



**Request for Expressions of Interest  
RFEOI No. 16-38S**

**Centennial Field Development**

**Closing location:**

The Board of Education of  
School District No. 43 (Coquitlam)  
550 Poirier Street  
Coquitlam, BC V3J 6A7

**Closing date and time:**

Thursday, March 30, 2017 end of business day

Business hours are Monday to Friday, 8:30 am to 4:30 pm, Pacific Time.

**Contact person:**

Sharon Thompson  
Purchasing Manager, Purchasing Services  
Telephone: (604) 939-9201  
Facsimile: (604) 939-4492  
Email: [purchasing@sd43.bc.ca](mailto:purchasing@sd43.bc.ca)

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Attachment #1 Site Plan Drawings A0.00, A0.30 and Close Up of Future Sportsfield

Appendix A Sample Respondent's Letter

## 1. Background

This Request for Expressions of Interest (this “**RFEOI**”) has been issued by The Board of Education of School District No. 43 (Coquitlam) (the “**Board**”) to seek interested respondents who have the interest and ability to design, finance, construct and operate a recreational field or similar recreational facility (a “**Facility**”) at Centennial Secondary School in Coquitlam, BC, to be owned by and leased from the Board for a term of up to ten years less a day, subject to usage by the Board during school operating days.

The Board is looking to engage with a respondent or respondents to negotiate the potential design, financing, construction and operation of a Facility in the location as identified in Attachment #1 – Potential Sportsfield Area included in this document. Site drawings and information can be found in Attachment #1.

This opportunity is advertised and can be viewed and obtained on the BC Bid website [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca).

## 2. Terminology

Throughout this RFEOI, terminology is used as follows:

1. “Board” means The Board of Education of School District No. 43 (Coquitlam);
2. “Facility” means a recreational field or similar recreational facility;
3. “Project” means the site development, financing, construction and operation of a recreational field or facility located at Centennial Secondary in Coquitlam;
4. “Respondent” or “Respondents” means an interested company, group or association who responds to this Request for Information and Qualifications;
5. “RFEOI” means this Request for Expressions of Interest document;
6. “Services” means the design, finance, construct and operate a Facility as required by the Board;
7. “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the RFEOI; and
8. “Submission” is the respondent’s response to this RFEOI.

## 3. Intent and Purpose

The intent of this RFEOI is to gather information from interested respondents in a non-binding process to determine if there is sufficient interest for the nature of this request to design, finance, construct and operate a Facility in exchange for a lease agreement with the Board, subject to Board use of the Facility. The Board will require access to the Facility without charge, for its own purposes, during school operating days generally between the hours of 8 am and 5 pm.

Any proposed lease must comply with Board Policy 21 regarding Disposal of Real Property, and the B.C. *School Act*. In particular, the granting of a lease must be approved by a Board bylaw, and must be for a maximum term of ten years less a day, including all options and rights of renewal. Also, the land on which the Facility will be constructed will not be available for conventional mortgage financing.

Respondents should investigate the applicable zoning bylaw and be prepared to satisfy any and all development and building permit requirements. Due to the nature of the request, submissions are sought from Respondents who can demonstrate the following:

- a) Proven past experience developing and operating a Facility similar to the one anticipated with this request. This includes all aspects of the process from initial site meetings and site preparation, through to design, permitting, financing, constructing and operating. Respondents should provide details and references.
- b) Ability to support and fund the Project, financially and with all other resources and the expertise required for the Facility anticipated with this request. Respondents should provide documentation and assurances.
- c) Each Respondent should provide information on the proposed use of the Facility outside of the Board's intended use, including the Respondent's own plans for using the Facility.

The Board, after reviewing Submissions, reserves the unfettered right to:

- d) contact a Respondent for further explanation of a Submission, without any obligation to contact any other Respondent;
- e) contact a Respondent and request a presentation to the Board to gather additional information on the Submission, without any obligation to contact any other Respondent;
- f) choose a number of Respondents from this process, and form a list of Respondents ("Listed Respondents") that the Board deems appropriate to be of interest to develop the Facility;
- g) decide whether to progress to a procurement process, a Request for Quotations, a Request for Proposal or other process involving the Listed Respondents; or
- h) terminate the process and undertake a different process altogether, which may but shall not necessarily include or be restricted to Listed Respondents.

#### **4. Response Preparation, Format and Submission**

The Respondent should submit: One (1) original Submission plus two (2) copies and a copy held electronically on a USB flash drive, by the end of business day on Thursday, March 30, 2017 at:

Reception Desk,  
The Board of Education School District No.43 (Coquitlam)  
550 Poirier St

Business hours are Monday to Friday, 8:00 am to 4:30 pm.

Responses should not be sent by electronic means. Responses and their envelopes should be clearly marked with the name and address of the Respondent, the RFEOI number, and the title.

Late Responses: The Board reserve the right to but shall not be obligated to receive and consider late Submissions.

Submission Format: Respondent's information should be provided in the manner specified in this section. To ensure consistency and full consideration, each Submission should be arranged as follows:

- Title Page: Showing RFEOI number, closing time and date, Respondent's name, address, telephone number, GST number and contact person.
- A short (one page) summary of the key features of the Response.
- Covering Letter. The covering letter should be substantially similar to the sample provided in **Appendix A**, and signed by an officer.
- The Body of the Response. This part should include your response to the questions and information as addressed in this document. Include in your response references for recent projects undertaken of similar size and scope.
- Any and all other information or related material provided by the Respondent as an attachment.

The Board will form an evaluation committee that will include individuals from the Board's staff and may include consultants. All responses received will be reviewed by the evaluation committee confidentially, on a fair and equitable basis. The Board's assessment of the qualifications shall be final.

## 5. Enquiries and Addenda

All enquiries specific to this RFEOI are to be directed, in writing via email, to the person identified in this section. Information obtained from any other source is not official and should not be relied upon. This RFEOI may be amended only by addendum. Any addenda will be posted on BC Bid for review by interested Respondents. It is the responsibility of each Respondent to check the BC Bid website periodically for any addenda issued by the Board. Each Respondent is deemed to have read and accepted all addenda issued by the Board prior to the date of the Respondent's Submission. Respondents should also acknowledge receipt of all addenda on their Submission covering letter, Appendix A.

Sharon Thompson  
[purchasing@sd43.bc.ca](mailto:purchasing@sd43.bc.ca)

## **6. Respondent's Expenses and Liability for Errors**

### Non-Binding process and Not a Tender or Request for Proposals:

This RFEOI process is non-binding and the Board is under no obligation to select any Respondent. This RFEOI is not an invitation to tender, a request for proposals, or any variation thereof that would give rise to the creation or expectation of a contract or any obligation of any kind.

By responding to this request, the Respondent acknowledges and accepts that participating in this process, preparing and submitting a Submission, or being chosen by the Board for further discussion of the Submission creates no right or entitlement to an award of a contract for anything addressed in this RFEOI. This process does not create a contractual obligation by or to any Respondent.

Respondents are solely responsible for their own expenses in preparing a Submission and for subsequent meetings or presentations and/or negotiations with the Board, if any. The Board will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing a Submission, participating in meetings with the Board, if any, or loss of anticipated profit in connection with not being selected in any matter whatsoever, and by submitting a Submission each Respondent waives and releases any such claim.

The information contained in this document is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this document is intended to relieve the Respondent from forming their own opinions and conclusions with respect to the matters addressed in this RFEOI.

## **7. Ownership of Submissions**

Respondents are advised that this document, or any portion thereof, may not be used for any purpose other than the preparation and submission of a Submission. All documents, including Submissions, submitted to the Board, become the property of the Board. They will be received and held in confidence by the Board, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

## **8. Conflict of Interest**

The Respondent declares through the submission of a response that it has no financial interest, directly or indirectly, in the business of any third party that would be or could reasonably be seen to be, a conflict of interest in carrying out any business that may result from this RFEOI. Should such an interest be acquired, the Respondent shall declare it immediately in writing to the Board.

## APPENDIX A

### SUBMISSION COVERING LETTER – SAMPLE

*Letterhead or Respondent's name and address*

Date

The Board of Education of  
School District No. 43 (Coquitlam)  
550 Poirier Street  
Coquitlam BC V3J 6A7

Subject: Request for Expressions of Interest RFEOI # 16-38S  
Centennial Field Development

Including Addenda Numbers \_\_\_\_\_ to \_\_\_\_\_

The enclosed response is in reply to the above-referenced Request for Expressions of Interest. Through this response, we agree to any terms and conditions and/or statements included in the Request for Expressions of Interest document.

We have carefully read and examined the Request for Expressions of Interest document and have conducted such other investigations as were prudent and reasonable in preparing the response. We agree to be bound by statements and representations made in this response and to any process resulting from our response being considered further.

Yours truly,

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Legal company name  
of Respondent: \_\_\_\_\_

Contact Information: \_\_\_\_\_