

## Foundry Sunshine Coast

### 1. Introduction

The Sunshine Coast Community Services Society (SCCSS) is seeking proposals from a qualified team of consultants (Architect, Interior Designer, Engineers, etc.) lead by an Architect or Interior Design firm (as the coordinating professional) to lead the design and renovation of its upcoming Foundry Centre (Foundry Sunshine Coast), located on the north-west corner of Cowrie St and Wharf Ave in downtown Sechelt, BC. Foundry is a province-wide network of health and wellness centres in BC for youth aged 12–24 and their families and caregivers. Its aim is to transform access to care for youth through same-day integrated services in a youth-friendly space. Hosted by SCCSS, Foundry Sunshine Coast (SC) will provide physical and sexual healthcare, counselling, mental health and substance use services, vocational and educational services, and peer support for youth and families, under one roof. Additional services will be determined based on local needs, through youth and community engagement.

SCCSS is a non-profit society with charitable status. The organization is a cornerstone agency on the Sunshine Coast - for over 50 years, fostering social equity and supporting individuals and families to reach their full potential. Our vision is for an engaged, healthy, and thriving Coast, achieved through our mission: fostering social equity by creating opportunities for people to thrive. SCCSS is guided by core values of interdependence, diversity, compassion, respect, and social justice. These principles shape our 30+ programs, which serve 1 in 5 Sunshine Coast residents annually. Programs are delivered across five key areas: Community Action and Engagement; Together Against Violence; Family, Youth, and Children's Services; Child and Family Counselling; and Housing. We prioritize those experiencing systemic barriers, including housing instability, food insecurity, and social isolation, while working collaboratively to advance accessible, culturally safe, and strengths-based supports across the region. Through partnerships, innovation, and community-led approaches, SCCSS is committed to building a more resilient, inclusive, and connected community.

As the Lead Agency for Foundry Sunshine Coast, SCCSS is responsible for overseeing all activities required to open and operate the centre, in partnership with the Sunshine Coast Division of Family Practice, the shíshálh Nation, Vancouver Coastal Health, the Sunshine Coast Association for Community Living (SCACL), the Ministry of Children and Family Development, School District 46, and Pender Harbour Health Centre. This includes establishing local governance, engaging youth and families, managing capital projects and fundraising, and leading operational planning and service integration. Once the centre is open, SCCSS will transition to delivering services such as centre operations (including HR, budgeting, and service implementation), integrated stepped care, data capture, communications, staff training, clinical supervision, strong governance, and ongoing youth and family engagement.

### 2. Project Vision

Our Foundry SC centre operates from a strengths-based perspective that by policy and design ensures that youth and their families are at the heart of decision making, in a space that is warm, welcoming and judgement free. Service streams - primary care, mental health services, substance use services, youth and family peer support, and social services – are operationalized through a centralized service hub and online resources, supplemented by mobile, pop-up and satellite services. Single point of entry is not

interpreted literally to mean Foundry centre front door- we have an “all roads lead to Foundry” approach that includes outreach to isolated communities.

The Centre’s physical environment is an extension of the care provided. Within the walls of a Foundry Centre, youth and their families find a space rooted in care and connection—a place where they feel welcome, supported, heard, and valued. It’s a space where they can show up as they are and receive support that honours their identity and experiences. We are committed to working with youth and families with diverse needs, experiences, identities and abilities to support meaningful participation and sustainable involvement in the development, design and delivery of services. An underlying principle that will be operationalized within the Foundry model is “*Nothing for Us Without Us.*”

### 3. Project Description

Key guiding principles that should inform the design of the Foundry Centre are: Accessibility, Safety, Privacy, Quality, Brand Alignment, and Sustainability. It is important that the design of the space is welcoming for all youth and families of the community and that it reflects the values of Foundry SC, SCCSS, and the community. Additionally, it needs to be functional for the variety of provided services shared by the space.

The project includes the renovation of an existing commercial building located at 5640 Cowrie Street and 5511 Wharf Avenue in downtown Sechart. The project is a renovation project aimed at transforming a former bank branch and offices commercial space into a Foundry health and wellness centre/hub for youth aged 12-24. The existing 7,795 sq. ft one-storey building traverses two lots with a combined total lot area of approximately 15,000 sq. ft. See the existing bank space floor plan/schematic in Section 11. The centre will house a variety of care services including physical and sexual health care, counselling, peer support, vocational and educational support, programming, administration space, offices, meeting rooms, a kitchen, and spaces for youth to ‘hang-out’ indoors and outdoors. A large outdoor area at the front of the building should be incorporated into the design, ensuring it becomes an integral, inviting part of the centre.

Please note: An existing separate 1,000 sq. ft. space is in the North portion of the building and is not included in the renovation project. While we ideally wish to leave this space untouched, we understand that some structural, electrical, or plumbing work may need to take place within it as part of the overall renovations. Note, this space does not appear on the provided existing bank’s floor plan/schematic (Section 11).

SCCSS will work closely with Foundry Central Office and the Lead consultant to ensure that all aspects of the project align with the vision and goals set forth. We are committed to creating a meaningful engagement with caregivers, families, and other key community stakeholders to ensure the space reflects the diverse needs of those who will access and support the provided services.

We require multiple and varied opportunities for youth and caregivers to be meaningfully engaged throughout the entire design process in the development of a Foundry centre. The selection of Furniture, Fixtures, and Equipment (FFE) plays a crucial role in creating a welcoming, functional, and inclusive environment for all who access Foundry Centres. It is essential that youth are meaningfully engaged in the furniture selection process, particularly for all client-accessible zones and spaces. Service provider engagement should also be captured in the functional programming phase to gather insights that will directly inform the schematic design.

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

## 4. Site Information

Site addresses: 5640 Cowrie Street and 5511 Wharf Avenue in Sechelt, BC

Property Legal Descriptions:

- LOT 4 OF LOT D BLOCK 11 DISTRICT LOTS 303 AND 304 PLAN 8643 (PID 009-988-483); and
- LOT 5 OF LOT D BLOCK 11 DISTRICT LOTS 303 and 304 PLAN 8643 (PID 009-988-513).

## 5. Land Use and Approvals

The existing building is designated as Downtown Centre in Sechelt's Official Community Plan (OCP) and Development Permit Area (DPA) guidelines. This designation is intended to bring a vibrant mix of uses and increase the number of people living in the downtown area. It is likely that an OCP amendment will not be required to accommodate Foundry SC. A Development Permit application may be needed should any exterior work be required.

The subject site is currently zoned as C4 – Downtown Centre Commercial Four Zone as per Sechelt's Zoning Bylaw No. 580, 2022. The C4 Zone allows for a range of uses, examples: offices, retail, a community care facility, drop-in centre, restaurant, personal services, etc. The minimum allowable lot size is 550 sqm, with a maximum lot coverage of 75%. It is likely that a zoning amendment is not required for Foundry SC. However, a Variance application to allow the 10 existing parking spaces to suffice the district's parking and loading requirements may be required.

## 6. Project Phases

The project will be split into the following phases:

1. Capital Project Initiation
2. Space Planning and Design Engagement
3. Design
4. Documentation
5. Construction
6. Furniture Specification and Procurement
7. Wayfinding and Branding Coordination

## 7. Scope of Work

The Lead Consultant will collaborate with the SCCSS project team and will provide on-going support throughout the duration of the project. Anticipated project phases and key activities are described below.

### 1. Capital Project Initiation

- Kick-off meeting and project visioning with introduction of the Lead Consultant and the SCCSS team.
  - Roles and responsibilities identified and documented
  - Establish a project vision and goals
  - Project drivers regarding project scheduling
  - Approach to deliverables and key milestones

- Review of previously completed feasibility study
  - Analyze the existing feasibility study to understand prior assessments.
  - Identify any gaps or additional feasibility requirements (Architect to coordinate majority of any new feasibility work in collaboration with Interior Designer for new design guidelines).
  - Ensure alignment with current project goals and objectives.

## **2. Space Planning and Design Engagement**

- Youth and Family Engagement
  - Conduct three engagement sessions with youth and families
  - Ensure a JEDI lens in planning and execution of sessions
  - Collect input on their needs, preferences, and ideas for the centre during the programming, schematic and design developments phases
  - Use a comprehensive approach of interactive engagement methods such as workshops, surveys and focus groups
- Users and Stakeholders Engagement
  - Conduct one to three engagement sessions with staff and essential partners
  - Ensuring a JEDI lens in planning and execution of sessions.
  - Collect input on their needs, preferences, and ideas for the centre during the programming, schematic and design developments phases)
  - Use a comprehensive approach of interactive engagement methods such as workshops, surveys, and focus groups.
- Community Session
  - Organize and lead a community townhall or media event to bring awareness of the project to the community.
  - Present project vision and gather broad community feedback.
  - Address community concerns and incorporate suggestions.
- Engagement Summary Report
  - Once all engagement has been completed, compile all data and information into a comprehensive summary to inform other work such as the functional program and any decisions moving forward.
  - Highlight key themes, ideas, and concerns.
  - Outline how feedback will be incorporated into the project.
  - Submit and present the engagement report to SCCS for review and discussion.

## **3. Design**

- Programming
  - Using the previous visioning and goals, extend focus to service delivery, culture, and key success factors.
  - Review Foundry Design Principles, precedent images, materials, and finishes to define design direction
  - Develop the functional program to determine:
    - Size requirements and any impacts
    - Critical adjacencies and workflows
    - Safety and security requirements
    - Overall designation of space

- Submit and present the functional program to SCCS for review and approval.
- Preliminary Schematic Design
  - Use the functional program to guide the size and allocation of the spatial requirements and begin planning the overall building based on these requirements.
  - Coordinate and collaborate with the team of consultants.
  - Prepare concept sketches and schematic plans. – floor plan, sections, structural, electrical, HVAC, etc.
  - Preliminarily describe materials and finishes
  - Submit and present the preliminary schematic design to SCCS for review and approval, making modifications as required.
- Design Development
  - Create an integrated design package containing:
    - Floor plans and sections: architectural, interior design, electrical, plumbing, HVAC, structural, etc.
    - Reflected Ceiling Plan
    - Elevations
    - Finish and Door Schedules
    - Millwork Details
    - Furniture layout, furniture options and procurement plan
  - Submit and present the design package to SCCS for review, discussion and approval, making modifications as required.
- Cost Estimate
  - Prepare a Class C cost estimate for the project
  - Submit the cost estimate to SCCS for review, discussion and approval, making modifications as required.

#### **4. Documentation**

- Construction documentation (in collaboration with the sub-consultants) created to show the interior design and construction requirements for building permits and tender.
  - Plans
  - Elevations
  - Details and specifications
- Furniture
  - Final furniture selections will be documented and coordinated with the vendor(s) to receive quotes
  - Submit quotes for SCCS review and approval, making modifications as required.
- Cost Estimate
  - Prepare a Class B cost estimate for the project
  - Submit the cost estimate to SCCS for review, discussion and approval, making modifications as required.
- Designer involvement in client reviews of the construction working drawings will occur during this phase: one at 50% and one at 90% to ensure the design intent is fully translated.

## **5. Construction**

- Procurement/tendering
  - Assist the SCCS's construction manager in responding to RFI's
  - Prepare any addenda (if necessary) with additional information
  - Review/analyze tender bids for design intent and alignment
- Contract administration
  - Ensure along the course of the project that construction meets design intent and standards.
  - Ensure quality assurance
  - Attend regularly scheduled construction meetings to monitor progress and respond to queries
  - Document changes to the design and/or the contract
  - Ensure compliance to documentation
- Site visits during:
  - Framing
  - Plumbing, HVAC and electrical rough-in
  - Boarding install
  - Flooring/ceiling install
  - Millwork and wall-finish install
  - Plumbing, HVAC and electrical install
  - Doors and hardware install
  - Deficiencies
- Deficiency walk through pre-occupancy
  - Capture any deficiencies and ensure site is ready for move-in
- Provide as-built drawings and all warranty and operation documents

## **6. Furniture Procurement and Specification**

- Furniture will be selected in line with the engagement summary's input from youth and families, and staff.
- The Lead Consultant's team will work with furniture dealers to translate the design intent into the space.
- Furniture will be selected in line with Foundry design guidelines, durability, infection control requirements and ease of cleaning.
- Complete ordering and tracking of furniture delivery to the project site.
- Ensure installation and location of furniture is accurate and in line with design intent

## **7. Wayfinding + Branding Coordination**

- Include suggestions from the youth and family engagement sessions
- Work with Foundry's graphic designer and capital team to align branding
- Prepare tender signage fabrication and installation documentation
- Submit and present the signage tender package to SCCS for review, discussion and approval, making modifications as required.
- Note, exterior signage will require a sign permit application from the District of Sechelt

## 8. Architect

To protect public health, safety, and welfare, the *Architects Act* of British Columbia sets out legal requirements for when an architect must be involved in building projects. We want to engage an architect at the earliest stages of planning and design. Services required by an architect may include:

- Support zoning/rezoning that needs to be done for land acquired.
- Work with the Design Team (FCO, Lead Agency, Interior Designer) to develop building scope and design based off Functional Programming.
- Conduct initial engagement as required to ensure planning aligns with needs of the community, and stakeholder groups.
- Help facilitate on-going engagement with various stakeholder groups – youth, caretakers, direct partners, local community.
- Develop full architectural drawings for exterior scope and shell of building. Interior designer will complete interior drawings as outlined for interior scope (planning, interior elevations, millwork, etc.).
- Oversee planning process and provide architectural review of ID drawing sets and specifications to ensure plans comply with current building code requirements.
- Connect with consultants as required – civil, structural, mechanical, electrical, geotechnical, landscape, code, etc.
- Complete and coordinate architectural and consultant specifications.
- Perform duties of Certified Professional and oversee/review progress and documentation between various consultants groups.
- Coordinate between Design Team and District of Sechelt for development permit, building permit, and all additional requirements for [new build/tenant improvement].
- Provide letters of assurance and coordinate required forms and documents for permitting processes.
- Assist with tendering process, RFI's, etc.
- Review and oversee construction process for overall building.
- Complete CA (oversee shop drawings for overall project, change orders, proposed change notices, site instructions, progress claim review, etc.). Interior Designer will support as needed for interior scope.
- Complete substantial completion and occupancy processes with [city/municipality].
- Review and coordinate O&M manuals for project. Interior Designer to assist as needed for interior scope.
- Experience and/or willingness to participate in youth, family, and caregiver engagement

## 8. Proposal Requirements

Submissions should be no longer than 10 pages (not including appendices) and must be received by September 19, 2025 to be considered. Please note work will commence directly upon award.

Please include the following in your proposal:

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 experience with projects which provide similar community services, community halls, non-profit society projects or non-profit society office spaces. Please identify projects that have been completed with limited budgets or with capital grant dollar requirements. 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 and description of how your company aligns with SCCSS's mission and values. Please describe how your company:
  - Embeds Diversity, Equity, and Inclusion (DEI) into their organizational practices
  - Upholds economic justice and fair employment practices, including being recognized or working toward being a Living Wage Employer.
  - Supports equity-deserving groups through hiring practices, community engagement, and inclusive service delivery.
  - Invests in the health and wellbeing of the communities in which it operates
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 SCCS project design team.
5. Staff Resourcing – Identify the staffing and resourcing capacity to meet deadlines and project demands in a timely manner.
6. A description of the applicant's general approach to community engagement, community development, and cross-team collaboration
7. Scope and method to complete work for each phase.
8. Proposed Timeline for key activities
9. Fixed Fee, including any disbursements. Please identify all disbursements in the fee proposal and include any site visit fees. Please note no mark ups are permitted on disbursements.

Please provide fees broken down as follows:

- Capital Project Initiation
  - Space Planning and Design Engagement
  - Design
  - Documentation
  - Construction
  - Furniture Procurement and specification
  - Wayfinding and Branding Coordination
10. Additional Services and Disbursements will include, but is not limited to the following:
    - Reimbursable expenses: Indicate reimbursements, if any.
    - Note: No mark-up is permitted on disbursements
  11. Additional services:
    - Provide a list of hourly rates for all billable staff, including all consultants.
    - Provide a Site Visit Fee, for any additional site visits
    - Note: No retainers are permitted.
  12. Outline assumptions and limitations of work.
  13. Provide professional qualifications and proof of liability insurance coverage to a minimum of \$2,000,000.



14. References: submit evidence of previous successful performance in comparable work, including the name of the project, scheduled and actual completion date, key individuals involved, and client references. A minimum of three references (names and contact information) are required.

## 9. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Quality of past work
- Understanding of the project
- Cost and value
- Availability and proposed schedule
- Alignment with SCCSS's mission and values
- References

## 10. Submission Instructions

Deadline: September 19, 2025

Submit proposals and/or questions via email to Myriam Juda, Foundry Manager at [foundry.sunshinecoast@sccss.ca](mailto:foundry.sunshinecoast@sccss.ca). You will receive a confirmation of your submission within 2 working days.

The following timetable outlines the anticipated schedule for the RFP process. This schedule is provided for information only.

- RFP release date: August 18, 2025
- Deadline for proposal submissions: September 19, 2025
- Interviews scheduled: October 1 to 14, 2025
- Contract awarded: October 17, 2025 (work commences upon signature of contract)

## 11. Additional Information

Below is the existing floor plan of the bank branch and offices space to be renovated (the adjacent retail space of the building is not indicated) and an aerial picture of the building.



