



MAKOLA
DEVELOPMENT
SERVICES

REQUEST FOR PROPOSAL: Interior Design Services

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

Issue Date: July 7th, 2021

Deadline for Questions: July 20th, 2021 at 3:00 PM PST

Submission Deadline: July 23rd, 2021 at 3:00 PM PST

Introduction

M'akola Development Services (MDS) is seeking a qualified architect, on behalf of Sunshine Coast Community Services Society (SCCSS), to provide interior design 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 Management Commission (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

SCCSS are looking for a qualified Interior Designer to work with us to create an inspiring, welcoming place that supports people in achieving their goals. SCCSS wants staff, visitors, residents and partners to feel uplifted, proud, and energized by the new facility. The Society is proud of its contribution to the Sunshine Coast, and want their future home to reflect the history of excellence, and to celebrate this special place on the planet. **The scope of this Interior Design Services RFP is for the non-residential portion of the building only where SCCSS programming and services are offered.**

Key guiding principles that should inform the design of the space will include inclusiveness, diversity, accessibility, and above all creating a space that is welcoming for all members of the community. As a Community Services Program Provider, it is important that the design of the space not only reflect the values of the society and of the community but also be functional for the variety of programs shared by the space, this will include furniture and fixtures which are multi-functional and ample, effective storage spaces.

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.

Project Description

The 5638 Inlet Avenue project is in the 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 is six-storeys in height with the top four storeys providing 35 units of affordable housing for women and children. Accessibility and Adaptability are strong pillars of the design of the building.

This lower two floors of the building 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. These two floors of 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 in addition to the housing. The project will provide confidential counselling services on-site

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](#).

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

The proposed project is currently under Development Permit Review by the District of Sechelt.

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 – Construction Coordination and Installation Phase

Scope of Work

The Scope of the Interior Design RFP includes Level 1 and 2 of the Building, limited to the SCCSS areas of the building. This includes offices, community spaces, program area and counselling spaces etc.

Phase 1 –Schematic Design

- Meetings with client to establish program.
- Prepare initial Concept Presentation consisting of pictures and details to portray the image of the proposed design. This presentation will be used for review with the Client to establish the basis for the Interior Design direction for the project. The concept established will reflect the program requirements, the preliminary budget established with the Client, and the operational requirements.
- Consideration should be given to the users, programming needs as well as storage, inclusivity and accessibility.
- Prepare Schematic Presentation to clearly define the design intent as set out in the approved Concept Presentation to the Client. The presentation shall consist of sample and colour boards illustrating the finishes, materials and colors for all spaces, and elevations and sketches of major design elements.
- The selected proponent will make any revisions or changes to the Schematic presentation as requested by the client.

Phase 2 – Design Development

- Meetings with client to confirm program and specifications.
- Develop and finalize all aspects of the design prior to the commencement of design documentation. This phase will include floor, wall and ceiling finishes, interior doors, millwork design, plumbing fixtures, lighting layout and specification, all surface details including tile layouts, trim, interior hardware.
- Specify all furniture, fixtures and equipment as required (note: some furniture items may be excluded e.g. program equipment already owned by the Society for repurposing)..
- Prepare a budget for all approved design items.

Phase 3 – Construction Documents

Based on final plans developed by the Architect.

- Floor layout plan.
- Floor finish plan.
- Reflected ceiling plan.
- Interior elevations
- Finishes schedule.
- Plumbing fixture schedule
- Appliance schedule
- Interior hardware schedule

Phase 4 – Tender

- Provide assistance and information/clarifications as necessary.

Phase 5 - Construction Coordination and Installation Phase

Review shop drawings.

- Coordinate with Architectural, mechanical, and Electrical consultants as required.
- Coordinate with permit expeditors where required.
- Address site queries and requests for information from the contractor and provide clarification and site instruction through the Architect as required.
- Advise on layout and planning issues resulting from site conditions and issue revisions as required through the Architect for direction to the site.

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

Submissions should be no longer than 10 pages (not including appendices) and must be received by **July 23rd, 2021** 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 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.
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. 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:

- 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. Additional Services and Disbursements will include, but is not limited to the following:
 - o Reimbursable expenses: Indicate reimbursements, if any.
 - o Note: No mark-up is permitted on disbursements
9. Additional services: Provide a list of hourly rates for all billable staff.
 - o Site Visit Fee
 - o Note: No retainers will be permitted.
10. Outline assumptions and limitations of work
11. Professional qualifications and proof of liability insurance coverage to a minimum of \$2,000,000
12. 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 are required.

Submission Process

You will receive confirmation of your submission. All questions are to be directed to **Rory Stever, Project Planner I**, M’akola Development Services
Email: rstever@makoladev.com

All proposals must be copied to **Katy Fabris Senior Project Manager**, M’akola Development Services
Email: kfabris@makoladev.com

All questions are to be directed to Rory Stever or Katy Fabris via email.

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 **July 23rd 2021 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 Rory Stever, 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 **Rory Stever, Project Planner I**, rstever@makoladev.com who will respond as time permits. The deadline for submitting questions is **July 20, 2021 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

Appendix List

Appendix A – Conceptual Design