

REQUEST FOR PROPOSAL



Foundry Sunshine Coast

1. Introduction

The Sunshine Coast Community Services Society (SCCSS) invites qualified Construction Management firms, companies to submit a proposal to provide pre-construction and construction services under a CCDC 5B – 2010 Construction Management contract for the Foundry Centre (Foundry Sunshine Coast), located at 5640 Cowrie Street, Sechelt, BC. The project involves pre-construction services during the design phases (schematic design, design development and construction document), up to tender, and construction management during the construction phase.

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. Through partnerships, innovation, and community-led approaches, SCCSS is committed to building a more resilient, inclusive, and connected community.

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.*”

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.

3. Project Description

The project includes the renovation of an existing commercial building located at 5640 Cowrie Street and 5511 Wharf Avenue in downtown Sechelt. 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 6,657 ft one-storey building traverses two lots with a combined total lot area of approximately 15,000 sq. ft.

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.

The Construction Manager will:

Provide pre-construction services: cost estimating, scheduling, constructability reviews, value engineering, and procurement planning.

Manage construction phase: tendering of trade packages, site supervision, quality control, safety management, and project close-out.

Coordinate with the Owner, Architect, and Consultants to ensure the project meets budget, schedule, and quality objectives.

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. No OCP amendment is required, exterior work is limited.

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. Scope of Work

Anticipated project phases and key activities are described below.

Pre-construction services:

Phase 1: RFP award to end of Schematic Design phase:

- Conduct a thorough building survey and deliver a detailed report of findings to the consultant team the purpose of this report is to keep the consultants and Owner informed about the current conditions, their status, and which elements can be retained in the new concept. The following scopes should be part of the building survey assessment but not limited to:
 - Slab scan for sanitary lines (locations and depth)
 - Building Grounding test
 - Disconnect Switches investigation
- Attend virtual design meetings with Owner and consultants and provide ongoing updates regarding material and labour availability, building systems, and potential cost-saving opportunities. Schematic design phase duration planned to end April 2026
- Provide one review of the specifications and drawing sets from all consultants at the end of the Schematic Design phase offering recommendations to the Owner and Consultant for clarity, consistency, constructability, and coordination among sub-contractors. Provide Cost C construction cost at the end of the Schematic Design phase.
- Advise on preliminary project / construction schedule

Phase 2: Design Development and Construction Document phases up to tender:

- Attend 5 virtual design meetings with Owner and consultants and provide ongoing updates regarding material and labour availability, building systems, and potential cost-saving opportunities. Design development and construction documents phases duration: 6 1/2 month
- Provide one review of the specifications and drawing sets from all consultants at Design Development and Construction Documents, offering recommendations to the Owner and Consultant for clarity, consistency, constructability, and coordination among subcontractors.
- Provide Cost B construction cost at 90% completion of Construction Documents.
- Advise on project schedule
- Option to perform abatement with certified subcontractor and demolition prior to start construction.

Tender and Construction:

Phase 3: Construction execution pursuant to CCDC5B

- Assist in preparing bid documents for subcontractors
- Manage distribution of addenda
- Prepare any prequalification criteria for subcontractors and suppliers as required by owner
- Review and coordinate all bid documents for competitive bids form
- Update construction schedule
- Chair and minute construction meetings

Proceeding to Phase 3 is *at the sole discretion of the Owner* and is *not guaranteed as part of this RFP award*.

8. Owner Rights

Notwithstanding anything else stated herein, Owner is not bound to award an agreement to any party, and is not bound to evaluate or accept any proposal, and without restricting the generality of the foregoing, reserves the right, in its sole and absolute discretion, to:

- Not consider any or all proposals;
- Clarify or amend the terms or contents of this RFP at any time;
- Waive any obscurity, deficiency, defect, omission, non-compliance or other failure to comply with the terms and conditions of this RFP found in any proposal that, in the sole and absolute discretion of Owner, is deemed not to be material, and proceed to evaluate that proposal, as submitted;
- Request that any proponent clarify or rectify any obscurity, deficiency, defect, omission, non-compliance or other failure to comply that, in the sole and absolute discretion of Owner, is deemed not to be material, prior to Owner proceeding to further consider such a proposal;
- Determine the following, without regard to any industry custom or practice in the exercise of its discretion:
 - Materiality of any obscurity, deficiency, defect, omission, non-compliance or other failure to comply with the terms and conditions of the RFP;
 - Whether or not to:
 - a. Disqualify any proposal;
 - b. Waive any obscurity, deficiency, defect, omission, non-compliance or other failure to comply;
 - c. Require or invite clarification and/or rectification;
- (iii) The adequacy and acceptability of any clarification or rectification submitted by a proponent;
 - a. Amend, postpone or cancel any part or phase of this RFP process at any time and for any reasons, including extending the time and date of the RFP submission date;
 - b. Cancel this RFP process in its entirety at any time and for any reasons, and in its sole and absolute discretion and if and as it sees fit re-issue an RFP or request for qualifications, quotations, proposals, proposals or expressions of interest in relation to the same

or a similar project at any time and from time to time;

- c. accept any proposal, with or without further discussions or negotiations in the sole and absolute discretion of Owner;
- d. accept any proposal that, in Owner's sole and absolute discretion, offers the best overall value to Owner, and in particular reserves the right to accept a proposal other than: (1) the proposal with the lowest financial cost to Owner; or (2) the proposal with the highest rating at the conclusion of evaluation by Owner;

- Conduct post-closing negotiations with Proponents as it deems appropriate or necessary in its sole and absolute discretion, without under any circumstances disclosing information contained in any Proposal to any other Proponent; and
- Reject any proposal.

9. Proposal Requirements

Submissions should be no longer than 10 pages (not including appendices) and must be received by February 12, 2026, 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 company'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 any ways 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 – senior staff who will have specific responsibilities for this project, including a short paragraph describing their relevant experience.
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. The contractor must demonstrate extensive experience managing complex projects involving multiple stakeholders. The individual assigned to this project shall serve as the primary point of contact from inception to completion and possess sufficient seniority to provide strong leadership throughout.
7. Scope and method to complete work for each phase.
8. Provide a lump sum Fixed Fee for pre-construction services (phase 1 and 2) and monthly construction management services (phase 3) as describe below 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. At a minimum the CM is to include scheduled bi-weekly coordination meeting from RFP award until the end of the Construction Document phase.
Please provide fees broken down per phase as follows:
 - Phase 1: RFP award to end of Schematic Design
 - Phase 2: Design Development and Construction Document phases up to tender
9. Phase 3: Tender and Construction Management pursuant to CCDC5B. If the CM is selected to proceed with Phase 3, a contract for the works under phase 3 will be executed by signing a CCDC5B – 2010 Construction Management contract. Notwithstanding the foregoing, the Owner is under no obligation to proceed with 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
10. Additional services:
 - Provide a list of hourly rates for all billable staff, including all consultants if any.
 - Provide a Site Visit Fee, for any additional site visits
 - Note: No retainers are permitted.
11. Outline assumptions and limitations of work.
12. Provide general liability coverage to a minimum of \$5,000,000 Provide automobile insurance coverage to a minimum of \$2,000,000
13. Provide documentation of good standing with WorkSafe BC
14. Provide evidence of bonding capacity
15. 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) is required.

10. Submission Instructions

Deadline: February 12, 2026

Submit proposals and/or questions via email to Jennifer Robertson-Hatanaka, vp of operations at jhatanaka@scss.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: January 30, 2026
- Deadline for proposal submissions: February 12, 2026
- Interviews begin: Week of March 2nd
- Contract awarded: March 23rd, 2026

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 arial picture of the building.



