



**Expression of Interest and Pre-Qualification for Architectural Services
and Planning for a
Grand Forks and Surrounding Area Community Centre Concept
Design and Feasibility Study**

Issue Date: December 7, 2018

Closing Date and Time: December 28, 2018

Submission by Email:

jennifer@boundarycf.com

1. Introduction:

Community Futures Boundary is a not for profit organization that is a catalyst for small business in the Boundary Region of British Columbia. The organization provides a myriad of services and programs in the service area (including WORK BC, Business Development Services and Community Economic Development) and has a history of managing local, provincial and federally funded contracts and projects.

There has long been a need for a Community Centre in Grand Forks and the immediate surrounding area (Area D) which is home to just over 7000 residents. Residents and stakeholders have expressed strong support for a Community Centre project even before the recent flooding event of May 2018 (see attached Concept Development plan). However, a recent flooding event has highlighted the urgency for a suitable location from which to operate the complexities of an Emergency Operations Centre in the community.

This project will provide the City of Grand Forks and the Regional District of Kootenay Boundary with much needed detail relating to the appropriate scope, location, and magnitude of a suitable community centre /resiliency centre which could house EOC operations, and other services and will enable local government(s) to make decisions regarding next steps. Over the longer term, it is reasonable to assume that a community centre/resiliency centre will provide residents in the area with a place to gather, heal and celebrate and will provide stakeholders with a suitable location to hold events and conferences which will drive much needed economic activity.

Community Futures Boundary is seeking expressions of interest from vendors to:

- a. Ensure there are qualified proponents to conduct the scope of work;
- b. Pre-Qualify firms for subsequent response to the next project phase(s) and Request for Proposals.

2. Project Overview and Scope

Overview

This project is intended to be a progressive multi-phase project and will evolve through progressive funding and approvals with both the Regional District of Kootenay Boundary and the City of Grand Forks.

Grant funding has been secured to complete the first phase of the project, coordinated through Community Futures Boundary . At this time the scope of work for the project is considered through multiple phases and will be progressive as decisions are made for the project and funding is established.

At this time the new community centre building is planned in concept to be a combined building (attached structure) or independent structure located adjacent to the existing Grand Forks Curling rink.

The following section provides the intended breakdown of the phases, with further details and deliverables to be established in the RFP.

Scope

Phase 1 – Feasibility Study, space planning and Space Needs Assessment for a Grand Forks (and surrounding area) Community Centre

This Phase will generally include; public engagement, local government approvals, determination of functional requirements for the building, programs and options that may be provided in the new building.

These may include but not limited to:

- Multi function program space
- Office spaces
- EOC
- Recreation programming space
- Large Conference meeting space - --up to 300 people.
- Recommendations regarding retail space
- Community Kitchen

This phase will also include a Class D cost estimate, based on the intended program.

Phase 2 – Concept Design

With approval from the ‘Committee’ in terms of the function and needs assessment from Phase 1, Phase 2 work deliverables will include:

- Concept design plans (*including but not limited to; floor plans, space layouts showing relationship of spaces and function, 3-D renderings*)
- Return on Investment if and where applicable (considering key anchor tenants from Phase 1).
- Further detailed costs estimate based on intended form of construction
- Space Layout and finished drawings with renderings of building

(Future phases not yet funded)

Phase 3 – Schematic Design

Pending approval of the concept design in Phase 2 and subsequent budget approvals the progression of detailed design is anticipated no earlier than 2020.

It is also intended that progression of the project and future phases would be contracted directly with the Regional District of Kootenay Boundary.

Phase 4 –Final Design and Construction (future timeline and funding not yet determined).

Schedule

Initiative	Open Date	Close Date
Expression of Interest	December 7, 2018	December 28, 2018
Request for Proposal	January 18, 2019	February 8, 2019
Phase 1 Award	February 2019	
Approval of Feasibility/Space Planning/Milestone Data	September 2019	
Phase 2 Target Completion	December 2019	

Budget

At this time a Budget of \$75,000 has been allocated for the completion of Phase 1 and 2 works.

3. Expression of Interest & Prequalification - Purpose and Scope of Services:

The purpose of this RFEI is to solicit a statement of qualifications from organizations with experience working with local government on Community Recreation projects and with experience in community facilitation. This project takes a phased approach to the development of a Feasibility Study and Design Concept for a Grand Forks (and surrounding area) Community Centre to begin no later than February 25, 2019 and must be complete by December 30, 2019.

The current expected contract, following the EOI and prequalification is:

Phase 1 and Phase 2 (Feb, 2019) – est. 10 months

Assessment of actual community need. Discussion with identified stakeholders to determine needs, gap analysis of current service delivery, and an assessment of required functional programming and space planning.

Detailed analysis of appropriate location(s), size, high level assessment of partnership opportunities, a market assessment, and cost estimate work. Phase 2 works must include architectural drawings with engineering design and review included as necessary to provide reasonable cost estimates and identify potential project and construction risk.

Detailed work on budget, and possible revenue opportunities maybe included in Phase 1 and 2 and will be further detailed in the RFP.

Mandatory Qualifications:

1. Must have experience working with Local Government on Community and Recreational Services projects of a similar nature.
2. Must have experience with Community facilitation, public engagement and Design Charrette processes.
3. Must demonstrate that potential staff leads have experience as related to item 1 and 2. (This may or may not be with the current employer)
4. Should a partnership with other qualified professionals be proposed in order to ensure the appropriate scope of experience is available to meet the needs of this project, demonstrated past experience working in partnership with other organizations or individuals must be identified.

4. Proposal Format:

Submissions must be emailed (no mailed proposals will be accepted) to:

jennifer@boundarycf.com

It is recommended that you call to ensure that your proposal has been received:

Jennifer Wetmore
Community Futures Boundary
Manager, Community Economic Development
250 442 2722 ext 225

Submissions must follow the format below, and pages be clearly identified as noted below

1.	Firm Profile History and Qualified/Nominated lead project staff – <u>Mandatory Criteria must be clearly demonstrated</u>	Max 3 pages
2.	Partnerships (where applicable)	Max 2 page
3.	Proposed Work Plan and Schedule for Phase 1 and 2. This should included high level milestones only, key activities and identified risks for each phase The intent is for proponents to show their approach to the phases and anticipated duration for key activities e.g.:public consultation.	Max 2 pages
5.	Related relevant projects (minimum three projects) Must include contact references for each project: name, position, tel number and email.	Max 5 page

6.	Value Added	Max 1 pages
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5. Inquiries/Contact

All inquiries related to this EOI, including any requests for information and clarification, are to be directed, by email, to Jennifer Wetmore who will respond to all inquiries. Information obtained from any other source is not official and should not be relied upon. Inquiries and any responses will be recorded and distributed to all Respondents at the Province’s option. Any updates to the EOI will be posted to Community Futures Boundary’s website at www.boundarycf.com