

**INTER-OFFICE MEMORANDUM**

**TO:** CHAIR AND MEMBERS  
SOCIAL PLANNING COMMITTEE

**DATE:** 2021 September 01

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 12000 10

**SUBJECT: REQUEST FOR PROPOSAL (RFP) – COMMUNITY RESOURCE  
CENTRE AT 2038 ROSSER AVENUE**

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At its meeting on 2021 May 10, Council approved a proposed Request for Proposals (RFP) process for new community amenity space at 2038 Rosser Avenue.

For the information of the Committee, the RFP has been posted on BC Bid and shared with the Burnaby Interagency Council. The information below provides a summary of the RFP opportunity.

**Overview**

The City of Burnaby invites Proposals from non-profit societies wishing to lease program/office space on the second floor of a newly developed mixed-use high-rise development at 2038 Rosser Avenue. The main amenity space is 4,231 square feet, plus an outdoor deck of 500 square feet. The site is located within walking distance of Brentwood Town Centre SkyTrain Station and features several amenities including:

- a kitchen with a full suite of appliances;
- gender neutral washrooms;
- flexible meeting and office rooms;
- 11 designated parking spots, 2 of which are designated as accessible; and
- a bicycle locker and shared end of trip facilities.

Preference is given to proponents supporting Burnaby residents through a range of programs and services. Community organizations are invited to apply either individually or jointly with other service provider partners for the space. Where a collaborative approach is proposed, one non-profit society is required to assume responsibility for coordinating and submitting the proposal and, if successful, for entering into the necessary agreement with the City.

*SOCIAL PLANNING COMMITTEE*

*Subject: Request for Proposal (RFP) – 2038 Rosser*

*Avenue new Community Resource Centre*

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To view this RFP and any Addendums, please visit the BC Bid website.

**Site Visits**

Two optional site visits for this RFP will be held on:

- September 13, 2021 from 1:00pm to 3:00pm
- September 16, 2021 from 1:00pm to 3:00pm

If you are interested in viewing the space, please meet at 2038 Rosser Avenue, Burnaby on either of the dates and times listed above. A City of Burnaby staff member will tour you through the space. To minimize the number of people indoors, you may be asked to wait while another interested proponent completes their tour. You must wear non-medical grade masks for the duration of the site visit. Due to the COVID-19 pandemic situation, the City requires visitors to fill out the COVID-19 Site Visit Questionnaire (see *Appendix 3*) prior to attending the site visit. *Appendix 3* is available on the BC BID Website. Please submit your completed COVID-19 Site Visit Questionnaire to [purchasing@burnaby.ca](mailto:purchasing@burnaby.ca).

**Deadline for Submissions**

The deadline for submissions is 3:00pm local time Thursday, September 23, 2021.

**Questions?**

Any questions about this RFP must be directed to the City of Burnaby Purchasing Department at [purchasing@burnaby.ca](mailto:purchasing@burnaby.ca).

This memo is for the information of the Social Planning Committee.



E. W. Kozak, Director  
PLANNING AND BUILDING

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