

Request for EXPRESSIONS OF INTEREST

COWICHAN STATION *HUB* DAY CARE

The Cowichan Station Area Association is seeking Expressions of Interest from proponents interested in leasing space at the former Cowichan Station Elementary School, 2375 Koksilah Road, Duncan, B.C., for use as a licensed child care facility.

NOTES:

1. Two copies of responses to this request should be submitted in a sealed envelope by **FRIDAY MAY 20, 2011** to Cowichan Station Area Association (CSAA), PO Box 21055, 119 Trans Canada Hwy, Duncan, BC V9L 0C2. Fax or email copies will not be accepted. EOI responses received after the closing date may or may not be accepted.
2. All information received will be held in confidence by the CSAA.
3. The CSAA shall not return the response or any accompanying documentation submitted by the proponent unless that response is formally withdrawn by the proponent prior to the deadline for submissions.
4. The CSAA will not accept any responsibility for costs incurred in proponent's responding to this request.
5. Submitting a response and its receipt by the CSAA does not represent a commitment on the part of the CSAA to proceed further with any proponent.
6. Proponents may schedule a one hour appointment to view the building and property between April 8 and April 29, 2011.
7. Interested parties are requested to notify the CSAA by April 8, 2011 of their intent to respond and/or schedule an appointment. Please email: anicholson@pacifcoast.net
8. All inquiries related to this request are to be submitted in writing to: Alison Nicholson Email: anicholson@pacifcoast.net
9. At its discretion, the CSAA will respond to enquiries that it considers relevant to this EOI. Enquiries and replies will be recorded and posted at our web site <http://cowichanstation.org> along with any additional information and

addenda to this EOI. It is the sole responsibility of the proponent to check the CSAA's web site regularly for questions and answers related to this EOI.

PART A - GENERAL INFORMATION

1. Purpose

The Cowichan Station Area Association (CSAA) invites expressions of interest from daycare providers to establish and operate a licensed day care in Cowichan Station at 2375 Koksilah Road, Duncan B.C. in the annex of the former elementary school.

The CSAA is a not-for-profit community organization established in 2007 to make the Cowichan Station area a more liveable and sustainable community. A priority for the community is greater access to local, affordable, quality early childhood education and/or care.

More information about the CSAA is available at our website <http://cowichanstation.org>

2. Key Dates

Event	Dates
Notification of intent to respond and/or schedule an appointment.	Friday April 8, 2011
Scheduled appointments to view the building and property.	April 8-29, 2011
Last date for enquiries.	Monday May 9, 2011
Deadline for submission of EO.I	Friday May 20, 2011

3. Background

At the heart of a strong community is a hub: a central place for people of all ages to come together for social, economic, health and environmental benefit. For almost a century, the Cowichan Station School played this central role for the community, until its closure in 2007. The Cowichan Station Area Association, The CSAA is in the process of negotiating a long term lease with the Cowichan Valley School District so that the CSAA can transform this historic site into the *Hub*: a vibrant community centre serving the needs of a vibrant, growing population.

Over the coming years the CSAA intends to transform the school site to serve multiple functions based on the vision developed by our community:

- The old school building will be restored to its original heritage character while incorporating “green” building practices, allowing for: a commercial kitchen/café/market place; office spaces; multipurpose room for classes, meetings and banquets; and an art/woodworking workshop.

- The gym and theatre will be upgraded for youth recreation, cultural/theatre events, recreation activities, and an emergency shelter.
- The annex will be leased to help support maintenance and operations of *The Hub*. A daycare provider is the preferred community service.
- The south fields will remain available for sports and recreation, and will be cared for by the CVRD. The north field will serve as a community garden and greenhouse.
- The outdoor space will include a children's playground, a walking path through the natural forest, a courtyard and garden with seating, and a wetland garden which uses grey water from the buildings.

The CSAA anticipates the lease will be in place with the school district in the spring of 2011 with the first phase of development completed by September 2011 to allow for occupation of the annex by a paying tenant and rudimentary use of the gym and theatre. It is expected that the full development of the *Hub* will be phased in over the next five years.

4. Facility Information

Location: 2375 Koksilah Road, Duncan, B.C.; approximately 2 km west of the Island Highway on about 5 ha. in the village of Cowichan Station.

Site: The existing facilities include:

- a 167 m² gymnasium with a stage,
- a two story old school building which is attached to the gym building by a hallway,
- a separate annex,
- two small playground areas,
- a parking lot,
- a small forest, and
- three sports fields.

Building for Day Care: a separate one story annex with four hundred and seventy nine (479) sq m indoor and three hundred and fifty (350) sq m outdoor. The building includes an entry/hallway with space for coats etc., washrooms, two classrooms and a large multi-purpose room with small office.

Features: The annex floor plan is shown in Appendix 1.

5. Lease Terms:

The term of the lease from the CSAA to the successful proponent for the day care will be five (5) years, with the opportunity to negotiate renewal at the end of the term for two (2) further five (5) year terms.

The successful Applicant will be required to obtain liability insurance for a minimum of five million dollars which includes the CSAA as an additional name insured.

The successful Applicant will be required to furnish, equip and license the child care facility.

The CSAA will clean and paint the inside of the building.

The successful Applicant will be required to pay operating costs including:

- Utilities,
- Communications (internet, cable, phone),
- Security system for child care,
- Minor maintenance,
- Janitorial,
- Programs and services, including administration of such programs and services, which it provides to third parties.

Expected opening is September 1, 2011.

6. Provincial Child Care License

The selected Applicant will be responsible for making a successful application for a Provincial child care license for the facility.

7. Selection Criteria

The CSAA is interested in information from qualified proponents with relevant experience and expertise in providing government approved community daycare services. The applicant should submit an information package that responds to the project requirements outlined in Parts A and B. In addition, the Applicant should demonstrate that it meets the following criteria:

- Qualifications – a proven track record operating a similar licensed day care program;
- Service Delivery – the reputation and capabilities of the Applicant and personnel assigned to the project to meet the requirements and ability to manage and administer one or more additional day care facilities.
- Administrative and financial viability and capability – demonstrated administrative capacity and ability to maintain operating and programming expenses in a financially viable and sustainable way.
- Reference Checks
- Any other criteria that the CSAA deems, in its sole discretion, required to determine the likely success of the project.

Applicants will be required to provide evidence of appropriate insurance coverage as determined by the lease terms.

Applicants should be registered in good standing with WorkSafe BC.

8. Selection Process

Three CSAA Directors will review and evaluate each EOI response on the basis of, but not limited to the selection criteria, and may recommend an Applicant who has responded to this process to the CSAA Board which will make the final decision.

Subsequent to the review of applications, the CSAA may ask one or more Applicants to provide clarifications and or meet with CSAA representatives for the purpose of further expanding on its submission.

9. Other Terms and Conditions

The EOI process is intended to identify prospective proponents for the purposes of negotiating a lease agreement. No legal relationship or obligation shall be created between the proponent and the CSAA by the EOI process until the successful negotiation and execution of a written lease agreement.

The CSAA may cancel or amend the EOI process without liability at any time.

The CSAA may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

Engaging in any Conflict of Interest activity may result in the proponent's disqualification from the EOI process. For the purposes of this section, the term "Conflict of Interest" means "in relation to the EOI process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to: (i) having access to confidential information of the CSAA in the preparation of its proposal that is not available to other proponents; (ii) communicating with any person with a view to influencing preferred treatment in the EOI process (including but not limited to the lobbying of decision makers involved in the EOI process); or (iii) engaging in conduct that compromises or could be seen to compromise the integrity of the EOI process."

The CSAA's evaluation may include information provided by the proponent's references and may also consider the proponent's past performance.

The proponent may not, at any time, directly or indirectly communicate with the media in relation to the EOI or any contract awarded pursuant to the EOI without first obtaining the written permission of the CSAA.

The proponent agrees to abide by all the rules set out in the EOI which are hereby incorporated by reference.

PART B – RESPONSE PREPARATION AND SUBMISSION

1. Introduction

The CSAA prefers your response to be laid out in the format outlined below. Additional information or promotional material may be included as appendices.

Please submit two (2) complete copies of each response in a sealed envelope marked with your name.

Faxed and email replies will not be accepted.

2. Format Requirements

Title Page: Include EOI title and proponent name, contact information and contact person.

Table of Contents: Page numbers should be indicated.

Executive Summary: A short summary of the key features of the response.

Applicant Profile: Provide a brief overview of your previous experiences and qualifications with a particular emphasis on your experiences in operating a child care centre, why you are interested in this opportunity and your long term goals with respect to the facility.

Response: proponent should address the following as a minimum:

- Organizational Structure and Status
- Your organization's vision for quality child care programming including philosophy and a sample child development program plan.
- A description of the types of services and programs that you will provide; the hours of operation; the number of child care spaces.
- A description of your inclusive policies and practices that demonstrate a commitment to quality, affordability, accessibility, parental input and continuous improvement.
- How you will measure and monitor the needs of the community and meet those needs through the programming and services you will provide.
- A description of your organization's commitment and approach to administrative and financial viability.
- Start-up budget.
- Detailed operating budget including, but not limited to:
 - Fees, both subsidy and market;
 - Provincial subsidy;
 - Operating funding from government(s) if applicable;
 - Fund raising if applicable;
 - Staffing wages and benefits;
 - Facilities and maintenance costs;
 - Administration costs;
 - Equipment and other related costs;
 - Contingency/emergency reserve funds;
 - Other potential sources of funds.
- Please attach copies of the last three (3) years audited or unaudited financial statements for all child care facilities which you/your organization has operated.

References: At least two (2) references that can comment on the proponents' character, work habits, ability as a care giver and managerial acumen.

Appendix 1 - Building Floor Plan

