



## STAFF REPORT

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**DATE:** July 3, 2014

**FILE:** 0540-04SGC

**TO:** Chair and Commissioners,  
Strathcona Gardens Commission

**FROM:** Russ Hotsenpillar  
Chief Administrative Officer

**RE:** FACILITY NEEDS ASSESSMENT RFP PROCESS

### PURPOSE/PROBLEM

To update the Strathcona Gardens Commission on the Facility Needs Assessment Request for Proposal (RFP) for the Strathcona Gardens Recreation Complex's.

### EXECUTIVE SUMMARY

Staff has been focused over the last six weeks on the development of a comprehensive Request for Proposals for the Facility Needs Assessment. Upon completion, the RFP was published on the Strathcona Regional District Website, BC Bid, Civic Info, the Campbell River Mirror and the Courier Islander with the anticipation of proposals being received from across the recreation and architectural industries. One of the requirements of the RFP stated that proponents must attend a site visit to become familiar with the full scope of the project on Wednesday, June 25, 2014 at 12 noon. Unfortunately, the Site Visit was attended by only one proponent from Architecture 40.

This is an important project for Strathcona Gardens and this in an unacceptable result for the delivery of a competitive process. As a result of the low interest demonstrated the SRD has cancelled the current RFP process and is embarking upon a variety of alternatives to address this matter. While the RFP information and criteria are well founded and complete, we will need to adopt a much more aggressive approach to solicit a larger interest group. Staff is conducting a survey of Recreation departments who have conducted recent assessments to gauge potential proponents.

This unfortunate interruption will certainly affect the original proposed timelines as set out in the RFP postponing the final results into the New Year. However, in the interest of providing the Commission with a valuable document that reflects their goals and objectives, taking the extra time now to refine our strategy is the recommended approach.

### RECOMMENDATION(S)

1. THAT the report from the Chief Administrative Officer be received.

Respectfully:

A handwritten signature in black ink, appearing to read "Russ Hotsenpillar", is written over a horizontal line.

Russ Hotsenpillar  
Chief Administrative Officer