

Request for Proposals



CHILD CARE PROGRAM PROVISION

THE CITY OF PORT ALBERNI • 4850 ARGYLE ST.

PORT ALBERNI, BC V9Y 1V8

RFP013-20

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1. INTRODUCTION

1.1. SUMMARY OF KEY INFORMATION

RFP Title: Child Care Program Provision

RFP013-20

Contact Person:

Davina Hartwell, City Clerk Telephone: 250.720.2810

Fax: 250.723.1003

e-mail: davina_hartwell@portalberni.ca

Submission Documents:

One (1) complete copy of the proposal in electronic "PDF" form.

Submission Deadline:

Emails must be received with a time stamp of no later than 4:00 PM on Friday August 7, 2020

Submission Instruction:

Email PDF copy to purchasing@portalberni.ca

HERE'S WHAT YOU NEED TO KNOW ABOUT PORT ALBERNI AND OUR COMMUNITY

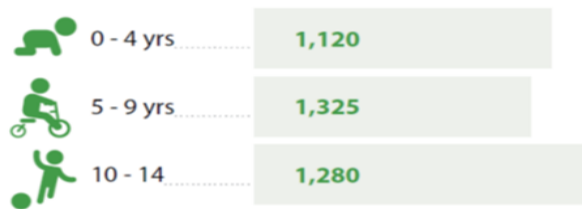
1.2. OUR COMMUNITY

The City of Port Alberni is located on the un-ceded traditional territories of the Hupačasath and the Tseshaht (č išaaʔath) First Nations.

Port Alberni is a community of 17,500 people and is a central service point for the communities of the Alberni Valley. The communities that comprise the Alberni Valley are geographically close and connected to one another. In terms of local governments there are four regional district electoral areas, the City of Port Alberni, and Hupacasath and Tseshaht First Nations. For the most part Alberni Valley residents live, work and play across the communities.

In 2019 the City of Port Alberni participated with other communities in the ACRD on a childcare needs assessment. The City is committed to being an active partner in supporting families and Early Childhood Educators in the development of quality childcare centres. Taking an active role in moving objectives forward through policy and bylaw as well as becoming a partner in the development of childcare infrastructure.

There are currently 3,725 children aged 0-14 living in the Alberni Valley



The current availability of child care spaces in the Alberni Valley is critically low. At present, there are enough spaces for only 16% of children and those spaces are full. Many children are on child care waiting lists.

Parents and Early Childhood Educators are in full agreement that the most immediate needs are for infant and toddler care as well as before and after school care. In addition to space availability, affordability and flexibility are significant barriers.

Currently in the Alberni Valley there are 24 centres, offering 593 childcare spaces. Families in the region expressed overall satisfaction with the quality of licensed care which they received when it was available. Foundational to Early Care and Learning is providing children with quality care by qualified professionals.



In response to regional need the City of Port Alberni is supporting the development of a childcare centre on the lands shared by the Rollin Arts Centre and is seeking bids for licensed quality childcare provision. Project planning will commence summer of 2020, program provision is sought to help inform the process of building and envisioning the project. This centre has exciting partnership opportunities between the City, the arts community and School District 70 to support local priorities identified in the 2019 Needs Assessment. Building needed spaces and capacity to support families in the Alberni Valley.

1.3. OUR OBJECTIVE FOR ISSUING THE RFP

Source a childcare provider for provision of services in a childcare centre in Central Port Alberni. A successful childcare provider will:

- Participate in the design and development of the site
- Collaborate with identified partners to develop responsive inclusive programming
- Manage and provide childcare programming upon completion of the capital project



2. PROJECT DESCRIPTION

2.1 ALBERNI VALLEY CHILDCARE PRIORITIES

The [2019 ACRD Childcare Needs Assessment](#) identified the following needs in the Alberni Valley:

- Space creation targets of 80 spaces of Group Child Care (School Age); 24 spaces Group Child Care (Birth to 36 months); and 23 In-home Multi-age care spaces every year for the first two years of implementation.
- Families are looking for flexible options for care. There is no licensed care facility in the Alberni Valley that offers extended or flexible hours (before 7am or after 7pm), yet many families work shift and/ or seasonal work.
- The unique needs of marginalized populations (families with children with extra support needs, young parents, indigenous families and immigrant or refugee caregivers) amplify the primary concerns of space, flexible care options and affordability.
- A focus on strengthening early childhood education opportunities in the Central Port Alberni neighborhood. Central Port Alberni experiences the highest childhood vulnerability scores in the Alberni Valley as measured through the [UBC Human Early Learning Partnership Early Developmental Instrument](#). Quality early learning opportunities are key to increasing childhood school readiness and resiliency.
- In applying for the [New Spaces fund](#) the City of Port Alberni will make a commitment to ensuring the provision of affordable accessible childcare in partnership with the successful proponent for the centre.

2.2 PROGRAM PRIORITIES

Located on the Rollin Arts Centre grounds neighboring the 8th Ave Alternative School the new Childcare Centre development will provide enriching opportunities for early childhood development and multi-generational use of the landscape. With these unique place-based opportunities, the City of Port Alberni is seeking a Child Care Centre Provider to assist in the development of this capital project. Submissions which are developed based on the following needs will be prioritized:

- Ability to collaborate with multiple partners to assist in planning of the proposed site and development of inclusive early childhood programming.
- Program plans addressing identified Alberni Valley space creation targets.
- Program space estimates for up to 464 m2 indoor space and at least 743 m2 outdoor space, in compliance with licensing standards of 3.7 m2 indoor space and 6 m2 outdoor space for each licensed childcare space.
- Focus on flexibility and affordability of program to meet the needs of families in the neighborhood.
- Programming which aims to address the unique needs of marginalized groups in the Alberni Valle specifically around the incorporation of local culture and child centered learning opportunities.
- Commitment to programming to meet licensing quality measures to strengthen early childhood education opportunities in the Central Port Alberni neighborhood

3. FORMAT OF PROPOSALS

3.1 OWNER REPRESENTATIVE

The City Clerk, as the City of Port Alberni (Owner) representative is authorized to communicate and officially deal with Proponents and all Proponents must communicate and deal with that person only.

The City Clerk is:

Davina Hartwell, City Clerk
City of Port Alberni
4850 Argyle Street
Port Alberni, BC V9Y 1V8 Telephone: 250.720.2810
Fax: 250.723.1003
e-mail: davina_hartwell@portalberni.ca

The Owner representative may involve other City Managers and staff in meetings and discussions with proponents and in evaluations of submissions received. Proposals and their evaluations will be considered by City Council.

3.2 SUBMISSION REQUIREMENTS

Proposals must be submitted in the format described below, and must contain all of the information required by this RFP to help facilitate comparison and evaluation of the proposals received.

- I. Table of Contents (and list of figures and appendices if applicable).
- II. Executive Summary (describing the nature and components of the proposed business and how it meets the City's objectives as set out in Section 1.3 of this RFP).
- III. Proponent Identification (description of owners, members, firms or individuals, to be involved in the proposed operation along with the proposed legal structure).
- IV. Details of the Qualifications and Experience of the Proponents
- V. Proposed Business/Operation Plan including proposed hours, child care type(s) and program concepts incorporating Schedule G and other related early childhood quality measures
- VI. Proposed centre start up and operating budget
- VII. Proposed Staffing Plan
- VIII. Evidence of Financing Capacity
- IX. Records of licensing inspections and adherence to quality measures outlined in Schedule G

Proposals should be well organized and written in a concise, clear, complete and legible manner. One (1) complete copy of the proposal in electronic "PDF" form must be submitted by email to purchasing@portalberni.ca

Proposals will be received by the Owner's representative before and up to 4:00 PM Friday August 7, 2020.

4. EVALUATION PROCESS

4.1 EVALUATION PROCESS

Prior to consideration by City Council all proposals submitted in response to this RFP will be evaluated by a team of City Managers and project stakeholders. All criteria considered by the evaluation team will be applied evenly and fairly to all Proposals. The successful proponent will:

- Have proven education, skills and experience
- Have demonstrated ability to operate a childcare centre outlined in program, budget and staffing plan
- Have demonstrated the ability to provide quality childcare that incorporates the following:
 - Adherence to childcare licensing regulations and quality improvement activities outlined in Schedule G
 - Programming which responds to the need of marginalized populations and EDI data identified
- Have demonstrated the willingness and ability to work with project stakeholders on the development of the childcare facility and subsequent programming
- Have demonstrated that they have knowledge of the values and needs of the community reflected within the proposal

4.2 EVALUATION CRITERIA

The following list of criteria will be used by the evaluation team, and will be applied evenly and fairly to all Proposals:

- Experience and qualifications of key members of the Proponent's team
- Comprehensiveness of the proposal
- Evidence of completion of similar projects
- Demonstrated response to community need
- Incorporation of unique project stakeholders into planning
- Evidence of financial capacity of the Proponent
- Evidence of good standing and quality practices with provincial licencing

4.2. WEIGHTING OF CRITERIA

The evaluation team may give such weight to the evaluation criteria as it sees fit. The evaluation team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Proponent's Proposal to another Proponent's Proposal. The evaluation criteria may be revised by the City at any time without notice to Proponents.

4.3. SELECTION OF PREFERRED PROPOSAL

Selection of the preferred proposal will be the decision of City Council. A proposal deemed at Council's sole discretion to be the most advantageous to the City of Port Alberni may be selected. The City, at its sole discretion may choose to negotiate with one (or more) proponents with the intent of achieving a greater public benefit for the community. City Council, at its sole discretion may choose to reject all proposals.

5. GENERAL CONDITIONS

5.1. QUESTIONS ABOUT THE REQUEST FOR PROPOSAL

If a Proponent has any questions about the content of this RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this RFP), the question must be directed in writing, and not verbally, to the Owner's representative at the contact address set out in Section 6.2.3. before 4:00 pm (local time) on Tuesday July 28, 2020.

5.2. REQUEST FOR PROPOSAL CLARIFICATION

The Owner's representative will answer all questions in writing, and will provide a copy of all questions and answers, to each of the Proponents who have received copies of this RFP (unless they have specifically advised the Owner's representative they do not intend to submit a response to the RFP), and Proponents who have expressed interest in the RFP, no later than Wednesday July 29, 2020.

5.3. PROPONENT REGISTRATION AND REPRESENTATIVE

Each interested party should contact the Owner's Representative to register their interest. Amendments to the RFP and clarifications of information will be sent to all registered parties.

Each Proponent must advise the Owner's Representative (by email and by letter) of the name, business address, email address, telephone and fax number for an individual who is designated as the Proponent's representative for the purposes of this RFP. This will be the only person authorized to communicate with the City for the purposes of this RFP. If the Proponent fails to provide the Owner's Representative the name of their representative, the Owner assumes no responsibility for providing RFP clarifications.

5.4. ACCESS TO THE PREMISES

Any Proponent may visit the properties by themselves at any time. If the Proponent wishes to visit the site they can view the grounds during Rollin Arts Centre regular hours of operation, and can view the inside of Rollin Arts Centre for the purposes of this RFP only by appointment through the Owner's Representative

5.5. DEADLINE FOR SUBMISSIONS

Proposal submissions will be accepted until 4:00 PM Aug 7, 2020.

5.6. LEGAL RELATIONSHIP CREATED BY NATURE OF THIS REQUEST FOR PROPOSAL

This RFP, any submitted questions, and/or proposals received do not create a legal relationship between the Owner and a Proponent. If the Owner decides upon receipt and review of proposals to explore, negotiate or otherwise interact with any Proponents, it may do so, and until a written offer is made and accepted under the seal of the Owner, by resolution of its Council, no contractual relationship of any kind will exist.

In considering any proposals received the Owner may ultimately decide to enter into agreement with one or more of the Proponents, or with none of the Proponents. This decision will be at its unfettered discretion, and as it considers desirable.

This RFP does not impose on the Owner any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. The Owner is entitled to act in its sole, absolute and unfettered discretion.

5.7. CONFIDENTIALITY OF PROPOSALS

The Owner is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). That Act creates a right of access to records in the custody or under the control of the Owner, subject to the specific exceptions in the right set out in the Act. The Owner will receive all proposals submitted in response to this RFP in confidence, including for the purposes of S.21 of the Act.

Because of the right of access to information created by that Act, the Owner does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.

5.8. PROPRIETARY INFORMATION

If a Proponent considers that any part of its proposal is proprietary, including by reason of it being copyright, the proposal must clearly identify any portion of it that is considered proprietary.

All documents and other records in the custody of or under the control of the City are subject to the FOIPPA and other applicable legislation. Except as expressly stated in this RFP and subject to the FOIPPA and other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential.

Proponents are responsible for ensuring that in preparing and submitting a response to the RFP that it has complied with all applicable laws and regulations.

5.9. RESPONSIBILITY OR LIABILITY

The Owner accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or verbal information communicated or made available for inspection by the Owner (including through the Owner's representative of any other individual) and no representation or warranty, either expressed or implied, is made or given by the Owner with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on the RFP or any other such information as is described in this paragraph is solely that of each Proponent.

Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of the RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the Owner is deemed to have released the Owner from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of the RFP or any such information as it described in this paragraph.

Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable to understand the requirements of the RFP and to prepare and submit its proposal.

5.10. COMPLIANCE WITH REGULATIONS

The successful Proponent(s) will be responsible for complying with all municipal, provincial, and federal statutes, regulations, bylaws, and permits.

5.11. SUMMARIZED SCHEDULE

The table below summarizes the schedule of events which are key to this process. Every effort will be made by the City to adhere to this schedule, and any schedule adjustments that have to be made will be communicated.

Weds July 8, 2020	Request for Proposal Issued
Tues July 28, 2020 (4:00 pm)	Deadline for Respondents to Submit Questions in Writing
Wed July 29, 2020	Deadline for Owner to Issue Written Responses to Questions
Fri August 7, 2020	Deadline for Proposals to be Submitted

Please note: Unsuccessful proponents will be notified as soon as possible