

REQUEST FOR PROPOSAL “RFP” NO. PS20201226
CONSULTING SERVICES FOR COMMUNITY CENTRE STRATEGY

QUESTIONS AND ANSWERS NO. 1

ISSUED ON: JANUARY 6, 2021

Q1	<i>Will this project include the City of Vancouver-run centres such as Carnegie, Evelyn Saller, and Gathering Place?</i>
A1	<p>Centres, which are not managed by the Park Board, are reflected in many aspects of this project:</p> <ul style="list-style-type: none"> • Task 1a - These centres are to be considered in the engagement and outreach strategy as they are able to provide valuable insights into services offered by community centres. • Task 1b - All City and Park Board run centres will be offered a role in the working group if they wish to be involved. • Task 3 - The consultant will consider and describe the spectrum of service providers for recreation and social programming inside and outside of the Park Board and City system. The consultant will not be required to review facility condition information for non-Park Board centres. • Task 4 - Level of service targets will consider provision of broad functions and delivery of services provided by community centres, how this is distributed across the city and the role of PB managed services and facilities in this context • Task 5 - Renewal prioritization principles will need to consider the impact of external triggers including actions by partner organizations such as the City of Vancouver and the School Board.
Q2	<i>Do you expect that the needs/service level review account for program and facility offerings at City of Vancouver-run centres such as Carnegie, Evelyn Saller, and Gathering Place, as well as other community recreation centres outside the PB/City's operations (e.g. YMCAs, Jewish Community Centre, nearby centres in Burnaby, Richmond, North Shore)?</i>
A2	Yes, this is an important consideration in order to reflect the role of Park Board centres in context.
Q3	<i>The number of potential additional groups to be consulted in the "Stakeholder" group (arts groups, sports organizations, YMCA, etc) is potentially very large.</i>

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	<i>Does the City/PB currently have an understanding of the specific groups and number of stakeholders to be included here?</i>
A3	Yes, staff will assist in identification of critical members of the stakeholder group to be engaged on this project. It is anticipated that this formal stakeholder group will be limited to approximately 15 members.
Q4	<i>You note that "additional invitations will be extended to all community centres" to join the CCA working group. We assume this refers to Britannia and Ray-Cam's management societies, as well as Creekside CRC which has no CCA or other community-based advisory group. Does this also include CCAs that have not signed the JOA? Any other facilities?</i>
A4	Yes, this assumption is correct. Invitations will be extended to all community centers in the City and Park Board system. The working group is expected to be 30 people or less.
Q5	<i>If any of these, or any CCA, declines to participate in the working group, is there an expectation of separate engagement with these groups? Perhaps as part of the Stakeholder group?</i>
A5	Staff do not anticipate separate formal engagement opportunities for those CCAs that decline involvement in the working group will be required. As suggested, it would be possible to include these groups in the stakeholder process or in more public opportunities.
Q6	<i>The RFP notes that the City & PB will use existing channels to solicit input from local First Nations. Is it expected that the project team be involved/present at these engagement opportunities?</i>
A6	No, that is not anticipated to be necessary. Consultant teams should identify hourly rates for additional meetings should that be required.
Q7	<i>Are tours of each facility to be included in our scope and fees?</i>
A7	Some tours of facilities (Park Board and other) may be required. This is pending COVID restrictions and guidance from the working group. It is not anticipated that the consultant team will need to visit each centre. In addition, staff will provide floor plans and the project team will consult with community centre staff for interpretation.
Q8	<i>Will the City retain their own Quantity Surveyor for the order of magnitude costing, or should we include this on our team?</i>
A8	The consultant will, using the agreed renewal principles, develop a methodology to recommend order of priority for renewal and rough order of magnitude cost and size (e.g. small, medium, large size centre) to inform capital planning.

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	<p>Rough “order of magnitude” will be determined by creating a definition of the sizes and converting this using a cost/sqft (as defined by the City).</p> <p>No Quantity Surveyor will be required.</p>
Q9	<i>Do you expect that Task 6 will incorporate/account for current or recent planning that CCAs may have undertaken separately?</i>
A9	Yes, this will be a valuable source of information and will be provided by CCA representatives where possible. This material is included in Task 2 - Policy and Literature Review: “Individual Community Centre Strategic Documents where they are available.”
Q10	<i>Are there any key drivers for the City's proposed schedule that we should be aware of?</i>
A10	Yes, the plan is required to inform the 2023-2026 Capital Planning Process and the 10-year Capital Strategic Outlook. The project midpoint presentation to Park Board Commissioners for decision (included in Task 5) which is focused on the prioritization principles should occur before July 2021 in order to inform the capital plan. The timeline for the second half of the project is more flexible.
Q11	<i>Is the City able to provide a budget for this study?</i>
A11	No.
Q12	<p><i>Can you provide some additional detail on the existing building condition data that will be made available to the consulting team for review, including:</i></p> <ul style="list-style-type: none"> • <i>How recent is most of this assessment data?</i> • <i>What level/typology of assessments have been conducted?</i> • <i>Do you anticipate a need for the consulting team to undertake any new on-site condition assessments or investigation as part of the project scope? (e.g. to refresh aged assessment data, further explore issues that are flagged through the review of past assessment data, etc.)</i>
A12	<p>Building Conditions Assessments (BCAs) are prepared regularly as part of a robust facilities asset management system for planning the capital maintenance of building systems. BCAs are performed on a rolling 5-year schedule and so will be less than 5 years old for each facility.</p> <p>BCA reports are high level for use in capital maintenance planning for major building system components. The reports do not include a code compliance review, structural review, or hazardous materials survey. In addition to BCAs, rapid visual seismic assessments have been completed for all facilities within the last 7 years, a universal and inclusive design review was completed in 2020 that included 8 community centre facilities, and energy use and GHG emissions are tracked on an on-going basis for all facilities.</p>

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	The successful proponent will be provided with existing reports and assessments as appropriate. No additional on-site condition assessments or investigation of building systems is within the scope of this project. It is anticipated that the successful proponent will visit facilities as needed to provide a high-level assessment of the functional performance of facilities in meeting service needs only.
Q13	<i>Further to the building condition review outlined in Task 3, what consulting team skill sets (e.g. architectural, engineering, geotechnical, etc.) are desirable to work with the City's Real Estate and Facilities Management Team to review available building condition data?</i>
A13	The successful proponent will indicate expertise required to interpret existing documentation and feedback from staff provided generally as described in the RFP and any amendments.
Q14	<i>If the ongoing situation with COVID-19 continues to limit in-person engagement, do you see the project timeline being adjusted until such time in-person engagement can occur or will engagement be shifted to online platforms to ensure delivery within the project timelines outlined in the RFP?</i>
A14	The engagement and communication strategy will be created with the assumption that in-person engagement will not be possible. The consultant team will work with staff to create online and distanced engagement tactics which deliver on the needs of the project.
Q15	<i>The RFP outlines 5 stakeholder meetings. Is the City open to expanding the number of stakeholder sessions to allow for smaller group sizes?</i>
A15	Yes, the City is open to this. Please quote for additional meetings. See also A3.
Q16	<i>It is our assumption that this project will not include extensive consideration of aquatic centres, as these facilities have already been strategized through VanSplash. However, we understand the City and Park Board have not completed a similar strategy for ice rinks and arenas. Should arenas be considered as part of this project?</i>
A16	Yes, Arenas should be considered as a part of this project. The community centre strategy will include arenas in the current state analysis (Task 3), will build on the detail provided by VanPlay’s Asset Targets to reflect rinks in the level of service targets (Task 4), and will include identification of arenas renewals as a principle to be considered in prioritization (Task 5). Task 6, the process for planning/design of individual centers, provides an opportunity to identify engagement, design and planning needs to provide the additional detail required for delivery of an arena.

END OF Q&A No. 1