



REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

Demolition of Vacant and Derelict Properties

Grant Administrator

#EDO-2022-01

The District of Kitimat (District) is requesting expressions of interest from interested parties for administration of the District's Demolition of Vacant and Derelict Properties (DVDP) grant program.

The \$85,000 Demolition of Vacant and Derelict Properties grant is a one-year program that provides a 30% rebate (up to a maximum rebate of \$50,000) for demolition work of more than \$50,000 on vacant or derelict commercial buildings in specified areas within the District of Kitimat.

Scope of Work

Services below are not intended to be all inclusive but to show the basic intent of services required.

The Grant Administrator will:

- Enter into a one-year agreement with the District to manage the DVDP grant program, including:
 - Promotion of the program to increase awareness and encourage applications
 - Review of grant applications and approve or deny them based on program guidelines provided by the District
 - Disbursement of rebate grants to successful applicants according to program guidelines provided by the District
- Maintain and submit financial records to the District as requested
- Provide progress reports to the District's Mayor and Council at two regularly scheduled intervals during the one-year agreement
- Provide a final program evaluation report (including financial metrics) to the District's Mayor and Council within one month of the one-year agreement ending, or sooner if funds are depleted.

The District will provide the Grant Administrator with:

- Payment of \$10,000
- \$1,500 to conduct marketing and advertising of the grant
- Program information for evaluating grant applications, including:
 - Application form
 - Program overview
 - Program guidelines
 - Application review criteria

How to Submit an Expression of Interest

Interested parties are invited to respond to this RFEI by submitting a letter to the District of Kitimat that includes a brief statement of the nature of their interest in it. Responses should include information on the applicant's qualifications and how they intend to meet the proposed scope of work.

Responses can be submitted by hand, mail, fax, or email. Responses must be received at the following location by 4:30 p.m. on Friday, June 10, 2022 and quote "RFEI #EDO-2022-01, Demolition of Vacant and Derelict Properties, Grant Administrator":

Email: mhall@kitimat.ca

Fax: 250-632-4995

Mail: District of Kitimat
Economic Development Department
270 City Centre
Kitimat, BC
V8C 2H7

Contact Person:

Maggie Hall

Dir. of Economic Development & Communications

mhall@kitimat.ca

If subsequent competitive bidding opportunities are issued, the District of Kitimat is under no obligation to advise any party responding to this RFEI. The BC Bid website (www.bcbid.ca) should be monitored for such opportunities which will be open to all, whether or not a response to this RFEI was submitted.

No party shall have any claim for any compensation of any kind whatsoever as a result of participating in this Request for Expressions of Interest, and by submitting an Expression of Interest each party shall be deemed to have agreed that it has no claim.