



For the original Request for Information, see the Nova Scotia Procurement tenders site: <https://novascotia.ca/tenders/tenders/ns-tenders.aspx>

If there is a conflict or inconsistency between the version of the RFI document on coveocean.com and the version of the RFI document on the Nova Scotia Procurement website, the version of the RFI document on the Nova Scotia Procurement website shall prevail

REQUEST FOR INFORMATION

Centre for Ocean Ventures and Entrepreneurship (COVE)

RFI#WDCOVE17

Dartmouth, Nova Scotia, Canada

Issued: March 9, 2017

Submission Deadline: April 21, 2017

1. Introduction

This Request for Information is an invitation by Waterfront Development Corporation Limited (“WDCL”), on behalf of the Centre for Ocean Ventures and Entrepreneurship (“COVE”), to parties interested in participating in COVE through membership, its incubation program stream, short term on site license, long term lease and/or berthing agreement to provide information that will assist in shaping the COVE program and renovation.

COVE is a collaborative facility for applied innovation in the ocean sector. COVE is a place where innovations will be developed and brought to market. It’s a place where start-ups will be inspired and guided. COVE is a working facility for ocean enterprises with access to water and testing facilities.

The COVE mission is to propel the ocean economy by providing high quality marine infrastructure and a collaborative space in which a community of ocean enterprises can start, grow and prosper. Our primary goal is to support ocean technology commercialization.

Located in the former Coast Guard facility on Halifax Harbour, the approximately 20 acre site (7.4 acre land, 12.7 acre water lot) features extensive marine facilities, over 800 metres of wharfage including two piers, marginal wharves and small boat marina/floating docks, close to 50,000 square feet of building space, including office, shared equipment such as in electronics and mechanical fabrication shops, a business incubator and space for shops and labs.

Construction has begun on site with an anticipated occupancy date of April 2018. The purpose of this RFI is to collect information to assist in planning the site, program and tenant mix for this exciting new district on the Dartmouth waterfront. The RFI is not intended to lead to negotiations for contracts at the site, which will instead be the subject of a Request for Proposals which contains specific evaluation criteria, expected to be issued in Spring 2017.

2. COVE Objectives

COVE’s purpose is to increase the growth of the ocean economy in Nova Scotia, in the region and the country by:

- Encouraging more start-ups by incubation including access to shared equipment & expertise;
- Faster and larger scaling of existing Small and Medium-Sized Enterprises (SME) through access to shared infrastructure and facilitating market connections to larger ocean customers;
- External (foreign) direct investment by encouraging non-resident companies to establish product development & support offices at COVE and by encouraging strategic financial investment in existing and start-up firms.

3. RFI Objectives

The specific objectives of this RFI are to:

- Provide an opportunity for interested businesses to influence the types of commercial office, light industrial/workshop and commercial marine based rental opportunities are created at COVE;
- To inform the design of the COVE property which will be planned, developed, resourced and managed to encourage synergies among COVE members;
- To identify specialized requirements that exist among prospective tenants that could inform the resourcing of COVE;
- To identify requirements in the ocean technology community for marine uses that complement the core objectives of COVE

4. Tenancy

COVE will provide various opportunities for engagement through a variety of tenancy and affiliation categories, as described in the table below:

TYPE	DESCRIPTION
Tenant	Medium to long term lease for dedicated office space and/or workshop space
Occasional User	Occasional use/license of COVE facilities including office or workshop space rented by the day/week/month and/or use of shared workshops, boardrooms and marine facilities
Berthage	Short and long term use of wharf/floating dock/small boat facility plus accompanying laydown space
Membership	Membership to access COVE programs, networks and services. Note that all tenants and users are also members.
Incubator	Facility and services for ocean technology start-ups to accelerate their development through programs, incubation, funding, shared equipment, expertise and mentoring.

5. RFI Timetable

Issue Date of RFI	9 March 2017
Submission Deadline Date	21 April 2017
Submission Deadline Time	2:00pm AST Local Time

The RFI timetable is tentative. It may be changed at any time. WDCL may choose to waive or extend the Deadline for Questions, Deadline for Addenda and/or the Submission Deadline.

6. Information Requested

The response form requests information as outlined below to assist in the development of COVE.

Provide a description of your organization and proposed use, including:

1. Contact information
2. Market segment(s) of interest
3. Continuity of requirement at COVE (eg. short term license or long term lease, occasional use of COVE facilities, little use of COVE facilities but affiliation to program as member)
4. Nature and scale of space requirements (marine facilities, office, workshops)
 - a. Marine facilities:
 - i. Requirement for berthage, marine facilities, laydown space.
 - ii. Vessel size;
 - iii. Power and water service requirements;
 - iv. Desired laydown space;
 - v. Depth requirements;
 - vi. Other desired marine facilities specifications.
 - b. Start-Up Yard Incubation Client
 - i. Start-up status (sales and team size);
 - ii. General description of business, product(s) and customers;
 - iii. Stage of development (idea, proof-of-concept, prototype, inmarket) and technology readiness level;
 - iv. Programming interest (mentoring, workshops, expert advice, funding);
 - v. Contribution to community/culture.
 - c. Office space:
 - i. Requirement for dedicated office space for daily or regular use, or shared office for occasional or intermittent use;
 - ii. Amount of space required;
 - iii. Any specialized requirements (security, environmental, etc).
 - d. Workshop space:
 - i. Requirement for workshop space for daily, regular, occasional or intermittent use;
 - ii. Amount of space required;
 - iii. Specialized characteristics of space;
 - iv. Anticipated use of shared workshops provided by COVE.
5. Organizational Fit: Describe the degree to which your proposal will address the COVE Objectives detailed in section 2.

7. Submission Instructions

Respondents are asked to submit their information through the online form at <http://www.coveocean.com/request/information>

8. RFI Contact

Respondents must direct any questions on this RFI process to the RFI Contact:

John MacKenzie
Property Manager
Waterfront Development
john.mackenzie@wdcl.ca
902-422-5115 ext. 118

Respondents must acknowledge, through the online form, that this RFI and any respondent submissions shall not create a legal relationship between the respondent and WDCL or other, or any obligation by WDCL or other regarding the procurement of any good or service from a respondent.

9. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

a. Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to be, and is not, a formal legally binding “Contract A” bidding process. Without limiting the generality of the foregoing, the respondent acknowledges that there is no assurance or commitment by WDCL that this RFI will result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process, and this RFI does not constitute a commitment by WDCL to procure any goods or services.

b. RFI Not to Limit WDCL’s Pre-existing Rights

This RFI shall not limit any of WDCL’s pre-existing rights. Without limiting the generality of the foregoing, WDCL expressly reserves the right, at its discretion, to:

- (i) seek subsequent information or initiate discussions with any potential proponent, including potential proponents that did not respond to this RFI;
- (ii) initiate direct negotiations for the procurement of any good or service with any potential proponent, regardless of whether the potential supplier responded to this RFI;
- (iii) contact a limited number of potential proponents, which may include only those

that responded to this RFI or may include potential proponents that did not respond to this RFI, for the purpose of a competitive process for the procurement of any good or service;

- (iv) elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a space at COVE.
- (v) elect not to enter into any contract that relates to the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of WDCL that existed prior to the issuance of this RFI.

c. Information in RFI Only an Estimate

WDCL makes no representation, warranty or guarantee as to the accuracy of the information contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

d. Respondents to Bear Their Own Costs

The respondent shall bear all costs associated with or incurred in the preparation and presentation of their information, including, if applicable, costs incurred for interviews or demonstrations.

e. Accuracy of Responses

The respondent acknowledges that the information provided in its Submission is, to the best of its knowledge, complete and accurate.

f. Submissions Will Not Be Returned

Except where set out to the contrary in this RFI, or expressly requested in the respondent's Submission, the Submission provided by a respondent will not be returned.

g. Confidential Information of WDCL

All information provided by or obtained from WDCL in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of WDCL and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI; and (iii) must not be disclosed without prior written authorization from WDCL.

h. Disclosure of Information

The respondent consents to WDCL's collection of information as contemplated under the RFI for the uses contemplated under the RFI. Respondents should not include

information in their response that is proprietary or confidential. Information provided by a respondent may be released in accordance with governing laws. To the extent that a respondent does include confidential or proprietary information, the respondent must identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by WDCL. The confidentiality of such information will be maintained by WDCL, except where required by law, or an order by a tribunal, or court requires WDCL to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by WDCL to advisers retained by WDCL for the purpose of reviewing this submission. The respondent acknowledges that WDCL may make public the name of any and all respondents.

i. Governing Law

This RFI process shall be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.