



BOARD OF EDUCATION
OF
SCHOOL DISTRICT NO. 36 (SURREY)

REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

FLEETWOOD ELEMENTARY SCHOOL

RFEI PROJECT NO. 09-168-019

ISSUE DATE: November 4, 2009

KEY PROPONENT INFORMATION

- **Closing Date** for Submission: **Tuesday, December 1, 2009 by (no later than) 3:00:00 p.m. Local Time.**
- Expressions of Interest are to be submitted in **1 original and 3 copies.**
- Proponents are advised to immediately fill out and return the attached **Registration of Intent to Submit an Expression of Interest** form annexed as Appendix A. All subsequent information regarding this Request for Expression of Interest (hereafter called the RFEI), including changes made to this RFEI, will be directed only to those Proponents who return the form and will be distributed by the method authorized on the form.
- Request for Expressions of Interest must be mailed/couriered or delivered by hand and must be received before the closing date and time at the **closing location:**

**Board of Education of School District No. 36 (Surrey)
Business Management Services
Unit 119 – 7565 132nd Street, Surrey, BC V3W 1K5
Attention: Wayne Noye, Secretary-Treasurer**

Faxed or e-mailed copies of Expressions of Interest (hereafter called the EOI) will not be accepted.

- **All enquiries** related to this RFEI are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses from any Proponent will be recorded and may be distributed to all Proponents, at the discretion of the School District.

**Deborah Gomersall CPS
Business Management Services
Unit 119 – 7565 132nd Street, Surrey, BC V3W 1K5
Email: gomersall_d @sd36.bc.ca**



TABLE OF CONTENTS

1.	PROJECT INTRODUCTION-----	3
2.	OUTLINE-----	3
3.	BACKGROUND INFORMATION-----	4
4.	OBJECTIVES-----	6
5.	EVALUATION PROCESS-----	6
6.	EVALUATION CRITERIA REQUIREMENTS-----	6
7.	TERMS AND CONDITIONS-----	8
8.	SUBMISSION REQUIREMENTS-----	9
9.	REJECTION OF SUBMISSIONS-----	10
10.	NO CONTRACT-----	10
APPENDIX A REGISTRATION OF INTENT TO SUBMIT AN EXPRESSION OF INTEREST-----		11



1. PROJECT INTRODUCTION

The Board of Education of School District No. 36 (Surrey) (hereafter called the School District) opened Fleetwood Elementary School in 1944 on Lands owned by the School District located in the commercial area of Fleetwood Township of Surrey.

In 2004, the Board initiated a review process (*as per the School Act*) including a public consultation to determine the future viability of Fleetwood Elementary School for educational purposes. The recommendation was that Fleetwood Elementary be closed given that the school was found to be nearing the end of its economical life, safety issues as the site is completely contained within the traffic patterns of three major arterial highways, and sufficient capacity in the surrounding schools could accommodate the student population. The Board passed a Bylaw to close the school as of June 30, 2009.

The School District is considering options before deciding to pursue demolition of the existing school building.

Disposal of Land and Improvement Order (Ministerial Order M193/08) requires the Board to consult with local government, community organizations and the general public regarding alternative uses for the school. The School District invites Expressions of Interest (hereafter called a RFEI) from stakeholder groups, such as private sector corporations, local government/municipalities, developers, community groups, non-profit agencies, societies or others, (hereafter called proponents) who may be interested in submitting proposals for the utilization of Fleetwood Elementary School building and site “***as-is-where-is***”, located at 15289 – 88th Ave, Surrey, BC.

2. OUTLINE

This RFEI is an inquiry and request for information only and does not imply a commitment by the School District to proceed with the Project. The School District will notify all proponents who have duly submitted a Registration of Intent to Submit an Expression of Interest form if they will or will not be considered for further negotiations in respect to the Project.

The School District, reserves the right, in its sole discretion, not to proceed with the project, or to proceed with only a part of the Project; to proceed by way of competitive bid, to issue one or more further requests for information by RFEI to make a request for proposals, to negotiate a contract individually with any respondent to this RFEI for all or part of the Project, or to negotiate a contract individually with any third party who responded to this RFEI for all or any part of the Project. If the School District elects to proceed with the Project or any part of the Project by way of competitive bid, or if the



**REQUEST FOR EXPRESSIONS OF INTEREST 09-168-019
OPTION FOR USE OF SCHOOL BUILDING
FLEETWOOD ELEMENTARY – SITE #026**

School District elects to request more information by way of a further RFEI, by a Request for Proposals or by any other method, the School District may, in its sole discretion, create a bid list which includes any or all respondents to this RFEI and may choose to send any further requests for information, RFEIs or Requests for Proposal only to those respondents.

This RFEI should not be considered a request for or an authorization to perform any work. Any work undertaken by you, and any costs or obligation incurred by you in relation to this RFEI will be at your own expense and risk. If you have any questions regarding this RFEI, please contact the authorized contact person, in writing.

The information provided to you in this RFEI and in relation hereto is confidential and proprietary, and it must be kept strictly confidential, other than to your professional advisors and your lenders and then only on a need to know basis and subject to the agreement of such advisors and lenders to keep such information in confidence.

The School District is may be subject to the disclosure provisions of *Freedom of Information and Protection Privacy Act* (FOIPPA) and communications in relation to this Project may be subject to the disclosure provisions of FOIPPA.

3. BACKGROUND INFORMATION

Fleetwood was opened in 1944 as a four-room school with a basement.





Fleetwood Elementary in 2005



Fleetwood Elementary closed its doors as of June 30, 2009.

Site Information (see Appendix C for maps):

- located at 15289 88th Ave, Surrey, BC
- the site size is approximately 2.1 hectares (5.2 acres) consisting of school building, playfields and parking area
- legal description: Parcel Identifier 009-343-903, Lot 28, Except: Part shown red on plan with Bylaw filed No. 60957 and part in Plan LMP19136, Section 35, Township 2, New Westminster District Plan 24543
- zoning: P-1 (Civic Institutional Zone)
- the building & Site are currently appraised at approximately \$7.3 million

Between 1947 and 1981 there were a number of additions added to the original school building to increase it's size to approximately 3,750m². Fleetwood Elementary School consists of 16 classrooms, a gymnasium, administration area and library. The school is adversely affected from vehicular flow as it is situated within a growing commercial area of Fleetwood Township and is completely contained within the traffic patterns of three major arterial highways; Fraser Highway, 88th Avenue and 152nd Street.

A Stage 1 Preliminary Investigation was conducted in August 2002. Findings indicate a Facility Audit score of 35%. The school building condition/systems have reached the end of their economical useful life. Significant issues with the mechanical and electrical systems and extent of asbestos limit the useful life of the building, without undertaking major costly renovations and repairs. The school and site are available ***“as-is-where-is”***.



4. OBJECTIVES

The objectives of this RFEI are to solicit proposals from proponents who are interested in submitting “*Business Case Proposals*” for the use of Fleetwood Elementary School and site.

The purpose of this RFEI is:

- 1) to communicate this project to the market; and
- 2) to invite EOI from Proponents who are interested in pursuing this project.

5. EVALUATION PROCESS

A public opening of EOIs will not be held.

The School District’s Evaluation Committee may be comprised of members of the Board of Education, School District staff, and other consultants as appointed by the School District.

EVALUATION CRITERIA

Business Case Proposals acceptable to the School District will be evaluated based on the following criteria:

a)	Financial Capability
b)	Business Case Proposal
c)	Additional Information

6. EVALUATION CRITERIA REQUIREMENTS

Proposals which in the School District’s sole judgement and discretion are acceptable (considering any factor that the School District may consider relevant), will proceed to short list and will be evaluated on a comparative basis.

- 1) Financial Capability

Proponents are expected to provide evidence that they have the ability to meet financial obligations to the School District.



Demonstrate your financial capability by attaching a reference letter (signed by an officer or director of a financial institution) dated within the last 12 months that confirms the following:

- the sum of your:
 - available, undrawn credit capacity, plus
 - unrestricted cash and cash equivalents
- you are currently in good standing with the financial institution
- the terms, in years, of your relationship with the financial institution
- provide the following details for an independent reference contact available to verify the information provided:
 - name of reference contact
 - company or agency
 - address
 - e-mail address
 - telephone number
- in addition, provide such other evidence that demonstrates your ability to invest equity into a project

2) Business Case Proposal

The business case should contain the following information

- Reference - project name/reference, origins/background/current state
- Context - business objectives/opportunities, business strategic alignment (priority)
- Value Proposition - desired business outcomes, outcomes roadmap, business benefits (by outcome), quantified benefits value, costs/ROI financial scenarios, risks/costs of not proceeding, project risks (to project, benefits and business)
- Focus - problem/solution scope, assumptions/constraints, options identified/evaluated, size, scale and complexity assessment
- Deliverables - outcomes, deliverables and benefits planned, organizational areas impacted (internally and externally), key stakeholders, dependencies
- Workload - approach, phase/stage definitions (project (change) activities, technical delivery activities, workload estimate/breakdown, project plan and schedule, critical path)



- Required resources - project leadership team, project governance team, team resources, funding
- Commitments (required) - project controls, reporting processes, deliverables schedule, financial budget/schedule
- Indicate value for money or other non-monetary considerations

3) Value Added/Additional Information

Proponents are invited to provide any additional information which they believe is relevant to the RFEI.

7. TERMS AND CONDITIONS

- a) The School District will not be responsible for any costs or expenses associated with or any obligation incurred in relation to the preparation of any response to this RFEI, including any Proponent's EOI.
- b) Any changes regarding the RFEI process will be made by written addenda. The School District will make reasonable efforts to distribute such addenda to all proponents who have completed and returned the Registration of Intent to Submit an Expression of Interest form annexed as Appendix A. However, it is the Proponent's sole responsibility to be aware of and familiar with any addenda or supplementary information issued by the School District.
- c) All EOI and related communications from a Proponent become the property of the School District and will not be returned.
- d) All inquiries related to this RFEI are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses from any Proponent will be recorded and may be distributed to all Proponents, at the discretion of the School District.

Deborah Gomersall, Administrative Assistant
Business Management Services
Unit 119 – 7565 132nd Street, Surrey, BC V3W 1K5
Phone: 604-592-4283 Email: gomerall_d@sd36.bc.ca

- e) The School District will notify all proponents who have duly submitted a Registration of Intent to Submit an EOI form if they will or will not be considered for further negotiations in respect to the Project.
- f) Any selection or short-listing of Proponents will be determined based on the opinion of the School District, in its sole discretion, as to which Proponent(s) is



or are able to provide the greatest value as specified in Section 6, Evaluation Criteria Requirements and Section 8, Submission Requirements.

8. SUBMISSION REQUIREMENTS

EOIs must be submitted in accordance with the instructions set out in this RFEI.

The following information must be included in the submission and will form the basis of the evaluation. Failure to provide the following will result in the submission not being considered

*Each EOI submission **must** (mandatory):*

- a) be written in English
- b) be returned in a sealed envelope
- c) be received at the office of the Business Management Services, as per this RFEI. No response by this date will indicate a lack of interest and your organization will be excluded from further correspondence in relation to this RFEI
- d) be received by mail, hand or courier delivery – faxed or e-mailed copies of the EOI will not be accepted
- e) contain detailed information both written and visual to address the evaluation criteria as outlined in this RFEI under Section 6, Evaluation Criteria Requirements.

Each EOI should:

- a) be submitted in three (3) copies and one (1) original which must be submitted to the School District on 8 1/2" x 11" paper, suitable for photocopying
- b) include a list of consultants or contractor(s) with whom the Proponent intends to collaborate and work
- c) provide contact particulars for a minimum of three (3) references in respect of projects similar to the Project, together with authorizations requesting such references to share their experience of the Proponent with the School District and its consultants



- d) be initialled by the authorized signatory of the Proponent in the spaces provided and all pages of the RFEI, including any addenda, must be returned to the School District as per this RFEI.

9. REJECTION OF SUBMISSIONS

The School District will reject any EOI for the following reason:

- a) failure to meet a mandatory requirement set out in this RFEI

The School District may reject any EOI for the following reasons:

- a) errors, omissions or misrepresentations in the EOI which, in the sole opinion of the School District, are of a serious nature;
- b) if in the sole opinion of the School District, a conflict of interest exists or would be perceived to exist in relation to the Proponent or any person associated with the Proponent, as a result of the involvement of the Proponent or any such person with the Project;
- c) the EOI otherwise contains conditions contrary to the terms and conditions as outlined in Terms and Conditions;
- d) the Proponent or any member of the Proponent team, or its or any of the team's principals are, at the time of the RFEI or prior to the awarding a contract for the Project, engaged in a lawsuit against the School District in relation to work similar to the Project.

The School District may, in its sole discretion, elect to retain for the School District's use any EOIs which are non-conforming.

10. NO CONTRACT

This RFEI is neither a contract nor a promise for future contracts. This RFEI is a process for gathering information that may assist the School District in relation to the Project.



Appendix A

REGISTRATION OF INTENT TO SUBMIT AN EXPRESSION OF INTEREST

FLEETWOOD ELEMENTARY SCHOOL

REQUEST FOR EXPRESSIONS OF INTEREST NO. 09-168-019

The undersigned intends to submit an Expression of Interest and wishes to be registered as a possible Proponent in this regard. For any further distributed information about this Request for Expressions of Interest, please return this form (by fax 604-596-3714) as soon as possible to:

**Deborah Gomersall, Administrative Assistant
Business Management Services
School District No. 36 (Surrey)**

COMPANY: _____

STREET ADDRESS: _____

CITY: _____ POSTAL CODE: _____

PROVINCE: _____

MAILING ADDRESS, IF DIFFERENT: _____

FAX NUMBER: (____) _____ PHONE NUMBER: (____) _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

SIGNATURE: _____ TITLE: _____