



Project Brief

for

Kitsilano Secondary School Renewal

May 18, 2012

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1 INTRODUCTION

1.1 PURPOSE OF THIS PROJECT BRIEF

This Project Brief, and all comments included in it, is intended only as a convenient summary and reference describing the Kitsilano Secondary School Renewal, the business opportunity, the Board of Education of School District No. 39 (Vancouver), and the anticipated competitive selection process. **The Project Brief is not included as part of the Request for Qualifications (RFQ) or Request for Proposals (RFP), and is not intended to be included with, or referred to in any way in interpreting the requirements of, the RFQ, the RFP, the Design-Build Agreement, or to in any way define or describe any party's rights with respect to the Project.**

2 THE BUSINESS OPPORTUNITY

The Board of Education of School District No. 39 (Vancouver) (the Owner) is seeking to enter into a contract with a qualified entity to design and build the Kitsilano Secondary School Renewal (the Project, or the Facility) in Vancouver, British Columbia.

The Kitsilano Secondary School Renewal will be procured using a partnership approach. The partnership will utilize a Design-Build (DB) model in order to take advantage of private sector innovation and expertise. The Owner expects that a single private partner will provide these integrated services, assuming and sharing defined project risks of the Project.

The Owner believes that the Project is an opportunity for participants to form an experienced, highly qualified, multi-disciplinary team supported by the resources and experience necessary to undertake the Project.

Features of this business opportunity include:

- (a) The design and construction of a secondary school (approximately 18,000 square metres) that includes:
 - (1) emergent personalized learning approaches (sometimes referred to as 21st Century Learning approaches);
 - (2) Provision of a Neighbourhood Learning Centre; and
 - (3) retention of a significant heritage façade;
- (b) The development and implementation of renovations to portions of the existing building (as required to maintain the educational programs) as temporary swing space, and coordination of phasing to meet construction and educational needs;
- (c) The opportunity to address a critical infrastructure need for the Owner;
- (d) Strong government and Vancouver School Board support for replacing the school;
- (e) An interactive competitive selection process in which shortlisted teams and the Owner will have the opportunity to discuss key elements of the Project including procurement issues, design issues and documentation, and provisions of the Design-Build Agreement;
- (f) Appropriate risk sharing and compensation; and
- (g) The Project has been approved to proceed to procurement by the Province of British Columbia. Further Owner and Provincial approvals are expected to be required prior to issuance of the Request for Proposals (RFP) and Financial Close.

The total cost of the Project is estimated to be in the range of \$55-60 million.



3 THE PROJECT

3.1 BACKGROUND TO THE PROJECT

Kitsilano Secondary School (the School) has approximately 1,500 students in grades 8 to 12, and 125 full- and part-time staff. Approximately 650 students are registered in extra-curricular activities, with another 800 adult students enrolled in Continuing Education and Heritage Language programs. The School serves a variety of community uses, and its location next to the Kitsilano War Memorial Community Centre allows for the sharing of facilities.

The existing school is a high seismic risk, and virtually all mechanical and electrical systems are largely obsolete. The school building and layout are inadequate relative to modern education standards. The School is on the Vancouver Heritage Registry. The façade of the “1927 Block” is viewed as being of significant heritage value, and is to be retained in the renewal process.

Existing school buildings date from 1927, with additions in 1958 and 1973. The buildings total approximately 18,510 square metres.

The Owner commissioned a planning process to develop a concept for the school renewal which began in September 2009. This process included comprehensive planning and consultation with various stakeholder groups including students, teachers, parents, the City of Vancouver, and the neighbouring community.

Kitsilano Secondary School’s long history in the community, its heritage character, its scale and prominence, are seen as major contributors to the identity of the Kitsilano neighbourhood. The School is both a respected education centre and a community resource. This is reinforced by its location adjacent to the Kitsilano War Memorial Community Centre, and the cooperative long-standing relationship between the two facilities. As a result, there is a widespread and sustained interest in the School’s renewal.

Stakeholder consultation has occurred during the renewal planning, including preparation of the Statement of Requirements for the RFP. To date, teachers, support staff, students, the Parents Advisory Council, Upper and West Kits Community Associations, Parks Board, Community Centre Association and staff, and heritage advocates have been actively involved. This has been constructive in determining priorities for the School’s renewal. For example, there is a high priority placed on delivering a school that is safe in the event of a seismic event.

Consultation with the stakeholders will be included in the competitive selection process. This process is to be determined and will be identified in the RFP.



In 2010, the Owner completed a Project Definition Report that identified a phased replacement of the existing Kitsilano Secondary School. The Vancouver School Board supported the replacement project, and the Project was approved by the Provincial Government in October 2011.

3.2 PLANNING PRINCIPLES

Figure 1: Main Entrance Constructed in 1927



To aid with the development of the Project scope and decision-making process, planning principles have been established for the Project. These include:

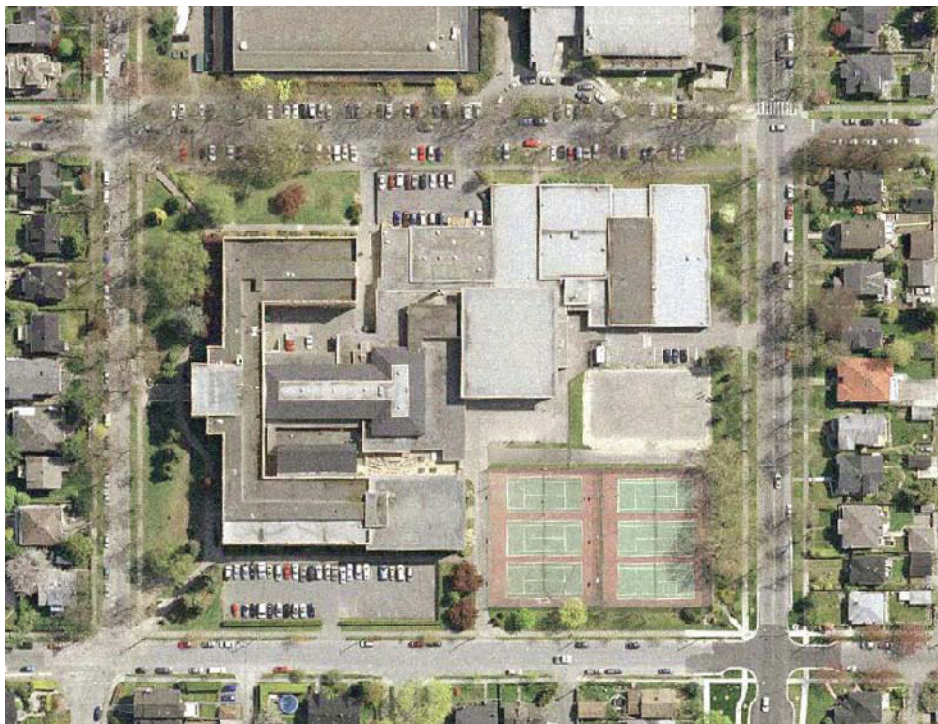
- Create a model 21st Century School
- Protect and enhance the school spirit and sense of place;
- Plan for sustainability;
- Ensure a safe and secure school facility;
- Improve the health and wellbeing of the entire school community;
- Create stronger connections with the Kitsilano War Memorial Community Centre;
- Plan the school with a Neighbourhood Learning Centre;
- Respect the 1927 Heritage Block;

- Provide great outdoor space;
- Plan for implementation and fiscal viability; and
- Plan to minimize phasing and construction time.

3.3 PROJECT SITE

The Project will be located in the City of Vancouver on the existing site of the Kitsilano Secondary School, bounded by Trafalgar Street on the west, West 10th Avenue on the north, Larch Street Right-of-Way on the east, and West 12th Avenue on the south.

Figure 2: Kitsilano Secondary School – Flyover View



The ownership of the Site and Facility remain at all times with the Owner.

3.3.1 Site Considerations

- The school's educational program must be delivered during the renewal process. Maintaining the school's operations in a safe and practical manner will require an agreed phasing plan.
- The existing school site is comparatively small (2.7 hectares) for a secondary school which creates challenges in designing and implementing both a phasing program, and a final plan.
- The Site is in an established residential neighbourhood.

- There are designated City of Vancouver bikeways on Trafalgar Street and West 10th Avenue.
- There is an active community centre and public arena to the east of the Site.
- The Site has some relief in it and grading and grades will require design attention.

3.3.2 Zoning Considerations

The Site is currently zoned RS-7 and is proposed to keep this zoning. The Project will require a Development Permit, Building Permit and Occupancy Permit, as a minimum.

3.4 OWNER

The Vancouver School District is among the most diverse public school systems in Canada, with an annual enrolment of approximately 56,000 students in Kindergarten to grade 12. In addition, the Vancouver School District provides educational programs and services to full-time Adult Education and Continuing Education students.

Additional information about the Owner is available at: www.vsb.bc.ca.

The Owner has engaged Partnerships British Columbia Inc. (Partnerships BC) to manage the competitive selection process for this Project.

Additional information about Partnerships BC is available at www.partnershipsbc.ca.

The Owner has established a Project governance structure for the Project. A Project Director is responsible for the Project and the day-to-day functioning of the Project working team. The Project Director reports to, and takes direction from, the Project Board.

The Owner has also retained the following advisors to assist in implementing the Project:

- Boughton Law Corporation;
- Stantec Architecture Ltd.;
- Stantec Consulting Ltd.;
- BTY Group;
- CitySpaces Consulting;
- McGinn Engineering and Preservation Ltd.;
- ACM Environmental Corporation;
- Joan Young;
- McMillan LLP;



- Lisa Bell & Associates; and
- Fasken Martineau Dumoulin LLP.

3.5 LEGISLATIVE REQUIREMENTS

3.5.1 Wood First

As contemplated by the Wood First Act (British Columbia), the successful Proponent will be required to use wood in the Project, consistent with that legislation.

3.5.2 LEED®

The successful Proponent will be required to build and document the Project to achieve LEED® Gold certification.

3.6 WORK COMPLETED TO DATE

3.6.1 Functional Program

A functional program is currently under development and is planned to be completed and approved by the Owner. To develop the functional program, consultation with stakeholders and various user groups of the Facility (i.e., teachers, staff and students) is being undertaken through the functional programming phase to verify space requirements and required adjacencies. The Owner's intent is that past, present and forthcoming stakeholder input be respected in the design of the Facility.

3.6.2 Indicative Design

The Owner's design team will develop an indicative design for the Project that respects the input into the Project Definition Report and other work to-date. The indicative design will serve several purposes, including testing the functional program to ensure that it fits within the available space; providing input to a quantity survey estimate to confirm affordability; and supporting the refinement of key adjacencies and flows. The indicative design is not intended to restrict Proponents in their design of the Facility. The Owner is interested in innovative designs that embrace 21st Century learning in a responsible and environmentally, socially and economically sustainable manner.

The Owner and the City of Vancouver are discussing design guidelines which may be included with the RFP.

3.6.3 Geotechnical Seismic Study

A geotechnical seismic study has been conducted.

3.6.4 Material Investigation for Seismic Analysis Report

A preliminary Material Investigation for Seismic Analysis report has been conducted.



3.6.5 Structural Report

A preliminary structural investigation has been conducted.

3.6.6 Mechanical Report

A preliminary mechanical investigation has been conducted.

3.6.7 Electrical Report

A preliminary electrical investigation has been conducted.

Further studies, such as geothermal conductivity tests and hazardous material investigations are currently being gathered by the Owner, and all reports will be made available to Proponents in the RFP phase.

3.7 PROJECT ELEMENTS

Table 1 identifies and describes the elements of the Project that will be delivered by the Design-Builder.

Table 1: Project Elements

Project Element	Description
Elements to be delivered by the Design-Builder:	
Design and Construction	Design and construct the Facility including: <ul style="list-style-type: none"> ▪ Obtain all permits including development, building and occupancy permits; ▪ Design, construct and commission all space; ▪ Provision, repair and, as appropriate, upgrading of all fixed equipment as further described in the RFP; ▪ Management of the design development and construction process; ▪ LEED® Gold certification; and ▪ Warranty of Facility.

4 THE COMPETITIVE SELECTION PROCESS

The Owner intends the competitive selection process to be a two-stage process as follows:

- Request for Qualifications (RFQ); and
- Request for Proposals (RFP) from proponents qualified at the RFQ stage.

The accompanying Request for Qualifications (RFQ) is being issued by the Owner for the purpose of identifying a shortlist of teams to be invited to participate in a competitive selection process for the development of the Project. The Owner intends that only teams selected through the RFQ will be eligible to be invited to submit a proposal in response to the RFP for the Project.



The Owner wishes to enter into a contract for the Project that will permit the Owner to achieve its objective to provide innovative designs that embrace 21st Century Learning in a responsible and environmentally, socially and economically sustainable manner.

Table 2 provides an outline of the competitive selection process.

Table 2: The Competitive Selection Process

Project Stage	Description
Request for Qualifications	<ul style="list-style-type: none"> Identify and select respondents who will be invited to respond to the RFP. The RFQ sets out the information requested from respondents, and the evaluation criteria that will be used to evaluate responses. The Owner intends to shortlist a maximum of three respondent teams who will then be invited to submit proposals based on the specifications that will be included in the RFP.
Request for Proposals	<ul style="list-style-type: none"> Proponents will be invited to submit proposals based on the performance specifications, the final draft Design-Build Agreement, and requirements included in the RFP. The RFP will detail the business opportunity that the Proponents are invited to submit proposals to. It is anticipated that the RFP will include a mandatory financial affordability threshold and it is anticipated that proposals that exceed this threshold will be disqualified.
Collaborative Discussion Process	<ul style="list-style-type: none"> The Owner expects the RFP process to include a series of collaborative meetings with each proponent. The purpose of such meetings is to aid proponents in submitting quality proposals that effectively address the needs of the Owner. Meetings will typically include two topic areas: Design/Construction, and Commercial/Legal.
Design-Build Agreement	<ul style="list-style-type: none"> The draft Design-Build Agreement will be included with the RFP. Proponents will be invited to provide comments on the agreement and the Owner will respond to these comments while the RFP is open. Prior to the close of the RFP, the Owner will issue a Design-Build Agreement in final form to which the proponents will be expected to provide a proposal.

4.1 TRANSPARENCY OF THE COMPETITIVE SELECTION PROCESS

The RFQ and RFP (including addenda) will be public documents, although only proponents will be invited to respond to the RFP. The names of shortlisted teams will be made public.

At the completion of the procurement process, the Design-Build Agreement will be disclosed.

The Fairness Advisor will issue reports documenting the procurement process from a fairness perspective and giving an unbiased opinion on the fairness of the entire competitive selection process.



The Fairness Advisor's reports will be released publicly.

The entire process is subject to the Freedom of Information and Protection of Privacy Act (FOIPPA).

4.2 PARTIAL COMPENSATION

The Owner will not pay any partial compensation during the RFQ stage. The Owner expects to offer partial compensation in the amount of \$100,000 to unsuccessful Proponents who submit a bona fide compliant proposal in response to the RFP.

5 PROJECT SCHEDULE

Table 3 provides the Owner's estimated timeline for the competitive selection process and the Project.

Table 3: Project Schedule

Activity	Estimated Date
RFQ Issue	May 18, 2012
Introductory Project Meeting	May 30, 2012
RFQ Submission Time	July 4, 2012
Respondent Interviews/Presentations (optional)	week of July 16, 2012
Announce Shortlist	August 2012
Issue RFP and Draft Design-Build Agreement to Proponents	August 2012
Issue Final Draft Design-Build Agreement	November 2012
Submission Time for Technical Submissions	December 2012
Submission Time for Financial Submissions	January 2013
Selection of Preferred Proponent	February 2013
Contract Award	March 2013
Design-Build Activities Commence	March 2013
Substantial Completion	June 2017