



**Request for Information**

**#3548**

**LEASED SPACE**

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# Leased Space

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# Leased Space

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## Confidentiality

All information included in this **Request for Information (RFI)** is confidential and only for the recipients knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

## Introduction and purpose of RFI

Halifax Regional School Board is currently evaluating space within HRSB premises that could potentially accommodate three (3) HRSB Programs currently located in the Quinpool Education Centre, 6067 Quinpool Road, Halifax NS.

In the meantime, via this Request for Information, HRSB is requesting information to determine the potential for Property Management companies to provide appropriate leased space. The information received will be reviewed to determine interest/availability should HRSB decide to create a Request for Proposal for leased space.

## Scope

The Board's goal is to relocate the following three HRSB Programs to suitable space (within HRSB premises or leased space), complete with leasehold improvements, by AUGUST 1, 2013:

- Youth Pathways Transition (YPT)
- Flexible Learning Education Centres (FLEC)
- English as an Additional Language (EAL)

Schedule "A" includes the functional and physical requirements for each of the three (3) programs. Schedule "A" should be considered a "guideline" only as there is potential for combined spaces.

The usable Class A accommodations shall preferably:

- a) be located within Halifax Peninsula, or located centrally in HRM with easy access to public transportation;
- b) be "Storefront" (walk in) leased space;
- c) be leased annually for each of the three (3) defined spaces;
- d) meet the functional and physical requirements of Schedule "A";

Should the Board decide to create a Request for Proposal for Leased Space, pricing shall be in Canadian Dollars for Net Square Foot Pricing.

## Abbreviation and Terminology

**Net Square Footage – Utilities and Leasehold Improvements** will be paid by the School Board as an extra to lease per square foot price.

## RFI procedure/HRSB contact

To respond to this RFI please complete the attached form. Questions, clarifications to this RFI MUST be directed to the Manager of Accounting & Purchasing via email:

Kathryn Burlton, Manager of Accounting & Purchasing  
[kburlton@hrsb.ca](mailto:kburlton@hrsb.ca) copied to [dbeck@hrsb.ca](mailto:dbeck@hrsb.ca)

The answers to this RFI will be reviewed by a committee formed by the Board.

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## How to Respond to RFI

Fax the attached form and description/location of proposed properties to: **(902) 464-0161 by FRIDAY, March 1, 2013 2:00:00 P.M. ATLANTIC TIME.**

## Timeframe

This is the timeframe for the RFI:

FRIDAY, FEBRUARY 15, 2013	Post RFI to HRSB Website and NS Government Electronic Bulletin Board
FRIDAY, FEBRUARY 22, 2013	Last date for questions
FRIDAY, March 1, 2013	RFI Closing date
FRIDAY, MARCH 15, 2013	HRSB Updates Proponents with Decision to use HRSB Facility or to post a Request for Proposal for Leased Space
THURSDAY, AUGUST 1, 2013	Relocation of Programs to HRSB or Leased Facility

## Leased Space

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**COMPLETE FORM AND FAX TO 464-0161**

<b>QUESTION</b>	<b>RESPONSE</b>
<b>Company Name</b>	
<b>Company Address</b>	
<b>Company Web page</b>	
<b>Service Provided</b>	
<b>Main Clientele</b>	
<b>Number of years in Business</b>	
<b>Company location(s)</b>	
<b>Number of Employees</b>	
<b>Contact person responsible for answering this RFI</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Conditions listed in the RFI that can't be met</b>	
<b>Description of services provided to current clients comparable to requirements in this RFI</b>	
<b>Reference Corporate clients using comparable leased space (including contact information)</b>	
<b>On a separate sheet of paper for each property, describe the property/location and the reasons you believe this property would suit the needs of the Board.</b>	

## Leased Space

<b>SCHEDULE "A" Physical &amp; Functional Guidelines</b>						
	<b>FLEC</b>		<b>YPT</b>		<b>EAL</b>	
Estimated Student Enrolment	60		20		150	
Hours of Operation	9:00 AM to 3:00 PM		9:00 AM to 2:30 PM		8:00 AM to 5:00 PM	
Grade Levels	10 to 12		10 to 12		N/A	
Number of Staff	5		5		12	
Parking	Staff/Visitor		Staff/Visitor		Staff/Student	
	Number of Rooms	Square Footage	Number of Rooms	Square Footage	Number of Rooms	Square Footage
Classroom Space	5	375-750 ea	4	375-750 ea	10	600-750 ea
Computer Lab (30)	1	750	Lab will be in Classrooms - use of Rolling Laptop Cart		Room 1 - 16 Room 2 - 12	1500
Science Labs	1	750	Not Applicable		Not Applicable	
Administration	1	150	1	150	1	250
Itinerant Office Space	1	150	N/A		N/A	
Work/Staff/Lunch Room	1	450	1	450	1	450
Student Washrooms	Separate Male and Female		Separate Male and Female		Separate Male and Female	
Staff Washrooms	Separate Male and Female		Separate Male and Female		Separate Male and Female	
Washroom (12 Months of Age and Under)	Not Applicable		Not Applicable		1	87
Childminding Space (Infants)	Not Applicable		Not Applicable		1	87
Childminding Space (All other ages)	Not Applicable		Not Applicable		1	232
Childminding Minimum Gross Motor Space	Not Applicable		Not Applicable		1	475
Intrusion Alarm	YES		YES		YES	
Public Address	Preferred		Preferred		Preferred	
Secure Storage	YES		YES		YES	
LCD Projector Hookup	YES		YES		NO	
Computer Drops	YES	4 Drops Per Classroom	YES	4 Drops Per Classroom	YES	4 Drops Per Classroom
<b>TOTAL SQUARE FOOTAGE Excluding Washrooms</b>	<b>4,125 - 6,000</b>		<b>2,100 - 3,600</b>		<b>9,100 - 10,581</b>	