with the RFP number.
Proposals are to be submitted in sealed envelopes to:

Toronto Port Authority
60 Harbour Street, Second Floor
Toronto, Ontario, M5J 1B7
Attention: Mr. K. A. Lundy, P.Eng.

It is the Proponent’s sole responsibility to ensure that its proposal is received before the Closing Date and Time. Late submissions will be returned unopened.

Please note that deliveries will not be accepted before 9 a.m.

**Evaluation Methodology**

Proposals will be assessed and graded by an Evaluation Team which will include representatives from the TPA and the City of Toronto. Recommendation from the Evaluation Team will be made to the TPA’s Board of Directors for decision.

Selection criteria for the consultant will focus on experience and resource capabilities involving environmental assessments specific to airport runway work, transportation infrastructure, marine environment work and public consultative methods.

Consideration will also be given to the proponent’s resources and capabilities to undertake the assignment and value of money.

**Clarification or Inquires**

All requests for clarification concerning this Request for Proposal should be made by email to the attention of Mr. Jeff Joss, Project Coordinator jjoss@torontoport.com

Clearly indicate in the subject line the RFP number.

If required, addenda documents will be issued by mail, fax or other means to the designated individual of each proponent. The addenda will be deemed to be part of the Request for Proposal document and must be noted so in the proposal submission.

No contact is permitted with any TPA Board member, officer or employee except the contact person identified above.
Additional Terms and Conditions

- The Toronto Port Authority may amend the requirements and specifications set out in this Request for Proposal at its discretion.

- The Toronto Port Authority may cancel or withdraw this Request for Proposal at its discretion. The Toronto Port Authority is not bound to accept the lowest or any offer for these services and may reject any or all proposals. The Toronto Port Authority reserves the right not to award a contract to the highest evaluated proposal or to any proposal. This Request for Proposal is not an irrevocable offer to purchase goods or services.

- All documents submitted by the proponent will be recognized as proprietary and will be held in confidence by the Toronto Port Authority and not be released without the prior authorization of the proponent, unless required by law.

- The Toronto Port Authority will not be liable for any costs of preparation or presentation of proposals, including presentations that may be requested by the Toronto Port Authority.

- Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Toronto Port Authority.

- In the event that a proponent is asked by the Toronto Port Authority to provide additional information that is beyond a request for clarification, the Toronto Port Authority will assess the relevance of the request to other submissions. The Toronto Port Authority will exercise discretion in determining whether or not to notify any, or all, proponents of the request and to provide an opportunity for other proponents to provide similar information.

- The Toronto Port Authority will require the consultant selected to provide services to be free of any conflict of interest and will expect the consultant to advise the Toronto Port Authority of any actual or potential conflicts of interest.

- The Toronto Port Authority shall be the sole owner of all materials, including reports, documentation and information (including copyright). The successful proponent warrants that the Toronto Port Authority shall have free and clear title to all materials produced and delivered to the Toronto Port Authority.

- end -
ADDENDUM # 1

Date: May 02, 2014

RFP # 2014-220-01 – Environmental Assessment

This addendum is issued prior to the Closing Date. It represents amendments to the Request for Proposal.

Addendum No. 1 is hereby expressly incorporated and made part of the Toronto Port Authority Request for Proposal 2014-220-02 package published April 25, 2014.

The following sections of RFP # 2014-220-01 are to be replaced with:

Information Session For Proponents

To further describe the assignment, an information presentation is planned to be held at the Billy Bishop Toronto City Airport in room LC02 located on the 2nd floor of the airport terminal at the date and time indicated in the Schedule. Access to the airport is by Ferry which can be boarded at 4 Eireann Quay. Paid parking is available on both mainland and island.

Schedule

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**ACKNOWLEDGEMENT**

We acknowledge receipt of the following sections and have based our proposal on them:

No. of pages

Addendum No. 1 + Questions and Answers .......................................................... 2

SUBMITTED BY: _____________________________________________________________

(Company Name)

__________________________________________________________________________

(Address)

SIGNING OFFICER: __________________________  ________________________________

Print   Sign
ADDENDUM # 2

Date: May 14, 2014

RFP # 2014-220-01 – Environmental Assessment

This addendum is issued prior to the Closing Date. It represents amendments to the Request for Proposal.

Addendum No. 1 is hereby expressly incorporated and made part of the Toronto Port Authority Request for Proposal 2014-220-01 package published April 25, 2014.

The following sections of RFP # 2014-220-01 are to be replaced with:

**Evaluation Methodology**

Proposals will be assessed and graded by an Evaluation Team which will include representatives from the TPA and the City of Toronto. Recommendation from the Evaluation Team will be made to the TPA’s Board of Directors for decision.

Selection criteria for the consultant will focus on experience and resource capabilities involving environmental assessments specific to airport runway work, transportation infrastructure, marine environment work and public consultative methods.

Consideration will also be given to the proponent’s resources and capabilities to undertake the assignment and value of money.

**Evaluation Matrix**

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<th>(1) Qualifications/Experience: Public Engagement/Consultation</th>
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</table>
(2) Qualifications/Experience: General Environmental Assessments including knowledge of federal, provincial and local legislation | 5%

(3) Qualifications/Experience: Marine Environments | 10%

(4) Qualifications/Experience: Airport Environments | 10%

(5) Qualifications/Experience: Noise and Air Quality Expertise | 15%

(6) Qualifications/Experience: Transportation Engineering Expertise | 15%

(7) Resources/Logistics: Program Schedule | 15%

(8) Value Assessment | 10%

100%

**ACKNOWLEDGEMENT**

We acknowledge receipt of the following sections and have based our proposal on them:

*No. of pages*

Addendum No. 2 ………………………………………………………………………………………………………… 2

SUBMITTED BY: ________________________________________________________________

(Company Name)

______________________________________________________________

(Address)

SIGNING OFFICER: ________________________                ___________________________

Print  Sign