

Childcare Operator Request for Expressions of Interest (RFEOI) Information Session

Thursday, August 22, 2019

1 pm – 3 pm

“W” Room, Woodward’s Building

QUESTIONS AND ANSWERS:

Q1: Will there be funding available for fitting, furnishing, equipping and supply (FFES) of these childcare centres?

FFES will be considered part of the project budget. At this time, staff anticipate that up to \$2500/per space will be available, to be provided to the operator a few months before the opening of the centre.

Q2: In the RFEOI document, Schedule B Letter of EOI (p19) lists schools that are not a part of this RFEOI.

A corrected version has been posted on the City’s website.

Q3: Is there a Word document to fill in for submitting the EOI?

The RFEOI document is meant to be a fillable Word file, but a PDF was posted in error. The fillable Word document has been posted on the City’s website instead.

Q4: When is each centre expected to begin operations?

Expected occupancy for each centre is provided in the RFEOI, under Facility-Specific Information in Section 1.2 Background.

The original RFEOI document stated the expected occupancy for David Lloyd George School as Spring 2020, however, this has now been updated to Spring 2021.

Q5: Is there flexibility in the expected opening of the centres?

Delays should be avoided as much as possible, however, there could be some flexibility.

Q6: Is there any additional information regarding the optional items listed in the checklist beginning on p16 of the RFEOI document?

Some of the attachments are optional because they are necessary only for certain categories of respondents (e.g. if you are expressing interest in operating certain locations), and others are optional for Respondents who wish to include more information on a particular subject. Please review the RFEOI document closely to see if each attachment applies to your submission, noting that the Attachment Checklist is offered for reference only.

Q7: How can we estimate operating costs such as common area maintenance, security, and janitorial costs to include in the budget proposal?

These types of costs are facility-dependent and difficult to estimate.

- Details of responsibility for different kinds of costs are provided in the Service Level Agreements in Schedule I of the RFEOI.
- For childcare at David Lloyd George elementary school, the operator will be required to reimburse the VSB for some costs such as maintenance and janitorial services.
- Proponents are advised to include all potential costs in their proposed budgets, and provide an explanation for their estimates where applicable.

In the past, we have provided the response below to a similar question for a Request for Expression of Interest (2018). Please note that this is provided as a reference only, particularly with regards to childcare at David Lloyd George Elementary School, and that **these estimates have not been validated against actuals.**

Q4: Can an estimate of maintenance/facility and custodial costs be provided (particularly concerning those costs for which the operator will be required to reimburse the VSB)?

The following estimates have been provided by VSB staff for the purpose of aiding Respondents to propose a Budget for the First Year Of Operations in the New Facility. Respondents should note that these estimates have been prepared without the example of a comparable facility; actual annual expenses may vary.

Custodial costs:

Custodial costs payable to the VSB can be estimated at roughly **\$45,000 - \$62,000 per year** for each of the 69-space childcare centres. *This figure been updated from an earlier estimate of \$45,000 - \$50,000 per year, as City staff became aware of additional factors adding uncertainty to projected custodial costs.*

This estimate is based on a base value of \$30,000 per year (the estimated cost of custodial work for the same size area if it were elementary school space rather than licensed child care). To the base value has been added 10% administrative fee and 6% for custodial supplies. Onto this figure, a 30% gross-up has been applied to reflect the higher standard of cleaning required for a licensed childcare facility space relative to elementary school space.

Maintenance costs:

Maintenance costs of \$3.00 per square foot per year (based on indoor area) can be considered a starting estimate for all maintenance work performed by the VSB. This estimate includes day to day operating maintenance, more significant periodic work as needed, and overhead (i.e. the VSB's 10% administrative fee).

Anticipated annual maintenance costs payable to the VSB for a 11,250 square foot centre would therefore be approximately \$34,000.

*Staff will be looking into this further. If additional information is obtained, it will be included in future Q & A document to be posted on the website.

Q8: When can we expect to hear about the results of the selection process?

Vancouver City Council will appoint operator(s), after which time their decision will be public. City staff plan to make recommendations to Council in December 2019.

Q9: Can organizations partner up to operate these childcare centres?

Yes, partnering organizations are welcome to submit a joint Expression of Interest for locations they are interested in operating in partnership.