



Parks, Recreation & Culture

**Request for Proposals  
2023-PRC-07**

**LEASE OPPORTUNITY  
FRANK JAMESON COMMUNITY CENTRE\_REPOST**

For further information please contact:

Chris Barfoot  
Director of Parks, Recreation & Culture  
250.245.6421  
[cbarfoot@ladysmith.ca](mailto:cbarfoot@ladysmith.ca)

RFP Issue Date: **May 30, 2023**  
RFP Closing Date: **June 7, 2023, 2:00pm**  
RFP Opening: **June 7, 2023, 2:15 pm**  
Location of Bid Opening: **Ladysmith City Hall**



## **1. Introduction**

The Town of Ladysmith invites detailed proposals from professionals for the provision of on-site health, wellness, recreation and/or culture, or office space at Frank Jameson Community Centre (FJCC), located at 810 Sixth Avenue, Ladysmith. FJCC receives approximately 75,000 patron visits annually, which includes people of all ages and abilities using the facilities for both drop-in and registered programs as well as attending special events.

The available lease space is approximately 400-square-feet (see attachment) includes a small washroom/toilet facility, separate entrance and is situated on the main floor of FJCC adjacent to the aquatic and fitness areas. The office space lease will be \$1,050 per month (or \$12,600 a year). The lease includes utilities, garbage / recycling services, and security. Options such as use of laundry facilities, access to fitness or aquatic areas and equipment can be considered for a nominal fee.

FJCC also has a gymnasium and two meeting rooms.

The aquatic area features a 4-lane, 25-metre swimming pool, heated to 28-degrees Celsius, an aquatic lift and stairs for easy access. This area also has a therapy pool (zero depth at one end) with flowing river, heated to 34-degrees Celsius, a hot tub and sauna.

The 3400-sq.ft fitness area offers an extensive selection of cardio, strength training and free-weight equipment and a 500-square-foot stretching/floor exercise area. There is also a variety of highly-customizable accessories such as gym balls, yoga mats, foam rollers, straps, bands, wobble boards and cushions.

Visit [www.ladysmith.ca](http://www.ladysmith.ca) for further information on the Frank Jameson Community Centre facility and services.

## **2. Required Project Deliverables**

Proposals should address the provision of on-site services in the “lease space” and may include, but not limited to: health, wellness, recreation and/or culture and promotion.

Proponent(s) will be responsible for all associated physical improvements to the “lease space” and would be responsible for any required janitorial services within the space.

### **3. Response Content**

All respondents should include the following information in their proposal:

- Detailed information on type of practice or services to be provided;
- Service delivery model (how it will be provided; who would have access services);
- Proposed hours and days of operation;
- Anticipated start date;
- Proposed lease space improvements;
- Proposed facility access;
- Three references.

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

### **4. Enquiries**

All enquiries related to this “Request for Proposal” are to be directed to:

Chris Barfoot,  
Director of Parks, Recreation & Culture  
[cbarfoot@ladysmith.ca](mailto:cbarfoot@ladysmith.ca)  
250.245.6421

Enquiries and responses will be recorded and will be made available, by request, to all proponents for examination.

Site visit will be available by request.

### **5. RFP Addenda**

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website ([www.ladysmith.ca/city-hall/bid-opportunities](http://www.ladysmith.ca/city-hall/bid-opportunities)) and on BC Bid.

## 6. Proposal Submissions

Proponents are requested to submit their proposals **no later than 2:00 p.m. on June 7, 2023**, to the attention of:

Matt O'Halloran, Manager of Legislative Services  
Town of Ladysmith  
410 Esplanade - P.O. Box 220  
Ladysmith, BC V9G 1A2  
Email: [bid@ladysmith.ca](mailto:bid@ladysmith.ca)

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email will be cause for rejection of a Proposal.

All submissions must be clearly marked “**Request for Proposals No. 2023-PRC-07**”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business license for operating in the Town of Ladysmith;
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC;
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured;
- Federal, provincial, and municipal permits when and where applicable.

Submissions in response to this RFP will be opened publicly at the Town of Ladysmith, City Hall on **June 7, 2023, at 2:15 p.m.**

## 7. Proposal Evaluation

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal;
- Fee quote;
- Principles of best value (see below);
- Demonstrated proven experience;
- Accessibility and responsiveness;
- Reference checks.

The Town reserves the right to accept or reject any or all Proposals either whole or in part at any time, or waive formalities in, or accept a Proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted Proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter

into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The highest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to select on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.
- Up to five (5) percent of the evaluation score will be allocated based on the proposal's contribution to the following community benefits:
  - *Economy*
    - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo;
    - Contribute to a stronger local economy (buy local);
    - Increase training and apprenticeship opportunities;
    - Provide work experience and employment opportunities for youth aged 15 to 24;
    - Ensure that a Living Wage for the local area is paid.
  - *Public Spaces*
    - Enhance community recreation, arts and/or culture infrastructure;
    - Improve and enhance public spaces;
    - Improve access to public spaces for people living with disabilities.

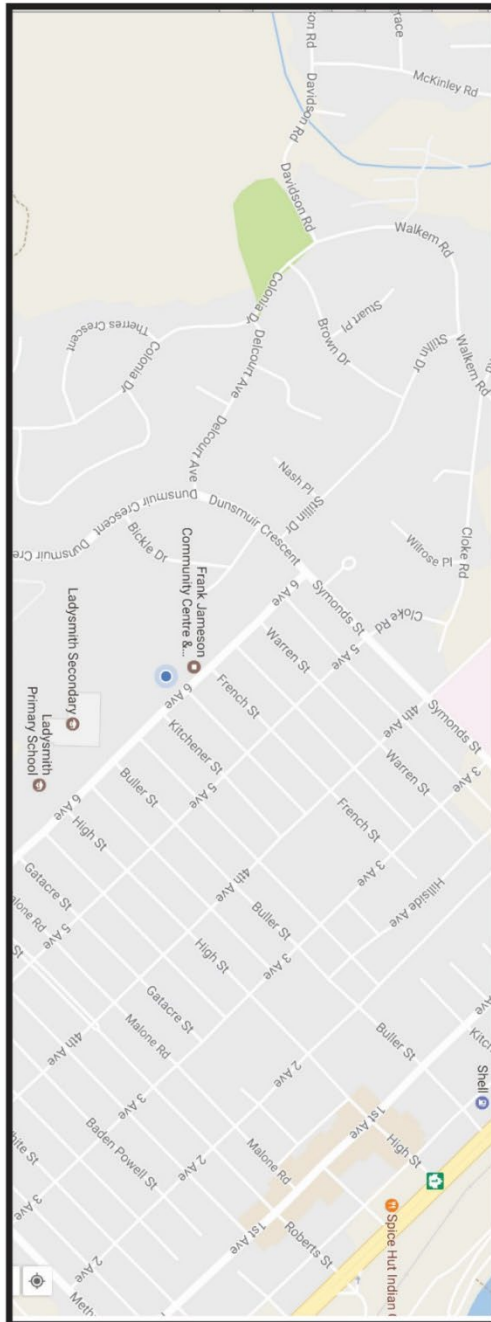
- *Environment*
  - Demonstrate that work undertaken exceeds requirements for environmental standards.

## **8. Ownership of Proposals**

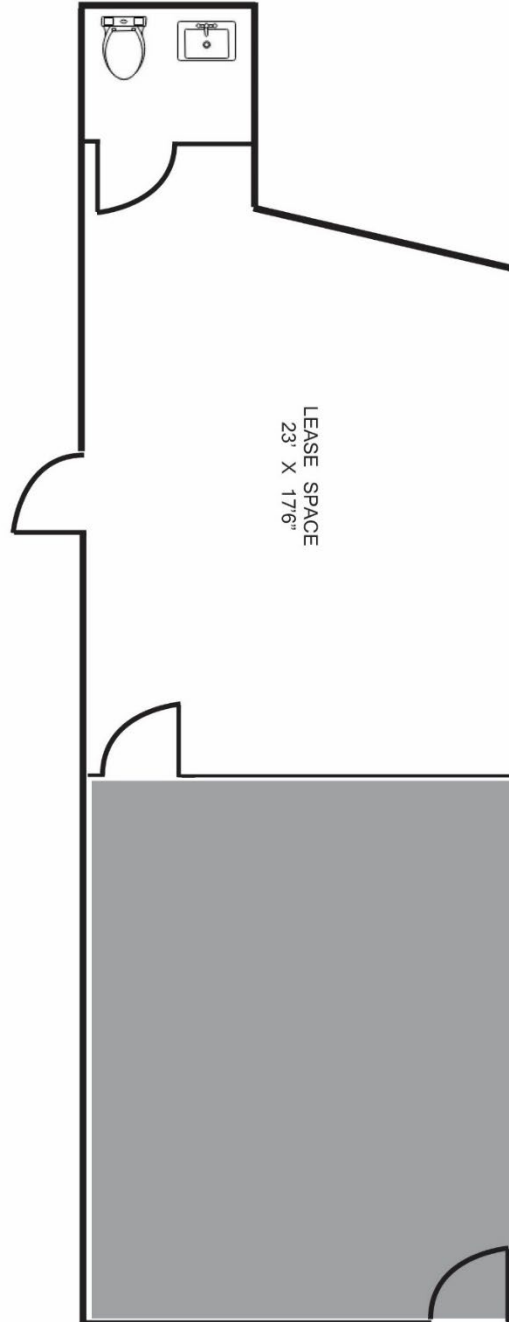
All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.

Map of Area



Lease Space





Entrance to Lease Space





Office Space



Gymnasium



Pool





Fitness Centre



Fitness Studio Stretch Room

