



**MAKOLA**  
DEVELOPMENT  
SERVICES

# REQUEST FOR PROPOSAL: Architectural Services

RE: Sunshine Coast Community Services Society – Housing Development at  
5638 Inlet Avenue, Sechelt BC

*Submission deadline: Tuesday, May 28, 2019 at 2:00 PM PST*

## Introduction

M'akola Development Services (MDS) is seeking a qualified architect, on behalf of Sunshine Coast Community Services Society (SCCSS), to provide architectural services for the project as described below.

Sunshine Coast Community Services Society (SCCSS) is a community based non-government organization providing services through over 35 programs all along the Sunshine Coast in four main areas: Child and Family Counselling, Child Development and Youth Services, Community Action & Engagement and Together Against Violence. SCCSS has a vision to provide affordable housing and community services together in one location where people can be engaged, active and supported in a warm and welcoming environment.

This is a BC Housing funded project and is being developed through equity contributions from BC Housing Corporation (BCH); therefore, additional stipulated general conditions may apply. BCH's [Design Guidelines and Construction Standards](#) will provide the standards and technical guidelines for this project.

SCCSS was successful with a response to BC Housing's Building BC: Women's Transition Fund Call for Expressions of Interest and qualified for project funding.

## Project Vision

The vision for the project is to house SCCSS social services on the ground floor with affordable housing located above for women and their children escaping violence or at risk of violence. The proposed development will house single women, women and children, single women who are older, and young women who are aging out of care; creating a community of women and families who have similar life experiences such as struggles with homelessness, poverty and experiences of violence.

The predevelopment phase will include working with project stakeholders to clearly identify and incorporate the project vision into the design. The successful proponent will be involved in the visioning process for the project and will engage with a number of local groups, members of the community and SCCSS staff to collect input for the design and programming of the project.

We are looking for a design team to work with us to create an exciting, welcoming place that supports people in achieving their goals. We want our staff, visitors, residents and partners to feel uplifted, proud, and energized by the new facility. We are proud of our contribution to the Sunshine Coast, as well as our partnership with the shíshálh nation, and want our future home to reflect our history of excellence, and to celebrate this special place on the planet.

SCCSS acknowledges that this project will be constructed on the traditional territory of the shíshálh Nation. As such, it is important that this acknowledgement is incorporated into the building design.

## Project Description

The 5638 Inlet Avenue project is in the pre-development phase. The vision for this development is to be a mixed use building with SCCSS services as well as affordable housing for women and children. The proposed development would be approximately four-storeys and provide

approximately 30-35 transitional units of affordable housing for women and children. Building design will adhere to Universal Building Design standards with potential to have some accessible and/or adaptable units within the building.

This development will bring the majority of SCCSS programs located in Sechelt to one main location. This will reduce barriers to service and increase opportunities for individuals and families, particularly for those with complex challenges, to access a variety of services in one location. In addition to housing, the proposed project would include programming, administration space, and a commercial kitchen on the ground floor for SCCSS.

This will be a multi-use building and will house a variety of services with a diverse spectrum of programs including: community and food bank services, office space, storage and housing units with target tenant groups including singles, families and seniors. The project will provide confidential counselling services on-site, potentially on the second-storey of the development. Preference will be given to firms with experience addressing issues of privacy and noise attenuation for a mixed-use development, and mixed-tenure building.

Landscaping and garden areas are a large component of the site's design and programming including an outdoor collaborative garden plot on site for residents and the Society. A landscape architect will be procured early on to assist in the Development Permit process, assess competing land uses, and provide innovative design work and environmental consideration for site planning. Firms experienced in site design or that have in-house landscape architects are considered an asset.

## Sustainability

The [BC Energy Step Code](#) regulation – a part of the BC Building Code - was enacted in 2017 with the goal of making all buildings net-zero energy ready by 2032. BC Housing aligned their Design Guidelines and Construction Standards to meet upper steps of the Step Code as a requirement for BC Housing funded projects.

This new development will require an energy Step Code 4 target based on BC Housing's sustainability standards guide sheet which provides an overview of the required sustainability measures. BCH will confirm sustainability requirements and the Step Code 4 target upon review of the detailed schematic. More information about Step Code and BCH building standards can be found on BCH's website [here](#).

An Energy Modelling Consultant will be procured to provide energy modelling at the schematic phase to recommend the building specifications and confirm Step Code compliance. The architect and energy modelling consultant will work collaboratively through design development to ensure compliance with BCH's sustainability requirements.

## Site Information

**Site Location:** 5638 Inlet Avenue, Sechelt BC

**PID:** 029-743-567

**Legal Description:** PARCEL A (BEING A CONSOLIDATION OF LOTS 12 AND 13, SEE CA4913451)  
BLOCK P BLOCK 303 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 14919

## Land Use and Approvals

SCCSS owns the land located at 5638 Inlet Avenue in Sechelt and proposes this site for the housing and administration development. The existing SCCSS building along with two buildings at the rear of the site will be demolished for redevelopment. The site has a high probability of archaeological significance and a pre-assessment report has been prepared.

SCCSS have had early conversations with the District of Sechelt and amendments may be required for the proposed new land uses for the property. The design of the project must meet the Form and Character Development Permit Area [DPA 6 Downtown Sechelt](#) (in land use designation Downtown Centre). General information on the District of Sechelt's Community Plan can be found on the District's website [here](#).

## Project Schedule

The project will be split into the following phases:

- A. Phase 1: Schematic Design
- B. Phase 2: Design Development
- C. Phase 3: Construction Documents
- D. Phase 4: Tender
- E. Phase 5: Construction Phase Services

## Preliminary Scope of Work

The scope of work for **preliminary architectural services** includes, but is not limited to the following:

- conceptual design (including site plan), general building layout, unit mix, elevations, dimensioned plans, sections and elevations, including overall dimensions strings.
- SCCSS and local community group engagement to collect input and feedback for the project visioning and design.

This work would occur during Phase 1 and 2 (Schematic Design - Design Development).

## Full Scope of Work

Upon the project securing final project approval the full scope of work for architectural services will include, but is not limited to the following:

- Concept and Schematic Design;
- Design Development and municipal approval support;
- Contract Documentation;
- Bidding and Negotiation; and
- Construction Administration.
- 1-year warranty review

This scope of work would build off the work completed in the first two phases, and the architect would be secured until project close-out.

## Contract Terms and Conditions

The successful proponent will be engaged under the terms and conditions of the Canadian Standard Form of Contract for Architectural Services – RAIC Document Six (2006) and BC Housing’s supplementary general conditions (SGC). Contract terms and conditions can be found on BC Housing’s website [here](#).

## Confidentiality

This development is subject to BC Housing terms and conditions. As such, there shall be no announcement of the work or the development without prior written consent by BC Housing, SCCSS and MDS.

## Submission Requirements

BC Housing has requested that all proposals include the following inclusion statement:

*“The attached proposal has been prepared for Vancouver Native Housing Society, **and for BC Housing Corporation as an intended user**” in response to the Request for Proposals regarding the project, located at 5638 Inlet Avenue, Sechelt BC.*

Submissions should be no longer than 5 pages (not including appendices) and must be received by **Tuesday May 28<sup>th</sup>, 2019 at 2PM PST** to be considered. Please note work will commence directly upon award.

### Submissions must include the following information:

1. Introduction – summarize any unique experience, skill sets, approaches, or understanding of the assignment that you think would be relevant.
2. Identify your firm’s BC Housing Funded projects experience that have been constructed or are in the development phase. Provide a brief project description, location of the project, the project stage and estimate total project costs.
3. Company profile – a brief profile including company history, size/resources.
4. Roles – list principals and senior staff who will have specific responsibilities for this project, including a short paragraph describing their relevant experience. Indicate which individual will be project manager, primary designer, and main contact with the project design team.
5. Staff Resourcing – Identify the staffing and resourcing capacity to meet deadlines and project demands in a timely manner.
6. Scope and method to complete work for each phase.
7. Fee estimate, including disbursements - all disbursements are to be identified in the fee proposal. Please include a per site visit/site meeting fee.

8. Provide a fee breakdown as follows:
  - A. Phase 1: Schematic Design
  - B. Phase 2: Design Development
  - C. Phase 3: Construction Documents
  - D. Phase 4: Tender
  - E. Phase 5: Construction Phase Services
  
9. Schematic design will include, but is not limited to the following:
  - o A fixed fee to cover community engagement and travel costs, including:
    - Fee per trip: Indicate your fees for professional time and disbursements per site visit to 5638 Inlet Ave, BC for community engagement group sessions/meetings (schematic design phase) Identify accommodation and meals as separate line items in the budget).
    - Reimbursable expenses: Indicate reimbursements, if any.
    - Additional services: Provide a list of hourly rates for all billable staff.
  
10. Construction administration will include, but is not limited to the following:
  - o A fixed fee to cover administrative costs to end of construction, including:
    - Fee per trip: Indicate your fees for professional time and disbursements per site visit to 5638 Inlet Ave, BC for integrated design planning meetings (design development phase) and construction (construction document phase). Identify accommodation and meals as separate line items in the budget).
    - Reimbursable expenses: Indicate your administrative markup, if any.
    - Additional services: Provide a list of hourly rates for all billable staff.
  
11. Outline assumptions and limitations of work
  
12. Professional liability insurance coverage

**Please submit proposals electronically to:**

**Mark Christian, Project Planner, M'akola Development Services**

Email: [mchristian@makoladev.com](mailto:mchristian@makoladev.com)

Office: 778-401-5097

All proposals must be copied to **Katy Fabris, Project Manager, M'akola Development Services**

Email: [kfabris@makoladev.com](mailto:kfabris@makoladev.com)

Office: 778-265-7489

You will receive confirmation of your submission.

All questions are to be directed to Mark Christian or Katy Fabris via email or telephone.

# Schedule B: Scope of Work

## Phase 1: Schematic Design

The activities during Phase 1 shall include, but not necessarily be limited to, the following:

- Perform a concept design to meet the requirements of the development including:
  - Site planning (building location, setbacks, parking requirements, open spaces);
  - Proposal of building form and character;
  - Identification of options and opportunities for cost savings, specific architectural elements, energy savings and other design innovations; and,
  - Assessment of building and site sizes including unit mix and allowances for service rooms.
- Convene design team meeting with development manager and society to ensure that development objectives are being met;
- Coordinate with other consultants to ensure an integrated design; and,
- Consider site assessment reports (including geotechnical, environmental and civil) during the concept design process.
- Engage with SCCSS and local community groups in Sechelt to collect input and feedback for the project visioning and design.

The design shall conform to all Municipal bylaws and design guidelines, as well as BC Housing's Design and Construction Guidelines, sustainability requirements and the BC Building Code. The concept design shall be suitable for Rezoning application package. The design shall conform to all Municipal bylaws and design guidelines, as well as **BC Housing Design and Construction Guidelines** and the BC Building Code.

## Phase 2: Design Development

The activities during Phase 2 shall include, but not necessarily limited to, the following:

- Complete the design of the development taking into consideration feedback from the Municipal approval processes and engagement sessions with SCCSS and community groups;
- Working with supporting consultants including structural, mechanical, electrical, energy modelling consultant and landscape architect to complete an integrated design;
- Working with supporting consultants including structural, mechanical, electrical and landscaping designers to complete an integrated design;
- Convene and facilitate design meetings with design consultants;
- Provide design information necessary to update the capital and operating budgets;
- Provide design information necessary to support the application and receipt of BC Housing Final Project Commitment;
- Compile a Development Permit application package for submission to the Municipality;
- Development of 50% design drawings suitable for review by Quantity Surveyor to assess construction costs;
- Development of 75% design drawings suitable for submission to obtain a Municipal building permit; and,

- Development of tender design drawings suitable to support a tendering process.

Ensure that revised design meets the requirements outlined in the following documents:

- Municipal Plans and Design Guidelines;
- Municipal Development Permit approval conditions;
- BC Housing Design and Construction Guidelines and sustainability requirements;
- Step Code compliance and,
- BC Building Code.

### Phase 3: Construction Documents

The activities during Phase 3 shall include, but not necessarily limited to, the following:

- Integrate the design information from all consultants to support the compilation of construction documents;
- Incorporate feedback into the design from BCH's technical reviews;
- Incorporate feedback based on municipal reviews;
- Ensure that documents that require certified professional seals have been produced; and,
- Ensure that feedback received during the tender period (if applicable) is incorporated and/or addressed in the construction documents.

### Phase 4: Tender

The activities during Phase 4 shall include, but not necessarily limited to, the following:

- Integrate the design information from all consultants and designers to support the compilation of documents for the procurement of a construction contractor;
- Support the development of the RFP package for the construction contractor; and,
- Aid in the evaluation and selection process by providing technical assessment of proposals.

### Phase 5: Construction Phase Services

The activities during Phase 5 shall include, but not necessarily limited to, the following:

- Perform regular site inspections to ensure that construction of the development is in accordance with the intent of the design;
- Ensure that necessary inspections by certified professionals are being performed to allow development sign-off;
- Perform contract administration services for professional consultants performing site inspections to ensure that budget allowances are adhered; and,
- Provide regular reports (weekly and monthly) on the technical conformance of the development to support project reporting required by BC Housing.

## Anticipated Deliverables

### Phase 1:

- Site plan (current and proposed zoning);
- Concept plan;
- Rendering;
- Elevation;
- Floor plan; and,
- Design data (including floor areas and apartment mix).

### Phase 2:

- 50% design drawings;
- Development Permit documentation;
- 75% design drawings;
- Building Permit documentation; and,
- Tender-ready design drawings.

### Phase 3:

- Issued for construction documentation including building code schedules.

### Phase 4:

- Issued for tender documentation.

### Phase 5:

- Inspection reports; and,
- Weekly and monthly technical conformance reports.