



## REQUEST FOR EXPRESSION OF INTEREST (RFEOI):

### Conceptual Design Phase - Ranger Park Child Care Facility Project

#### 1. INTRODUCTION:

The Town of Smithers is proposing to build a new 74-space multi-age group child care facility on a designated portion of Ranger Park, through the ChildCareBC New Spaces Fund (CBCNSF) Program. Recently, Council approved YMCA BC as the operator for the proposed child care facility. In order to address the existing gaps in child care services in Smithers, the intent is to create 24 infant/toddler spaces, and 50 spaces in the 3-5 age group category. The exact location for the proposed facility is to be determined in fall this year through further community and user group engagement.

The province will accept applications to the 2024-intake of the ChildCareBC New Spaces Fund Program, until August 2, 2024. At this point, the Town is inviting Expression of Interest from experienced architectural firms for preparing conceptual / preliminary design drawings for the proposed Ranger Park Child Care facility. Experience in leading the conceptual design process as part of projects that have successfully received funding under the ChildCare BC New Spaces Fund program in the recent years will be considered an asset. The conceptual or preliminary design drawings prepared by the Consultant will form part of the Town's application to the CBCNSF Program.

The Town expects that the successful consultant will:

- Have proven experience in preparing conceptual design drawings as part of major capital projects; past experience in designing multi-age group child care facilities will be an asset;
- Be available to complete conceptual design drawings for the proposed project, within a 3-4 weeks timeframe. The drawings must include all the necessary details required to comply with the [Child Care Licensing Regulation](#) and the [ChildCareBC New Spaces Fund Program](#) requirements for 'Major Capital Grants';
- Provide Class D cost estimates, or any other better cost estimates, prepared by a third-party professional Quantity Surveyor either working in the same firm or through a sub-contracting arrangement with the successful proponent. Project Budget must identify a contingency amount based upon the category of estimate, accounting for the Identified site-specific conditions and risks associated with the Project.

- Have the capacity to finish the required tasks outlined above in an efficient and timely manner.
- Available to meet (virtually or in-person) with Town staff and YMCA BC -- the approved child care operator for the proposed facility – as needed to complete the design tasks. The consultant may be required to regularly meet with the approved operator, if found necessary to complete the tasks in a meaningful and timely manner.
- Will enter into a Consultant Service Contract with the Town and complete the project in accordance with the agreed upon terms and conditions.

## 2. SUBMISSION REQUIREMENTS:

- A summary of the firm, highlighting experience, especially in designing multi-age group child care facilities. Highlight your firm’s role, if it has been part of a project(s) that has received funding through ChildCareBC New Spaces Fund Program.
- A brief proposal outlining the proponent’s plan for completing the required tasks and their timelines, and the estimated hours / cost.
- Brief bios of team members, along with their hourly rate.

## 3. INQUIRIES:

If a Proponent has any questions about this RFEOI, including the proposed scale of facility operation, or finds an error, inconsistency, or ambiguity in any of the RFEOI content, the Proponent is advised to submit a request for clarification or correction, by email, to Deepa Chandran, Town Planner, at [dchandran@smithers.ca](mailto:dchandran@smithers.ca). Requests for clarifications or corrections must be submitted before 4:00 pm (PST), Tuesday, June 11, 2024. The Town may respond to enquiries that it, in its sole discretion, considers relevant to this RFEOI.

## 4. INSTRUCTION FOR SUBMISSION:

Proponents may submit the EoI response either in electronic or printed formats.

- The electronic version of the EoI submissions in PDF format must be emailed to [devserv@smithers.ca](mailto:devserv@smithers.ca), with the subject line “RFEOI: Phase 1 Design Development for Ranger Park Child Care Facility”.
- Hardcopy proposals for this RFEOI may be submitted to:
 

Deepa Chandran, Planner  
Town of Smithers  
PO Box 879,  
1027 Aldous Street  
Smithers, BC. V0J 2N0
- Hard copy submissions must include one copy of the proposal and a digital version of the proposal in a sealed envelope marked “RFEOI: Phase 1 Design Development for Ranger Park Child Care Facility”.
- Submissions must be received no later than **4:00 pm (PST), Thursday, June 13, 2024**).

It is the sole responsibility of the Proponent to ensure that the Town received their EOI submission prior to the closing time and date.