



REQUEST FOR PROPOSAL: Civil Engineering Services

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

Studio 531 Architects Inc.
531 Herald Street
Victoria, British Columbia
V8W 1S5
p. 250 384 2131
w.studio531.ca

Introduction

Studio 531 Architects Inc. (Studio 531) is seeking a qualified engineering firm on behalf of Sunshine Coast Community Services Society (SCCSS), to provide Civil 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. 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 Description

The vision for the project is to create a new mixed-use building for Sunshine Coast Community Services. The building, located in downtown Sechelt BC, will be approximately 6 stories in height. The ground floors will contain approximately 1100 m2 of space dedicated to SCCSS programs including food bank, counseling, children support, administration and multi-purpose uses. The upper floors will contain approximately 30-35 transitional units of affordable housing for women and children escaping violence or at risk of violence.

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.

The outdoor space design is an essential aspect of the project and the vision is to create a place that is welcoming, safe, and supports the variety of programs offered in the building. Outdoor uses include:

1. Food Production Areas: Including garden plots, greenhouse and compost areas
2. Active and Passive Activity Areas: including children's play space, youth space, and multi-purpose spaces.
3. Parking - for appx 40 parking spaces (final count to be determined), for use by staff, residents and visitors.
4. General landscape around building and site, including main entry definition.

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 site is currently in the rezoning process which will result in the consolidation of the existing lots and permit the construction of a 6-storey building. The existing SCCSS building along with two buildings at the rear of the site will be demolished for redevelopment. An Archaeological Impact Assessment is also currently underway as the site has a high probability of archaeological significance.

The proposal should include documents for the following separate approvals;

- 1 Rezoning Application
- 2 Development Permit
- 3 Building Permit

Project Schedule

The project will be split into the following phases:

- Phase 1: Schematic Design: Fall 2019
- Phase 2: Design Development: Spring 2020
- Phase 3: Construction Documents: Fall 2020
- Phase 4: Tender: Winter 2020
- Phase 5: Construction Phase Services: Spring 2021

Scope of Work

The project will be split into the following phases:

Phase 1 Schematic Design:

- Site Servicing study and report
- Conceptual site servicing plan
- Documents for Rezoning Submission

Phase 2 Design Development:

- Drawings and outline specification report for Class B cost estimate
- Preliminary sediment and erosion plan
- Preliminary stormwater management plan
- Documents for Development Permit Submission

Phase 3 Construction Documents:

- Progress submissions for 33%, 66% and 95% Class A cost estimates

- Construction Details and specification
- Site servicing plan
- Stormwater management plan
- Sediment and erosion plan
- Letters of Assurance
- Documents for Building Permit Submission

Phase 4 Tender:

- Documents for Tender
- Review of pricing and alternates

Phase 5 Construction Services:

- Documents for Construction including "Issued for Construction" Set.
- Full construction services, including contract administration and letters of assurance/compliance
- Prepare record drawings

The scope of work should include but not be limited to:

- Water model analysis (provide as separate fee if required by municipality)
- Storm and sanitary sewer capacity and connections assessment
- Preliminary erosion and sediment control
- Conceptual servicing plan
- Developing concepts in consultation with the municipality, owner and design team.
- Design and specification of Sanitary Sewer, Stormwater, water services and roads
- Site drainage, paved areas, landscaped areas and retaining walls.
- Provide contract administration.
- Prepare record drawings.
- Letters of assurance and compliance as required
- Include any unique aspects of the building/site layout/requests from architect
- Coordinating work with other disciplines.

Integrated Design Process

The successful engineer agrees to work collaboratively with the owner group and design team to develop a cost effective and practical solutions. For Phase 1, Schematic design this will involve frequent communications with the architect and a "hands-on" approach. It is anticipated that the conceptual servicing plan (item "g" above), will include several options that will be costed by a construction manager or quantity surveyor to determine the most cost effective approach. For Phase 2 and 3, the proposal should be based on an Integrated Design approach that will involve several team meetings, and developing a detailed design through multiple revisions and refinements.

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, MDS and Studio 531 Architects.

SCCSS acknowledges that this project will be constructed on the traditional territory of the Shíshálh Nation. An archaeological assessment is currently underway, and the successful firm will be required to adhere to any restrictions and recommendations based off these findings. The successful firm may also be required to sign a confidentiality agreement.

BC Housing Approval for Each Phase

BC housing review and approval for each phase of work is required. Each phase will proceed after BC Housing approval which is not guaranteed for all phases.

Selection and Award

This Request for Proposal is intended to identify prospective proponents for the scope of work outlined in this document. Submissions will be evaluated for completeness and select criteria. One or more proponents may be contacted for an interview to supplement the information provided in the proposals. A preferred proponent will be notified, and modification of the original proposal may be necessary to suit the project requirements or clarify the scope of work, or contract terms. Once the contract terms are finalized, a signed agreement will be provided prior to starting work. Studio 531 architects reserves the right to not award to any of the proponents.

Submission Requirements

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

"The attached proposal has been prepared for Sunshine Coast Community Services 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** and must be received by **November 8th, 2019** at **2:00 PM PST** to be considered. Please note work will commence directly upon award.

Submissions must include:

1. Introduction – summarize any unique experience, skill sets, approaches, or understanding of the assignment that you think would be relevant.
2. Company profile – a brief profile including company history, size/resources.
3. Roles – list principals and senior staff who will have specific responsibilities for this project, including a short paragraph describing their relevant experience.
4. Staff Resourcing – Identify the staffing and resourcing capacity to meet deadlines and project demands in a timely manner.

5. Scope and method to complete work for each phase
6. Fee estimate, including disbursements - all disbursements are to be identified in the fee proposal. Please include a per site visit/site meeting fee.
7. Please provide fees broken down 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
8. 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.
 - Reimbursable expenses: Indicate your administrative markup, if any.
 - Additional services: Provide a list of hourly rates for all billable staff.
9. Outline assumptions and limitations of work
10. Proof of Professional liability insurance coverage
11. Contract will be directly with Studio 531 Architects Inc.

Please submit proposals electronically to:

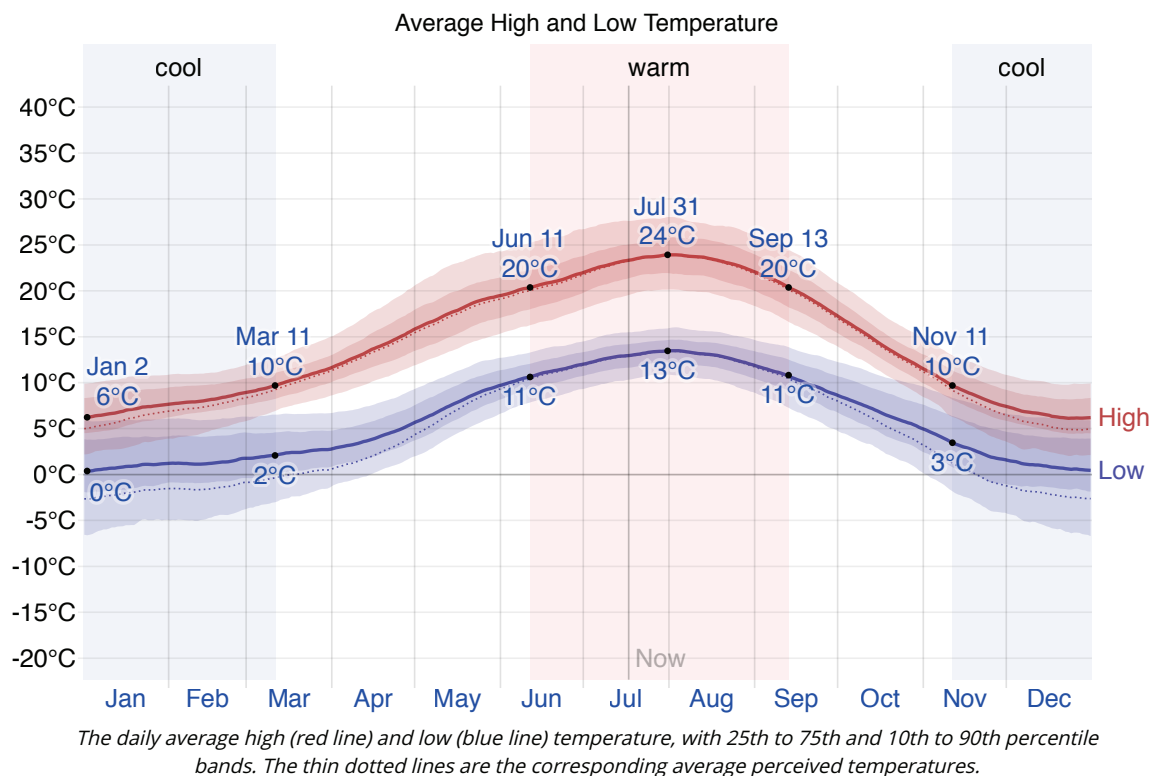
Jesse Garlick, Principal, Studio 531 Architects Inc.
Email: jgarlick@studio531.ca
Office: 250-384-2131
Cell: 778-885-4066

You will receive confirmation of your submission.

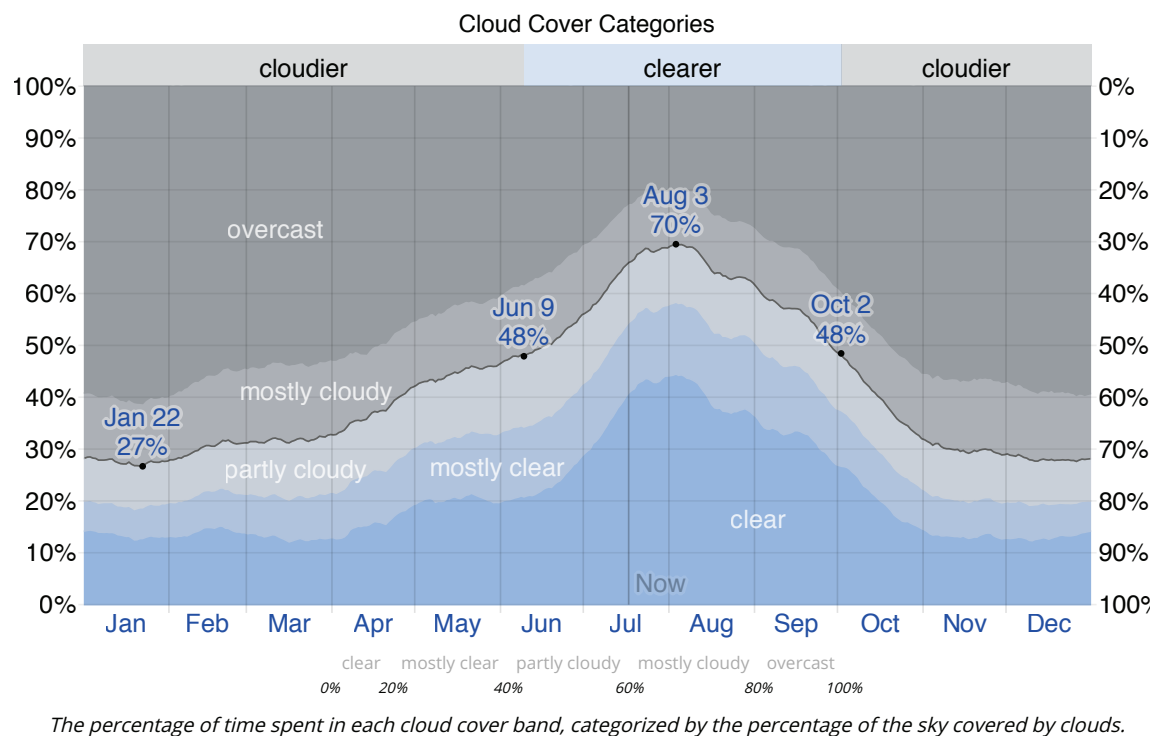
All questions are to be directed to Jesse Garlick via email or telephone.



Temperature



Clouds



In Sechelt, the summers are comfortable and partly cloudy and the winters are long, very cold, wet, and mostly cloudy. Over the course of the year, the temperature typically varies from 33°F to 75°F and is rarely below 20°F or above 82°F.

The warm season lasts for 3.0 months, from June 11 to September 13, with an average daily high temperature above 69°F. The hottest day of the year is July 31, with an average high of 75°F and low of 56°F.

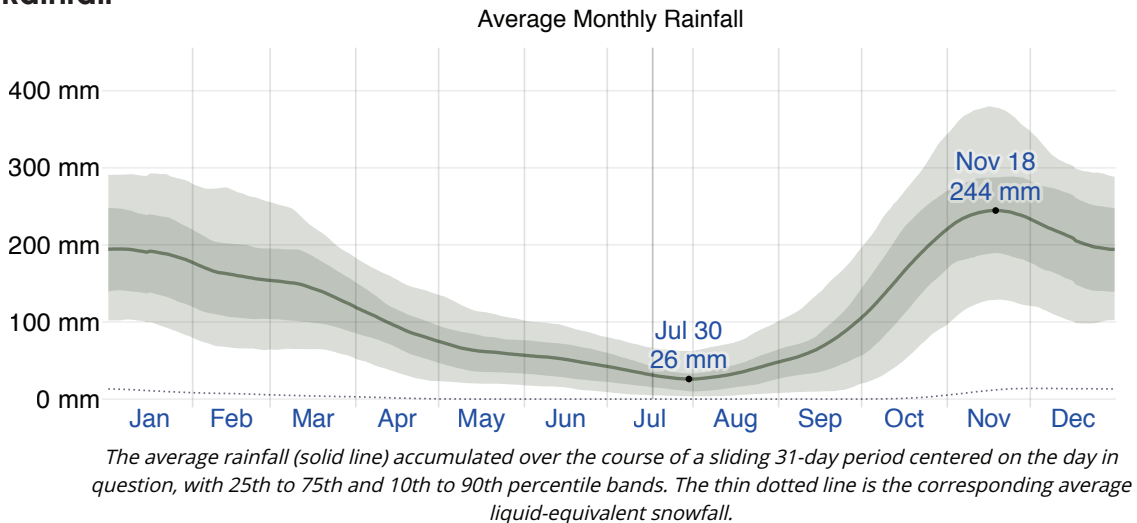
The cool season lasts for 4.0 months, from November 11 to March 11, with an average daily high temperature below 49°F. The coldest day of the year is January 2, with an average low of 33°F and high of 43°F.

In Sechelt, the average percentage of the sky covered by clouds experiences significant seasonal variation over the course of the year.

The clearer part of the year in Sechelt begins around June 9 and lasts for 3.8 months, ending around October 2. On August 3, the clearest day of the year, the sky is clear, mostly clear, or partly cloudy 70% of the time, and overcast or mostly cloudy 30% of the time.

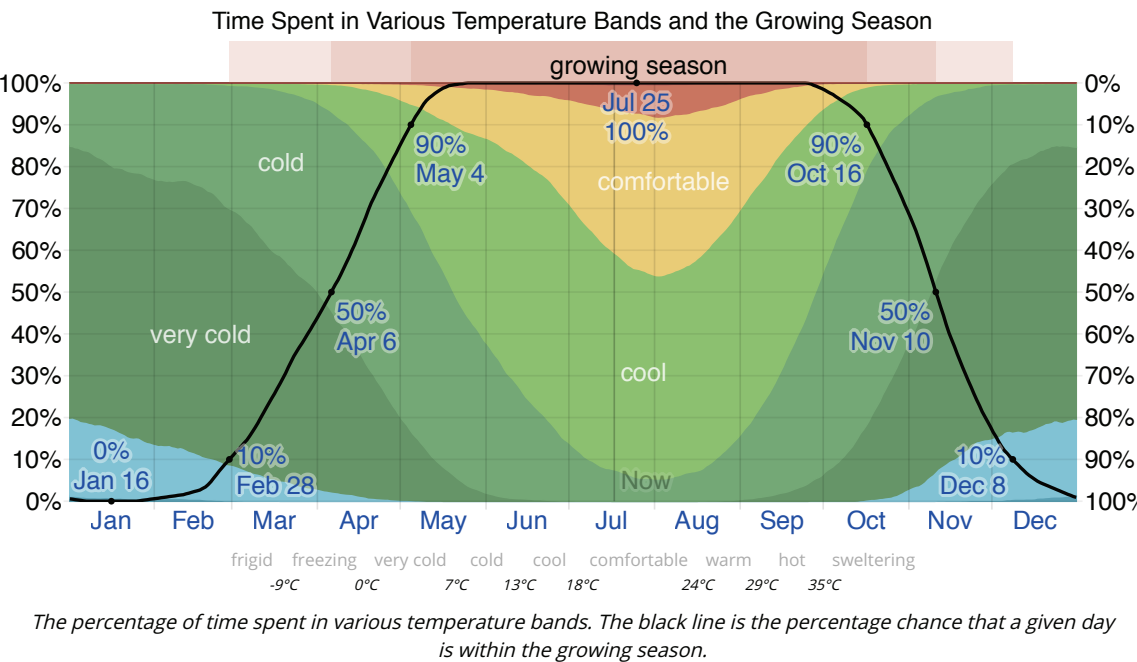
The cloudier part of the year begins around October 2 and lasts for 8.2 months, ending around June 9. On January 22, the cloudiest day of the year, the sky is overcast or mostly cloudy 73% of the time, and clear, mostly clear, or partly cloudy 27% of the time.

Rainfall



Rain falls throughout the year in Sechelt. The most rain falls during the 31 days centered around November 18, with an average total accumulation of 9.6 inches. The least rain falls around July 30, with an average total accumulation of 1.0 inches.

Growing Season



we define the growing season as the longest continuous period of non-freezing temperatures ($\geq 32^\circ\text{F}$) in the year. The growing season in Sechelt typically lasts for 7.1 months (219 days), from around April 6 to around November 10, rarely starting before February 28 or after May 4, and rarely ending before October 16 or after December 8.



5657 Lamprey Lane, Sechelt

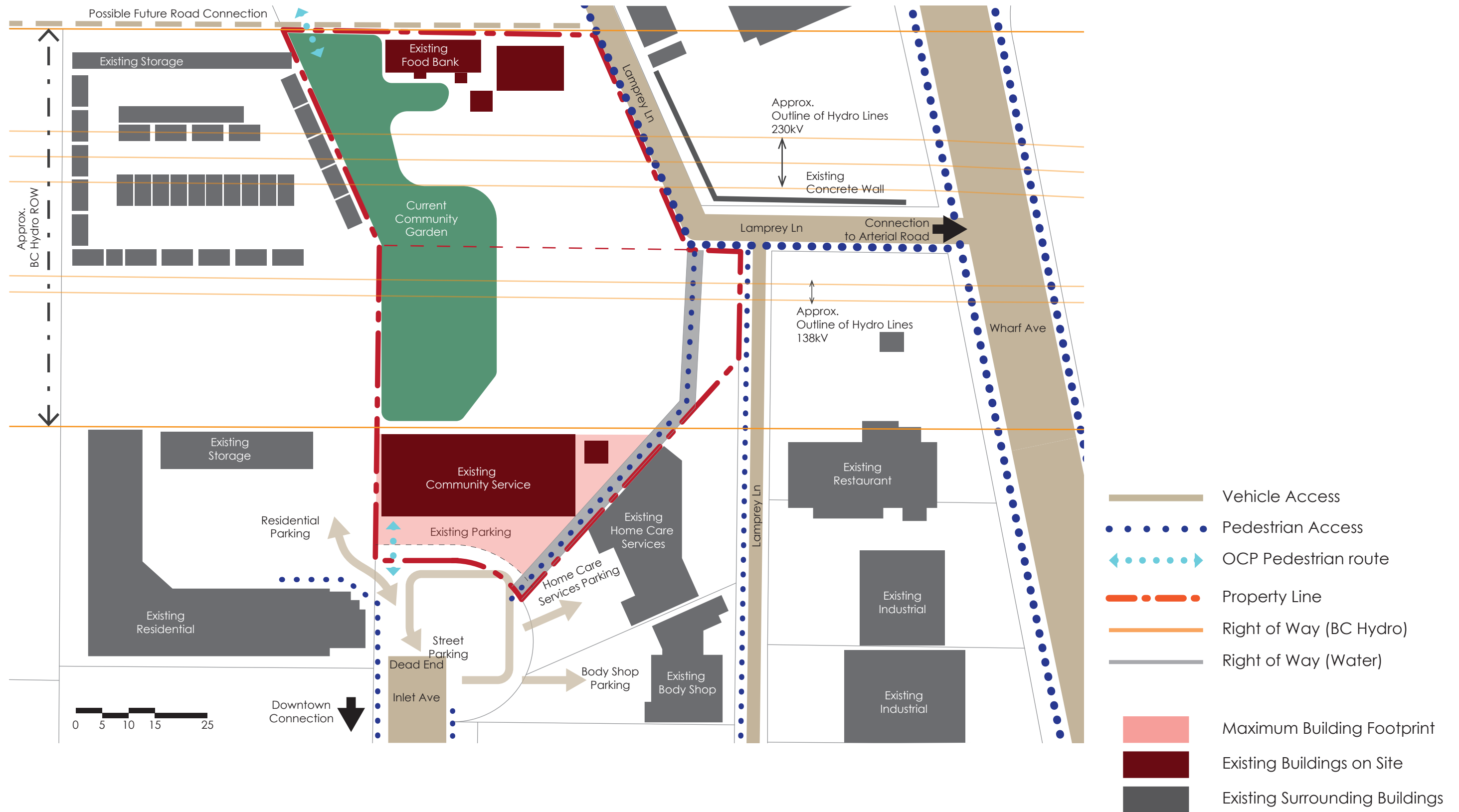
Legal Description:
Lot 36, Block G, District Lots 303 and 304, Plan 15854

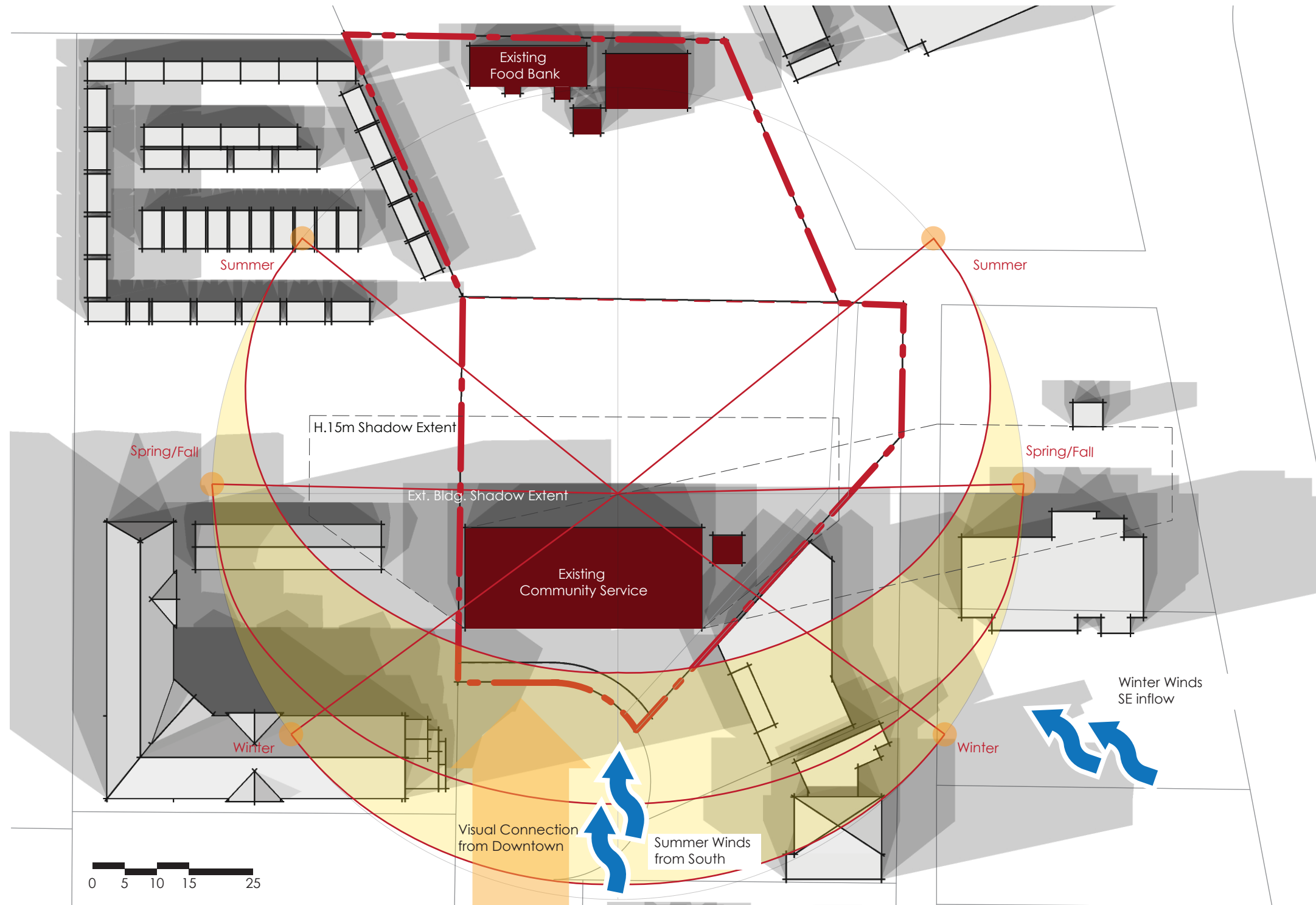
PID: 007-614-454

5638 Inlet Ave. Sechelt

Legal Description:
Parcel A (Consolidation of Lots 12 and 13),
Block P, Block 303, Group 1 New Westminster District,
Plan 14919

PID: 029-743-567





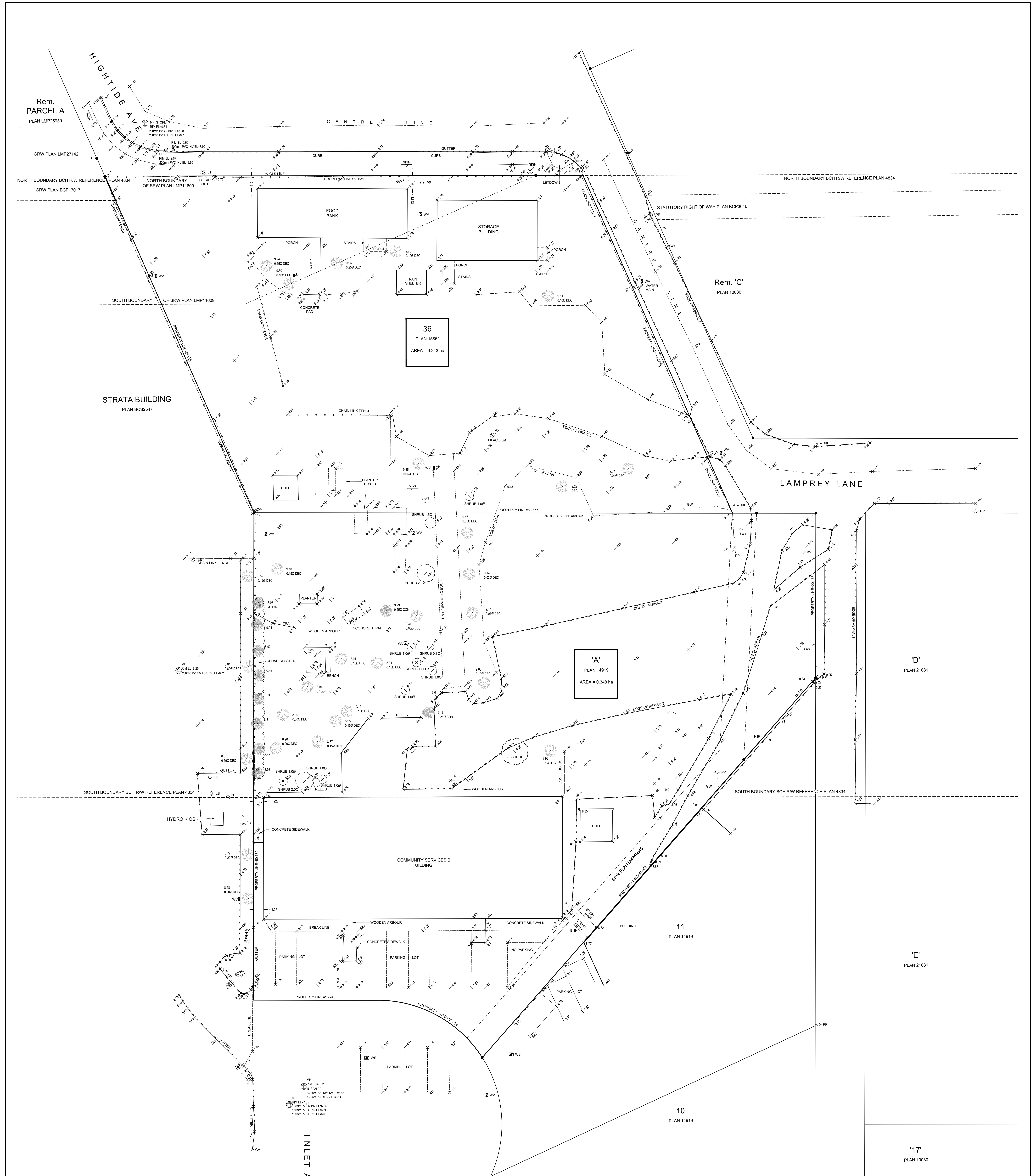
Shadow from Spring/Fall Equinox from 9am to 5pm



1. Building Footprint
2. Balconies/Canopies
3. Multi-purpose Room, 80m²
4. Movable Bleachers
5. Gazebos
6. Garden office, 36m²
7. Underground Cisterns for water collecting
8. Existing Food Bank Buildings to be demolished, Program will be relocated into the new building
9. Green House, 72m²(2@36m²)



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**TOPOGRAPHIC SURVEY PLAN OF LOT 36
Bk G DISTRIC LOTS 303 AND 304 PLAN 15854
& PARCEL 'A' (BEING A CONSOLIDATION
OF LOTS 12 AND 13, SEE CA4913451)
Bk 'P' Bk 303 G 1 NWD PLAN 14919**

SECHLT
CIVIC ADDRESS: 5657 LAMPREY LANE
& 5638 INLET AVENUE
PID: 007-614-454 / 029-743-567



DATE:
AUGUST 30, 2019
SEPT. 12, 2019 - REVISED BCH SOUTH BOY

BY:
ES
ES

REVISION:

- LEGEND:**
- - DENOTES STANDARD IRON POST FOUND
 - U - DENOTES UNREGISTERED
 - PP - DENOTES POWER POLE
 - GW - DENOTES GUY WIRE
 - SIGN - DENOTES STREET SIGN
 - MH - DENOTES MANHOLE
 - CB - DENOTES CATCH BASIN
 - WV - DENOTES WATER VALVE
 - LS - DENOTES LAMP STANDARD
 - FH - DENOTES FIRE HYDRANT
 - OV - DENOTES WATER SERVICE
 - GV - DENOTES GAS VALVE
 - B - DENOTES BOLLARD
 - - DENOTES SPOT ELEVATION
 - 9.29 - DENOTES 1.0m DECIDUOUS TREE WITH A GROUND ELEVATION OF 9.29m
 - 9.25 - DENOTES 0.25m CONIFEROUS TREE WITH A GROUND ELEVATION OF 9.25m

DATUM:
ELEVATIONS ARE GEODETIC AND REFER TO SMARTNET REFERENCE STATION BC86 (RTM_REF_4021).

PROPERTY:
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM PLAN 15854 & PLAN 14919. OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

GENERAL:
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

TREE SPECIES AND DIMENSIONS SHOULD BE CONFIRMED BY A QUALIFIED ARBORIST. SHADY AREAS ARE NOT AN INDICATION OF DRIP LINE LOCATION UNLESS SPECIFICALLY LABELED.

BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.

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CERTIFIED CORRECT

THIS _____ DAY OF _____, 2019.

JAVIER SUI, B.C.L.S.

FIELD SURVEY COMPLETED ON AUGUST 29, 2019.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.