



M'AKOLA
DEVELOPMENT
SERVICES

REQUEST FOR PROPOSAL: Mechanical Engineering Services

Re: Sunshine Coast Community Services Society Development Project at
5638 Inlet Avenue, Sechelt, B.C.

Issue Date: Friday, October 9, 2020

Deadline for Questions: Wednesday, October 21, 2020 at 3:00 PM PST

Submission Deadline: Thursday, October 29, 2020 at 3:00 PM PST

Introduction

M'akola Development Services (MDS) is extending an invitation to prospective qualified proponents, on behalf of Sunshine Coast Community Services Society (SCCSS), to submit proposals for the provision of mechanical engineering services for the project described below.

This is a publicly funded project, with the following list of funders (including additional stipulated conditions that may apply to the project):

- BC Housing
 - BC Housing's Design Guidelines and Construction Standards will provide the standards and technical guidelines for this project. See BC Housing's website for most up-to-date *Design Guidelines* for this affordable housing project. Refer to section 5 for BC Housing design review process.
 - BC Housing's Design Guidelines for Women's Safe Homes, Transition Houses, Second Stage Housing and Long-Term Rental Housing will apply. See BC Housing's website for the most up-to-date Guidelines.

Project Description

The vision for this development is to be a mixed-use building with SCCSS services on the first two floors and affordable housing for women and children. The proposed development would be six storeys in height and provide 34 units of affordable housing for women and children. The proposed concept plan will have the 34 units over 4 floors and will have the following unit breakdown 7 studio, 12 one-bedroom, 9 two-bedroom, and 6 three-bedroom. The combined floor area of the residential space will total an estimated 2427m². The bottom two floors will be used for SCCSS programming and office space and will have an estimated floor area of 1400m².

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.

A BC Hydro Right of Way runs through much of the site. Within the ROW parking, a community garden and the existing storage building are proposed. Additionally, there is an archaeologist on the project team due to the high archaeological significance. Any land disturbance must involve the archaeologist.

See attachment A for the conceptual designs and site plan.



Site Description

Site Location: 5638 Inlet Avenue, Sechelt, B.C.

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

Project Schedule

This project is publicly funded and therefore subject to schedule change, M'akola Development Services will advise project team on significant schedule changes if they arise. The project will be split into 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
- F. Phase 6: Post-Construction and Warranty Period Services

The following are target milestone dates:

- Rezoning (Public Hearing): November 2020
- Development Permit Submission: February 2021
- Construction Start: September 2021

Sustainability

The [BC Energy Step Code](#) regulations – 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 2019 [Design Guidelines and Construction Standards](#) to meet upper steps of the Step Code as a requirement for BC Housing funded projects.

This new development requires an energy target of Step 4 based on BC Housing's [Sustainability Standards guide sheet](#) which provides an overview of the required sustainability measures.

An Energy Modelling Consultant has been procured 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.

Scope of Work

Major deliverables of mechanical consulting services are to include, but are not limited to, the following:

- Review user group requirements
- Establish mechanical design criteria
- Refine schematic design



- Undertake detailed design load calculations
- Prepare preliminary mechanical layout drawings
- Provide major equipment selection
- Prepare design development documentation for approval
- Finalize design load calculations
- Prepare contract documents
- Seal the drawings
- Provide Letters of Assurance – Schedule B
- Respond to Contractor requests for clarification
- Prepare any necessary mechanical addenda
- Site visits for field review as required
- Provide supplementary details, instructions and field sketches as necessary
- Review shop drawings
- Communicate with the Contractor to facilitate construction
- Provide final deficiency reviews
- Review Operating and Maintenance Manuals
- Review Balance and Commissioning reports
- Provide Letters of Assurance – Schedule C
- Involvement in BC Housing Mechanical Peer Review
- Attend meetings as required.

Evaluation

Each proposal will be scored out of 100 points based on the following criteria:

Evaluation Criteria	Possible Points
Proposal Presentation	10
Experience	15
Staff Resources	10
Scope of Work	15
Budgets & Fees	50
Score:	100

MDS' intent is to enter in a contract with the proponent who has the highest overall score.

Proponents Bear Own Costs and Waive Liability

Proponents are solely responsible for their own expenses in preparing a proposal. Neither MDS nor the Society will be liable, under any circumstances, for any claim arising out of the request for proposals process, including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim. By submitting a proposal, the proponent waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profits or loss of opportunity or for any other claim, by reason of MDS' or the Society's decision not to accept the proposal



submitted by the proponent, to enter into a contract with any other proponent or to cancel this request for proposals process, and the proponent shall be deemed to have agreed to waive such right of claim.

For clarity, MDS and the Society reserve the right to cancel this request for proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against MDS or the Society as a consequence.

Conflict of Interest:

The Society and MDS may disqualify a proponent for any conduct, situation or circumstances, determined by MDS and the Society, in its sole and absolute discretion, to constitute a conflict of interest or a perceived conflict of interest, or where there is evidence of collusion.

Conclusion of Process and Debriefing

At the conclusion of the request for proposals process, all proponents who submitted will be notified of whether they were successful or not. Unsuccessful proponents may request a debriefing with MDS which may, at MDS' option, be conducted via telephone or email.

Contract Terms and Conditions

By submission of a proposal, the proponent agrees that, should its proposal be successful, the proponent will be engaged under the terms and conditions acceptable to the Client and BC Housing which are in line with any applicable supplementary general conditions (SGC) of BC Housing.. Contract terms and conditions can be found on BC Housing's website.

Confidentiality and Access to Information

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, Sunshine Coast Community Services Society and MDS.

The successful Proponent must agree to maintain security standards consistent with security policies of the Sunshine Coast Community Services Society. These may include, but not be limited to, strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

The contents of your proposal will not be released or divulged to any other proponent(s), however, your proposal may be released to BC Housing upon their request. BC Housing is subject to FOIPPA.



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 Sunshine Coast Community Services Housing Development project located at 5638 Inlet Avenue, Sechelt, BC.*

Submissions should be no longer than **10 pages** (not including appendices). Resumes can be included in the Appendix) and must be received by **Thursday, October 29, 2020 at 3:00 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 and résumés – 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.
4. Scope and method to complete work for each phase
5. Fee estimate, including disbursements - all disbursements are to be identified in the fee proposal.
6. 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
 - F. Phase 6: Post-Construction & Warranty Period Services
 - a. The design and construction team ensure that deficiency items follow up, closeout documentations, commissioning activities and building handover tasks are taken into account. All project team members bear some responsibility for these activities.
7. Construction administration will include, but is not limited to the following:
 - Reimbursable expenses: Indicate reimbursements, if any.
 - Note: No mark-up is permitted on disbursements
 - Additional services: Provide a list of hourly rates for all billable staff.



- Fee per trip: Indicate your fees for professional time and disbursements per site visit to 5638 Inlet Avenue, Sechelt, B.C. for integrated design planning meetings (schematic and design development phases – note most of these will be virtual meetings) and construction (construction document phase). Identify accommodation and meals as separate line items in the budget).
- Post-Construction services: The design and construction team ensures that deficiency items follow up, closeout documentations, commissioning activities and building handover tasks are taken into account. Provide hourly estimate.

Note: No retainers will be permitted.

8. Outline assumptions and limitations of work
9. Professional qualifications and proof of liability insurance coverage to a minimum of \$2,000,000.

Submission Format

Please submit proposals electronically to:

Matt Notley, Project Planner, M'akola Development Services
Email: mnotley@makoladev.com

All proposals must be copied to:

Katy Fabris, Senior Project Manager, M'akola Development Services
Email: kfabris@makoladev.com

Submission Confirmation

You will receive confirmation of your submission within 48 hours.

Opening and Closing Dates

Proposals may be submitted from the date this request for proposals was issued until the submission deadline. Proposals must be received as set out by Thursday, October 29, 2020 at 3:00 PM PST. Proposals received after the closing date and time will not be accepted.

Withdrawal and Resubmission

A proposal may be withdrawn prior to the submission deadline with a written request sent via email to Matt Notley, Project Planner and Katy Fabris, Senior Project Manager. A withdrawn proposal may be resubmitted so long as it is received before the submission deadline.



A proposal may not be withdrawn after the submission deadline and shall remain open to acceptance by MDS and the Society until the earlier of the date the successful proponent enters into a contract with the Society, or 60 calendar days after the submission deadline.

Questions

All questions related to this request for proposals, including any requests for information and clarification, are to be directed, in writing, to:

Matt Notley, Project Planner
Email: mnotley@makoladev.com

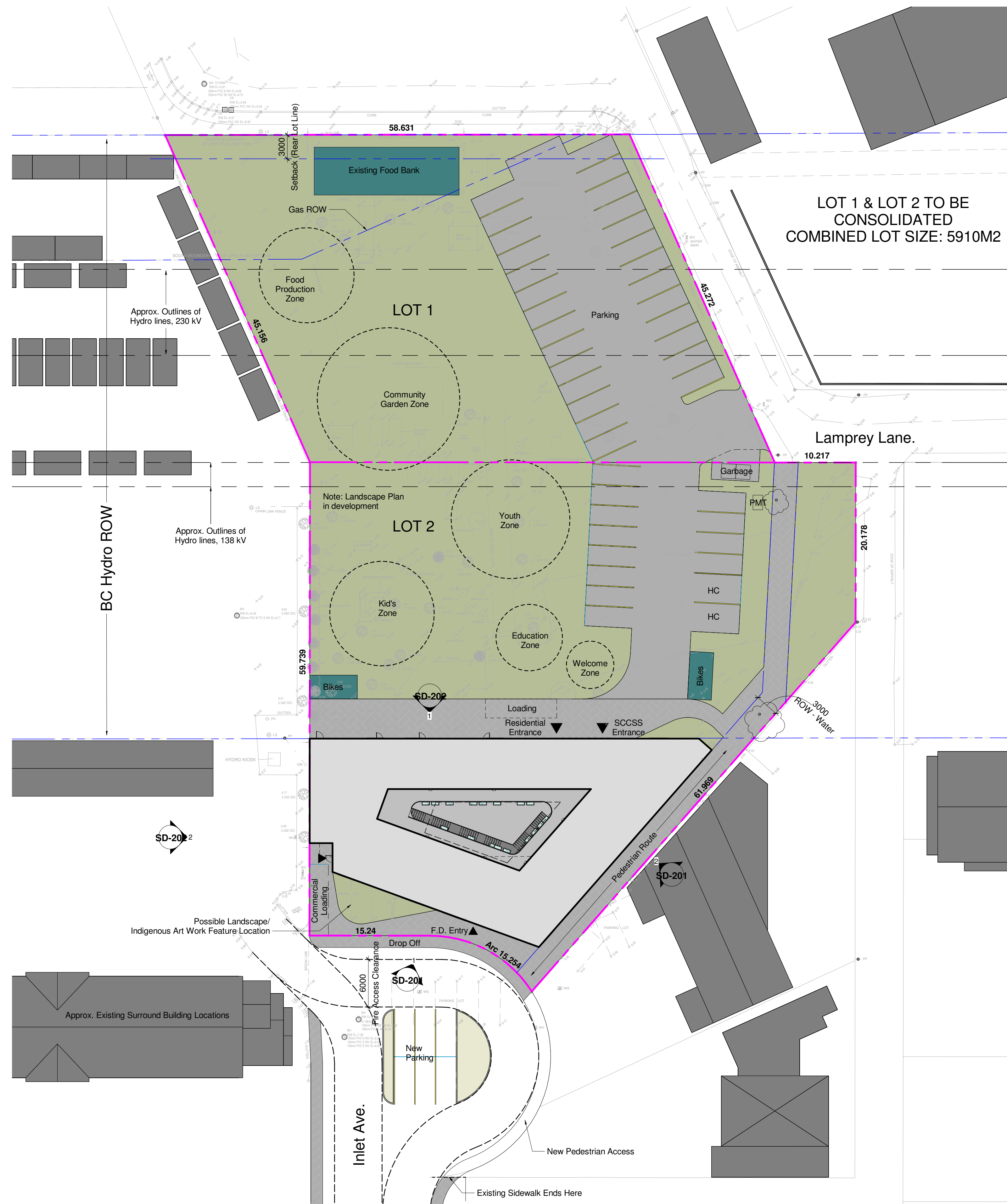
Questions will be responded to as time permits. The deadline for submitting questions is Wednesday, October 21, 2020 at 3:00 PM PST. Questions and any responses will be recorded and may be distributed via addendum, at MDS' option, if the question requires an interpretation or modification of this request for proposals.

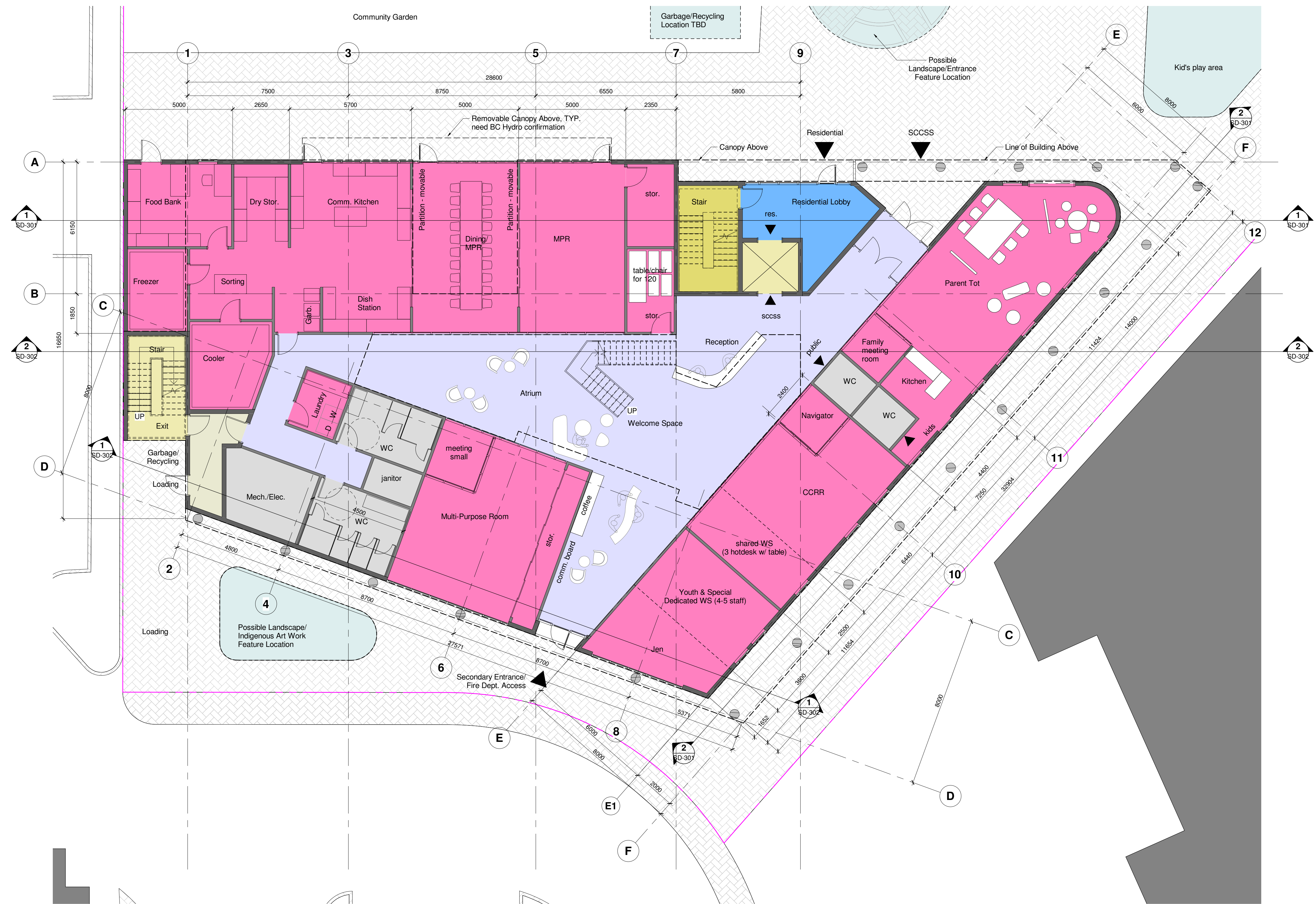


MAKOLA
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Appendices

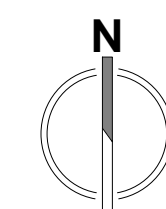
Appendix A – Conceptual Designs and Site Plan

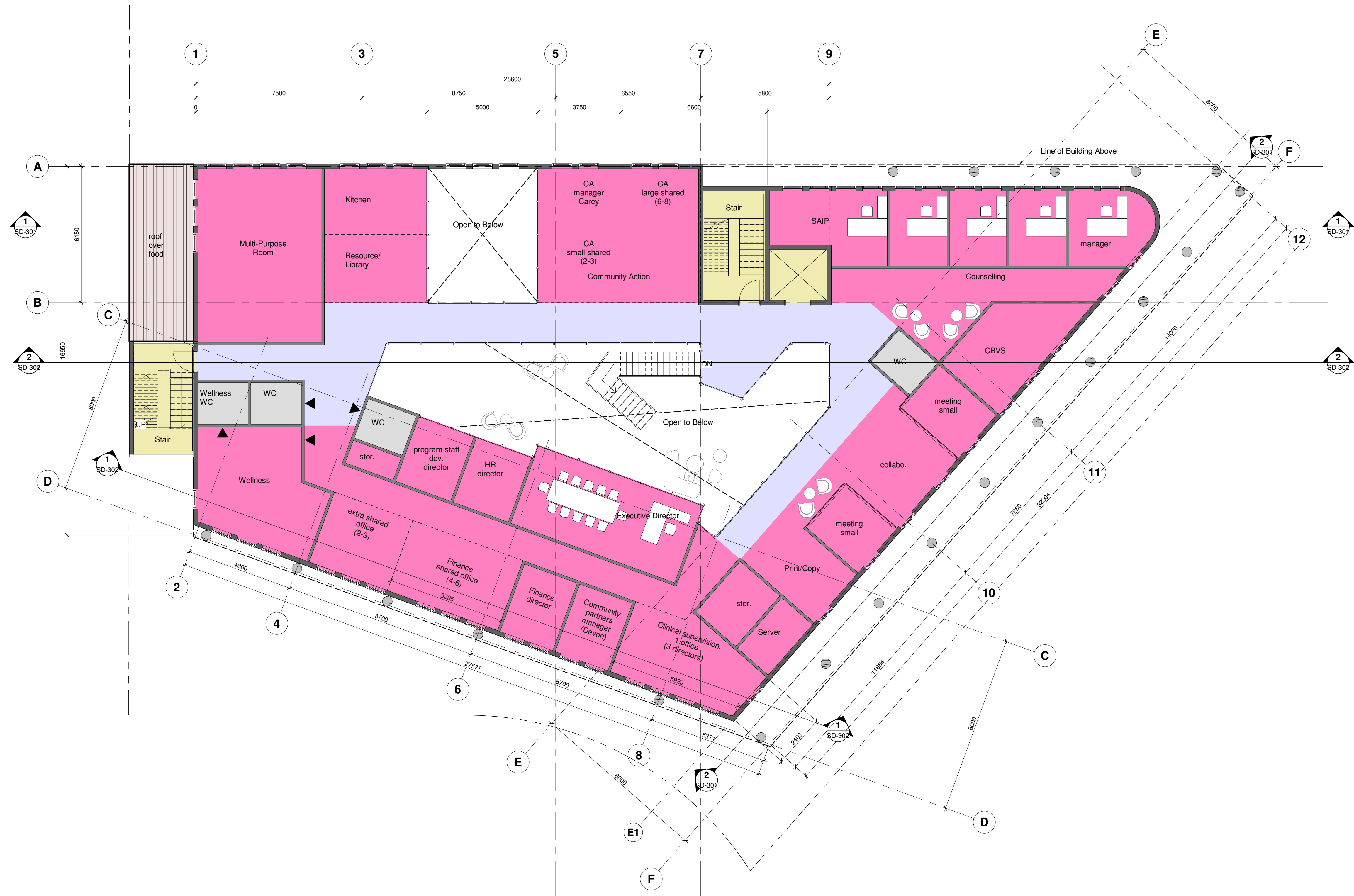




LEVEL 1		
NUMBER	NAME	AREA
100	SCCSS	705.53 m ²
101	Res. Lobby	19.51 m ²
102	Elev.	7.00 m ²
103	Stair	15.45 m ²
104	Outdoor Stair	14.50 m ²
105	Corridor	9.71 m ²
		771.70 m ²

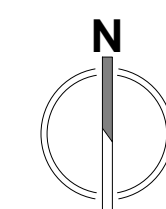
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SCALE 1:100 m





LEVEL 2		
NUMBER	NAME	AREA
200	SOCSS	591.41 m ²
201	Elev.	7.00 m ²
202	Stair	15.45 m ²
203	Outdoor Stair	14.50 m ²
		628.36 m ²

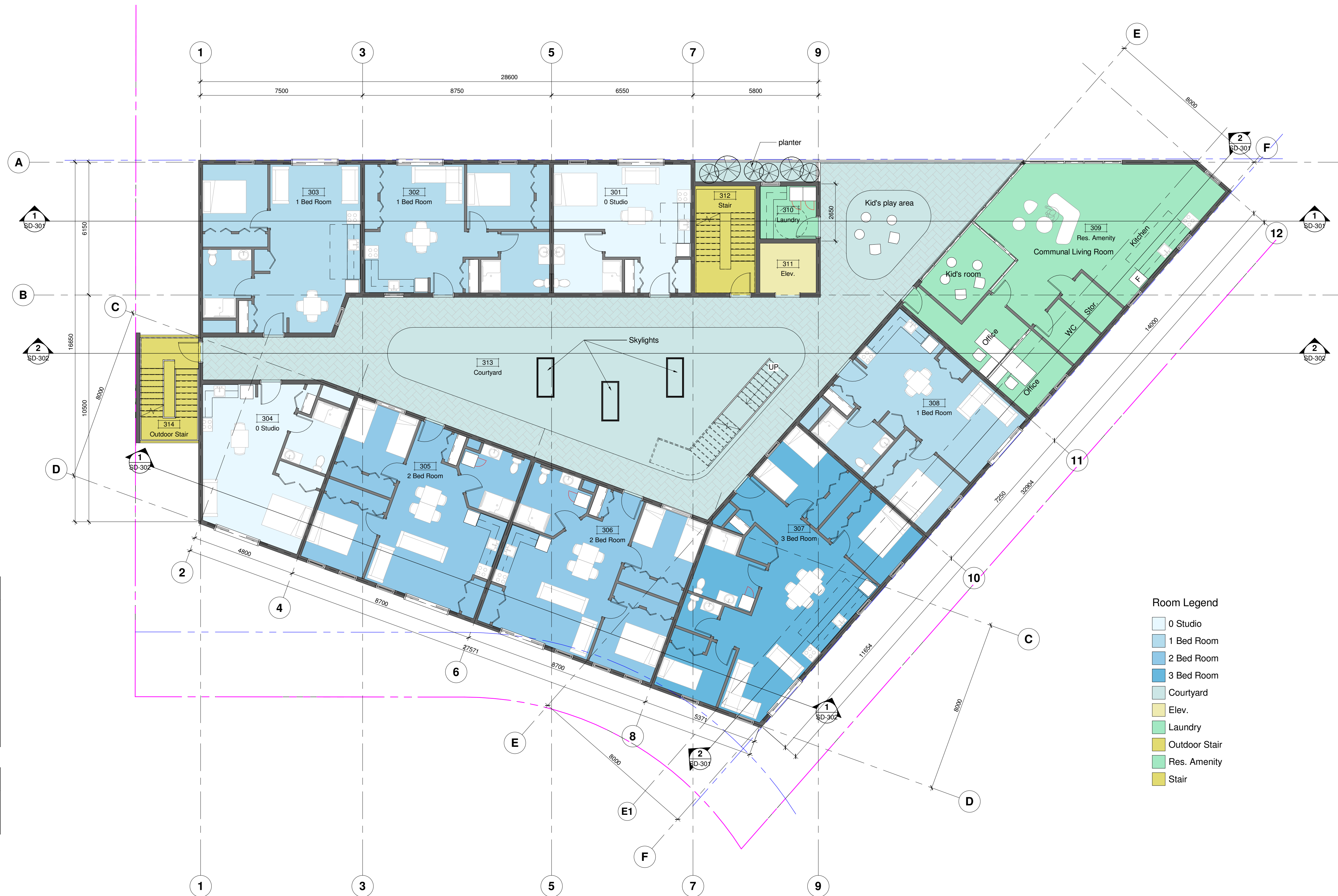
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SCALE 1:100 m



LEVEL 3		
NUMBER	NAME	AREA
301	0 Studio	40.28 m ²
302	1 Bed Room	53.81 m ²
303	1 Bed Room	58.08 m ²
304	0 Studio	44.30 m ²
305	2 Bed Room	69.60 m ²
306	2 Bed Room	69.60 m ²
307	3 Bed Room	92.42 m ²
308	1 Bed Room	58.00 m ²
309	Res. Amenity	96.40 m ²
310	Laundry	7.42 m ²
311	Elev.	7.00 m ²
312	Stair	15.45 m ²
		612.36 m ²

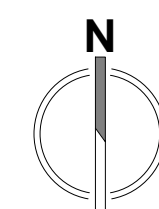
LEVEL 3 OUTDOOR		
NUMBER	NAME	AREA
313	Courtyard	237.58 m ²
314	Outdoor Stair	14.50 m ²
		252.08 m ²

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SCALE 1:100 m



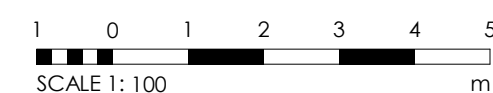
Room Legend

- 0 Studio
- 1 Bed Room
- 2 Bed Room
- 3 Bed Room
- Courtyard
- Elev.
- Laundry
- Outdoor Stair
- Res. Amenity
- Stair



LEVEL 4		
NUMBER	NAME	AREA
401	0 Studio	40.28 m ²
402	1 Bed Room	53.81 m ²
403	1 Bed Room	58.08 m ²
404	0 Studio	44.30 m ²
405	2 Bed Room	69.60 m ²
406	2 Bed Room	69.60 m ²
407	3 Bed Room	92.42 m ²
408	1 Bed Room	58.00 m ²
409	3 Bed Room	96.40 m ²
410	Laundry	7.42 m ²
411	Elev.	7.00 m ²
412	Stair	15.45 m ²
		612.36 m ²

LEVEL 4 OUTDOOR		
Number	Name	Area
413	Outdoor Corridor	127.25 m ²
414	Outdoor Stair	14.50 m ²
		141.75 m ²



- Room Legend
- 0 Studio
 - 1 Bed Room
 - 2 Bed Room
 - 3 Bed Room
 - Elev.
 - Laundry
 - Outdoor Corridor
 - Outdoor Stair
 - Stair

LEVEL 5		
NUMBER	NAME	AREA
501	0 Studio	40.28 m ²
502	1 Bed Room	53.81 m ²
503	1 Bed Room	58.08 m ²
504	0 Studio	44.30 m ²
505	2 Bed Room	69.60 m ²
506	2 Bed Room	69.60 m ²
507	3 Bed Room	92.42 m ²
508	1 Bed Room	58.00 m ²
509	3 Bed Room	96.40 m ²
510	Laundry	7.42 m ²
511	Elev.	7.00 m ²
512	Stair	15.45 m ²
		612.36 m ²

LEVEL 5 OUTDOOR		
NUMBER	NAME	AREA
513	Outdoor Corridor	127.25 m ²
514	Outdoor Stair	14.50 m ²
		141.75 m ²

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SCALE 1:100 m



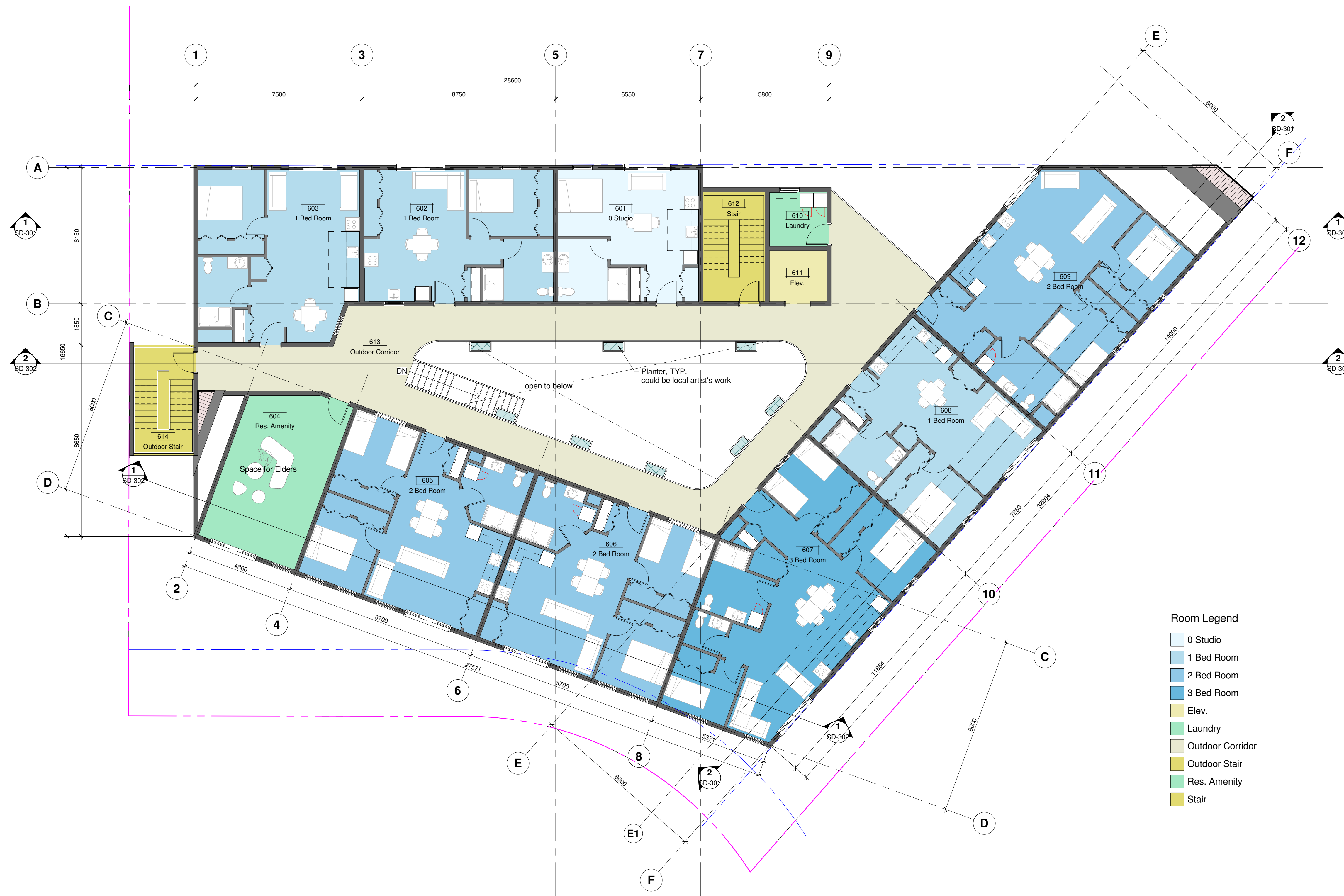
Room Legend

- 0 Studio
- 1 Bed Room
- 2 Bed Room
- 3 Bed Room
- Elev.
- Laundry
- Outdoor Corridor
- Outdoor Stair
- Stair

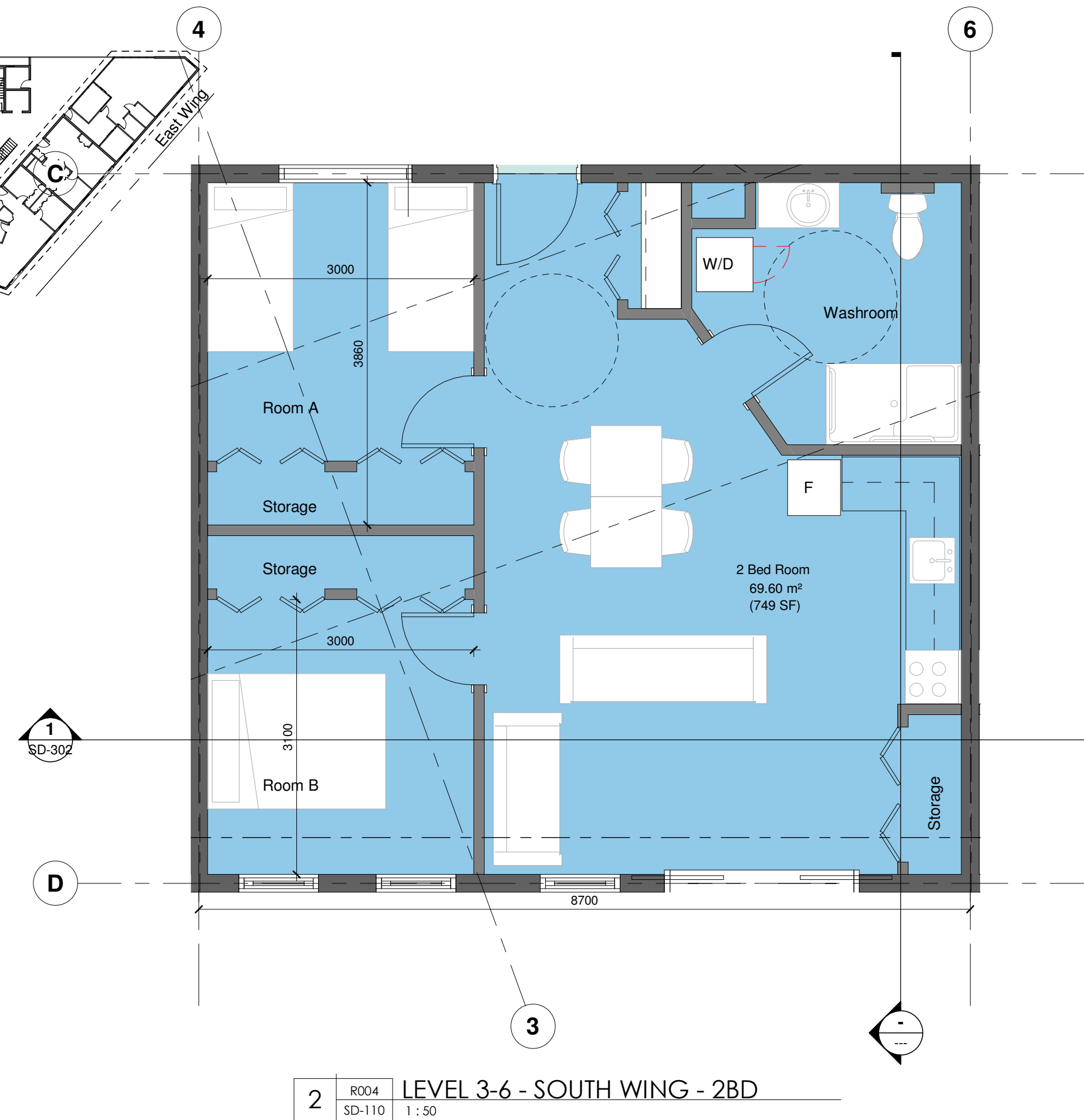
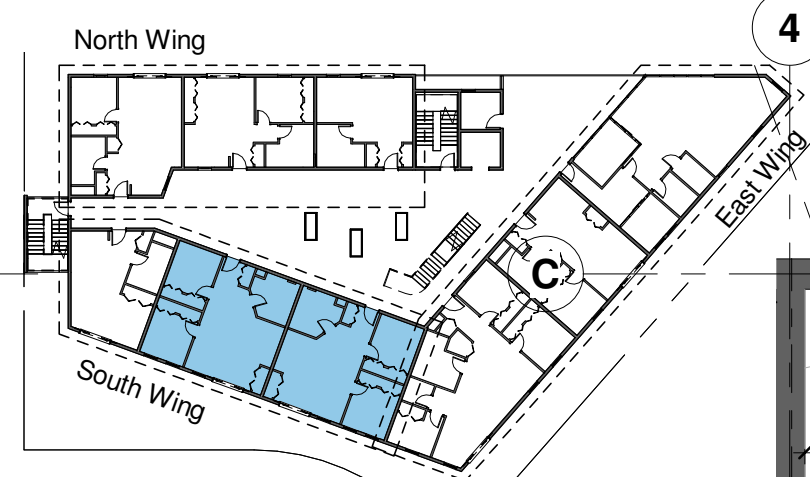
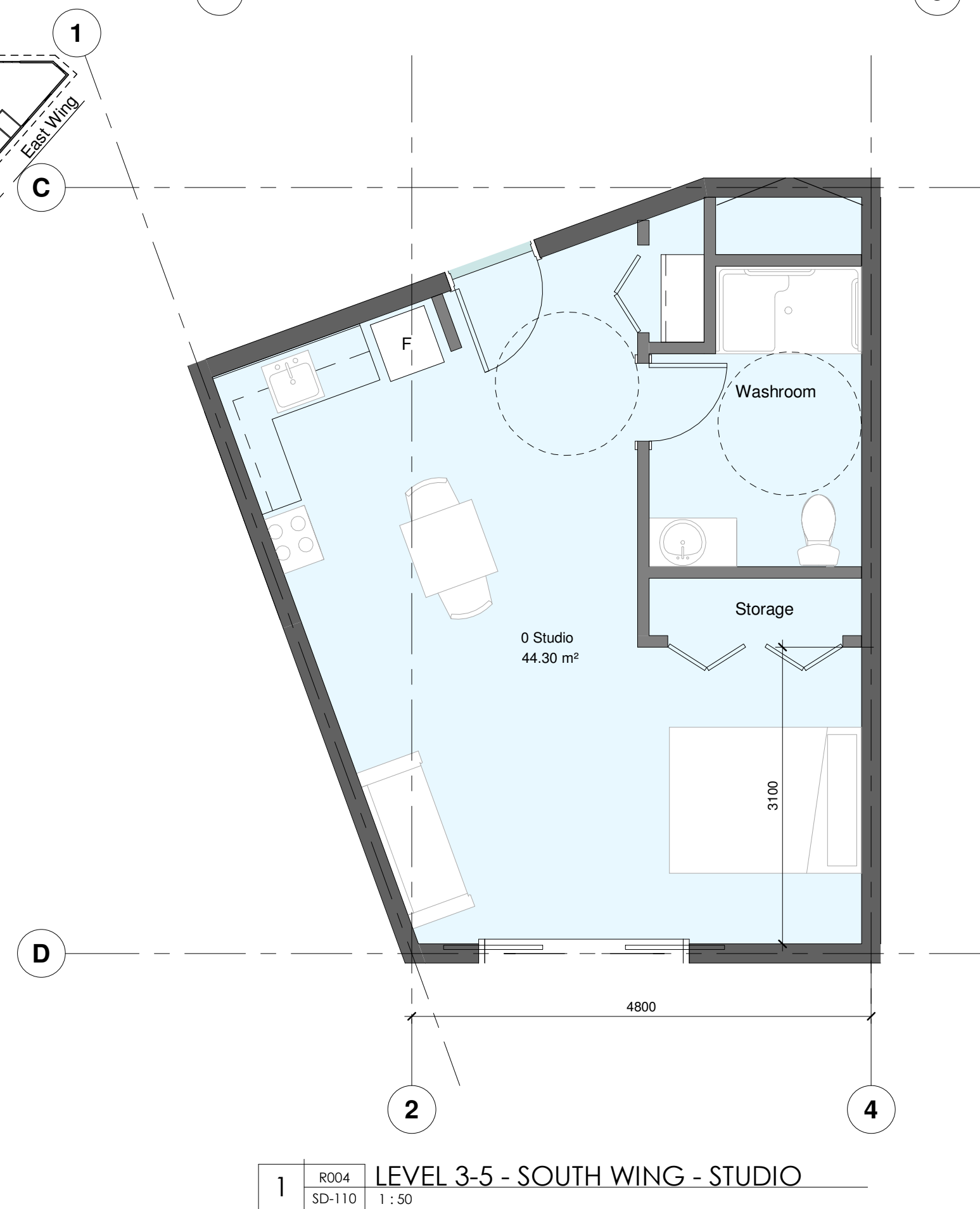
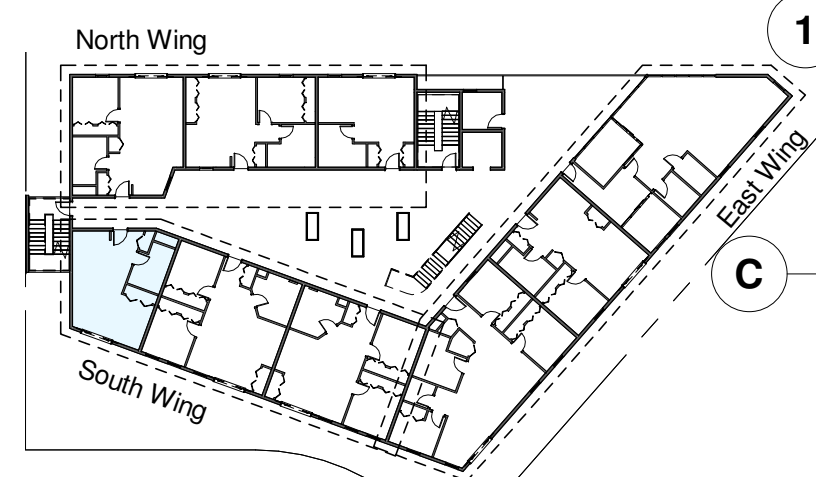
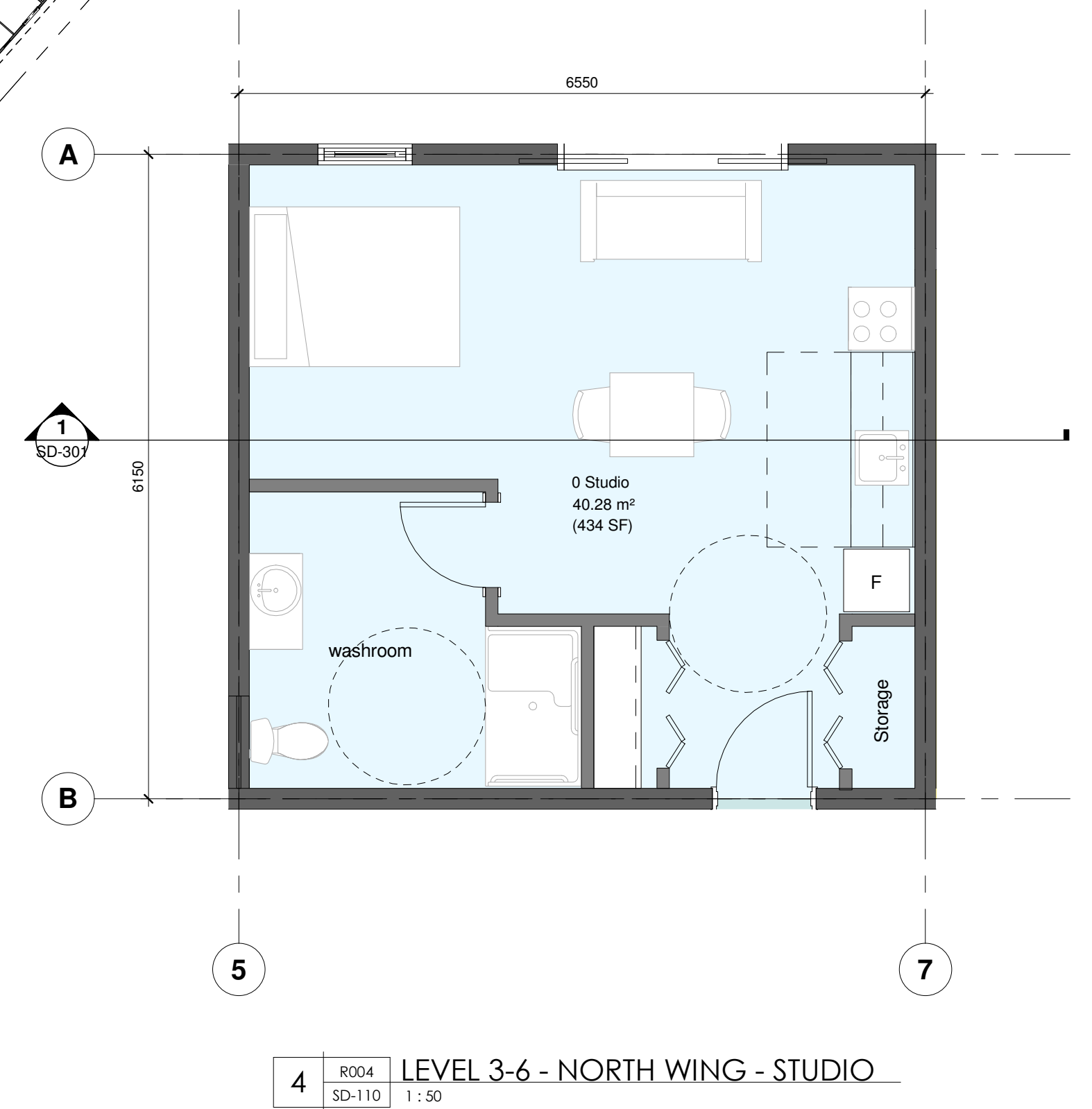
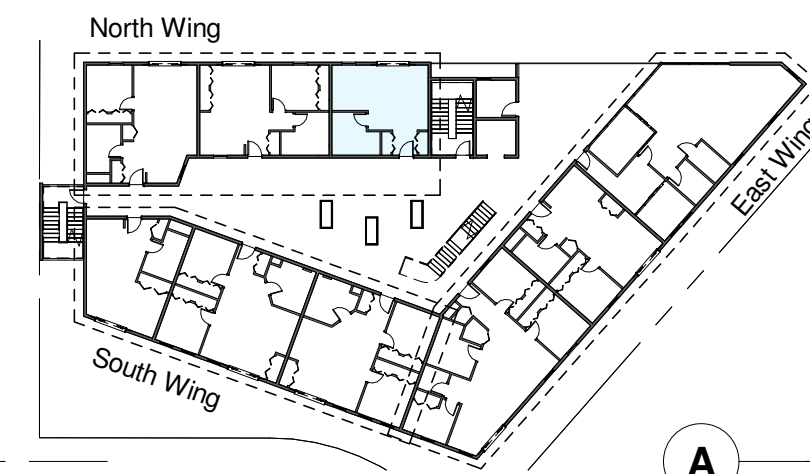
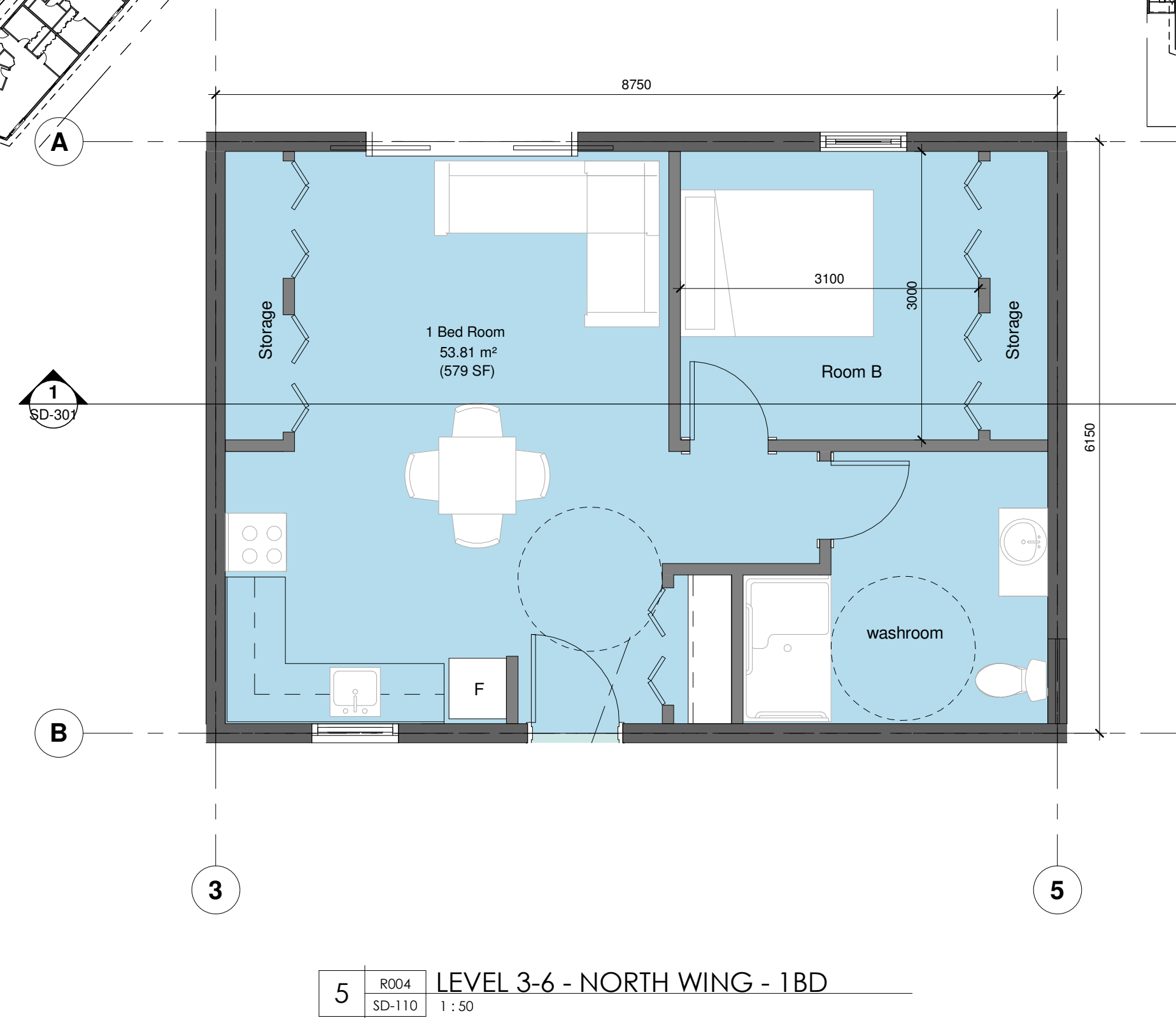
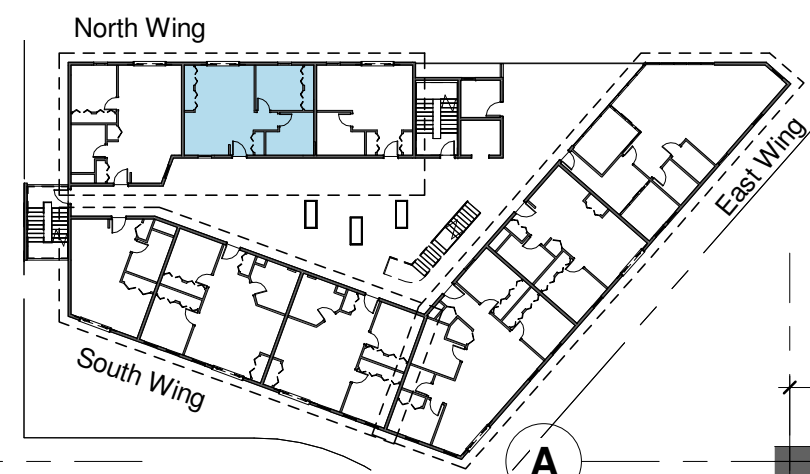
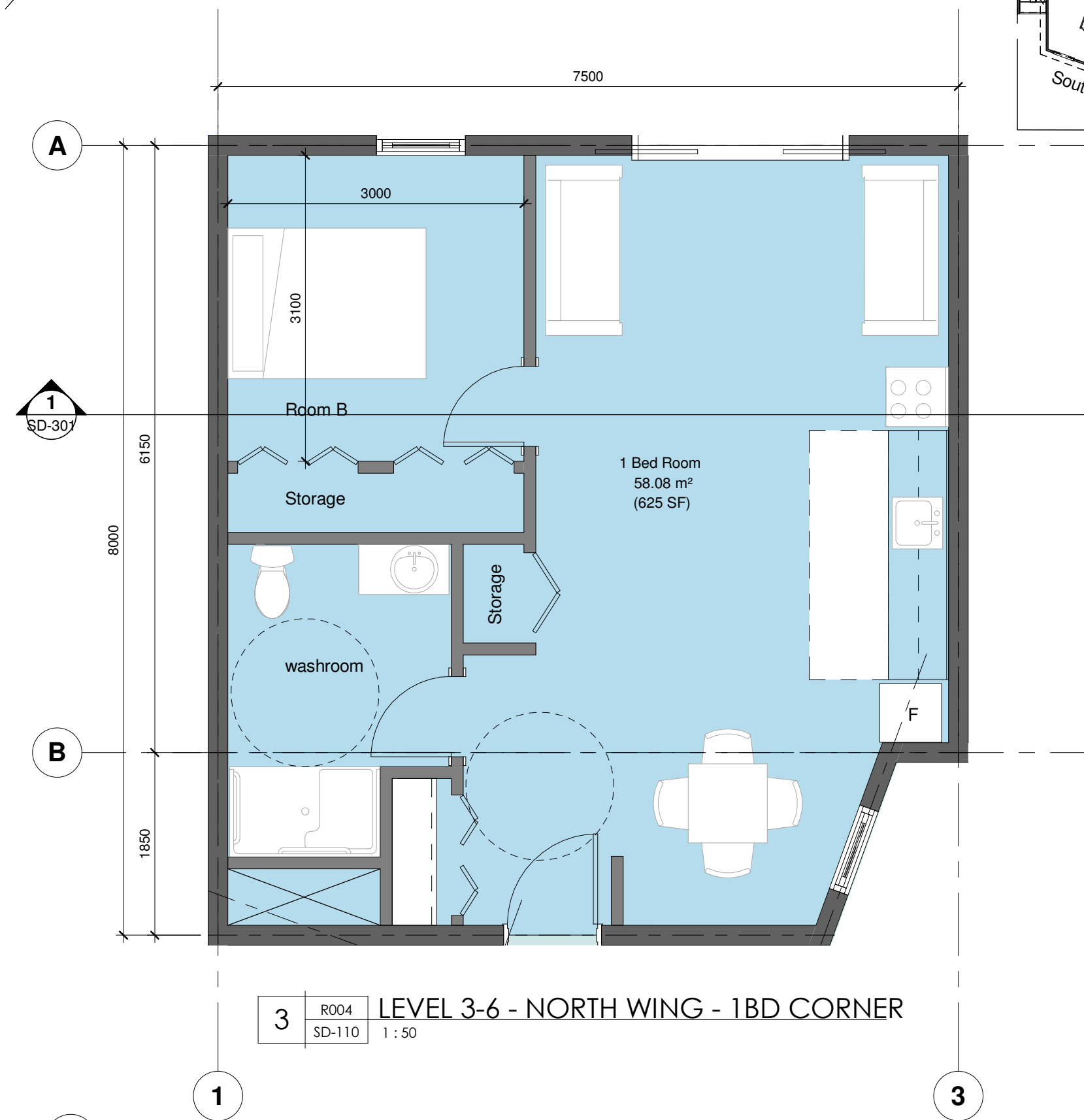
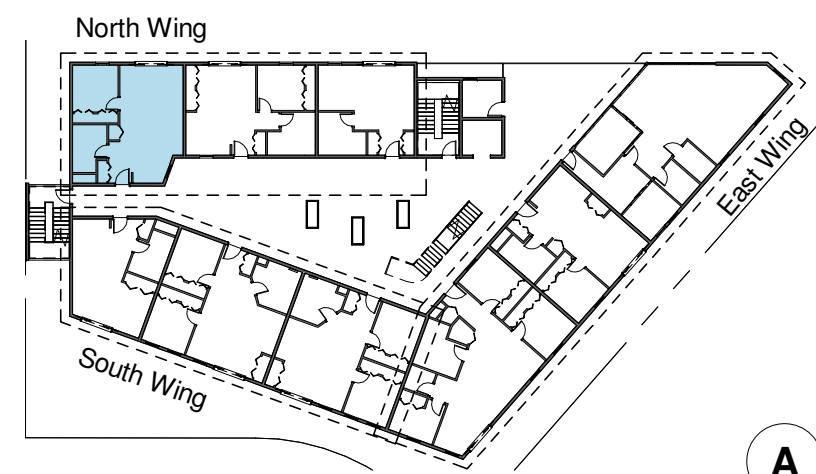
LEVEL 6		
NUMBER	NAME	AREA
601	0 Studio	40.28 m ²
602	1 Bed Room	53.81 m ²
603	1 Bed Room	58.08 m ²
604	Res. Amenity	36.69 m ²
605	2 Bed Room	69.60 m ²
606	2 Bed Room	69.60 m ²
607	3 Bed Room	92.42 m ²
608	1 Bed Room	58.00 m ²
609	2 Bed Room	81.68 m ²
610	Laundry	7.42 m ²
611	Elev.	7.00 m ²
612	Stair	15.45 m ²
		590.04 m ²

LEVEL 6 OUTDOOR		
NUMBER	NAME	AREA
613	Outdoor Corridor	126.94 m ²
614	Outdoor Stair	14.50 m ²
		141.44 m ²

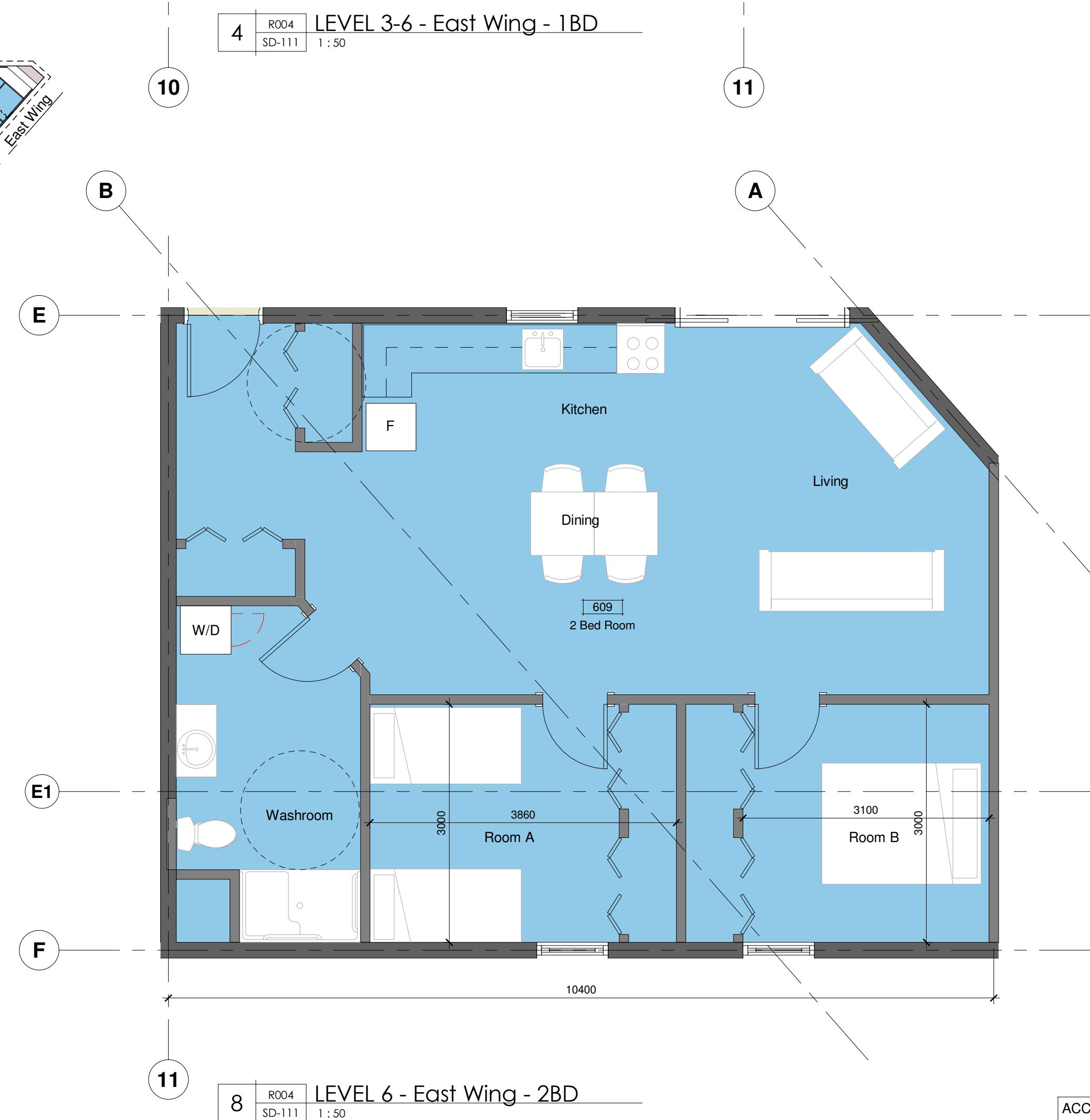
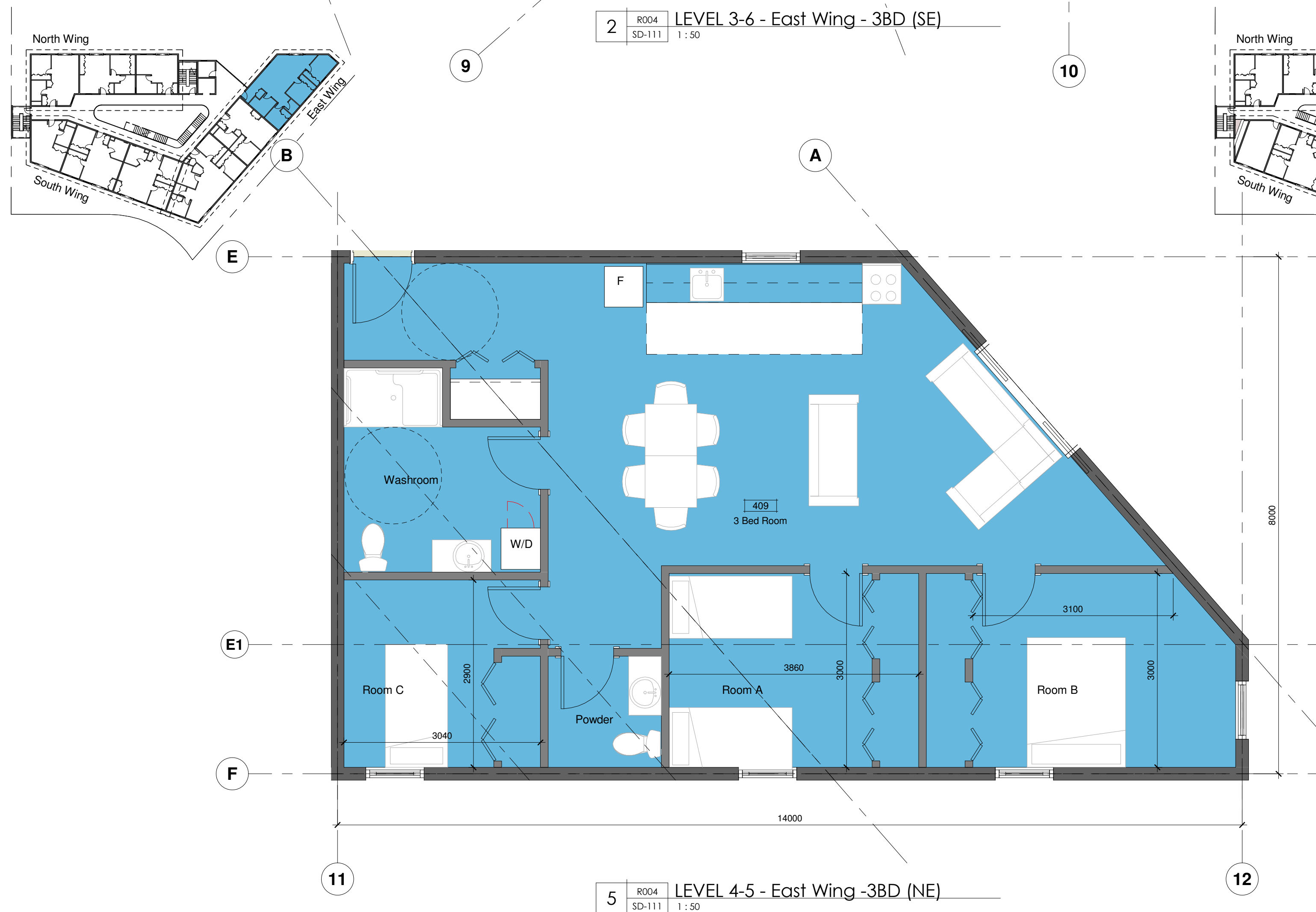
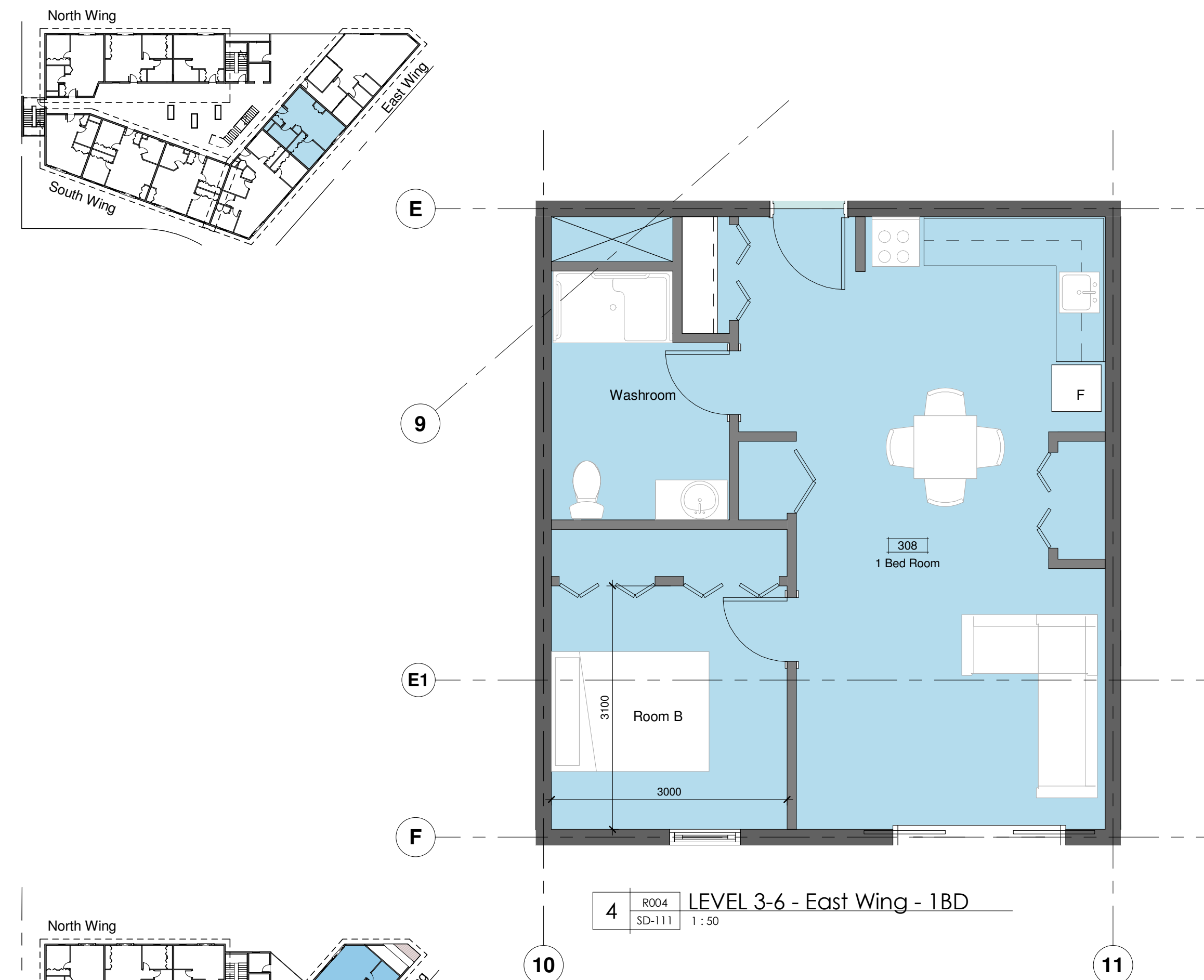
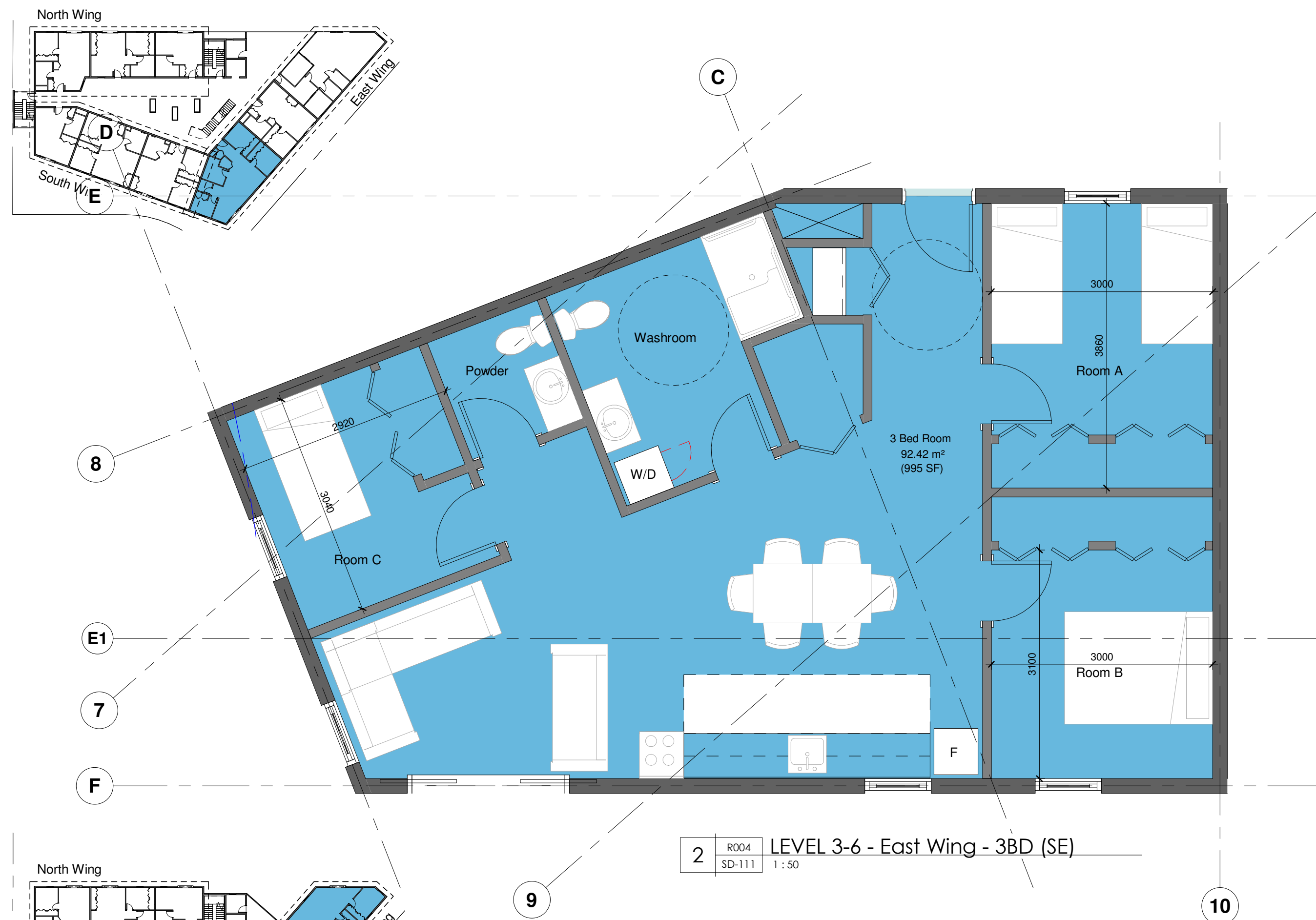
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SCALE 1:100 m



Room Legend	
	0 Studio
	1 Bed Room
	2 Bed Room
	3 Bed Room
	Elev.
	Laundry
	Outdoor Corridor
	Outdoor Stair
	Res. Amenity
	Stair



ACCESSIBILITY STATEMENT
* 100% of units will be designed to meet CMHC adaptability standards.



ACCESSIBILITY STATEMENT
 * 100% of units will be designed to meet CMHC adaptability standards.



