

Request for Proposals

Project Name:	Cleveland Elementary Courtyard Redesign
Location:	Cleveland Elementary School, 1255 Eldon Street, North Vancouver BC
Client:	Cleveland Parent Advisory Committee (CPAC), with oversight from School Admin and NVSD Operations
Key Contact:	Jessica Bratty, CPAC, Jessica.bratty@gmail.com ; 604-603-1711
Project timeline:	Solicitation of bids: Nov & Dec Confirmation of vendor: January 18, 2019 Fundraising: Jan – Mar 2019 Installation: Mid March to Mid April 2019
Deadline for Submission:	January 11, 2019 Opportunity to view the site on an RSVP basis on Dec 20 or 21 @ Noon, or otherwise as arranged. Meet in front lobby of school.

Project Overview:

Cleveland Elementary is a medium to large sized elementary school located near the Capilano Suspension Bridge in North Vancouver. It is home to approximately 500 kids and 300 families on the North Shore. We have a strong school community, excellent working relationships among staff, students and parents. The ethic of “caring for self, others and the environment” is core to our school community. Outdoor learning is a key part of many school programs and activities.

At the ‘heart’ of our school is a central outdoor courtyard and adjoining library. Both are essential spaces for learning, teaching and gathering. The courtyard is also used for contemplative play and reflection. In the middle grows a beautiful, mature Dawn Redwood tree that anchors the space and this redesign project.

Rationale:

This project is important to our school.

We are very fortunate to have two existing and well-used outdoor learning spaces in the forest surrounding the school. However neither are accessible from the school; nor are they big enough to accommodate a full class.

A classroom in the courtyard would give teachers an outdoor option close by to use for short impromptu or longer planned sessions, as well as small group break out areas that can be easily supervised and supported. Native plants, a mock salmon stream and water collection systems would provide additional hand-on learning opportunities. A refreshed space would be enjoyed during many school events and gatherings.

Key Objectives

The main objectives of the project are to:

- Build an accessible outdoor classroom that can accommodate all of our class sizes and compositions, now and into the future
- Build “break-out” learning areas for small group work
- Ensure accessibility and safety
- Enhance existing plantings with native species
- Create a mock “stream bed” to echo a salmon stream, tied into rainwater collection system

Design and Budget

We have an approved concept design for the space (attached), developed professionally by Forma Design through extensive involvement of students and staff and with input from parents.

We also have an approved preliminary cash budget for the space of \$35 – 40 K. We acknowledge implementing the entire concept design may exceed this budget allowance, and request proposals that focus on helping us meet the hard-scaping elements of our key objectives. We have a willing parent community who can help with other elements of the project. We welcome vendors contributing certain project elements in exchange for promotion and recognition within our school community and networks.

Major Project Elements

1. Demolition and preparation of the space, including proper drainage, protection of root systems etc.
2. Retaining wall features and walkways
3. Ramp for accessibility between elevations
4. Installation of Key Design Elements
 - a. Outdoor Classroom
 - b. Smaller learning break-out patios
 - c. Stand for bench swing
 - d. Maintenance/Operations storage area
 - e. Soil and native plantings
 - f. Mock salmon stream

Criteria For Selection

Vendors will be evaluated and selected based on the following criteria:

1. Price
2. Timing
3. Clarity of quote, by major project element indicating materials and labour costs
4. Ability and willingness to use volunteer help for some of the elements
5. Reputation in the community
6. Additional contributions or improvements made to the overall concept
7. Contribution of work effort and/or materials in exchange for agreed upon recognition

Conclusion

We are excited about this project and the impact it will have on our kids' school experience and look forward to having the opportunity to meet with you.

We look forward to hearing from you by January 11, 2019.

Please contact Jessica.bratty@gmail.com for more information.