



REQUEST FOR EXPRESSIONS OF INTEREST (RFEI) No. 23-074

DATE: November 20, 2023

Project Title : Operation of Cedar Heritage Centre

The Regional District of Nanaimo (RDN) is requesting expressions of interest(RFEI) from interested parties for the management of daily operations of Cedar Heritage Centre located at 1644 MacMillan Road. This RFEI is intended to determine whether or not there is sufficient market interest to proceed to a competitive bidding process. In the event there is sufficient interest in this requirement, the RDN may, but is not obligated to, initiate a competitive bidding opportunity.

The Cedar School and Community Enhancement Society (CSCES) has provided a valued service managing the Cedar Heritage Centre for the past twenty two years. The Society has notified the RDN that as of June 2024 it will not longer exist and therefore a new managing partner is being sought.

The intent of this RFEI process is to establish a Lease and Licence of Occupation Agreement with an operating partner. Typically the Agreements have included three year terms and have been renewed upon mutual consent. The Agreement would outline the expectation of the partner (Society or Association) in regards to the management of the Cedar Heritage Centre as a community centre. The group would be responsible for the daily operations, general maintenance of the building and grounds (landscaping) and management of facility reservations. The RDN would provide a management fee and would be continue to be responsible for capital improvements. The playground next to the building will be the responsibility of RDN Parks.

Interested parties are invited to respond to this RFEI by submitting an email to the RDN that includes a brief statement of the nature of their interest in the RDN's requirement. Responses should only include a statement of interest and should not include any other information or qualifications. There will be no evaluation, ranking, or selection of vendors as a result of this RFEI; it will not be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

If subsequent competitive bidding opportunities are issued, the RDN is under no obligation to advise any vendor responding to this RFEI. Vendors should monitor the RDN website (www.rdn.bc.ca/current-bid-opportunities) and the BC Bid website (www.bcbid.ca) for such opportunities, which will be open to all vendors, whether or not a response to this RFEI was submitted.

Submissions should be received on or before 3:00:00 p.m. local time on December 4, 2023. The RDN at its sole discretion, reserves the right to accept late submissions.

Questions and Submissions

Questions and submissions should be directed to:

Hannah King
Superintendent Recreation Program Services (South)
hking@rdn.bc.ca