



City of
Richmond

6685 EOI

REQUEST FOR EXPRESSIONS OF INTEREST

6685 EOI - OPERATOR FOR THE RIVER GREEN CHILD CARE FACILITY, 6899 PEARSON WAY

Submissions should be emailed to purchasing@richmond.ca by 3:00pm, local time on Friday, October 4, 2019 (the "Closing Time").

All queries related to this Request for Expressions of Interest should be submitted in writing to the attention of Julia Turick, Buyer II at purchasing@richmond.ca by 5:00pm, local time September 20, 2019.

Request for Expressions of Interest - City of Richmond Seeking an Operator for the River Green Child Care Facility, 6899 Pearson Way

Introduction

The City of Richmond (the “City”) is seeking an operator (the “Operator”) for the River Green Child Care Facility, currently planned by Oval 8 Holdings Ltd. Inc. No. 0805724 at 6899 Pearson Way.

Background

The River Green Child Care Facility will be a City-owned community amenity provided by Oval 8 Holdings Ltd. Inc. No. 0805724 as part of the “River Green” development, which includes approximately 11 hectares (27 acres) of riverfront property in the City Centre’s Oval Village. The River Green development extends between the No. 2 Road Bridge and Gilbert Road and is bisected by the Richmond Olympic Oval. It is a multi-phased, high rise, high-density, mixed use development that includes new streets, parks and open spaces, and related public amenities.

The child care facility will be comprised of 5000 sq. ft. (464.5 m²) of indoor space (inclusive of walls, circulation, an elevator and internal stairways) and 5000 sq. ft. (464.5 m²) of outdoor space. The child care facility will include indoor and outdoor space for two child care programs; underground parking spaces; dedicated bicycle parking and a garbage and recycling room. Preliminary building and site plans for the child care facility are attached (Attachment 1), however they are subject to change through the design and development process. Construction of the facility is anticipated to be completed in 2022 subject to permitting and construction timelines.

The child care space will be designed to accommodate up to 37 children in various licensed child care programs with the final number of licensed spaces to be confirmed by the Operator in consultation with the City and Vancouver Coastal Health Community Care Facilities Licensing.

Overview of Project

The City is seeking an Operator to participate in the design development process and to eventually be the primary lessee and operator of the child care facility. The Selected Respondent will work with City staff, the developer and Vancouver Coastal Health Child Care Licensing Officers to provide input during the design and construction phase. Upon completion of the construction phase, the Selected Respondent will apply for and obtain Provincial child care licenses for the intended child care programs. At the completion of the development, the City will enter into a nominal lease arrangement with the Operator.

The City intends to lease the child care facility to a non-profit society with the experience and capacity to manage and operate licensed child care programs for a nominal base lease rate (\$1.00 per annum) for a ten (10) year period, subject to a mutually-agreeable renewal period.

Preferred Experience and Scope of Required Services

All Submissions received in response to this Request for Expressions of Interest (“RFEOP”) will be considered; however, priority will be given to organizations that have experience delivering a range of child and family development services in Richmond and can demonstrate that they have strong working relationships with other community serving organizations in Richmond. Furthermore, priority will be

given to organizations that have experience or currently provide infant/toddler care and inclusive care for children who require extra supports as these have been determined to be the most needed types of care city-wide as identified in the *2017-2022 Richmond Child Care Needs Assessment and Strategy*¹.

The Selected Respondent will be expected to:

- a. manage the administration and the delivery of high quality, affordable and accessible child care services, as well as potential evening and weekend community use either as the sole service provider or in coordination with other subcontracted non-profit societies, as approved in writing by the City;
- b. directly deliver all the child care services, and manage and be fully responsible for all sub-contractual relationships;
- c. apply for and obtain Community Care Facilities licenses to deliver licensed child care programs including (e.g. Group Care Under 36 Months (12 spaces) and Group Care 30 Months to School Age (25 spaces));
- d. work with other organizations to assess the need for, encourage and coordinate after-hours (evenings and weekends) community use that serves children and families (e.g. outside of the normal operating hours for the child care services);
- e. be responsible for any additional rent, financial aspects and operating costs for the Child Care Facility and ensure the operating expenses are met;
- f. fulfill all tenant requirements and terms stipulated in the lease with the City
- g. provide input, during the construction stage of the facility development process, to the City and its consultants regarding the build out of the Child Care Facility;
- h. be responsible for the repair and maintenance responsibilities outlined in Attachment 3;
- i. make efforts to apply for sources of funding, that may require City review and approval (e.g. the Childcare BC Maintenance Fund for Repair, Replacement and Relocation of Licensed Child Care Spaces [CBCMF])
- j. provide all equipment, furnishings and supplies to deliver the licensed child care programs, and ensure they are in compliance with the BC Child Care Regulation as administered by Vancouver Coastal Health; and
- k. evaluate services provided in the Child Care Facility annually with input from the families who use the child care programs.

Operator Expectations

The Selected Respondent will be responsible for, but not limited to, the following:

1. Costs including but not limited to staffing costs, maintenance, repair and replacement of items (as outlined in Attachments 2 and 3), insurance and WorkSafe coverage.
2. Program-specific furnishings, fixtures and equipment (e.g. loose furnishings, office equipment, child care program furnishing, equipment and supplies) necessary for the delivery of licensed child care.
3. Comprehensive general liability insurance (not less than \$5,000,000) naming the City as additional insured, tenant's content and improvement insurance, business interruption insurance

¹ Available online at: <https://www.richmond.ca/plandev/socialplan/childcare/needs.htm>

providing coverage for a minimum of 12 months loss of insurable gross earnings or profits, and any other insurance the Operator deems necessary or advisable for its own protection and/or to fulfil its obligations under this Agreement. If, with the City's prior written permission, the Operator subcontracts any services to a third party, that third party must also obtain and maintain the insurance identified in this clause.

4. The Selected Respondent will be responsible for property taxes but may annually apply to the City for a permissive property tax exemption.

The City will be responsible for:

1. Building insurance (fire & extended perils).
2. Maintenance and repair of the structural components of the building, unless required as a result of Operator or occupant action. Copies of the anticipated lease terms and maintenance schedule and service level agreement are attached (Attachment 2 and 3).

Evaluation Criteria

Submissions will be evaluated using the following criteria:

1. Community Context
 - (a) Fit between the Society's mandate, experience, vision, and the unique context of this neighbourhood.
 - (b) Demonstrated ability and capacity of the Operator to manage the administrative responsibilities, maintain the facility, manage any subcontractors, be the City's primary contact, ensure the delivery of child care programs (Group Child Care Under 36 Months and Group Child Care 30 Months to School Age)².
2. Operating Vision
 - (a) Governance and board structure/membership
 - (b) Early care and learning philosophy and approach
 - (c) Parent/community relations and engagement
 - (d) Partnerships and collaboration
3. Experience (provide the same information for any proposed subcontractors)
 - (a) Provision of services for children and families in a welcoming and inclusive setting for a multicultural clientele.
 - (b) Provision of quality, affordable, accessible child care.
 - (c) Provision of licensed care including Group Child Care Under 36 Months and Group Child Care 30 Months to School Age.
 - (d) Facility management experience for licensed child care facilities.
 - (e) Operational start-up experience.
 - (f) Financial capacity to purchase furnishing, equipment and supplies for the facility to deliver all of the requested services and meet Provincial child care licensing requirements.
 - (g) Sound financial management.

² Infant/toddler care, School Age care and care for children requiring extra support were identified in the 2017 – 2022 Richmond Child Care Needs Assessment and Strategy as the most needed child care spaces in Richmond. A copy of the report can be downloaded at www.richmond.ca/childcare or a hard copy can be obtained upon request, at 604-204-8621.

4. Capacity

- (a) Sufficient staff capacity to plan and oversee the development and administration of a new child care facility and, if the organization is undertaking significant, competing projects, strategies to assess, mitigate and manage risk related to organizational capacity.
- (b) Ability to source community partnerships and work collaboratively.
- (c) Ability to support access to licensed spaces for children requiring extra support.
- (d) Ability to secure and manage potential evening and weekend community use of the facility by other organizations that deliver children and family services and programs.
- (e) Recruitment and retention strategies.
- (f) Financial sustainability, including capital funds.

Timeline

In order to assist Respondents, the following table lists the key events with respect to this process. Such dates are not guaranteed and may change based upon circumstances.

RFEOI Issued	August 26, 2019
Respondent Information Meeting	6:00 pm, September 17, 2019 at Richmond City Hall (M.1.003), 6911 No. 3 Rd, Richmond
Submit Enquiries by	5:00 pm local time September 20, 2019
Submit Submissions by	3:00 pm local time, October 4, 2019
Evaluation Completed and Selected Respondent Identified	Late November 2019

Assumptions & Limiting Conditions

The City reserves the right to modify certain terms and conditions of this RFEOI at a later date with the Selected Respondent.

Submission Details

To complete a non-binding Submission, the following are required:

1. Letter of Intent outlining experience and capacity to address the expectations and requirements as described (specific required details are contained in Appendix 4)
2. The following attachments to the Letter of Intent:
 - a. Registered Society Incorporation number and Certificate of Incorporation.
 - b. Current Constitution and Bylaws.
 - c. A list of the Board of Directors, Officers and Executive Directors.
 - d. Most recent Annual Report.
 - e. Audited Financial Statements, including a Balance Sheet and the signed external auditors' report, if available.
 - f. The Society's current fiscal year operating budget.
 - g. Proposed operating budget for the child care services for the first 3 fiscal years.
 - h. If applicable, a history of litigation, outstanding child care licensing violations or current or unresolved investigations in process, or claims made against the Respondent during the three (3) years immediately prior to October 4, 2019.

- i. A copy of an insurance certificate(s) of existing commercial general liability insurance (see Prerequisite for Application, item #3).
 - j. A resolution by the Society's Board indicating approval of the Expression of Interest being submitted
3. A list of three references who may be contacted. These may include parents, staff or another organization in the community that can speak on your Society's qualifications.

Submissions will be reviewed to determine if they meet the City's requirements in accordance to the Prerequisites for Application and Evaluation Criteria. Respondents may be shortlisted and then be asked to proceed to an additional round of the application process.

Submissions should be submitted to the City in the following format:

1. One electronic copy submitted *via email* with the subject heading "**6685 EOI – River Green Child Care Facility**" and directed to the City's Purchasing Department at purchasing@richmond.ca.
2. Respondents are advised that:
 - a. File attachments sent by email should not exceed 10 MB, maximum.
 - b. All emailed Responses should be consolidated into one email submission; the City may not accept an electronic Submission sent by more than one email.

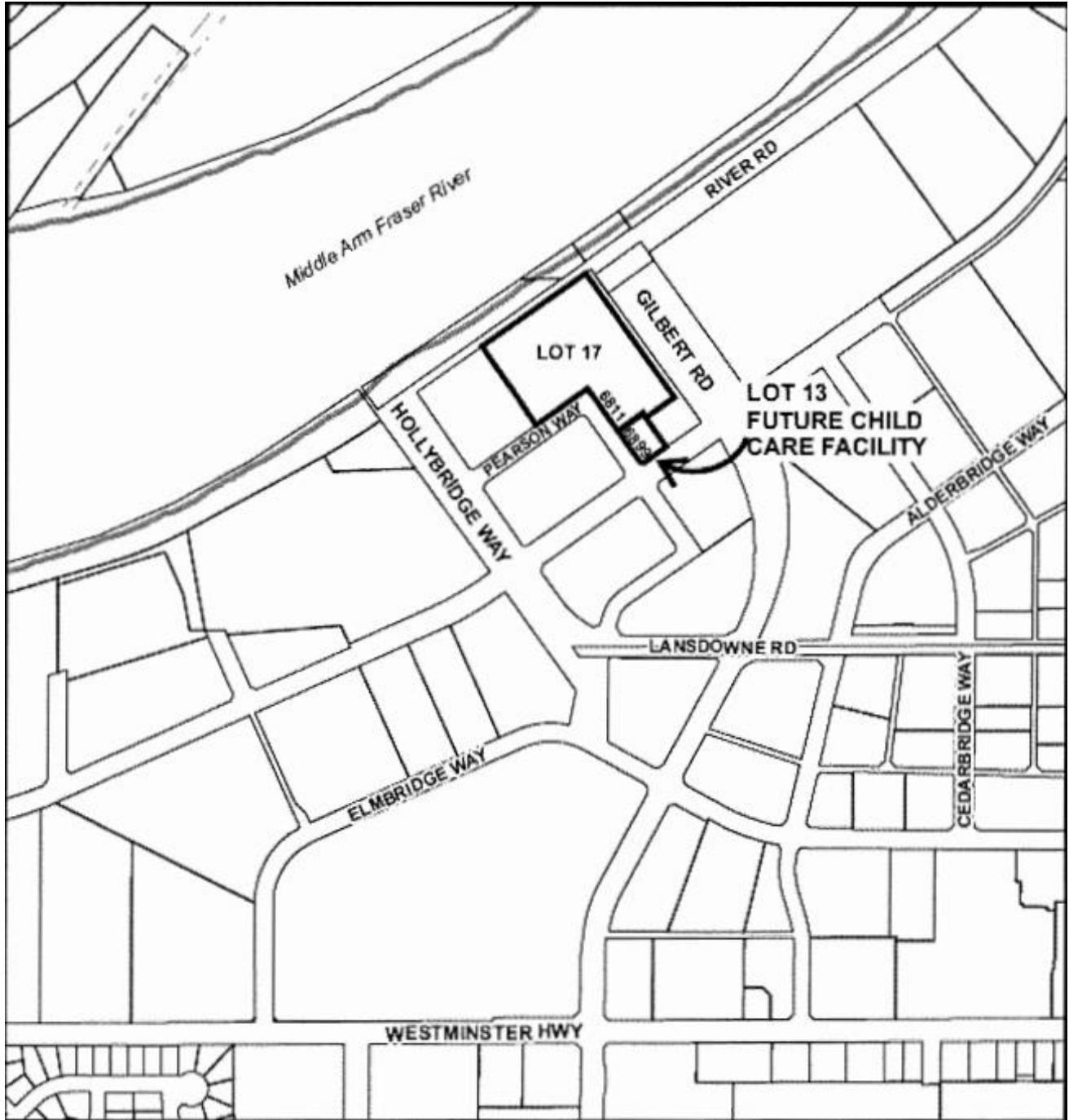
Attachment 1: Building and Site Plans

Attachment 2: Anticipated Lease Terms

Attachment 3: Service Level Agreement – Maintenance, Repair and Replacement Responsibilities

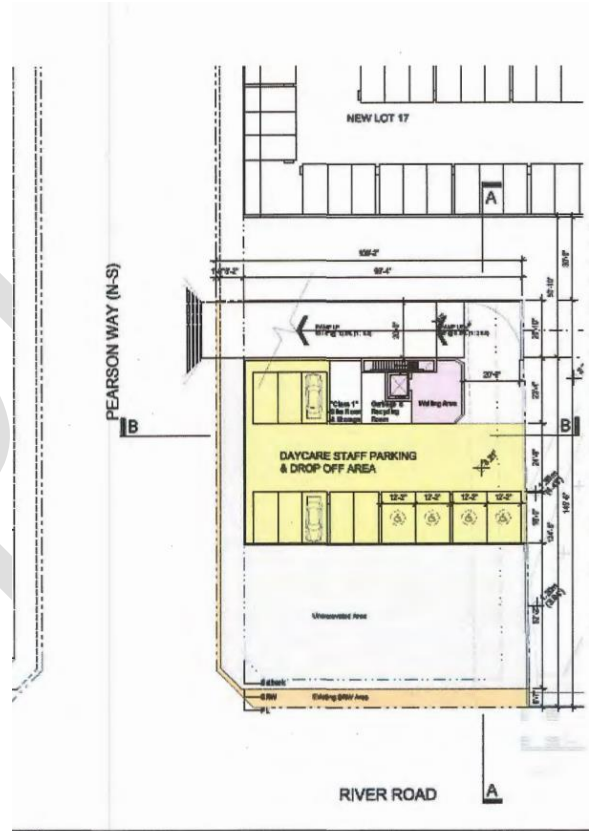
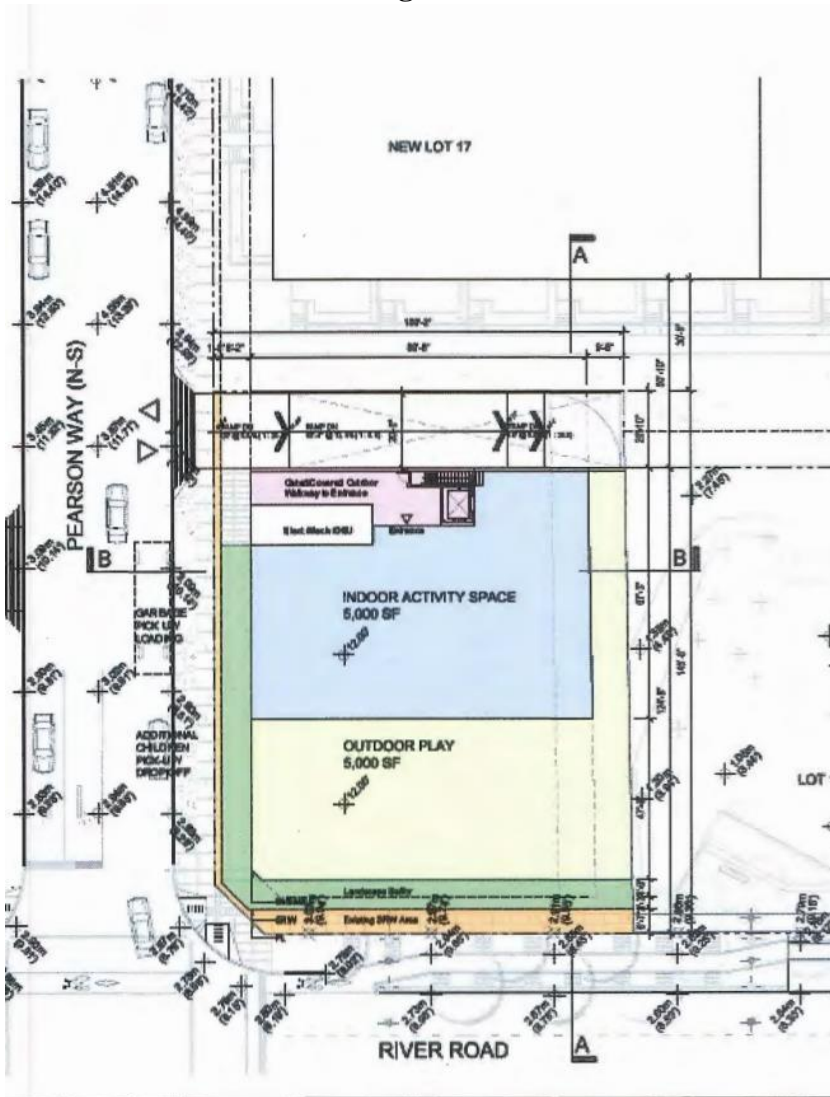
Attachment 4: Submission Checklist

Attachment 1: Building and Site Plans



	<p>River Green Development Lot 13 & 17 Site Map</p>	<p>Original Date: 06/28/18 Revision Date: Note: Dimensions are in METRES</p>
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Attachment 1: Building and Site Plans



Attachment 2 – Anticipated Lease Terms

<p>Area</p>	<p>Approximate building area of up to: Indoor Area – 5000sq. ft. Outdoor Area – 5000 sq. ft. Parking spaces & bicycle parking spaces Garbage/Recycling Room – Dedicated Loading Bay – shared use</p> <p>**Detailed site map to be provided outlining boundaries of City, Tenant and Strata/ASP responsibilities.</p>
<p>Term</p>	<p>10 years</p>
<p>Commencement Date</p>	<p>Spring 2022, or such other dated that is mutually agreed upon</p>
<p>Basic Rent (net)</p>	<p>\$1.00 per annum</p>
<p>Option to Renew</p>	<p>Two (2) options for five (5) years each at the same terms and conditions, by mutual consent of the parties, including Basic Annual Rent at \$1.00 per annum.</p>
<p>Permitted Uses</p>	<p>A child care facility providing licensed child care programs. The facility may also be used for after-hours community purposes that serve children and families (e.g. outside of the normal operating hours for the child care facility; evenings and weekends).</p>
<p>Operator (Tenant) Responsibilities</p>	<p>The Operator (Tenant) will be responsible for costs including but not limited to;</p> <ul style="list-style-type: none"> • staffing costs, • maintenance, repair and replacement of items as outlined in Appendix 3 • any additional rent costs as it related to the premises, including common and shared areas covered by the tenant. • insurance as outlined, including WorkSafe coverage and any other insurance the Operator deems necessary or advisable for its own protection and/or to fulfil its obligations under a lease agreement. <p>If, with the City’s prior written permission, the Operator subcontracts any services to a third party, that third party must also obtain and maintain the insurance identified in this clause.</p>

City (Landlord) Responsibilities	<p>The City (Landlord) will be responsible for maintenance, repair and replacement of items as outlined in Appendix 3 and Building Insurance.</p> <p>Items that would normally be Tenant responsibilities will be cost recovered by the City.</p>
Parking	<p>Use of reserved parking spaces on a 24 hour, seven days a week non-exclusive basis, for the use of individuals participating in child care services. Use of dedicated bicycle parking and shared use of a loading bay.</p>
Continuous Operation	<p>The Operator (Tenant) must at a minimum, continuously use the Premises for the Permitted Uses during the hours of 7:30 a.m. and 6 p.m. on weekdays.</p> <p>It is also encouraged that the Operator will provide some community programming on evenings, weekends and holidays to ensure that the facility is fully utilized and available to the community for uses compatible with child and family use.</p>
City Improvements	<p>City to provide a fitted child care facility with millwork, appliances, fully installed play ground with all landscaping, play structures, service rooms (e.g. mechanical, electrical, data/communications, garbage/recycling room), and dedicated vehicle parking spaces, bike parking and a shared loading bay.</p>
Operator (Tenant) Improvements	<p>Tenant to complete all other improvements to be able to open licensed child care programs, and provide flexible space to other non-profit organizations delivering child and family programming. City to be provided with all “as built” drawings, specifications, warranties etc.</p>
City (Landlord) Termination	<p>City has the right to terminate if material breaches of the lease are not corrected within 30 days of notice of such breach.</p>
Operator (Tenant) Conditions	<p>Operator’s (Tenant’s) Board approval of final lease.</p>
City (Landlord) Conditions	<p>Confirming the state and condition of the Premise prior to handover to the Tenant.</p> <p>City Council approval of the final Terms and Lease.</p> <p>Successful completion of Community Charter advertising.</p> <p>Annual inspections to be performed by the City to review the condition of the premises.</p>

Attachment 3 - Service Level Agreement - MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES

For the purposes of this chart of maintenance responsibilities:

CoR = the Landlord (City of Richmond)

Tenant = the Operator

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
1. Exterior Building				
I.	Exterior surfaces			
	a) Cleaning, maintenance, repairs and painting of exterior surfaces including windows, trim, fascia and soffits, gutters		✓	Tenant
	b) Cleaning, maintenance and repair of roof		✓	CoR
II.	Exterior windows of the Premises and outdoor play canopy			
	a) Breakage, routine repairs and replacement of exterior windows		✓	Tenant
	b) Cleaning of interior surfaces of exterior windows	✓		Tenant
	c) Cleaning of exterior surfaces of exterior windows		✓	Tenant
	d) Life cycle replacement of the exterior windows		✓	CoR
III.	Exterior doors of the Premises			
	a) Maintenance and repair of exterior doors and associated hardware	✓		Tenant
	b) Lifecycle Replacement of exterior doors**		✓	CoR
	c) Installation of exterior door locks and keys**		✓	CoR <i>Additional, repair or rekey charge to tenant</i>
	d) Maintenance and repair of exterior door locks and keys	✓		Tenant
	e) Lifecycle Replacement of exterior door locks and keys**		✓	CoR
IV.	Exterior child care signage			
	a) Maintenance, repair and replacement		✓	Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
V.	Outdoor Play Area (inside fenced area as shown on Lease Plan)			
	a) Inspection, maintenance, and repair of playground equipment and structures	✓		Tenant
	b) Life cycle replacement of play equipment and structures	✓		Tenant
	c) Maintenance, repair and replacement of interior gates and fences		✓	Tenant
	d) Maintenance and repair of perimeter fencing		✓	Tenant
	e) Life cycle replacement of perimeter fencing		✓	CoR
	f) Maintenance, repair, replacement of sand, bark mulch, landscaping and fibar materials	✓		Tenant
	g) Maintenance and repair of surface materials such as poured-in-place rubber, concrete, etc.	✓		Tenant
	h) Maintenance of landscaping (plantings, trees) within playground or as defined on lease plan	✓		Tenant
	i) Maintenance of playground drains and sediment traps		✓	Tenant
	j) Maintenance and repair of exterior hose bibs, pipes and irrigation		✓	Tenant
2. Interior Building				
I.	Interior signage within the Premises			
	a) Maintenance, repair and replacement of interior signage	✓		Tenant
II.	Interior doors within the Premises			
	a) Maintenance and repair of interior doors	✓		Tenant
	b) Life cycle replacement of interior doors **		✓	CoR
	c) Installation of interior door locks and keys**		✓	CoR <i>Any additional, repair or rekey is charged to tenant</i>
	d) Maintenance and repair of interior door locks and keys	✓		Tenant
	e) Replacement of interior door locks and keys**	✓		Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
III.	Interior surfaces within the Premises			
	a) Interior life cycle repainting	✓		Tenant
	b) Maintenance and cleaning of window blinds	✓		Tenant
	c) Life cycle replacement of window blinds	✓		Tenant
	d) Repairs to interior walls and ceilings, including minor painting	✓		Tenant
	e) Life cycle replacement of ceiling tiles**		✓	CoR
	f) Interior repairs due to building system failures such as roof leaks, exterior walls and foundation leaks**		✓	CoR
	g) Maintenance and repairs of floor coverings, including carpet and resilient flooring	✓		Tenant
	h) Life cycle replacement of flooring coverings, including carpet and resilient flooring		✓	CoR
	i) Maintenance and repair of millwork and countertops	✓		Tenant
	j) Life cycle replacement of millwork and countertops		✓	CoR
IV.	Interior windows within the Premises			
	a) Breakage and replacement of interior windows, caused by the Tenant, the Tenant's Personnel or their invitees		✓	Tenant
	b) Routine repairs and cleaning of interior windows	✓		Tenant
	c) Lifecycle replacement due to normal wear and tear		✓	CoR
V.	Lighting systems exclusive to or within the Premises			
	a) Lamp/tube/bulb replacement for interior and exterior lighting (CoR preference for LED or energy efficient products)	✓		Tenant
	b) Annual inspection and maintenance of interior emergency/exit lighting		✓	CoR
	c) Interior and exterior lighting ballast replacement	✓		Tenant
	d) Life cycle replacement of fixtures		✓	CoR

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	e) Cleaning of interior light fixtures	✓		Tenant
	f) Provision, maintenance, repair and replacement of portable lighting fixtures	✓		Tenant
VI.	Electrical distribution systems			
	a) Repairs and upgrades required by Code		✓	CoR
	b) Inspection, maintenance and repair of wiring, breakers and electrical panels		✓	CoR
	c) Life cycle replacement of wiring, breakers and panels		✓	CoR
	d) Repair or replacement of switches, receptacles, cover plates	✓		Tenant
VII.	Telephone, Internet, Enterphone and Access Control System			
	a) Data, telephone installation & monthly expenses	✓		Tenant
	b) Access control system and Enterphone repair, maintenance		✓	Tenant
	c) Specialized programming of Access Control System and provision of additional fobs/access cards		✓	Tenant
	d) Access control system and Enterphone lifecycle replacement		✓	CoR
VIII.	Security systems dedicated or within the Premises			
	a) Installation		✓	CoR
	b) Security system monitoring		✓	Tenant
	c) System inspection, maintenance and repair- Interior		✓	Tenant
	d) System inspection, maintenance and repair- Exterior		✓	CoR
	e) Security system lifecycle replacement		✓	CoR
IX.	Plumbing systems exclusive to or within the Premises			
	a) Preventive maintenance and repairs to hot water heating systems and domestic cold water systems		✓	Tenant
	b) Cleaning and maintenance of sediment traps and floor drains		✓	Tenant
	c) Major repairs and replacement of hot water heating systems and domestic		✓	CoR

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	cold water systems			
	d) Repairs to all fixtures including faucets, unplugging toilets and all other routine repairs	✓		Tenant
	e) Life cycle replacement of hot water systems, fixtures, (including all sinks and toilets) and piping. **		✓	CoR
	f) Repair, maintenance and life cycle replacement of interior sanitary line and drainage		✓	CoR
	g) Repair, maintenance and life cycle replacement of exterior drainage, rain water leader and roof drains		✓	CoR
X.	Heating, ventilation and air condition (HVAC) exclusive to or within the Premises			
	a) Annual inspection		✓	Tenant
	b) Routine maintenance and repair and adjustment (including DDC system)		✓	Tenant
	c) Provision and replacement of air filters, blots and related materials		✓	Tenant
	d) Cleaning of drier lint collector	✓		Tenant
	e) Cleaning of ducts		✓	Tenant
	f) Life cycle replacement of HVAC system		✓	CoR
XI.	Fire protection and suppression exclusive to the Premises			
	a) Monthly inspection of fire extinguishers within the Premises (copy of report/tracking to be provided to the City annually)	✓		Tenant
	b) Annual inspection of fire extinguishers and smoke detectors within Premises		✓	Tenant
	c) Repairs/recharging of fire extinguishers within Premises	✓		Tenant
	d) Life cycle replacement of fire extinguishers and fire alarm system within Premises		✓	CoR
	e) Co2 detectors maintenance, repair and replacement	✓		Tenant
XII.	Surface Parking Lot			
	a) Maintenance and repair of surface parking lot (including repainting of lines		✓	Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	and handicapped marking, lighting, signage)			
	b) Cleaning of surface area parking lot		✓	Tenant
	c) Surface parking lot replacement		✓	CoR
	d) Replacement of parkade signage for child care parking spaces and wayfinding signage (if applicable)		✓	CoR
	e) Snow removal and de-icing of surface parking lot as defined by lease plan		✓	Tenant
XIII.	Garbage Enclosure			
	a) Cleaning, maintenance and repairs	✓		Tenant
	b) Life cycle replacement		✓	CoR
XIV.	Attic and Crawl Space, and Access Thereto			
	a) Maintenance and repairs		✓	CoR
XV.	Appliances, computers, furnishings and equipment related to program delivery			
	a) Installation of appliances		✓	CoR
	b) Maintenance, repair and replacement of all appliances (e.g. stoves, refrigerators, microwaves, dishwashers, washers, dryers, etc.)	✓		Tenant
	c) Maintenance, repair and replacement of computers, furnishings and equipment related to program delivery	✓		Tenant
3. Renovations and upgrades within the Premises				
	Any upgrades, additions, enhancements or improvements beyond what was originally provided during construction including outdoor play area (subject to prior approval by CoR and COR to receive a of all final handover documents, i.e. as built drawings, O&M, specifications etc)	✓		Tenant
4. Major structural systems				
I.	Major structural systems for the Premises***			
	a) All repairs and replacements, including foundations, flooring sub-structure, building envelope, roof		✓	CoR
5. Insurance				
	a) Comprehensive general liability insurance (not less than \$5,000,000 with COR listed as additional insured)	✓		Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	b) Comprehensive general liability insurance (not less than \$5,000,000 with COR listed as additional insured) for all trades or subcontractors hired by tenant	✓		Tenant or trade/subcontractor
	c) Contents insurance	✓		Tenant
	d) Business interruption insurance	✓		Tenant
	e) Building (fire & extended perils)		✓	CoR
6. Services				
I.	Site services within the Premises			
	a) Snow and ice removal from walkways, entrances and playgrounds including the provision of de-icing materials as defined by lease plan	✓		Tenant
	b) Snow and ice removal from roof areas and canopies		✓	CoR
II.	Janitorial services within the Premises (interior)			
	a) Routine janitorial/custodial services	✓		Tenant
	b) Pest control services (interior)	✓		Tenant
	c) Provision of all washroom supplies	✓		Tenant
	d) Garbage and recycling removal services, cleaning and maintenance of garbage/recycle room	✓		Tenant
III.	Premises exterior site services			
	a) Landscaping repairs and maintenance outside playground or as defined by lease plan		✓	CoR
	b) General cleaning of grounds, litter disposal including surface parking lot	✓		Tenant
	c) Snow and ice removal from walkways, entrances including the provision of de-icing materials as defined by lease plan	✓		Tenant
	d) Snow and ice removal from entrance to parking areas as defined by lease plan	✓		Tenant
	e) Snow and ice removal from surface parking lot as defined by lease plan		✓	Tenant
	f) Repairs of water and sewage system		✓	CoR
	g) Graffiti removal (e.g. building exterior, parking lot)		✓	CoR

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	h) Exterior pest control		✓	CoR
IV.	Service Charges			
	a) Water	✓		Tenant
	b) Sanitary Sewer	✓		Tenant
	c) Storm	✓		Tenant
	d) Garbage & recycling	✓		Tenant
	e) Electricity used by the Premises	✓		Tenant
	f) Management Fees	✓		Tenant
	g) Strata or Air Space Parcel Charges		✓	TBD (depending on type of expense)
	h) District Energy Utility (DEU) used by the Premises (if applicable)	✓		Tenant
	i) Real Property Taxes****	✓		Tenant
7. Business Operations				
	a) Staff costs	✓		Tenant
	b) Supplies and equipment to deliver licensed child care programs	✓		Tenant

* This includes maintenance, repairs and/or replacement that may be performed by the strata/ASP.

**Unless such damage is caused by Tenant or Tenant's Personnel

***Including, the roof, roof membrane, building envelope, exterior building finishes, concrete slab floor, footings, beams, bearing walls and columns

****Unless the Tenant applies for and receives the CoR Council's approval for a permissive tax exemption

Minor/ Major Capital Upgrades

Any minor or major capital upgrades to the Building and outdoor play areas require City approval even if noted above as a Tenant responsibility.

Life Cycle Replacement

Life cycle replacement is based on fair wear and tear and accepted standards for the anticipated life time of a product or material. The need of such replacement is at the Landlord's sole discretion.

Damage

Notwithstanding the foregoing, it is a condition hereof that the Landlord's obligation to maintain, repair, and replace parts of the Premises as indicated above is always subject to the availability of funds currently budgeted by the Landlord for such purposes at the Premises.

Attachment 4 - Submission Checklist:

1. Title Page
2. Table of Contents
3. Letter of Intent
 - Name and address of the organization
 - Contact name, title, phone/fax/e-mail
 - Society Experience
 - Society Capacity
 - Outline of Services to be Provided
 - History, purpose, vision, goals and objectives
 - Current Child Care Programs Operations and Capacity
 - Proposed Child Care Programs
 - Proposed or potential after-hours community uses
4. Attachments
 - Registered Society Incorporation number.
 - Current Constitution and Bylaws.
 - A list of the Board of Directors, Officers and Executive Directors including addresses and contact information.
 - Most recent Annual Report.
 - Audited Financial Statements, including a Balance Sheet and the signed external auditors' report.
 - The Society's current fiscal year operating budget.
 - Proposed operating budget for the facility.
 - If applicable, a history of litigation, outstanding child care licensing violations or current or unresolved investigations in process or claims made against the Respondent during the three (3) years immediately prior to the date Submissions should be received by.
 - A copy of an insurance certificate(s) of existing commercial general liability insurance (e.g. for a child care program currently operated by the Society (required).
 - A resolution by the Society's Board indicating approval of the Expression of Interest being submitted and if applicable, that the Board has agreed to work with a proposed Society as a subcontractor while retaining the responsibility as the Operator for the entire facility.
5. References
 - A list of three references who may be contacted concerning the Respondent's experience and ability to provide quality, affordable, accessible child care services.
6. Other
 - Any other information deemed relevant to demonstrate the qualifications and responsibilities required above.



City of
Richmond

6344 EOI

REQUEST FOR EXPRESSIONS OF INTEREST

6344 EOI - OPERATOR FOR THE BRIGHOUSE VILLAGE EARLY CHILDHOOD DEVELOPMENT HUB, 6340 NO. 3 ROAD

Submissions should be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 3:00pm, local time on Friday, September 7th, 2018 (the “Closing Time”).

All queries related to this Request for Expressions of Interest should be submitted in writing to the attention of Julia Turick, Buyer II at purchasing@richmond.ca by August 31, 2018.

Request for Expressions of Interest - City of Richmond Seeking an Operator for the Brighthouse Village Early Childhood Development Hub, 6340 No. 3 Road

Introduction

The City of Richmond (the “City”) is seeking an operator for the Brighthouse Village Early Childhood Development Hub (ECD Hub), currently planned by Keltic (Brighthouse) Development Ltd. (“Keltic”) development at 6340 No. 3 Road.

Background

The Brighthouse Village ECD Hub will be a City-owned community amenity provided by Keltic as part of a mixed use development including commercial, office and residential space. Keltic currently has a development permit application in process. Preliminary building and site plans for the ECD Hub are attached (Attachment 1), however they are subject to change through the design and development process. Construction of the facility is anticipated to be completed in 2022 subject to permitting and construction timelines.

The ECD Hub will be comprised of 19,000 sq. ft. (1,765 m²) of indoor space (inclusive of walls, circulation, an elevator and internal stairways) and 11,300 sq. ft. (1,050 m²) of outdoor podium level roof deck space generally located on the 3rd floor of the development. The ECD Hub is proposed to include space for up to four child care programs as well as offices and multi-purpose spaces for child and family development and family strengthening services. The facility will also be used for child and family focused programs and services, operated by other community organizations outside of the normal ECD Hub operating hours. The facility will include a commercial kitchen, indoor parking spaces, dedicated bicycle parking and garbage and recycling room.

The designated child care space within the ECD Hub will be designed to accommodate up to 87 children in various licensed child care programs with the final number of licensed spaces to be confirmed by the Operator in consultation with the City and Vancouver Coastal Health Community Care Facilities Licensing.

Overview of Project

The City is seeking an Operator to participate in the design development process and to eventually be the primary lessee and operator of the ECD Hub. The Selected Respondent will work with City staff, the developer and Vancouver Coastal Health Child Care Licensing Officers to provide input during the design and construction phase, and upon completion apply for and obtain Provincial child care licenses for the intended child care programs. At the completion of the development, the City will enter into a nominal lease arrangement with the Operator.

The City intends to lease the ECD Hub to a non-profit society with the experience and capacity to manage a multi-service centre that provides a variety of child development and family strengthening services plus licensed child care programs for a nominal base lease rate (\$1.00 per annum) for a ten (10) year period, subject to a mutually-agreeable renewal period.

The City's preference is to enter into a lease with one non-profit society who will manage the ECD Hub and directly deliver all of the services; however, it will consider respondents who wish to act as a prime operator that coordinates service delivery and community use with other non-profit societies through subcontracting arrangements. All such subcontracts will require the prior approval of the City and the Selected Respondent will remain fully responsible for all tenant/subcontractor responsibilities outlined in the lease agreement.

Preferred Experience and Scope of Required Services

All Submissions received in response to this Request for Expressions of Interest ("RFEOI") will be considered; however, priority will be given to organizations that have experience delivering a range of child and family development services in Richmond and can demonstrate that they have strong working relationships with other community serving organizations in Richmond. Furthermore, priority will be given to organizations that have experience or currently provide infant/toddler care, school age care and inclusive care for children who require extra supports as these have been determined to be the most needed types of care city-wide as identified in the *2017-2022 Richmond Child Care Needs Assessment and Strategy*.

The Selected Respondent will be expected to:

- a. manage the administration of the ECD Hub and the delivery of high quality, affordable and accessible child care services, as well as evening and weekend community use either as the sole service provider or in coordination with other subcontracted non-profit societies, as approved in writing by the City;
- b. directly deliver all or some of the child development and family strengthening services, and manage and be fully responsible for all sub-contractual relationships;
- c. apply for and obtain Community Care Facilities licenses to deliver licensed child care programs including (e.g. Group Care Under 36 Months (12 spaces), Group Care 30 Months to School Age (25 spaces), Preschool (20 spaces) and School Age Care (30 spaces));
- d. work with other organizations to encourage, coordinate and manage after-hours (evenings and weekends) community use that serves children and families (e.g. outside of the normal operating hours for the ECD Hub);
- e. be responsible for any additional rent, financial aspects and operating costs for the ECD Hub and ensure the operating expenses are met;
- f. fulfill all tenant requirements and terms stipulated in the lease with the City
- g. provide input, during the construction stage of the facility development process, to the City and its consultants regarding the build out of the ECD Hub;
- h. be responsible for the maintenance responsibilities outlined in Attachment 3;
- i. make efforts to apply for sources of funding, that may require City review and approval (e.g. the Childcare BC Maintenance Fund for Repair, Replacement and Relocation of Licensed Child Care Spaces [CBCMF])
- j. provide all equipment, furnishings and supplies to deliver the child and family development programs and the licensed child care programs, and ensure they are in compliance with the BC Child Care Regulation as administered by Vancouver Coastal Health;
- k. evaluate services provided in the ECD Hub annually with input from the families who use the various programs, in particular, the child care programs; and

Prerequisites for Application

The Selected Respondent will be responsible for, but not limited to, the following:

1. Costs (some of which may be shared with a proposed subcontractor approved in writing by the City) including but not limited to staffing costs, maintenance, repair and replacement of items (as outlined in Attachments 2 and 3), insurance and WorkSafe coverage.
2. Program-specific furnishings, fixtures and equipment (e.g. loose furnishings, office equipment, child care program furnishing, equipment and supplies) necessary for the delivery of licensed child care and ECD services.
3. Carry comprehensive general liability insurance (not less than \$5,000,000) naming the City as additional insured, tenant's content and improvement insurance, business interruption insurance providing coverage for a minimum of 12 months loss of insurable gross earnings or profits, and any other insurance the Operator deems necessary or advisable for its own protection and/or to fulfil its obligations under this Agreement. If, with the City's prior written permission, the Operator subcontracts any of the ECD Hub services to a third party, that third party must also obtain and maintain the insurance identified in this clause. The Selected Respondent will be responsible for property taxes but may annually apply to the City for a permissive property tax exemption.

The City will be responsible for:

1. Building insurance (fire & extended perils).
2. Maintenance and repair of the structural components of the building along with other air space parcel owners, unless required as a result of Operator or occupant action. Copies of the anticipated lease terms and maintenance schedule and service level agreement are attached (Attachment 2 and 3).

Evaluation Criteria

Submissions will be evaluated using the following criteria:

1. Community Context
 - (a) Fit between the Society's mandate, experience, vision, and neighbourhood context.
 - (b) Ability and capacity of the Operator of an ECD Hub to manage the administrative responsibilities, maintain the facility, manage any subcontractors, be the City's primary contact, ensure the delivery of child development programs, family strengthening programs, and child care programs (Group Child Care Under 36 Months, Group Child Care 30 Months to School Age, Preschool and School Age Care)¹, as well as child and family programs delivered by other community organizations.
2. Operating Vision (provide the same information for any proposed subcontractors)

¹ Note: Infant/toddler care, School Age care and care for children requiring extra support were identified in the 2017 – 2022 Richmond Child Care Needs Assessment and Strategy as the most needed child care spaces in Richmond. A copy of the report can be downloaded at www.richmond.ca/childcare or a hard copy can be obtained upon request, at 604-204-8621.

- (a) Governance and board structure/membership
 - (b) Early care and learning philosophy and approach
 - (c) Parent/community relations and engagement
 - (d) Partnerships and collaboration
3. Experience (provide the same information for any proposed subcontractors)
- (a) Provision of services for children and families in a welcoming and inclusive setting for a multicultural clientele.
 - (b) Provision of quality, affordable, accessible child care.
 - (c) Provision of licensed care including Group Child Care Under 36 Months, Group Child Care 30 Months to School Age, Preschool and School Age Care.
 - (d) Facility management experience for an ECD Hub, multi-service centre and licensed child care facilities.
 - (e) Operational start-up experience.
 - (f) Financial capacity to purchase furnishing, equipment and supplies for the facility to deliver all of the requested services and meet Provincial child care licensing requirements.
 - (g) Sound financial management.
4. Capacity
- (a) Sufficient staff capacity to plan and oversee the development and administration of a new early childhood development hub.
 - (b) Ability to source community partnerships and work collaboratively.
 - (c) Ability to support access to licensed spaces for children requiring extra support.
 - (d) Ability to secure and manage evening and weekend community use of the facility by other organizations that deliver children and family services and programs.
 - (e) Recruitment and retention strategies.
 - (f) Financial sustainability, including capital funds.

Timeline

In order to assist Respondents, the following table lists the key events with respect to this process. Such dates are not guaranteed and may change based upon circumstances.

RFEOI Issued	August 16, 2018
Respondent Information Meeting	6pm, August 29, 2018 at Richmond City Hall, 6911 No. 3 Rd, Richmond
Submit Enquiries by	August 31, 2018
Submit Submissions by	3pm local time, September 7, 2018
Evaluation Completed and Selected Respondent Identified	October 2018

Assumptions & Limiting Conditions

The City reserves the right to review and change certain terms and conditions of this RFEOI at a later date.

Submission Details

To complete a non-binding Submission, the following are required:

1. Letter of Intent outlining experience and capacity to address the expectations and requirements as described (specific required details are contained in Appendix 4)
2. The following attachments to the Letter of Intent:
 - a. Registered Society Incorporation number.
 - b. Current Constitution and Bylaws.
 - c. A list of the Board of Directors, Officers and Executive Directors.
 - d. Most recent Annual Report.
 - e. Audited Financial Statements, including a Balance Sheet and the signed external auditors' report.
 - f. The Society's current fiscal year operating budget.
 - g. If applicable, a history of litigation, outstanding child care licensing violations or current or unresolved investigations in process , or claims made against the Respondent during the three (3) years immediately prior to September 7, 2018. A copy of an insurance certificate(s) of existing commercial general liability insurance.
 - h. A resolution by the Society's Board indicating approval of the Expression of Interest being submitted
 - i. Provide a resolution from proposed subcontractor's society board(s) indicating their approval to be included in the Expression of Interest and agreement to provide these services under a subcontract with the Respondent Society's Board.
3. A list of three references who may be contacted.

Submissions will be reviewed to determine if they meet the City's requirements in accordance to the Prerequisites for Application and Evaluation Criteria. Respondents may be shortlisted and then be asked to proceed to an additional round of the application process.

Submissions should be submitted to the City in **both** of the following formats:

1. Two (2) hard copies enclosed in a sealed envelope marked "**6344 EOI – Keltic Brighthouse Early Childhood Development Hub**" and addressed to the Purchasing Section, received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1 until the Closing Time indicated on the title page of the RFEOI.
2. One electronic copy submitted *via email* to the City's Purchasing Department at purchasing@richmond.ca.
3. Respondents are advised that:
 - a. File attachments sent by email should not exceed 10 MB, maximum.
 - b. All emailed Responses should be consolidated into one email submission; the City may not accept an electronic Submission sent by more than one email.
 - c. The City may only accept an emailed Response by the Closing Time, provided that it has also received the corresponding hard copies by the Closing Time.

Attachment 1: Building and Site Plans

Attachment 2: Anticipated Lease Terms

Attachment 3: Service Level Agreement – Maintenance, Repair and Replacement Responsibilities

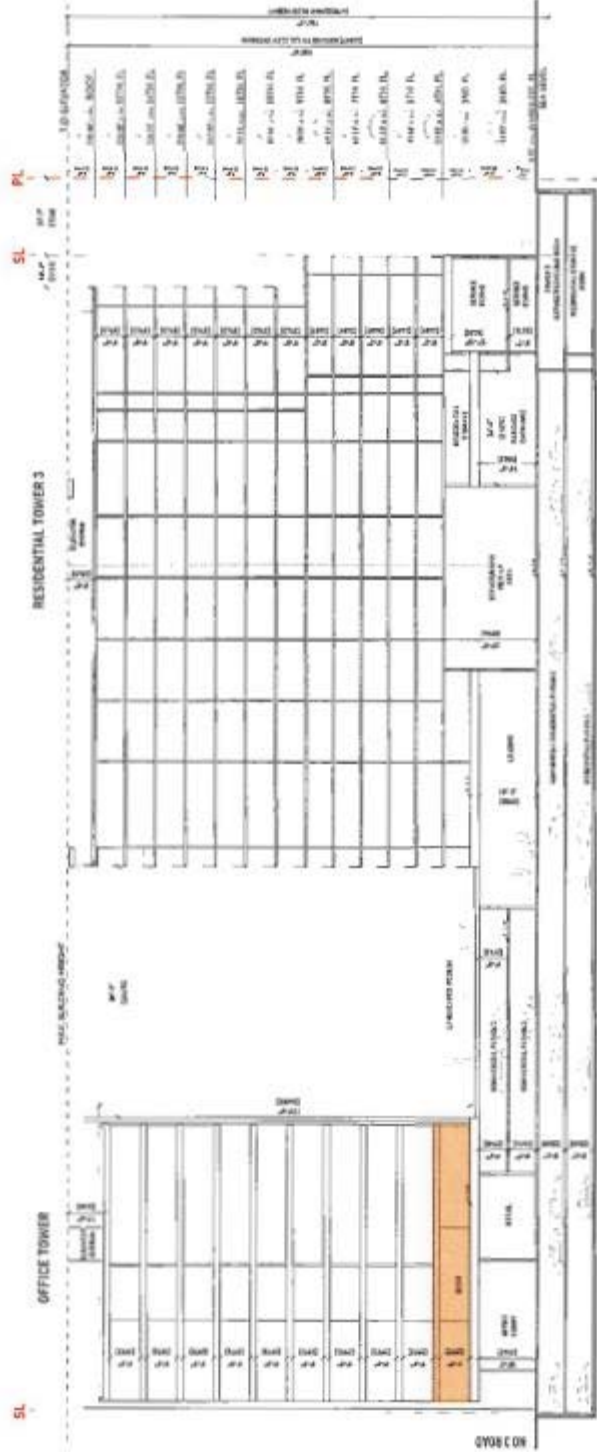
Attachment 4: Submission Checklist

Attachment 1 - Building and Site Plans

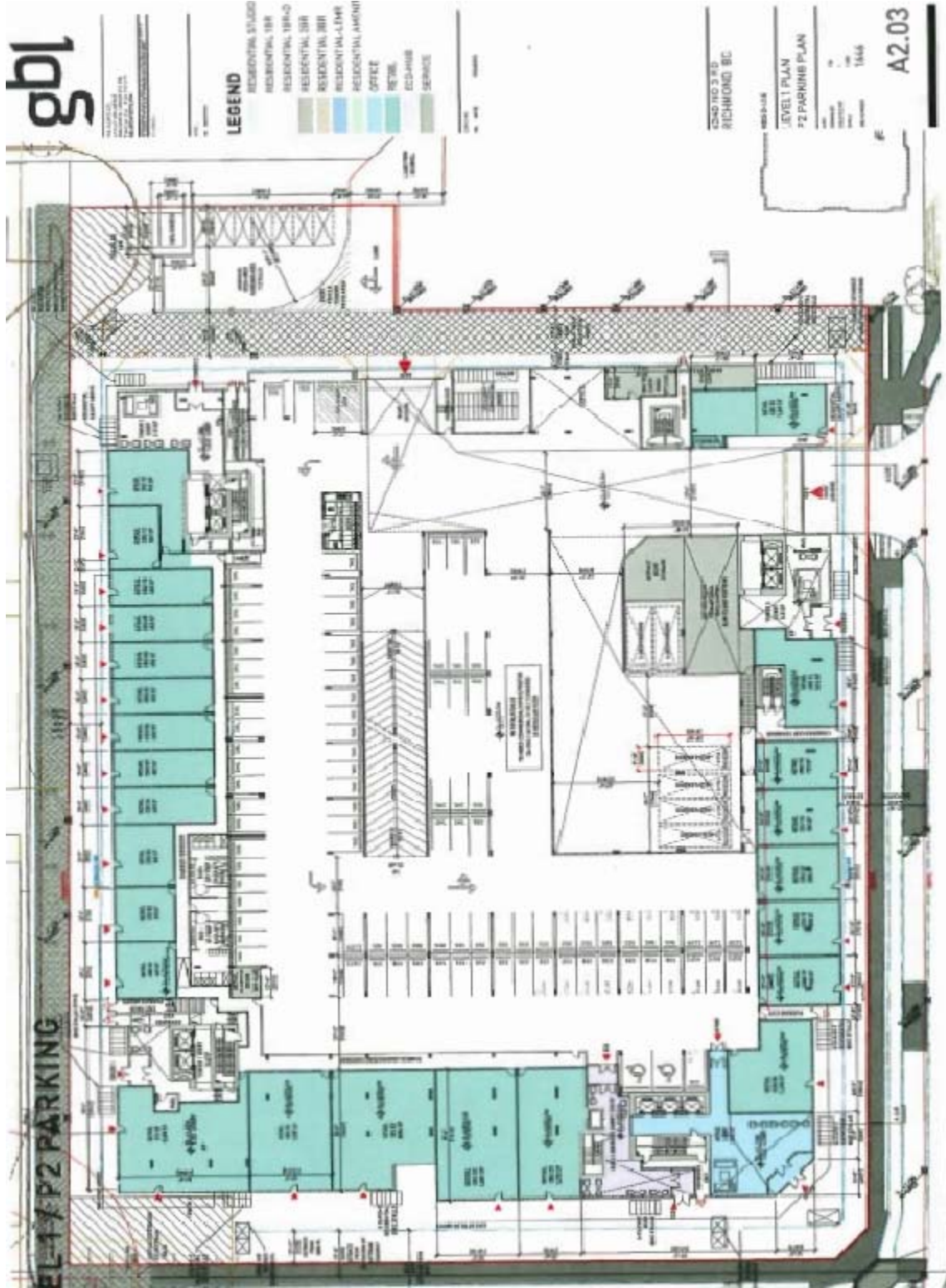
Context Plan



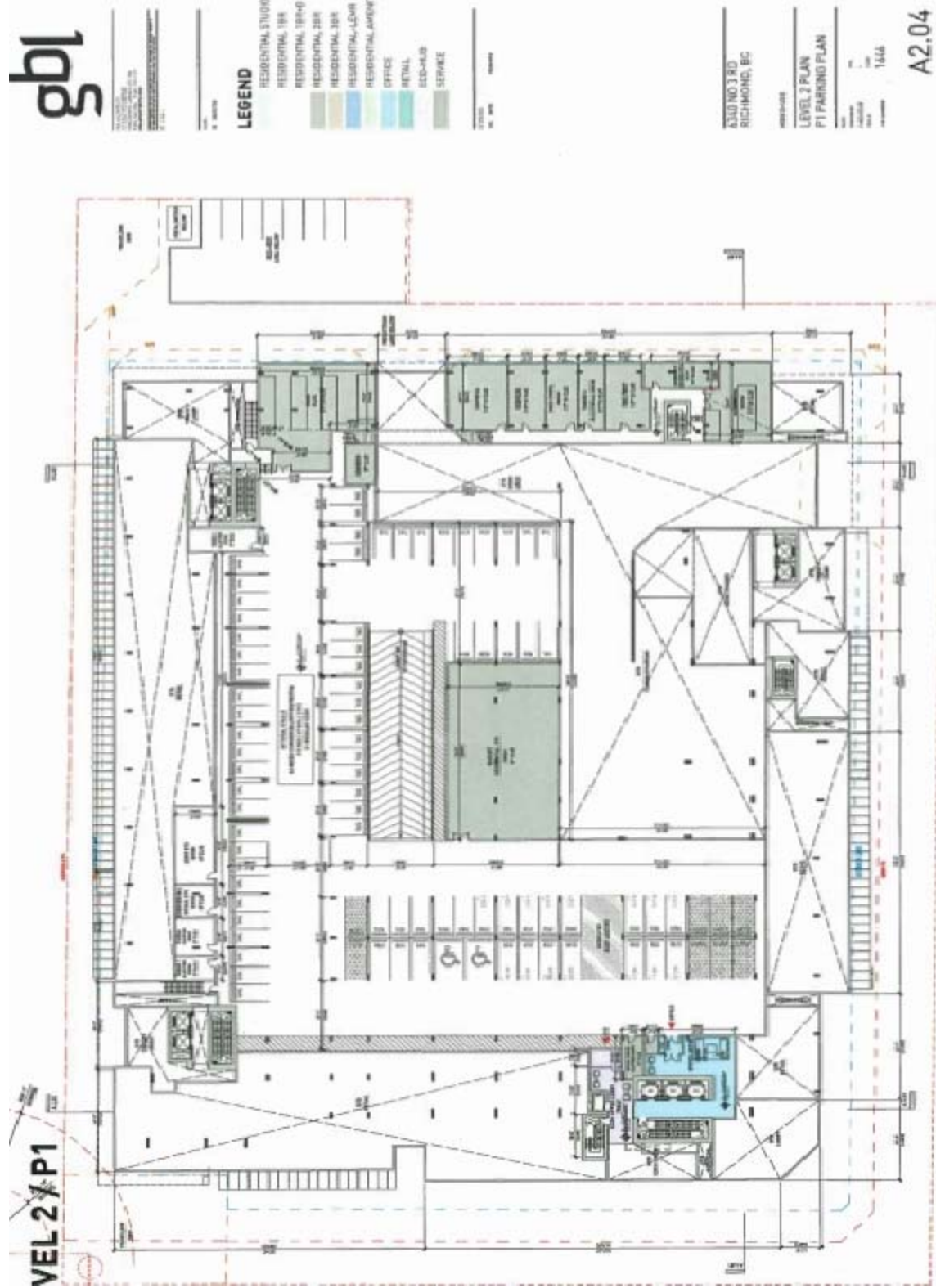
Elevation Section



Level 1 Plan

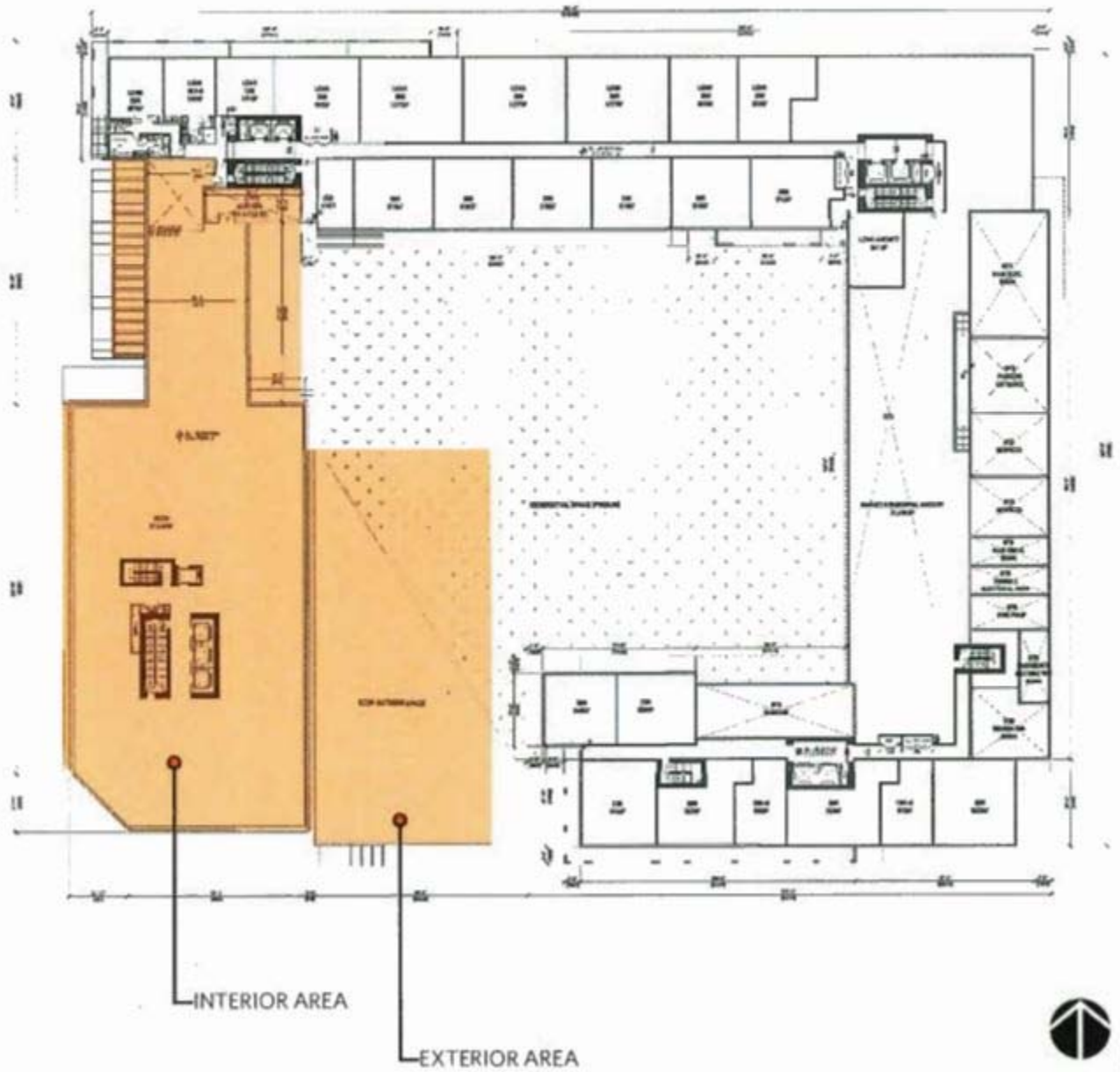


Level 2 Plan

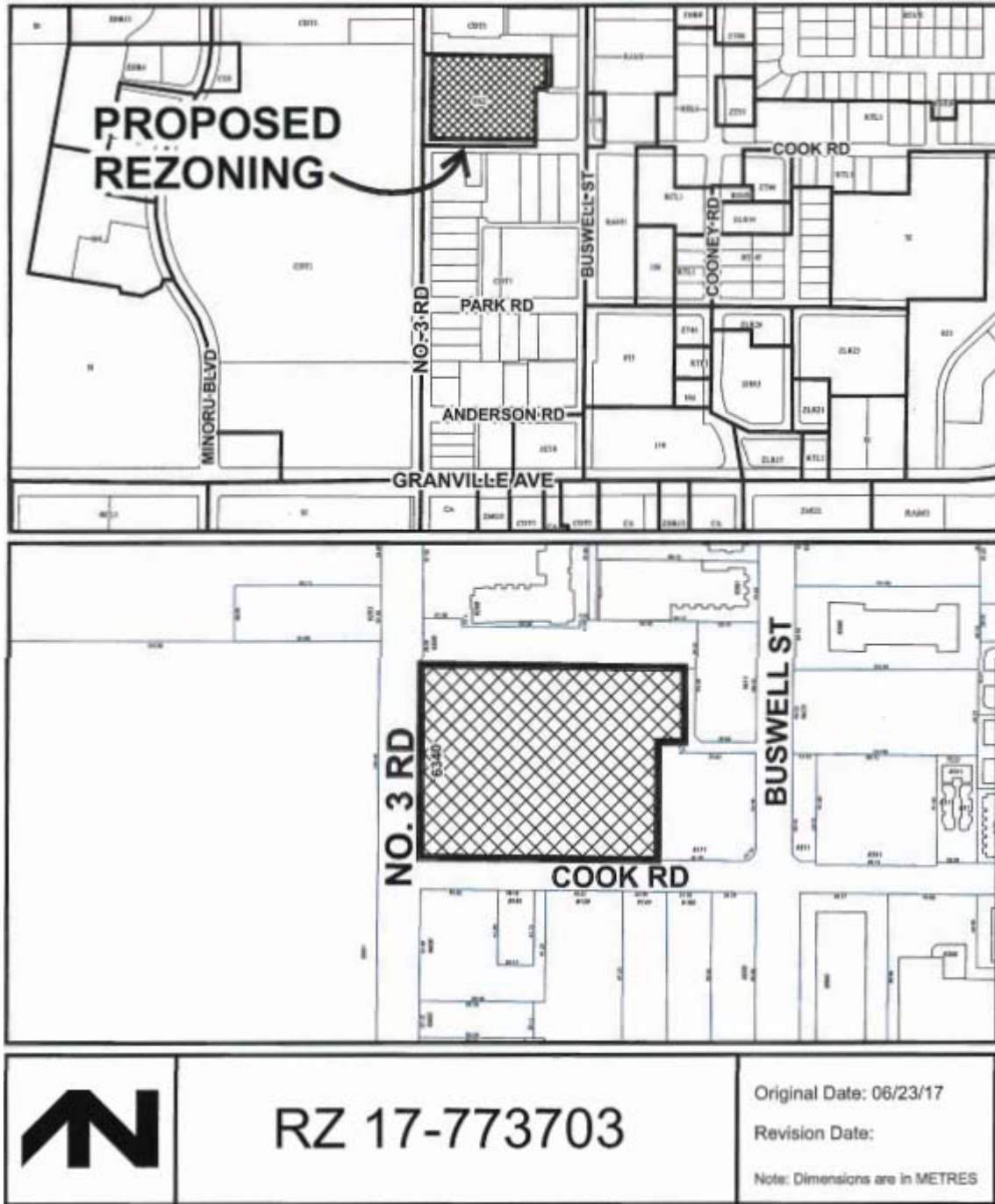


Level 3 Plan

Level 3 - Early Childhood Development Hub



Rezoning Map



Attachment 2 – Anticipated Lease Terms

Area	Approximate building area of up to: Indoor Area – 19,000 sq. ft. Outdoor Area – 11,300 sq. ft. Parking – 41 spaces & bicycle parking spaces Garbage/Recycling Room – Dedicated Loading Bay – shared use
Term	10 years
Commencement Date	Spring 2022, or such other dated that is mutually agreed upon
Basic Rent (net)	\$1.00 per annum
Option to Renew	Two (2) options for five (5) years each at the same terms and conditions, by mutual consent of the parties, including Basic Annual Rent at \$1.00 per annum.
Permitted Uses	An early childhood development hub (ECD Hub) providing child and family strengthening programs, and licensed child care programs. The facility will be used for after-hours community purposes that serve children and families (e.g. outside of the normal operating hours for the ECD Hub; evenings and weekends).
Operator (Tenant) Responsibilities	<p>The Operator (Tenant) will be responsible for costs (some of which may be shared with a City approved subcontractor), including but not limited to;</p> <ul style="list-style-type: none"> • staffing costs, • maintenance, repair and replacement of items as outlined in Appendix 3 • any additional rent costs as it related to the premises, including common and shared areas of the air space parcel covered by the tenant. • insurance as outlined, including WorkSafe coverage and any other insurance the Operator deems necessary or advisable for its own protection and/or to fulfil its obligations under a lease agreement. <p>If, with the City’s prior written permission, the Operator subcontracts any of the ECD Hub services to a third party, that third party must also obtain and maintain the insurance identified in this clause.</p>
City (Landlord) Responsibilities	The City (Landlord) will be responsible for maintenance, repair and replacement of items as outlined in Appendix 3 and Building Insurance.

	Some of these costs may be shared with other air space parcel (ASP) owners with the City paying its proportionate share. ASP shared building costs will be paid for by the City, unless otherwise noted in Appendix 3. Items that would normally be Tenant responsibilities will be cost recovered by the City.
Parking	Use of reserved parking spaces (41 spaces) on a 24 hour, seven days a week non-exclusive basis, for the use of participating in ECD Hub services. Use of dedicated bicycle parking and shared use of a loading bay.
Continuous Operation	<p>The Operator (Tenant) must at a minimum, continuously use the Premises for the Permitted Uses during the hours of 7:30 a.m. and 6 p.m. on weekdays.</p> <p>It is also expected that the Operator will provide community programming on evenings, weekends and holidays to ensure that the facility is fully utilized and available to the community for uses compatible with child and family use.</p>
City Improvements	City to provide a fitted ECD Hub with millwork, appliances, fully installed play ground with all landscaping, play structures, service rooms (e.g. mechanical, electrical, data/communications, garbage/recycling room), and 41 vehicle parking spaces, bike parking and a shared loading bay.
Operator (Tenant) Improvements	Tenant to complete all other improvements to be able to open as an ECD Hub with child and family strengthening programs and licensed child care programs, and provide flexible space to other non-profit organizations delivering child and family programming.
City (Landlord) Termination	City has the right to terminate if material breaches of the lease are not corrected within 30 days of notice of such breach.
Operator (Tenant) Conditions	Operator's (Tenant's) Board approval of final lease.
City (Landlord) Conditions	<p>Confirming the state and condition of the Premise prior to handover to the Tenant.</p> <p>City Council approval of the final Terms and Lease.</p> <p>Successful completion of Community Charter advertising.</p> <p>Annual inspections to be performed by the City to review the condition of the premises.</p>

Attachment 3 - Service Level Agreement - MAINTENANCE, REPAIR AND REPLACEMENT RESPONSIBILITIES

For the purposes of this chart of maintenance responsibilities:

CoR = the Landlord (City of Richmond)
 Tenant = the Operator

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
1. Exterior Building				
I.	Exterior surfaces			
	a) Repairs and painting of exterior surfaces including windows, trim, fascia and soffits		✓	Tenant
II.	Exterior windows of the Premises and outdoor play canopy			
	a) Breakage, routine repairs and replacement of exterior windows		✓	Tenant
	b) Cleaning of interior surfaces of exterior windows	✓		Tenant
	c) Cleaning of exterior surfaces of exterior windows		✓	Tenant
	d) Life cycle replacement of the exterior windows		✓	CoR
III.	Exterior doors of the Premises			
	a) Maintenance and repair of exterior doors	✓		Tenant
	b) Replacement of exterior doors**		✓	Tenant
	c) Installation of exterior door locks and keys**		✓	CoR <i>Additional, repair or rekey charge to tenant</i>
	d) Maintenance and repair of exterior door locks and keys	✓		Tenant
	e) Replacement of exterior door locks and keys**		✓	CoR
IV.	Exterior child care signage			
	a) Maintenance, repair and replacement		✓	Tenant
V.	Outdoor Play Area (inside fenced area as shown on Lease Plan)			

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	a) Inspection, maintenance, and repair of playground equipment and structures	✓		Tenant
	b) Life cycle replacement of play equipment and structures	✓		Tenant
	c) Maintenance, repair and replacement of interior gates and fences		✓	Tenant
	d) Maintenance, repair and replacement of perimeter fencing		✓	Tenant
	e) Maintenance, repair, replacement of sand, bark mulch, landscaping and fibar materials	✓		Tenant
	f) Maintenance and repair of surface materials such as poured-in-place rubber, concrete, etc.	✓		Tenant
	g) Maintenance of landscaping (plantings)	✓		Tenant
2. Interior Building				
I.	Interior signage within the Premises			
	a) Maintenance, repair and replacement of interior signage	✓		Tenant
II.	Interior doors within the Premises			
	a) Maintenance and repair of interior doors	✓		Tenant
	b) Life cycle replacement of interior doors		✓	CoR
	c) Installation of interior door locks and keys**		✓	CoR <i>Any additional, repair or rekey is charged to tenant</i>
	d) Maintenance and repair of interior door locks and keys	✓		Tenant
	e) Replacement of interior door locks and keys**		✓	Tenant
III.	Interior surfaces within the Premises			
	a) Interior life cycle repainting	✓		Tenant
	b) Maintenance and cleaning of window blinds –	✓		Tenant
	c) Life cycle replacement of window blinds	✓		Tenant
	d) Repairs to interior walls and ceilings,	✓		Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	including minor painting			
	e) Life cycle replacement of ceiling tiles**		✓	CoR
	f) Interior repairs due to building system failures such as roof leaks, exterior walls and foundation leaks**		✓	CoR
	g) Maintenance and repairs of floor coverings, including carpet and resilient flooring	✓		Tenant
	h) Life cycle replacement of flooring coverings, including carpet and resilient flooring	✓		Tenant
	i) Maintenance and repair of millwork	✓		Tenant
	j) Life cycle replacement of millwork	✓		Tenant
IV.	Interior windows within the Premises			
	a) Breakage and replacement of interior windows, caused by the Tenant, the Tenant's Personnel or their invitees		✓	Tenant
	b) Routine repairs and cleaning of interior windows	✓		Tenant
	c) Replacement due to normal wear and tear		✓	CoR
V.	Lighting systems exclusive to or within the Premises			
	a) Lamp/tube replacement for interior and exterior lighting	✓		Tenant
	b) Annual inspection and maintenance of interior emergency/exit lighting		✓	CoR
	c) Interior and exterior lighting ballast replacement	✓		Tenant
	d) Life cycle replacement of fixtures		✓	CoR
	e) Cleaning of interior light fixtures	✓		Tenant
	f) Provision, maintenance, repair and replacement of portable lighting fixtures	✓		Tenant
VI.	Electrical distribution systems			
	a) Repairs and upgrades required by Code		✓	CoR
	b) Inspection, maintenance and repair of		✓	CoR

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	wiring, breakers and electrical panels			
	c) Life cycle replacement of wiring, breakers and panels		✓	CoR
	d) Repair or replacement of switches, receptacles, cover plates	✓		Tenant
VII.	Telephone, Internet, Enterphone			
	a) Data, telephone installation & monthly expenses	✓		Tenant
	b) Access control system and Enterphone repair, maintenance & replacement		✓	Tenant
	c) Specialized programming and provision of additional fobs/access cards		✓	Tenant
VIII.	Security systems dedicated or within the Premises			
	a) Installation		✓	CoR
	b) System monitoring		✓	Tenant
	c) System inspection, maintenance and repair- Interior		✓	Tenant
	d) System inspection, maintenance and repair- Exterior		✓	CoR
IX.	Plumbing systems exclusive to or within the Premises			
	a) Preventive maintenance and repairs to hot water heating systems and domestic cold water systems		✓	Tenant
	b) Major repairs and replacement of hot water heating systems and domestic cold water systems		✓	CoR
	c) Repairs to all fixtures including faucets, unplugging toilets and all other routine repairs	✓		Tenant
	d) Life cycle replacement of hot water systems, fixtures, (including all sinks and toilets) and piping.		✓	CoR
	e) Repair, maintenance and life cycle replacement of exterior drainage and rain water leader		✓	CoR
X.	Heating, ventilation and air condition (HVAC) exclusive to or within the Premises			
	a) Annual inspection		✓	Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	b) Routine maintenance and repair		✓	Tenant
	c) Provision and replacement of filter material		✓	Tenant
	d) Cleaning of ducts		✓	Tenant
	e) Life cycle replacement (Capital Maintenance)		✓	CoR
XI.	Fire protection and suppression exclusive to the Premises			
	a) Monthly inspection of fire extinguishers within the Premises	✓		Tenant
	b) Annual inspection of fire extinguishers and smoke detectors within Premises	✓		Tenant
	c) Repairs/recharging of fire extinguishers within Premises	✓		Tenant
	d) Life cycle replacement of fire extinguishers and fire alarm system within Premises		✓	CoR
	e) Co2 detectors maintenance, repair and replacement	✓		Tenant
XII.	Surface Parking Lot			
	a) Maintenance of surface parking lot (cleaning)		✓	CoR
	b) Surface parking lot repair & replacement		✓	CoR
	c) Maintenance, repair and replacement of parkade signage for child care parking spaces and wayfinding signage (if applicable)		✓	Tenant
XIII.	Garbage Enclosure			
	a) Maintenance and repairs	✓		Tenant
	b) Life cycle replacement		✓	CoR
XIV.	Attic and Crawl Space, and Access Thereto			
	a) Maintenance and repairs		✓	CoR
XV.	Appliances, computers, furnishings and equipment related to program delivery			
	a) Installation of appliances		✓	CoR
	b) Maintenance, repair and replacement of all appliances (e.g. stoves, refrigerators, microwaves, dishwashers, washers,	✓		Tenant

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	dryers, etc.)			
	c) Maintenance, repair and replacement of computers, furnishings and equipment related to program delivery	✓		Tenant
3. Renovations and upgrades within the Premises				
	Any upgrades, additions, enhancements or improvements beyond what was originally provided during construction including outdoor play area (subject to prior approval by CoR)	✓		Tenant
4. Major structural systems				
I.	Major structural systems for the Premises***			
	a) All repairs and replacements, including foundations, flooring sub-structure, building envelope, roof		✓	CoR
5. Insurance				
	a) comprehensive general liability insurance (not less than \$5,000,000)	✓		Tenant
	b) contents insurance	✓		Tenant
	c) business interruption insurance	✓		Tenant
	d) building (fire & extended perils)		✓	CoR
6. Services				
I.	Site services within the Premises			
	a) Snow and ice removal from walkways, entrances including the provision of de-icing materials	✓		Tenant
	b) Snow and ice removal from roof areas and canopies		✓	CoR
II.	Janitorial services within the Premises (interior)			
	a) Routine janitorial/custodial services	✓		Tenant
	b) Pest control services (interior)	✓		Tenant
	c) Provision of all washroom supplies	✓		Tenant
	d) Garbage and recycling removal services, and maintenance of garbage/recycle room	✓		Tenant
III.	Premises exterior site services			
	a) Landscaping repairs and maintenance		✓	CoR

ITEM	ACTIVITY	RESPONSIBILITY		WHO PAYS
		Tenant	Landlord*	
	b) General cleaning of grounds, litter disposal	✓		Tenant
	c) Snow and ice removal from walkways, entrances including the provision of de-icing materials	✓		Tenant
	d) Snow and ice removal from entrance to parking areas	✓		Tenant
	e) repairs of water and sewage system		✓	CoR
	f) Graffiti removal (e.g. building exterior, parking lot)		✓	CoR
IV.	Service Charges			
	a) Water	✓		Tenant
	b) Sanitary Sewer	✓		Tenant
	c) Storm	✓		Tenant
	d) Garbage & recycling	✓		Tenant
	e) Electricity used by the Premises	✓		Tenant
	f) Management Fees (Strata, ASP)	✓		Tenant
	g) District Energy Utility (DEU) used by the Premises (if applicable)	✓		Tenant
	h) Real Property Taxes****	✓		Tenant
7. Business Operations				
	a) Staff costs	✓		Tenant
	b) Supplies and equipment to deliver licensed child care programs	✓		Tenant

* This includes maintenance, repairs and/or replacement that may be performed by the strata/ASP.

**Unless such damage is caused by Tenant or Tenant's Personnel

***Including, the roof, roof membrane, building envelope, exterior building finishes, concrete slab floor, footings, beams, bearing walls and columns

****Unless the Tenant applies for and receives the CoR Council's approval for a permissive tax exemption

Minor/ Major Capital Upgrades

Any minor or major capital upgrades to the Building and outdoor play areas require City approval even if noted above as a Tenant responsibility.

Life Cycle Replacement

Life cycle replacement is based on fair wear and tear. The need of such replacement is at the Landlord's sole discretion.

Damage

Notwithstanding the foregoing, it is a condition hereof that the Landlord's obligation to maintain, repair, and replace parts of the Premises as indicated above is always subject to the availability of funds currently budgeted by the Landlord for such purposes at the Premises.

Attachment 4 - Submission Checklist:

1. Title Page
2. Table of Contents
3. Letter of Intent
 - Name and address of the organization
 - Contact name, title, phone/fax/e-mail
 - Society Experience
 - Society Capacity
 - Outline of Services to be Provided
 - History, purpose, vision, goals and objectives
 - Current Early Childhood Development Hub, Multi-Service Centre, and Child Care Programs Operations and Capacity
 - Proposed Child Development, Family Strengthening and Child Care Programs
 - Proposed or potential after-hours community uses
4. Attachments
 - Registered Society Incorporation number.
 - Current Constitution and Bylaws.
 - A list of the Board of Directors, Officers and Executive Directors including addresses and contact information (provide the same for any Society being proposed by the Respondent to provide services on a subcontract basis at the ECD Hub).
 - Most recent Annual Report (include annual reports for any Society proposed to provide subcontract services at the ECD Hub).
 - Audited Financial Statements, including a Balance Sheet and the signed external auditors' report (include the same for any Society being proposed by the Respondent to provide any services in the ECD Hub).
 - The Society's current fiscal year operating budget (provide the same information for any proposed Society that will be providing services in the ECD Hub on a subcontract).
 - If applicable, a history of litigation, outstanding child care licensing violations or current or unresolved investigations in process or claims made against the Respondent during the three (3) years immediately prior to the date Submissions should be received by, and if applicable, the same information for a Society who the Respondent is proposing to provide the child care programs on a subcontract basis.
 - A copy of an insurance certificate(s) of existing commercial general liability insurance (e.g. for an early childhood development hub or multi-service centre, and a child care program currently operated by the Society or a proposed subcontractor (required)).
 - A resolution by the Society's Board indicating approval of the Expression of Interest being submitted and if applicable, that the Board has agreed to work with a proposed Society as a subcontractor while retaining the responsibility as the Operator for the entire facility.
 - Provide a resolution from a proposed subcontractor's Society Board indicating their approval to be included in the Expression of Interest and agreement to provide these services under a subcontract with the Respondent Society's Board.

5. References

- A list of three references who may be contacted concerning the Respondent's experience and ability to provide quality, affordable, accessible child care services. If the Respondent is proposing to subcontract any of the services to another non-profit society or societies then include three references that may be contacted for each subcontracting society.

6. Other

- Any other information deemed relevant to demonstrate the qualifications and responsibilities required above.