



qathet REGIONAL DISTRICT

REQUEST FOR PROPOSALS

LEASE OF 5907 ARBUTUS AVENUE POWELL RIVER, BC

September 6, 2019

CLOSING LOCATION

qathet Regional District
Attn: Patrick Devereaux, Manager of Operational Services
#202 - 4675 Marine Avenue
Powell River, BC V8A 2L2

CLOSING DATE AND TIME

Thursday, October 10, 2019 – 4:00 pm Pacific Daylight Time

CONTACT PERSON

Patrick Devereaux
Manager of Operational Services

Telephone: 604 487-1380
Email: pdevereaux@qathet.ca

1 INTRODUCTION

The qathet Regional District (qRD) requests proposals from qualified public user groups, associations, non-profit organizations, and/or individuals (Proponents) to lease the property located at 5907 Arbutus Avenue, Powell River, BC. The qRD has not determined the length of the lease.

Proponents, by submitting a response to this Request for Proposal (RFP), agree to the terms and conditions contained herein.

2 SUBMISSION INSTRUCTIONS

Please submit your proposal, clearly marked “5907 Arbutus Avenue Lease” by mail or e-mail complete with the signed and dated Proposal Form provided herein (Section 11). The proposal must be received by 4:00 pm Pacific Daylight Time on Thursday, October 10, 2019 (Closing) to:

Patrick Devereaux, Manager of Operational Services
qathet Regional District
Mail: #202 - 4675 Marine Avenue, Powell River, BC,
V8A2L2
E-mail: pdevereaux@qathet.ca

Responses received after Closing will be returned to Proponents unopened at the Proponent’s expense.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must include and sign the Proposal Form . Unsigned Proposals will not be accepted.

Proponents shall be solely responsible for the delivery of their Proposals in the manner and time prescribed.

3 DEADLINE FOR SUBMISSIONS

Proposals to be received at the qRD office **no later than 4:00 pm Pacific Daylight, Thursday, October 10, 2019.**

Please note that while the qathet Regional District is on the mainland, its connection to the provincial highway network requires two ferry rides from Vancouver. Therefore, mail or courier deliveries may take a little longer than expected.

4 TERMS AND CONDITIONS

- a) One (1) complete copy of the proposal must be submitted. All proposals and subsequent information or material received shall become the property of the qathet Regional District and will not be returned. The proposals will be held in confidence by the qRD subject to the provisions of the Freedom of Information and Protection of

Privacy Act. The qRD reserves the right to make extra copies for use during the evaluation process.

- b) Proposals may be withdrawn by written request only, to the Manager of Operational Services at any time prior to Closing. No Proponent may withdraw their proposal for a period of sixty (60) days after Closing.
- c) Submission of a response by a Proponent and its subsequent receipt by the qRD does not represent a commitment on the part of the qRD to proceed further with any Proponent.
- d) The qRD is under no obligation to award a lease contract as a result of this RFP and reserves the right to terminate the RFP process at any time. The qRD reserves the full right, in its sole discretion and according to its own judgment of its best interest, to reject any and all proposals.
- e) The qRD will not accept any responsibility for costs incurred by any Proponent in responding to this RFP.
- f) The qRD may enter into discussions or negotiations with any Proponent, request further information from the marketplace, or pursue other options.
- g) This RFP and the successful Proponent's response will form part of any contract entered into.
- h) Pricing will be firm for the contract period, unless this RFP states otherwise. All prices quoted are to be in Canadian funds exclusive of any applicable taxes.
- i) All amendments or further information will be faxed or emailed to all Proponents.

5 REGISTRATION OF INTENT TO RESPOND

To ensure that Proponents receive any addenda or other correspondence related to the Request for Proposals, please email Patrick Devereaux, Manager of Operational Services at pdevereaux@qathet.ca to advise of your intent to submit a proposal.

Please provide the following information in your email:

1. Statement that you intend to submit a proposal for the 5907 Arbutus Avenue Lease RFP
2. Company Name
3. Company Address
4. Contact Name
5. Title or Position
6. Contact Phone Number
7. Contact Email

6 ERRORS, OMISSIONS, CLARIFICATIONS

If a Proponent finds omissions or discrepancies in the RFPs, or is in doubt as to its' meaning, they shall immediately notify the qRD in writing by email to Patrick Devereaux, Manager of Operational Services (pdevereaux@qathet.ca). The qRD shall make the interpretations to all Proponents in writing in the form of Addenda. Only the contact person is authorized to issue Addenda.

7 ACCEPTANCE OF PROPOSALS

Proposals are accepted on the understanding that the Proponent has examined the documents and is aware of the intent, facilities and conditions associated with performing the assessment.

The qRD reserves the right to reject any or all proposals and to accept the proposal deemed to be most favourable to the qRD.

8 CRITERIA FOR SELECTING THE LESSEE

The bidding parties RFP must contain information addressing the proposed use of the building, any proposed renovations, plans for building and lands upkeep and maintenance, expected rent, and community advantages. Proposals will be evaluated by scoring for social benefit (50%), proposed improvements to the building (30%) and lease amount (20%). Evaluators will review and assess each compliant Proposal to determine which Proposal provides the best overall value to the qRD. If, at any point during the evaluation, qRD is not satisfied that the Proposal substantially meets the requirements, it may reject the Proposal and not evaluate it further.

8.1 Proposed Use and Social Benefit (50% of scoring)

The property is zoned Institutional under City of Powell River Zoning Bylaw 2100, 2006. The zone includes a variety of permitted uses as follows, which are defined under the bylaw:

- a) Assembly use
- b) Civic and institution use
- c) Rest homes, group homes, private hospitals and health care facilities
- d) Urban farm
- e) Fairs, exhibitions and public auctions, trade shows and ancillary sales and services
- f) Shelter for persons who may require a refuge due to physical and/or psychological abuse from another person for not more than ten persons
- g) Accessory residential
- h) Accessory buildings, retail sales, and uses.

All proposals will be initially evaluated by the qRD to assess the qualifications and capabilities of Proponents to meet the strategic priority stated in the qathet qRD Strategic Plan, which states: *“Preparing for and addressing the social issues of our community improves its sustainability.”* Proponents may refer to the Powell River Regional Social

Planning Program final report, available on the qRD website at http://www.powellriverrd.bc.ca/wp-content/uploads/PR-Regional-Social-Planning-Program_final-12-2-19.pdf for more information about this strategic priority.

8.2 Maintenance and Building Improvements (30% of scoring)

The successful Proponent will assume, at its sole cost and expense, responsibility for all aspects of repair and maintenance of the land and building, including but not limited to:

- a) Landscaping and grounds maintenance
- b) Repair of damage due to vandalism
- c) Maintenance of locks
- d) Maintenance of lighting, electrical system, and emergency lighting
- e) Maintenance of intruder, fire and smoke alarm systems
- f) Maintenance of plumbing system
- g) Maintenance of heating and mechanical systems, including replacement if required
- h) Janitorial services and supplies as necessary
- i) All repairs and renovations required while maintaining a heritage designation.

Proposals should outline a budget for maintenance over the proposed length of the lease, as well as proposed building or leasehold improvements.

8.3 Lease Costs (20% of scoring)

Proposals should include the lease payments for the duration of the lease.

8.4 Evaluation Process

The proposal evaluation through to Proponent selection will be based on the following process as deemed appropriate by the qRD:

- a) Initial Proposal evaluation by the qRD
- b) Follow-up question(s) from the qRD to Proponent(s)
- c) Further question(s) from the qRD to Proponent(s)
- d) Interview(s) of selected Proponent(s) by qRD
- e) Follow-up interview of selected finalist(s)
- f) Proposal criteria scoring by the qRD
- g) Recommendations to the qRD Board
- h) Notification to the successful Proponent.

9 SITE VISIT

qRD staff will conduct a site visit for potential Proponents at times agreed upon by both parties in advance.

10 CONTRACT CONDITIONS

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into negotiations with the qRD, based substantially on the Proposal.

10.1 Laws of British Columbia

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect in the province of British Columbia.

10.2 Indemnity

The Contractor hereby agrees to indemnify and save harmless the qRD, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor, its servants, agents, and sub-contractors, in providing the services and performing the work of the Contract, excepting always liability arising solely out of the negligent act or omission of the qRD.

10.3 Conflict of Interest

A Proponent, including but not limited to senior staff and board members, shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships if may have with the qRD, its elected or appointed officials or employees. qRD may rely upon such disclosure.

10.4 Freedom of Information and Protection of Privacy Act (FOIPPA)

The contents of Proposals are subject to the Freedom of Information and Protection of Privacy Act of British Columbia. Proponents should note within its Proposal whether it considers any part of the Proposal as proprietary or trade secret. The qRD attempts to keep, to the best of its ability, proprietary or trade secret material confidential, to the extent permitted by law. Notwithstanding the foregoing, the qRD has the sole discretion in determining whether any part(s) of Proposals contain information that is exempt from FOIPPA legislation.

11 PROPOSAL FORM

Project File Name: **RFP – LEASE OF 5907 ARBUTUS AVENUE**

Closing Date and Time: **THURSDAY, OCTOBER 10, 2019,
4:00 PM PACIFIC DAYLIGHT TIME**

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposal for *Lease of 4907 Arbutus Avenue*, and the Proponent acknowledges receipt of Addendum # _____ through Addendum # _____.

Name of Proponent: _____

Address: _____

Contact Name: _____

Phone: _____ **Fax:** _____

Email: _____

Provide Reference to Pricing Sheet in Proposal :

(e.g. 'breakdown of pricing can be found on page 6 of the attached Proposal')

Authorized Signature

Name and Title

Date