

July 17, 2008

Re: RFQ for the framework an Action Plan around development of Kinark  
Outdoor Center Master Plan

Dear Prospective Bidder:

You are invited to submit a quotation for the above subject RFQ in accordance with the attached.

The quotation is for the creation of a Kinark Outdoor Centre Master Plan framework with required completion date of September 1, 2008. Questions may be directed to Jim McHardy via phone 1-800-805-8252 or fax at (705) 286-6184. Questions may also be e-mailed to [jim.mchardy@kinark.on.ca](mailto:jim.mchardy@kinark.on.ca). Vendors will be provided with answers to questions posed by any bidder.

All proposals **must** be submitted by 5:00 pm on July 30, 2008 to Carmen Hanak, Business manager of the Kinark Outdoor Centre by e-mail: [Carmen.hanak@kinark.on.ca](mailto:Carmen.hanak@kinark.on.ca) or fax (705) 286-6184. **Late proposals will not be considered regardless of the reason and will be disqualified.**

Evaluation of proposals and selection of a vendor will be completed by August 1, 2008.

Sincerely,

# The Kinark Outdoor Centre

## THE SITE

The Centre is located on a 243-hectare semi-wilderness site with a diversity of natural features from wetlands to mature forest.

There are 25 kilometers of maintained and groomed nature/cross country ski trails and a guided wetlands boardwalk.

The site contains a private 25-hectare lake with two enclosed sandy beach swimming areas. In addition, docks and activity areas are set up for canoeing, kayaking, paddleboats, fishing, and an accessible solar powered pontoon boat.

The Centre features a large sports-playing area containing a baseball diamond, soccer field, beach volleyball courts, badminton courts, basketball hoops, tetherball poles and a horseshoe pitch.

## THE FACILITIES

- ◆ Lakeview Area has eleven winterized, double sleeping cabins, with a capacity of ten per cabin. They have electric baseboard heat, lighting and outlets. There are two bunk beds and one single bed with vinyl covered mattresses in each side of the cabin. Each side has a two piece washroom. All are fully equipped with smoke detectors and fire extinguishers.
- ◆ Lakeview Shower-Washroom building is centrally located and has flush toilets, individual showers and sinks.
- ◆ Lakeview Lounge building is available to teachers and visiting staff for meetings and social gatherings. It contains a small refrigerator, couches and chair.
- ◆ Central Dining Hall seats 150 people and provides full food service. It is equipped with a fireplace, wrap-around deck overlooking the lake, modern washroom facilities, a pay phone and two conference rooms.
- ◆ Nova Centre is a multi-purpose program building with indoor meeting space for 30, a fully equipped kitchen, a laundry room with washer and dryers, a pay phone and an attached outdoor pavilion.
- ◆ The Sustainable Living Centre and surrounding area provide a focus for nature and environmental exploration activities.
- ◆ Eagles Nest (Recreation Hall) is a large, open, multi-purpose facility available for a range of indoor activities. The upstairs room seats 100 and the downstairs rooms can be used for a variety of small group activities and includes a Nature Classroom
- ◆ Summer Circle area contains shower/washroom, kitchen and sleeping buildings in a campus type setting.
- ◆ Hillcrest is a self-contained, multi-building area, geographically separated from the main site. It is a non-winterized facility with its own outhouses, shower facility, kitchen building and sleeping cabins.
- ◆ The Pines area is made up of three cabins each with 6 bedrooms and accommodation up to 36 visitors.

**PROGRAMS AT**

# **THE KINARK OUTDOOR CENTRE**

	<b>Program</b>	<b>Client Group</b>
<b>Outdoor Education</b>	ENVIRONMENTAL LEARNING PERSONAL CHALLENGE AND GROUP BUILDING RECREATION AND LEISURE SKILLS SOCIAL RECREATION SUSTAINABLE LIVING ECO-SCHOOLS	Elementary Schools Secondary Schools Colleges Special Needs Groups
<b>Respite and Social Skills Development</b>	QUEST – SUMMER CAMP PROGRAM QUEST – WEEKEND PROGRAM (Children and youth unable to attend a mainstream camp due to behavioral issues ) AUTISM QUEST	Children/youth who could benefit from a planned and supported short separation from parents, home or community on a monthly or bi-monthly basis
<b>Character Education</b>	THE CARING CLASSROOM CHOICES INTO ACTION CREATING HEALTHY HABITS	Grades 5-8
<b>Family Programs</b>	SKILL INSTRUCTION SKILL INTEGRATION SHARING BETWEEN FAMILIES	PPP, Parent Support, Parent Skill, TAP-C, New Canadians Groups, Families in Treatment
<b>Adult Programs</b>	SOCIAL-RECREATION GETAWAYS ADULT SMALL GROUP DEVELOPMENT WEEKEND ADULT ADVENTURE PROGRAM	Adult Mental Health, Community Living or Substance Abuse Agencies
<b>Autism</b>	FAMILY WEEKENDS PARENT WORKSHOPS AND RESPITE SUMMER CAMP	Families and children with autism
<b>Duke of Edinburgh Awards Program</b>	SILVER AND GOLD EXPEDITIONS SILVER AND GOLD RESIDENTIAL PROJECT	Individuals ages 15-25 Private Schools Agencies Faith Communities
<b>Community Development</b>	NEIGHBOURHOOD DEVELOPMENT PROGRAM CONNECTING PARENTS TO THE SCHOOL	At risk and troubled neighborhoods
<b>Retreats and Workshops</b>	WINTER SKI AND RECREATION WEEKEND COMMUNICATION / TEAM BUILDING SKILLS 3-DAY CANOE TRIP PROGRAM FALL COLORS WEEKEND	Faith Communities Cultural Groups Community Associations

## **Request for Quotation**

### **A Framework and Action Plan for the Development of the Kinark Outdoor Centre Master Plan**

#### **Description**

This is a call for quotations to complete the 'developmental planning phase' for the creation of a long term Kinark Outdoor Centre Master Plan. This project will identify what is required to create and complete the KOC Master Plan.

This project component is to be started at the end of July and be prepared and ready for presentation by September 1, 2008.

The end products sought through this phase of the Master Plan process are:

- 1) A detailed framework outlining the necessary components of the Kinark Outdoor Centre Master Plan as defined by the end product goals (as detailed below).
- 2) Recommended methodology for data collection and a compilation and assembly platform for the establishment of a Kinark Outdoor Centre Master Plan.
- 3) An assessment of the additional data gathering and work to be done for the completion of the plan components.
- 4) An action plan for the completion of a Kinark Outdoor Centre Master Plan including a work plan with a timeline and estimated budget,

#### **Background**

The Kinark Outdoor Centre (KOC) is seeking to develop a master plan that details the principles for new development and re-construction; reflects the evolving program needs; and includes a facility operating plan. We are looking to establish a unifying framework within which the Centre will be re-constructed, and from which will come yearly marketing, business development and fundraising plans. The KOC Master Plan will provide a foundation for KOC to achieve sustainability using an integrated and organic strategic business model that will help insure that KOC realizes its full potential. All components of the master plan will be developed based on KOC's guiding principles for sustainability.

The Master Plan will address the following business components as well as others identified in through the strategic planning process for the Master Plan:

- Site planning, design and operations

- Facility planning, design and operations
- Human Resources operations (i.e. staff)
  - Visitor program and experiences – planning, design and operations
  - Strategic Partnership Development & Communications (e.g. community, NGOs, businesses, etc.)
  - External Marketing & Communications
  - Customer Service and Sales

The overall goal for the Master Plan will be accomplished by meeting the objectives below as well as others identified through the development of an framework and action plan for the development of the Master Plan:

- 1) To develop and maintain a climate neutral and ecologically sound facility.

The Kinark Outdoor Centre is a year round environmental education facility. It is important that the site and facilities reflect the values of the ecology and sustainable living programs facilitated through the Centre and that they create a small environmental footprint.

- 2) To match facilities to program needs.

The Centre provides for an eclectic group of user groups, so the facilities need to support visits from: families with young children, school classes, persons with physical disabilities, persons with developmental disabilities and a range of faith communities, often all at the same time.

- 3) To develop a Centre that is economical to maintain and operate.

The Kinark Outdoor Centre is a not-for-profit registered charitable organization. Over 2/3 of its annual operating budget comes from fee for service and fund raising initiatives. Operational cost need to reflect revenue restrictions.

- 4) To create a showcase for environmental design and facility innovation.

KOC is home to the Sustainable Living Centre an off the grid, alternative construction building. It is important that the whole facility, as develops, incorporates all the best and most applicable features of alternative design and sustainable living.

- 5) To have a flexible and constantly evolving facility plan.

We acknowledge our inability to predict the future with respect to user and facility needs. Allowances for change are important.

- 6) To create a plan that embeds our partnership with users and funders.

Primary long term partners include: Kinark Child and Family Services Programs, Ministry of Child and Youth Services, Camp Bucko, Out To Learn, Trillium Lakelands District School Board, Centre for Addiction and Mental Health, Cambridge Respite Services, Muslim Workers Group and the York Board of Education.

The development of a Kinark Outdoor Centre Master plan is the third component of the Kinark Outdoor Centre business transformation process. The goals of the business transformation process are:

- 1) research and establish market priorities based on existing market expansion projections and evidence based research on the types of services it offers;
- 2) initiate a market expansion initiative for the six months of the year the Centre does not operate at capacity;
- 3) develop a master plan for the ongoing operation of the Centre that reflects the 'values' of the services provided and the needs of the market populations it serves, while providing a framework for all ongoing facility and site development as it moves to becoming a carbon neutral Centre.

Actions to achieve the first two goals have been initiated as well as the following data collection components:

- 1) A summary of all client satisfaction and evaluation data
- 2) Traffic flow patterns
- 3) An activity zone assessment
- 4) An eco-practices assessment (EcoSchools Certification)
- 5) Multi-year service statistics by program type

Other supporting documentation in place includes:

- 1) Forest, Wildlife and Wetlands management plans
- 2) A permaculture plan for the main camp and sustainable living centre
- 3) An accessibility analysis for the entire site
- 4) A capital replacement schedule for all buildings and equipment over 5K
- 5) An energy audit of all the main buildings
- 6) A wastewater systems assessment
- 7) A detailed site plan
- 8) An inventory of all equipment
- 9) Phase 1 report of the Kinark Outdoor Centre Working Group
- 10) Renewable Energy Opportunities and Constraints: A Feasibility Study for the Kinark Outdoor Centre

## **Request for Quotation Submission Details:**

Firms interested in responding to the RFQ are to submit the following information:

- a) A letter of introduction describing your firm, and a summary of qualifications and/or experience that will ensure the successful completion this project. Please identify any all sub-contractors that may utilized in the completion of the project, and the role each will play
- b) An overview of your proposed project schedule, including start and completion dates;
- c) A quotation for services including a breakdown of the fee structure (please use attached form)

Quotations must be received by 5:00 p.m on July 30, 2008. Quotations may be emailed or faxed to:

Carmen Hanak  
Business Manager  
Kinark Outdoor Centre  
[carmen.hanak@kinark.on.ca](mailto:carmen.hanak@kinark.on.ca)  
Fax 705-286-6184

Inquiries regarding the RFP are to be directed to:

Jim McHardy  
Director  
Kinark Outdoor Centre  
[jim.mchardy@kinark.on.ca](mailto:jim.mchardy@kinark.on.ca)  
705-286-3555x301

**Quotation Submission**

*A Framework and Action Plan for the Development of the  
Kinark Outdoor Centre Master Plan*

All quotations must be received by 5:00 pm July 30, 2008

**Vendor Profile:**

**Vendor References:**

**All deliverables must be completed by September 1, 2008.**

- 1. An outline detailing the necessary components of the Kinark Outdoor Centre Master Plan as defined by the end product goals .**
- 2. A data compilation and assembly platform for the establishment and the ongoing modification of a Kinark Outdoor Centre Master Plan.**
- 3. An assessment of the additional data gathering and work to be done for the completion of the plan components.**
- 4. A work plan with a timeline and estimated budget for the completion of a Kinark Outdoor Centre Master Plan.**

**Quotation for services; breakdown of costs based on above**

**Subcontractors to be utilized:**