

Request for Proposal
for an
Architect
for
Pacifica Housing's
Supportive Housing Project
Located at 6025 Uplands Drive, Nanaimo, BC

Issue Date: February 1, 2012

Closing: 14:00 Pacific Time on February 22, 2012

Please email submission to:

BC Non-Profit Housing Association
consulting@bcnpha.ca

Questions may be directed via email to:

Adrienne Denham, BC Non-Profit Housing Association
adrienne@bcnpha.ca



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1 PROJECT OVERVIEW

Pacifica Housing is developing a supportive housing project at 6025 Uplands Drive, Nanaimo, British Columbia. The land is currently vacant and the building area is approximately .871 acres. The land is zoned P-2 Public Institutional and there is not a requirement for re-zoning.

Pacifica Housing is a registered non-profit charitable society established in 1988. It provides subsidized housing for low income families and supportive housing for individuals who are homeless or at risk of homelessness due to mental health and/or addiction issues. Pacifica Housing currently operates over 780 units of housing in 30 locations in Victoria and Nanaimo.

The Uplands Drive project is envisaged as a 35-40 unit complex with low barrier supportive housing targeting youth (19 – 30 years old) and chronically homeless seniors. The model is “housing first” which reflects:

- a) Safe affordable housing – a home off the streets and couches,
- b) Meaningful supports – a client-centered approach to achieve stability and improve quality of life, and
- c) Break the cycle of homelessness.

It is anticipated that 10 units will target the youth cohort and 25 - 30 units will be available for the older individuals and couples. The design will include amenity spaces, programming areas and office space on the ground floor with residential units (a mix of bachelor and one bedroom units) on the upper levels. It is highly anticipated that the project will reflect the neighbourhood esthetics and will incorporate some of the “winning ideas” from the Camas Garden project recently completed by Pacifica Housing in Victoria, BC.

The model will also foster employment and life skills for the youth through the provision of on-site services for the older tenant group. Services could include a daily meal program, supervised light housekeeping and janitorial tasks. The inclusion of these types of programs improves the skills of the youth and deepens the sense of community for the older residents.

Throughout the project it is critical that the team ensure the project reflects three pillars of service to:

- a) the tenants,
- b) the community within the building, and
- c) the community at large.

Pacifica Housing is one of the largest non-profit housing societies in British Columbia and has a long and proven track record of managing affordable housing sites. The staff and Board have extensive and proven experience and expertise in project development. The Pacifica Housing team will be very hands on and involved in all meetings and discussions relating to the project. The vast majority of decision-making authority will rest with the Pacifica Housing team. Pacifica Housing is seeking an Architect, or a team, who can respect the role Pacifica wishes to have throughout this project.

2 PROJECT REQUIREMENTS

Pacifica Housing requires an architect to provide full architectural services. The details of the project have not been fully articulated, but the project is expected to include 35-40 units of housing and costs should fall in line with BC Housing/BCNPHA standards which can be found in the “Social Housing Cost Target Framework” and associated work sheet.¹ The project will likely be wood frame with surface parking. The project partners include BC Housing and the City of Nanaimo and a Memorandum of Understanding was signed in the fall 2008.² The project is expected to begin construction in early 2013.³

BC Housing is a funder of this project and the intention is to achieve LEED Gold certification. A LEED Accredited Professional will be engaged by Pacifica Housing and be responsible for the coordination and reporting of LEED-related documentation.

Subject to the acceptance of fees, the architectural contract will be the Canadian Standard Form of Contract for Architectural Services, Document 6. The Architect will be expected to advise on the selection of the design team including structural, electrical, mechanical and landscape. The design consultants will be hired by the Society and supervised by the Architect.

In consultation with the Architect, the Society will award contracts directly for sub-consultants outside the Architect’s responsibility, including civil, geotechnical and building envelope, land surveying, roof inspection, fire and/or other consultants as may be required.

It is anticipated that this will be a construction management contract, although please note that a final decision on this matter has not been made. The construction manager/general contractor will be hired by the Society’s Development Consultant, in consultation with the Architect.

¹ www.bcnpha.ca/pages/housing-development/housing-development-templates-guides.php and www.bchousing.org/Partners/Opportunities/Framework

² www.bchousing.org/Initiatives/Creating/MOU/Nanaimo

³ www.pacificahousing.ca/news/pacifica-selected-operate-35-units-supported-housing-nanaimo-bc

3 REQUEST FOR PROPOSAL

To ensure ease of submission preparation and submission evaluation, proponents are required to submit their proposal on the Submission Form contained in Appendix 1 of this document.

Submissions must be fifteen (15) pages or less, not including résumés.

3.1 Contact Information

Proponents are to provide specified contact information.

3.2 Company Profile

Proponents are to provide information on the history of the company, its size and purpose. Specify the nature of the business including the mandate, mission and values, the number of years in operation, the number of staff and the location of your office(s).

The profile should include a list of all key personnel involved in the project, outlining their role, qualifications, anticipated tasks, and their estimated overall contribution to the project.

3.3 Experience

Proponents are to explain their architectural experience preferably on projects on Vancouver Island, specifically in Nanaimo, and with non-profit housing providers in developing affordable and supportive housing projects.

Specifically, please highlight any knowledge and experience you or your team has with the reporting requirements of projects funded by BC Housing.

In addition, please provide a summary of LEED qualifications of staff, and identify any LEED certified or targeted projects your firm has worked on or is currently working on.

3.4 Proposal

Please outline how your firm proposes the Society undertake this project. The proposal should briefly highlight why your firm should be retained for this project. Please also provide drawings and examples of previous similar work.

3.5 Competency

Proponents will be expected to demonstrate that the Architect and team members have the following Technical Knowledge, Attributes and Skills.

3.5.1 Technical Knowledge

Designing for Target Residents

- Understands the life challenges and issues faced by individuals who have experienced mental health, addictions and/or barriers to accessing safe and affordable housing.
- Possesses knowledge of building design for the target population.
- Has the ability to access resources and expertise that can provide further information on the life challenges, issues and building design for the target population.

Design and Capital Cost

- Understands the linkages between project design and:
 - Capital budget
 - Project approval
 - Project financing
 - Life cycle costing
 - Maintenance costs
- Possesses knowledge of and considerable experience with choices that consider the balance between capital cost and operational / maintenance cost, for example in the areas of:
 - Energy efficiency (LEED requirements)
 - Construction materials
 - Equipment
 - Furnishings

Construction Contract Administration Process

- Understands the roles of the design professionals, contractors and other parties and is able to ensure proper coordination between those involved during the construction progress.
- Possesses knowledge of and considerable experience with the major stages and components of the construction process, including:
 - Project start-up
 - LEED requirements
 - Changes to the contract
 - Completion (e.g. substantial completion, occupancy permit, project documentation)
 - Deficiencies and holdbacks
 - Systems commissioning and LEED (with consideration of the one-year inspection)
 - Furniture, fixtures and equipment (planning and procurement)
 - Post construction relations and one-year warranty inspection
- Possesses considerable experience in working effectively with contractors to ensure contract expectations/deliverables are met, through for example:
 - Site inspections
 - Draw meetings
 - Progress meetings
- Possesses knowledge of and considerable experience with the systems required to monitor performance of contractors for the complexity of social housing project under development including:
 - Progress/Timelines
 - Quality of work
 - Progress billings
 - Change orders
 - Site instructions

- Holdbacks
- Releases
- Follow-up on commitments
- Possesses knowledge of and considerable experience in resolving common construction issues as they relate to the complexity of social housing project under development.

3.5.2 Attributes

Recognizes the client's interests at all project stages.

- Understands the client's mission, vision and values and how these intersect with a given project/initiative.
- Strategically and systematically evaluates new opportunities to develop relationships for the client.
- Creates an environment in which concern for client satisfaction is a key priority.

Resilience and Determination: Ability to handle setbacks, opposition and uncertainty.

- Anticipates and proactively shifts strategies before current methods prove ineffective.
- Identifies new and different approaches to enable successful achievement of outcomes for the client.
- Anticipates issues, systematically and strategically evaluates potential options and recommends appropriate actions.
- Maintains exemplary level of professionalism even in the face of opposition.
- Identifies new technologies to enhance performance efficiency and quality.

3.5.3 Skills

Management and Organization

- Develops systems to organize workflow to ensure client objectives are met.
- Organizes work activities to ensure development team performance expectations are achieved and client objectives are met.
- Creates action plans that identify what needs to be accomplished, establish timelines and accurately anticipate resources required.
- Sets goals and ensures progress is tracked against goals.
- Provides project-planning direction to development team members to ensure tasks are delegated appropriately and feasible work plans are developed.
- Is able to hold others accountable.
- Consistently drives the development team toward exceeding expectations on the completion of project milestones.
- Provides direction to other members of the development team on how to provide effective project updates.
- Anticipates risks to the project work plan that may interfere with the ability to meet the client's objectives.

Problem Solving

- Takes a holistic approach to problem solving, considering the wider context and operating environment.
- Objectively considers every side of a problem to ensure that all outcomes are thoroughly assessed before deciding on the appropriate course of action.
- Anticipates the consequences of situations.
- Envisages how potential approaches or solutions to problems may play out and determines which will create optimal value for the client.

3.6 Fees

Your proposal should include you proposed fee for architectural services, including a breakdown of fees based on the following:

- Concept and Schematic Design
- Design Development
- Contract Documentation
- Bidding and Negotiation
- Construction Administration
- LEED Administration and Documentation
- LEED Design

Please indicate your preferred schedule of payment and an estimate of disbursements.

For an extraordinary work outside the regular scope of services, please provide your hourly charge out rates.

3.7 References and Interview

References from three sources on similar projects are required. Shortlisted proponents will be interviewed and interviewed candidates will be expected to deliver a short (10-15 minute) presentation.

3.8 Team Member Résumés

Résumés of team members who are actively engaged in the project are to be included.

3.9 Supplementary Information

Supplementary information is not required but may be submitted.

4 EVALUATION PROCESS

4.1 Submission Evaluation

The submissions will be evaluated using the following Evaluation and Scoring Matrix.

	Weighting
Response to RFP	
Scoring sub-total	5
Company Profile	
Scoring sub-total	10
Experience	
Scoring sub-total	10
Proposal	
Scoring sub-total	10
Technical Knowledge	
Scoring sub-total	10
Attributes	
Scoring sub-total	10
Skills	
Scoring sub-total	10
Fee Proposal	
Scoring sub-total	15
References and Interview (including presentation	
(References will be contacted for shortlisted proponents)	20
Total	100

4.2 Interviews

Shortlisted proponents will be invited to an interview to further assess suitability as part of the evaluation process. It will be expected that candidates being interviewed will deliver a short presentation outlining their proposal for this project.

5 ADMINISTRATION

5.1 Freedom of Information

Submissions in response to this RFP will be treated in accordance with the relevant provisions of the Freedom of Information and Privacy Protection Act.

5.2 Expenses

Each proponent is responsible for bearing the costs, at their own expense, of preparing and submitting a proposal and any subsequent discussions with either BCNPHA or Pacifica Housing. Neither BCNPHA Consulting nor Pacifica Housing are liable to pay such costs and expenses or to reimburse or compensate a proponent under any circumstances.

5.3 Disclaimer

BCNPHA, in conjunction with Pacifica Housing, reserves the right at their sole discretion to cancel this RFP or not to select any submission.

5.4 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the RFP documents or having any doubts to the meaning or intent of any part thereof should immediately notify Adrienne Denham, by email at adrienne@bcnpha.ca. Any additional instructions or explanations will be posted on the BCNPHA website under the tab "RFPs and EOIs". No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the RFP period shall be considered part of this document and become part of the final Contract documents.

5.5 Proposals in English

All proposals are to be in English only.

5.6 Irrevocability of Proposals

Upon closing time all proposals become irrevocable. By submission of a proposal, the proponent agrees that should its proposal be deemed successful, the proponent will enter into a contract with Pacifica Housing.

5.7 Liability for Errors

While BCNPHA and Pacifica Housing used considerable efforts to ensure an accurate representation of the information in this RFP, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by BCNPHA or Pacifica Housing, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

5.8 Agreement with Terms

By submitting a proposal the Proponent agrees to all the terms and conditions of this RFP. Proponents who have obtained the RFP must not alter any portions of the document, with the exception of adding information requested. To do so will invalidate the proposal.

5.9 Modification of Terms

BCNPHA, in conjunction with Pacifica Housing, reserves the right to modify the terms of the RFP at any time at its sole discretion.

5.10 Submission Protocol

All inquiries regarding this RFP should be directed to Adrienne Denham by email only at adrienne@bcnpha.ca at least 10 days before closing (February 8, 2012).

Responses to questions will be posted on BCNPHA's website at least 5 days before closing (February 15, 2012).

Proponents are hereby warned that any attempt to solicit individual members of BCNPHA or Pacifica Housing and/or their appointed agents in regard to the award of the contract may jeopardize the favorable consideration of their proposals.

Submissions must be submitted by email as a PDF to consulting@bcnpha.ca. Emails must be within the gateway requirements of 10MBs. As such, any submissions larger than 10MBs should be split into smaller chapters and clearly labeled.

The subject line must read: RFP# 2012-02-01.

Submissions must be received no later than 14:00 Pacific Standard Time on February 22, 2012.

Submissions received after the specified closing time will not be considered. Submissions submitted by facsimile, mail or in person will not be accepted. For further clarity, proposals will only be accepted as a PDF sent to the email indicated above. All other forms of delivery will not be accepted.

We recommend you enable your email program be set to "delivery receipt" and "read receipt". You will not receive a separate confirmation email from either BCNPHA or Pacifica Housing.

Pacifica Housing and BCNPHA Consulting wish to thank all proponents for your efforts in responding to this request for proposal.

APPENDIX 1: SUBMISSION FORM

RFP # 2012-02-01

PACIFICA HOUSING OFFICIAL SUBMISSION

1.0 Contact Information

Name of Firm	
Address	
Contact Person	
Telephone	
Cell	
Email	
Fax	
Website	

2.0 Company Profile

3.0 Experience

4.0 Proposal

5.0 Technical Knowledge

6.0 Attributes

7.0 Skills

8.0 Fee Proposal

9.0 References

10.0 Résumés