
CITY OF KELOWNA

MEMORANDUM

Date: August 14, 2003
File No.: 0710-20

To: City Manager

From: Civic Properties Manager

Subject: RFP for City Park Pavilion

RECOMMENDATION:

THAT City Council cancels the RFP for the lease of City Park Pavilion;

AND THAT Council instruct staff to enter into negotiations for a lease of the Pavilion based on the criteria outlined in the RFP;

AND FURTHER THAT Council instruct staff to negotiate firstly with the Okanagan Nature Centre Society, and failing a successful negotiation with this party, then to negotiate with Foundation 2000 Plus.

BACKGROUND:

An RFP to seek out a proponent to lease the City Park Pavilion was issued in May 2003. This RFP closed on July 10, 2003, with four submissions being received. A selection committee made up of the Director of Parks and Leisure Services, the Parks Manager, and the Civic Properties Manager reviewed the submissions. The four submissions included one for the development of a nature centre, one for a rowing and paddling centre, one for a café/catering/event management operation, and one for an adventure tour operation. The reviewers determined that none of the proponents met the mandatory criteria, which were as follows;

Mandatory Criteria
a) Proposal confirms agreement with all the conditions outlined in this RFP.
b) The proponent will comply with all applicable regulations and all approvals as required by their proposed use.
c) The proponent has demonstrated and provided documentation (including a related business plan) as to their relevant experience and financial capability to be able to fund the endeavor proposed.

None of the proposals adequately satisfied "c" in mandatory criteria. It is the selection committee's recommendation that the RFP be cancelled because none of the submissions met the mandatory criteria.

Although not meeting the mandatory criteria in the RFP, staff reviewed all of the proposals against the Desirable Criteria (shown below).

Desirable Criteria	Weight
.1 Value of proposed use to the park and community as a whole	30%
.2 Proposed facilities and services to be offered.	25%
.3 Experience of proponent in the operation of similar facilities.	20%
.4 Operational proposal including conceptual design layout of facility and business model of proposed use.	15%
.5 Rents offered.	10%

Based on this evaluation, the proposal from the Okanagan Nature Centre Society was ranked first and the Foundation 2000 Plus proposal was ranked second. Even though these proposals do not meet the mandatory criteria, the evaluation committee believes that it is in the City's interest to enter into negotiations. Therefore, staff would like Council authorization to further pursue opportunities by negotiating a lease firstly with the Okanagan Nature Centre Society on their proposal for a nature centre. Failing a successful negotiation with this party, staff proposes to negotiate with Foundation 2000 Plus for a rowing and paddling centre at the pavilion. During the negotiations, the proponent will be required to provide proof of their financial capability to operate successfully and implement their proposal as outlined in the RFP document and described in their original proposal. Any agreement resulting from these negotiations is subject to City Council approval.

A summary of each of these two proposals has been taken from their submissions and is attached for reference.

Jim Waugh, Civic Properties Manager

Attachments

cc: Director of Parks and Leisure Services
Director of Finance
Parks Manager