REQUEST FOR PROPOSAL

REISSUED

Facility Space for Prairie Hope High School and the NorthStar Program

Issued by	Brandon School Division
Original RFP issue date	October 9, 2026
Reissue date	November 4, 2026
Proposal closing	November 24, 2026, at 2:00 PM local time
Procurement contact	Susan Gilleshammer, Assistant Superintendent – Student Services
Email / telephone	gilleshammer.susan@bsd.ca | 204-729-3105

CONSOLIDATED REISSUE

This document supersedes the original RFP issued October 9, 2026 and Addendum No. 1 issued October 23, 2026. Proponents must respond only to this consolidated reissued RFP.

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1. Reissue Notice, Invitation and Purpose

Brandon School Division (BSD) previously issued a Request for Proposal for Facility Space for Prairie Hope High School and the NorthStar Program on October 9, 2026. That procurement closed on October 30, 2026 without an award. BSD is reissuing the procurement through this consolidated RFP.

This reissued RFP supersedes and replaces the original RFP and Addendum No. 1 in their entirety. The requirements formerly set out in Addendum No. 1 have been incorporated directly into this document. Proponents are not required to acknowledge or respond separately to the superseded documents.

BSD invites qualified proponents possessing the expertise, proven experience, and financial and personnel resources to submit proposals for the lease of a facility suitable for the combined operations of Prairie Hope High School and the NorthStar after-school tutoring and mentoring program.

The selected facility must provide safe, accessible, functional, adaptable educational, administrative, student-support, community-programming, and operational space.

2. Operating Model and Anticipated Occupancy

- Prairie Hope High School will occupy and use the facility during the school day.
- NorthStar will use the facility after school, during evenings, and potentially on weekends.
- The layout must support shared use while allowing secure storage, records protection, appropriate supervision, and efficient transitions between programs.
- Maximum anticipated occupancy is 200 students and 20 staff members.
- The cooking space is intended to serve occupants of the facility up to the maximum anticipated occupancy.

3. Procurement Schedule

BSD may amend the following schedule by written addendum.

Milestone	Date / Time
Reissued RFP posted	November 4, 2026
Mandatory site visit / pre-bid meeting	Attended October 14, 2026: no further visit required. All others: must request a visit by November 12, 2026, at 2:00 PM local time, and complete it before the submission deadline.
Deadline for written questions	November 12, 2026, at 2:00 PM local time
Deadline for final addendum, if required	November 13, 2026, at 4:00 PM local time
Submission deadline	November 24, 2026, at 2:00 PM local time
Anticipated preferred proponent notification	January 12, 2027
Target occupancy / possession	July 1, 2027

Mandatory Site Visit / Pre-Bid Meeting

- Location: Current Prairie Hope High School, 638 Princess Avenue, Brandon, Manitoba.
- Proponents that attended the original mandatory site visit / pre-bid meeting held on October 14, 2026 are not required to attend another site visit.
- Proponents that did not attend the October 14, 2026 site visit must contact the procurement contact identified in Section 14 to request a site visit no later than November 12, 2026, at 2:00 PM local time, and must complete the visit before the submission deadline. BSD does not guarantee that a request received after that deadline can be accommodated.
- A proposal from a proponent that neither attended the October 14, 2026 site visit nor completes an arranged site visit before the submission deadline will be deemed non-compliant and will not receive further consideration.
- Proponents may not rely on oral information received during a site visit unless the RFP Contact subsequently confirms the information in writing or through a formal addendum.

4. Facility and Space Requirements

Dimensions are approximate. Proponents may propose equivalent configurations where the functional intent is clearly demonstrated. “TBD” items must be sized appropriately for the proposed occupancy, applicable codes, equipment, and operations. The spaces, quantities, minimum dimensions where stated, and functional requirements in the following schedule are mandatory unless expressly identified otherwise.

Space	Qty.	Approx. Size	Functional Requirement
Reception area	1	Approx. 16 x 16 ft	Reception counter and workstation; welcoming and secure point of entry.
Principal’s office	1	Approx. 10 x 16 ft	Private office.
Student Services offices	5 or 6	Approx. 10 x 12 ft each	Private staff offices.
Records storage room	1	Approx. 15 x 15 ft	Lockable storage for cumulative student files and records.

Space	Qty.	Approx. Size	Functional Requirement
Photocopy / supply room	1	TBD	Photocopier area with storage for paper and supplies.
Meeting / counselling rooms	3	Approx. 12 x 16 ft each	Private rooms for meetings and counselling.
Staff room	1	Approx. 250 sq. ft.	Staff lounge and break area.
Classrooms	4	Approx. 800 sq. ft. each	Each classroom is intended to accommodate two classes.
Custodial room	1 or 2	TBD	Floor-mounted slop sink and custodial storage on each occupied floor.
Network / wiring room	1	TBD	Secure technology and communications infrastructure.
Commercial kitchen	1	TBD	Turnkey commercial kitchen meeting all requirements in Section 5.
Gender-neutral washrooms	Multiple	TBD	Capacity for students, staff, and program users; separate washrooms for students and staff.
NorthStar office	1 dedicated	Approx. 10 x 12 ft	Home-base office for the NorthStar program facilitator.
NorthStar secure storage	1 or integrated	TBD	Lockable storage, cupboards, or shelving for supplies and equipment.
NorthStar flexible program area	1	Minimum 1,000 sq. ft.	Adaptable for tutoring, mentoring, movement, lounge seating, whole-group and small-group use.
Parking	Approx. 20 staff stalls	TBD	Staff parking plus code-compliant accessible parking and safe pickup/drop-off access.

5. Commercial Kitchen Requirements

All requirements in this section are mandatory. The successful proponent is responsible for providing a fully functional, turnkey commercial kitchen and for identifying all design, renovation, fit-up, approval, schedule, and pricing implications in its proposal.

5.1 BSD-Supplied Equipment and Electrical Capacity

- No deep fryer or grill is intended to be installed.
- BSD anticipates supplying two electric convection ranges; one two- or three-door cooler; one two- or three-door freezer; three microwaves; and one high-temperature commercial dishwasher.
- The kitchen must include sufficient electrical circuits and receptacles for all identified equipment and countertop equipment such as slow cookers, mixers, and blenders.

5.2 Regulatory Compliance and Permitting

- **Health authority approval:** The successful proponent shall complete and submit the Manitoba Health Food Handling Establishment Plan Review Application to Prairie Mountain Health. No commercial-kitchen construction may begin until Manitoba Health has reviewed and stamped the design drawings.

- **Codes and regulations:** The design and completed work must comply with all applicable requirements, including the Manitoba Building Code, Manitoba Fire Code, and Manitoba Food and Food Handling Establishments Regulation, M.R. 339/88R.
- **Turnkey handover:** The successful proponent shall deliver a fully functional kitchen capable of passing the pre-opening public-health inspection required for the final operating permit.

6. Information Technology and Building Systems

Proponents are to identify available building infrastructure and describe how their facility can support Brandon School Division operational systems, rather than prescribing a specific technology solution.

The proposed facility must support the technological, communications, safety, and security requirements of Brandon School Division and NorthStar programming. Proponents shall identify and describe the infrastructure currently available or proposed for the facility, including:

- Available internet and network connectivity options, including fibre-based services where available, and the ability to connect to Brandon School Division's existing network infrastructure.
- Telecommunications infrastructure, including pathways, conduit, and network cabling capacity sufficient to support:
    - Desk phones and administrative workstations;
    - Wireless access points and division-wide Wi-Fi coverage;
    - Security systems and building automation systems;
    - Future expansion of technology services.
- Electrical infrastructure and power distribution sufficient to support educational, administrative, and community programming uses, including dedicated power requirements for technology equipment.
- Electronic access control systems, including the ability to integrate with or accommodate Brandon School Division's existing card-access and door security systems.
- Intrusion detection and alarm systems, including compatibility with existing monitoring and security management practices, where feasible.
- Security camera infrastructure, including locations, coverage capabilities, storage requirements, and integration options with division security systems.
- Appropriate telecommunications rooms, equipment spaces, conduit routes, and infrastructure pathways to support future technology growth.

Proponents should clearly identify any existing systems, limitations, compatibility considerations, upgrade requirements, and associated costs necessary to achieve integration with Brandon School Division technology, communications, and security systems.

7. NorthStar Program Integration

- The commercial kitchen should preferably be within or immediately adjacent to the NorthStar flexible program area.
- A large serving window between the kitchen and program area is desirable where the spaces are adjacent rather than integrated.
- The program area should accommodate movable tables, open activity space, small-group zones, and informal seating.
- Built-in or freestanding cupboards and shelving should be included where feasible.
- Space and electrical capacity for a large freezer in or near the kitchen is desirable.

8. Mandatory Facility Requirements

For the purposes of proposal compliance, the requirements in this section and all requirements elsewhere in this RFP expressed using “must” or “shall” are mandatory. Provisions expressed using “should,” “preferably,” “desirable,” or “where feasible” are evaluated preferences and will not, by themselves, render a proposal non-compliant.

- Compliance with all applicable building, fire, accessibility, zoning, occupancy, and public-health requirements.

- Barrier-free access throughout all required program areas, including but not limited to accessible parking and washroom provisions.
- Adequate heating, cooling, ventilation, lighting, acoustics, electrical service, and potable water for the intended use of the space.
- Secure entry, access control, lockable records storage, and lockable program storage.
- Reliable high-speed network connectivity and a secure network/wiring room.
- Commercial kitchen configuration capable of meeting or exceeding applicable public-health requirements and all other relevant code requirements.
- A layout that safely supports daytime school use and after-hours NorthStar programming.

9. Proposal Format

Proposals must be concise, clearly indexed, and organized in this order:

- Cover letter identifying the legal name of the proponent and the authorized signing representative.
- Executive summary describing the proposed facility and form of agreement.
- Facility profile, including civic address, ownership, current use, age, construction type, area, and proposed occupancy date.
- Scaled floor plans and site plan identifying rooms, circulation, entrances, parking, pickup/drop-off, and accessible routes.
- Completed compliance matrix with supporting proposal, drawing, specification, and schedule references.
- Accessibility, safety, security, technology, mechanical, electrical, kitchen, washroom, and parking details.
- Renovation or fit-up plan with scope, responsibilities, approvals, deliverables, personnel, schedule, and occupancy-readiness dates.
- Completed Appendix A showing all lease, operating, utility, tax, maintenance, fit-up, escalation, deposit, and other costs.
- At least three relevant references, where available.
- All assumptions, exceptions, alternatives, limitations, conditions, conflicts of interest, and proposed contract terms.

10. Proponent Qualifications and Delivery Approach

In addition to the proposal content identified above, proponents must demonstrate the organizational capacity and relevant experience required to deliver the proposed facility solution.

- A brief corporate or ownership profile, including experience providing leased educational, institutional, or community-use premises and maintaining satisfactory client relationships.
- The qualifications, expertise, and roles of the employees, contractors, agents, consultants, or other personnel who may be assigned to the proposed lease, renovation, fit-up, or ongoing property management.
- An outline of the proposed process for due diligence, approvals, design, renovation or fit-up, commissioning, handover, and occupancy.
- A clear list of deliverables, responsibilities, dependencies, and items to be supplied by the proponent and by BSD.
- A proposed timeline identifying key milestones, approvals, lead times, construction or renovation activities, inspections, and readiness for occupancy.

11. Evaluation Criteria

BSD may verify information, seek clarification, inspect facilities, request presentations, and negotiate with one or more proponents. A proposal failing a mandatory requirement may be removed from consideration.

Criterion	Weight	Evaluation Considerations
Mandatory compliance	Pass / Fail	Submission completeness and compliance with all mandatory requirements identified in this RFP, including facility and space, safety, accessibility, occupancy, public-health, secure entry and storage, technology and network connectivity, shared-use functionality, the site visit requirement, proposal format, and the completed compliance matrix.

Criterion	Weight	Evaluation Considerations
Functional fit and layout	25%	Suitability of required spaces, classroom configuration, circulation, privacy, supervision, storage, flexible occupancy and shared-use operations.
NorthStar program integration	15%	Quality and flexibility of the 1,000+ sq. ft. program area; kitchen proximity or integration; serving access; storage; freezer accommodation; line of sight between spaces.
Location, access, and parking	10%	Accessibility for students, families, staff, service providers, public transit, pickup/drop-off, and approximately 20 staff vehicles.
Building condition, safety, and systems	10%	Overall condition; code readiness; HVAC; lighting; acoustics; security; washrooms; network and electrical capacity.
Financial value	30%	Total cost of occupancy, transparency of costs, operating obligations, and long-term value.
Implementation and readiness	10%	Availability, renovation scope, approvals, schedule credibility, and ability to meet the target occupancy date.

Total weighted score: 100%.

12. Pricing and Cost Certainty

The financial proposal must be complete, transparent, sufficient to permit an evaluation of the total cost of occupancy and submitted using Appendix A – Financial Proposal and Costing Template.

- Pricing must include all costs associated with the proposed facility solution, including design, approvals, permits, renovation or fit-up, implementation, deliverables, expenses, fees, property taxes, utilities, operating costs, maintenance obligations, deposits, escalation, and any other charges applicable to BSD. All amounts must be stated exclusive of applicable sales taxes, which must be identified separately.
- Proponents must clearly identify every assumption, exclusion, allowance, contingency, optional item, and potential additional charge.
- For each initial lease term option specified in the Terms of Lease, proponents must identify and guarantee the annual base rent and separately identify all operating-cost escalations, property taxes, utilities, maintenance, renovation or fit-up charges, and any other occupancy costs. Any amount applicable during an initial lease term that cannot be guaranteed must be clearly identified, together with the proposed adjustment method, index, cap, and timing. Pricing for the Renewal Term will be negotiated at the time of renewal in accordance with Section 13.
- Where a fixed price is offered, the proponent should state in writing how cost overruns or overages beyond the quoted amount will be handled and identify any exceptions to the proposed cost commitment.

13. Terms of Lease

Lease costs are to be provided for the following terms:

- 5 years, with a renewal option of 5 years
- 7 years, with a renewal option of 5 years
- 10 years, with a renewal option of 5 years

Renewal Option

BSD may renew the resulting lease agreement for one additional term of five (5) years (the “Renewal Term”) by providing the successful proponent with written notice at least twelve (12) months before the expiry of the applicable initial lease term. If BSD provides the required written notice, the Renewal Term will commence immediately following the expiry of the initial lease term and will be subject to the following conditions:

a. Except as amended in writing by BSD and the successful proponent, all terms and conditions of the resulting lease agreement will continue to apply during the Renewal Term.
b. The annual base rent and all other occupancy costs and adjustments applicable during the Renewal Term will be negotiated by BSD and the successful proponent at the time of renewal and confirmed in a written amendment to the resulting lease agreement.
c. Any amendment to, or additional term applicable during, the Renewal Term will be effective only if set out in a written amendment signed by authorized representatives of BSD and the successful proponent.

14. Inquiries

All questions and communications concerning this RFP, including requests for a site visit, must be submitted in writing by November 12, 2026, at 2:00 PM local time to:

Susan Gilleshammer, Assistant Superintendent – Student Services
Email: gilleshammer.susan@bsd.ca
Phone: 204-729-3105

Only written responses issued by the RFP Contact or through a formal addendum are authoritative. Proponents are responsible for monitoring the posting location for addenda.

15. Submission Instructions

Interested parties are invited to submit a written response to this Request for Proposal no later than **2:00 PM local time on Tuesday, November 24, 2026**, to:

Brandon School Division
1031 – 6th Street
Brandon, Manitoba
R7A 4K5

Attention: Denis Labossiere, Secretary-Treasurer

Reference:
RFP - Facility Space for Prairie Hope High School and the NorthStar Program

Proposals must be delivered in one sealed package by hand, courier, or mail to the address above. The package must be clearly marked with the reference shown above and include one signed original and one electronic copy on a USB drive. Email submissions will not be accepted. The proposal must be received at the Brandon School Division office before the submission deadline; the date and time recorded by Brandon School Division will govern. Proposals received after the deadline will not be considered and will be returned unopened where practicable.

16. Procurement Terms and Conditions

- This RFP is an invitation to submit proposals and is not a tender or an offer to enter into a contract.
- BSD is not obligated to accept the lowest-priced proposal or any proposal.
- BSD may conclude, modify, defer, cancel, or restart any part of the process; reject incomplete, conditional, misleading, or non-compliant proposals; shortlist proponents; request presentations; waive minor irregularities; seek clarification; verify references; inspect facilities; negotiate; or decide not to proceed.
- All proposal preparation and submission costs are the proponent's responsibility.
- Proposals must remain open for acceptance for 90 days after closing.
- Submitted information may be subject to applicable access-to-information and privacy legislation. Proponents should identify information they consider confidential and provide reasons.
- No binding agreement exists until a written contract is approved and signed by authorized representatives of both parties.
- Any award is subject to due diligence, approvals, satisfactory legal documentation, and confirmation that the facility can lawfully support the intended uses.

17. Proposal Compliance Matrix

Proponents must complete the following matrix and attach supporting references to drawings or proposal sections. Requirements stated in this RFP using "must" or "shall," including the mandatory facility schedule in Section 4, are mandatory; rows reflecting preferences or other evaluated features are included for disclosure and evaluation and are not pass/fail requirements unless identified elsewhere as mandatory.

Requirement	Classification	Proponent Response	Proposal Reference (Page / Drawing)
Reception, offices, records, photocopy, meeting rooms, and staff room	Mandatory	Meets / Renovation Required / Does Not Meet	
Four classrooms at approximately 800 sq. ft. each	Mandatory	Meets / Renovation Required / Does Not Meet	
Custodial room with floor-mounted slop sink on each occupied floor	Mandatory	Meets / Renovation Required / Does Not Meet	
Secure network / wiring room	Mandatory	Meets / Renovation Required / Does Not Meet	
Commercial kitchen with code compliant plumbing and fixtures for the intended use	Mandatory	Meets / Renovation Required / Does Not Meet	
Gender-neutral and accessible washroom provisions with separate washrooms for students and for staff	Mandatory	Meets / Renovation Required / Does Not Meet	
NorthStar dedicated office and secure storage	Mandatory	Meets / Renovation Required / Does Not Meet	
NorthStar flexible program area of at least 1,000 sq. ft.	Mandatory	Meets / Renovation Required / Does Not Meet	
Kitchen adjacent to or integrated with NorthStar area	Evaluated Preference	Available / Can Be Provided / Not Available	
Approximately twenty staff parking stalls plus accessible parking/building access	Mandatory	Meets / Renovation Required / Does Not Meet	
Applicable code, occupancy, accessibility, and public-health compliance	Mandatory	Meets / Renovation Required / Does Not Meet	
Technology and telecommunications infrastructure, including network connectivity and expansion capacity	Mandatory	Meets / Upgrade Required / Does Not Meet	
Access control, intrusion alarm, and security camera systems and integration	Mandatory	Meets / Upgrade Required / Does Not Meet	
Ability to meet the July 1, 2027 target occupancy and possession date	Evaluated Requirement	Confirmed / Alternate Date Proposed	
Completed Appendix A with pricing for each initial lease-term option, including guaranteed annual base rent and all other occupancy costs or applicable adjustment methods, indices, caps, and timing; acknowledgement that pricing for the one additional five-year Renewal Term will be negotiated by BSD and the successful proponent at the time of renewal and confirmed in a written amendment	Mandatory	Provided and Acknowledged / Not Provided	
Renovation and fit-up scope, responsibilities, approvals, schedule, and costs	Mandatory	Provided / Not Applicable / Not Provided	

Requirement	Classification	Proponent Response	Proposal Reference (Page / Drawing)
Proponent experience, assigned personnel, delivery approach, and references	Mandatory	Provided / Not Provided	
Site visit: attended the October 14, 2026 site visit, or arranged and completed a site visit before the submission deadline	Mandatory	Attended October 14 / Visit Completed (date) / Not Completed	

Appendix A – Financial Proposal and Costing Template

Proponents must complete this Appendix for each initial lease-term option. All amounts must be stated in Canadian dollars and exclusive of applicable sales taxes unless otherwise indicated. For every amount, identify whether it is fixed, estimated, included, excluded, or adjustable. Where an amount is adjustable, state the adjustment method, index, cap, and timing. Attach additional schedules where annual amounts differ or further explanation is required.

Annual Base Rent by Initial Lease Term				
Lease Year	5-Year Initial Term	7-Year Initial Term	10-Year Initial Term	Notes / Adjustment Method
Year 1	$	$	$	
Year 2	$	$	$	
Year 3	$	$	$	
Year 4	$	$	$	
Year 5	$	$	$	
Year 6	N/A	$	$	
Year 7	N/A	$	$	
Year 8	N/A	N/A	$	
Year 9	N/A	N/A	$	
Year 10	N/A	N/A	$	

Other Occupancy and One-Time Costs				
Cost Component	5-Year Initial Term	7-Year Initial Term	10-Year Initial Term	Basis / Assumptions / Adjustment Details
Operating costs	$	$	$	
Property taxes	$	$	$	
Utilities	$	$	$	
Maintenance costs	$	$	$	
Renovation / fit-up costs	$	$	$	Identify upfront and amortized amounts.
Permits and approvals	$	$	$	
Deposits or security	$	$	$	
Other charges (describe)	$	$	$	
Total estimated cost over initial term	**$**	**$**	**$**	
Average annual cost	**$**	**$**	**$**	

Pricing Disclosures and Acknowledgement

Item	Proponent Disclosure
Pricing status	Identify each amount as fixed, estimated, included, excluded, or adjustable.
Adjustable amounts	State the adjustment method, index, cap, timing, and any minimum adjustment.
Taxes	Identify all applicable sales taxes separately. All amounts are stated exclusive of sales taxes; property taxes are to be shown in the Property taxes line.
Assumptions, exclusions, allowances, and contingencies	
Renewal Term acknowledgement	The proponent acknowledges that pricing for the one additional five-year Renewal Term will be negotiated by BSD and the successful proponent at the time of renewal and confirmed in a written amendment to the resulting lease agreement.
Authorized representative	Name: _____ Title: _____ Signature: _____ Date: _____

END OF REQUEST FOR PROPOSAL