

# **REQUEST FOR PROPOSALS**

## **City of Terrace Community Child Care Planning Program**

### ***Closing Date and Time:***

***April 19, 2019 at 4:00 p.m. (Pacific Time)***

*Electronic submissions (Pdf format) preferred*

### ***Closing Location:***

*City of Terrace  
3215 Eby Street  
Terrace, BC V8G 2X8*

### ***Contact:***

*Alisa Thompson  
Corporate Administrator  
Telephone: (250) 638-4721 / Fax: (250) 638-4777  
Email: [athompson@terrace.ca](mailto:athompson@terrace.ca)*



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## 1. **EXECUTIVE SUMMARY**

*The City of Terrace is situated in the geographic centre of Northwest BC and is the regional centre for highway, rail, and air transportation routes. Situated along the Skeena River, the City exists on the traditional and unceded territory of the Tsimshian First Nation. The City is the central location for many of the region's business, retail, medical and government services. The current City of Terrace population is 12,494 (City of Terrace 2015 Population Estimate) with an additional 5,000 population in the adjacent Regional District. The northwest regional population area is approximately 45,000. As the regional service centre for the Northwest, Terrace is currently absorbing an influx of individuals from outlying rural communities. These individuals come to Terrace seeking employment and increased access to medical, social and educational services as well as other community amenities.*

*The City recognizes the importance of affordable quality child care. Like education and health care, the delivery of child care services is outside of the City's mandate. Given the value of child care to our residents and local economy, the City is prepared to undertake an inventory of the child care spaces currently available in the community; identify space creation targets; and identify actions that can be taken to meet those space creation targets.*

*The Province has awarded a Community Child Care Planning grant to the City. A mandatory community child care space inventory spreadsheet and community child care space creation action plan must be completed as a condition of this grant. The spreadsheet will be completed on a provided Excel template. The action plan must contain:*

- Information on the current state of child care in Terrace;*
- Identification and interpretation of trends related to child care;*
- A review of the City's plans, policies and bylaws; and*
- Short, medium, and long term space creation targets to meet the identified needs.*

*This assessment will provide the City of Terrace with a thorough understanding of the child care needs within the community, examine the types of child care currently available, identify gaps, and analyse newly collected and existing data on the child care available to meet those needs. It is intended that all final report materials will be made available to the Ministry of Children and Family Development.*

## **2. REQUEST FOR PROPOSAL PROCESS**

### **2.1 Enquiries**

*All enquiries related to this Request for Proposal are to be directed, in writing or by email, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the City of Terrace's option.*

*Alisa Thompson  
Corporate Administrator  
City of Terrace  
3215 Eby Street  
Terrace, BC V8G 2X8  
Phone: (250) 638-4721  
Fax: (250) 638-4777  
Email: [athompson@terrace.ca](mailto:athompson@terrace.ca)*

### **2.2 Closing Date**

*Proposals to be considered by the City of Terrace shall be received by **4:00 p.m. on April 19, 2019** at:*

*Attention:* *Alisa Thompson  
Corporate Administrator  
3215 Eby Street  
Terrace, BC V8G 2X8  
[athompson@terrace.ca](mailto:athompson@terrace.ca)*

### **2.3 Submission**

- 1. Proponents are requested to submit a proposal in electronic form (PDF is preferred).*
- 2. Addenda may be issued during the proposal period. All addenda become part of the Contract Documents.*
- 3. Amendments to the submitted proposals will be permitted, if received prior to the specified close of the RFP, and if endorsed by the same party or parties who signed and sealed the offer. Amendments will be accepted provided that the amendment only is shown and not the total proposed price.*

4. *Proponents are advised that all taxes relating to the services shown herein shall be included in the stipulated pricing, excluding G.S.T.*
5. *Consultants are requested to submit information in the order requested (see 3. PROPOSAL PREPARATION). This will assist the Evaluation Team in their review.*
6. *Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All proposals must be delivered pursuant to 2.2 and the City will accept no responsibility for proposals delivered to other City facilities. Proposals submitted after the above time and date shall be returned to the Proponent unopened.*
7. *Proposals that are unsigned, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may at the discretion of the City be declared disqualified.*

## **2.4 Evaluation and Selection**

*The evaluation of proposals will be conducted by the Corporate Administrator and Chief Administrative Officer (the Evaluation Team). It is intended that the City of Terrace will enter into a contract with the Proponent who has the highest overall scoring results from the evaluation process and is best suited to complete the project objectives. The following criteria will be used by the team to evaluate the proposals received.*

1. Capability (40 percent)
  - a) *Project Manager Experience – the length and quality of the experience of the person named in the proposal as the Consultant’s project manager. The experience does not necessarily have to be all with the same Consultant. It must be demonstrated by providing references and contacts that the project manager has comprehensive experience in child care research, community consultation, and policy development.*
  - b) *Company Experience – the length and quality of experience of the company in doing similar work. Sample projects with references are to be listed. Project experience that confirms a thorough understanding of child care in northern communities will receive preference.*
  - c) *Team Quality – the length and quality of experience of the team members who have been selected by the consultant to work on this particular project. Detailed resumes of key team members are to be*

*provided. Preference will be given to teams that include representation from northern communities.*

2. Methodology (40 percent)

- a) *Quality of Proposal – the effort that went into the proposal.*
- b) *Work Plan – the thoroughness of the consultant’s approach to the project.*
- c) *Level of Effort – the total staff-hours proposed and the distribution among team members.*
- d) *Innovative Considerations – this line allows the discretionary granting of additional points to those consultants who are proposing reasonable innovations that will enhance the project.*
- e) *Acceptable Schedule – evaluate the consultant’s schedule for completion of the work.*

3. Historical Performance (20 percent)

- a) *Fees and Personnel – rate the consultant and project team on past performance with the City or with other clients where City experience is insufficient, in being able to complete the project within his fee estimates and with the same personnel as originally proposed.*
- b) *Keeping to Schedule – rate the consultant and project team on past performance with the City, or with other clients where City experience is insufficient, in being able to complete the projects within his/her schedule.*

### **3. PROPOSAL PREPARATION**

*Evaluation of proposals is made easier when the Proponents respond in a similar manner. The proposal shall be submitted with the following information.*

- a) *Confirmation of each member of the project team complete with resumes.*
- b) *The Proponent must define, in detail, what level of commitment by the City of Terrace staff will be necessary for each activity identified in the work plan. An expectation of the type of information and assistance required by the Proponent at the various stages in the project is to be itemized.*
- c) *A graphic work plan and a methodology, which provides a clear description of the tasks proposed to carry out the various aspects of the work and to fulfill the objectives. This work plan should clearly show the level of effort planned and time commitment for all members of the project team on each part of the project.*
- d) *A timetable/schedule for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required with staff/stakeholders and the timing on interim and final submissions.*
- e) *A schedule of hourly rates for all personnel who might be utilized on the project. The hourly rates will be applicable to the basic assignment and, as well, for any investigative work that may arise. The hourly rates as quoted shall be firm for the duration of the project.*
- f) *A total upset fee to complete the assignment as outlined above and any additional services deemed necessary by the Proponent, including disbursements (to be included within the upset fee but listed separately).*

## **4. SPECIAL CONDITIONS**

### **4.1 Acceptance of Proposals and Award of Contract**

- a) *Proposals shall remain open to acceptance for a period of thirty (30) days after the closing date.*
- b) *The City is not bound to accept the lowest priced or any proposal of those submitted.*
- c) *Notice in writing to a Proponent of the acceptance of its proposal by the City and the subsequent full execution of a written Contract will constitute a Contract for the goods and services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.*
- d) *Any contract resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or Bylaws.*
- e) *After the Consultant selection process, the City will advise all Proponents of its selection prior to entering into a contract.*

### **4.2 Liability for Errors**

*While the City of Terrace has made effort to ensure an accurate representation of information in this Request for Proposal, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.*

### **4.3 Ownership of Proposals and Freedom of Information**

*All documents, including proposals, submitted to the City of Terrace become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.*

### **4.4 Use of Request for Proposal**

*This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.*



#### **4.5 Confidentiality of Information**

*Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.*

#### **4.6 Indemnity**

*The Proponent shall indemnify, protect, and save harmless the City as represented by its officers, agents, servants and employees, from and against all actions, causes of actions, claims and demands of any kind, description, and nature whatsoever arising out of or in any way connected with negligent actions or omissions in fulfillment of its contract and all such actions, causes of actions, claims and demands recoverable by any Third Party from the City or the property of the City shall be paid by the Proponent. If the City is required to pay any damages, costs, or fees on account of the actions, causes or actions, claims and demand hereinbefore recited, or if the property of the City shall be charged in any way as a result of the aforesaid actions, causes of actions, claims or demands, then the City shall be entitled to recover from the Proponent all such damages, costs, or fees or other charges together with any costs or expenses in so doing that are attributable to the negligent actions or omissions of the Proponent, from the Proponent.*

#### **4.7 Insurance**

*The Consultant shall, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract in the forms and amounts acceptable to the City of Terrace. If, in the opinion of the City, the project contains added risks, the City reserves the right to increase the limit required. All required insurance will be endorsed to provide the City of Terrace with 30 days advance written notice of cancellation or material change. The consultant will provide the City of Terrace with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the contract. The City of Terrace is to be added as Additional Named Insured.*

## **5. PROJECT DEFINITION**

### **5.1 Background**

*The City of Terrace recognizes the value of accessible and affordable child care in the community. Quality child care contributes to a child's development and life long success. It also contributes to the local economy by allowing parents to work outside the home.*

*Families across British Columbia are struggling to find affordable child care services. The Provincial Government announced it would be providing Community Child Care Grants for local governments. In order to effectively determine the needs of the community and any potential child care gaps, the City has decided to undertake an assesment of the number of child care spaces in Terrace and develop a community child care space action plan. The City recognizes that the provision of child care is the responsibility of the Provincial government and the private sector and as such has no intention of establishing child care facilities.*

*The final report materials will be shared with the Ministry of Children and Family Development.*

### **5.2 Objectives**

- *Determine the number and type of existing child care spaces in Terrace.*
- *Identify any gaps in the child care spaces currently available to residents currently.*
- *Predict future needs for child care in Terrace.*
- *Gather research on the needs of underserved populations in Terrace including children who require extra support, Indigenous (First Nations, Metis, or Inuit) children and families, low-income families, young parents under the age of 25, children and families from minority cultures and language groups, immigrant and refugee families, and francophone families.*
- *Review best practices and unique solutions to address current and predicted child care need.*
- *Review City of Terrace bylaws and policies to determine if there are impediments to the establishment of child care spaces that could be improved and make recommendations.*

### **5.3 Study Budget**

*Funding for the development of the Community Child Care Planning Program has been set at a maximum of **\$22,500.00**.*

## **6. REQUIREMENTS AND PROJECT SCOPE**

### **6.1 Review Related Work**

*The following information will be made available to the successful Proponent from City Hall, 3215 Eby Street, Terrace, BC:*

- a) *Terrace Official Community Plan Bylaw No. 2142-2018.*
- b) *Terrace Zoning Bylaw No. 2069-2014.*
- c) *Business Licence Bylaw No. 2116-2016.*
- d) *Terrace Population Research and Projections*

### **6.2 Staff and Stakeholder Consultations**

- a) *Discuss study issues and concerns with City of Terrace (CoT) staff project coordinator:*

*Alisa Thompson (athompson@terrace.ca 250-638-4721)*

- b) *Undertake consultation with key external stakeholders to solicit input into the Study. The consultation may involve meetings, interviews, and/or phone conversations (as appropriate) with stakeholders. Specific community stakeholder groups and individuals, including under-represented groups, will be identified with the chosen proponent.*
- c) *Summarize the relevant issues and concerns identified by staff and stakeholders for input into the Study. Include the summary of each meeting/interview in the appendix of the final report.*

### **6.3 Data Collection**

- a) *Review existing available data on the quantity and type of the child care spaces within the City of Terrace.*
- b) *Conduct research to provide up to data on the child care needs and anticipate future needs within the City. A targeted survey of child care professionals and parents may be conducted.*
- c) *Access resources from BC Stats including:*
  - *Sub-provincial Population Estimates,*

- *Population Estimates for Municipalities, Regional Districts, and Development Regions, 2011-2017*
  - *P.E.O.P.L.E. household projections.*
- d) *Access data tables from Statistics Canada Age (in Single Years)*
- e) *Access Data from Northern Health Authority regarding licensed child care facilities in the City of Terrace.*
- f) *Access data from the Ministry of Children and Family Development regarding licensed child care facilities that receive operating funding from the Ministry.*
- g) *Engage with local child care stakeholders, particularly parents and child care providers (including Indigenous providers). Engagement must include a survey or visits to local child care centres.*

## **6.4 Deliverables**

### **6.4.1 Community Child Care Planning**

*Complete a community child care space inventory using the approved Excel template. Data collection through research, community consultation, stakeholder meetings) and analysis. Provide summaries of interview/discussions with stakeholder groups, in an appendix. Develop a child care space creation action plan.*

*Ensure an executive summary is included at the beginning of the report, separate from the report body.*

*The final report should be provided as follows:*

- *Completed Final Report Form*
- *Completed community child care space inventory (using the required Excel template)*
- *Completed community child care space creation action plan*
- *Financial summary*

## 7. **TIMELINE**

The timeline for this project is proposed as follows:

<b>Milestone</b>	<b>Timeline</b>
<i>RFP Release</i>	<i>April 1, 2019</i>
<i>RFP Closing Date</i>	<i>April 19, 2019</i>
<i>Proposal Evaluation</i>	<i>April 23 to May 3, 2019</i>
<i>Proposal Award</i>	<i>May 6, 2019</i>
<i>Project Kickoff Meeting</i>	<i>Week of May 13 -17, 2019</i>
<i>Community &amp; Stakeholder Interviews</i>	<i>June 1 to October 1, 2019</i>
<i>Progress Meeting</i>	<i>Week of September 9 – 13, 2019</i>
<i>Draft Study Report</i>	<i>January 6, 2020</i>
<i>Final Study Report</i>	<i>February 3, 2020</i>