

REQUEST FOR PROPOSAL

INVITATION FOR:

**PRIME CONSULTANT/ARCHITECT SERVICES FOR NEW
MULTI-UNIT RESIDENTIAL BUILDINGS – 100 PALLISER LANE**



QUESTIONS & REQUESTS FOR INFORMATION:

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CANMORE COMMUNITY HOUSING CORPORATION (CCHC) REQUEST FOR PROPOSAL

FOR

**PRIME CONSULTANT/ARCHITECT SERVICES FOR NEW
MULTI-UNIT RESIDENTIAL BUILDINGS – 100 PALLISER LANE**

(“CCH 100 PALLISER LANE MULTI-UNIT”)

Request for Proposal No: RFP-23-007

Issue Date: October 27, 2023

Closing Date: November 17, 2023

Principal Contact:

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Development Manager

Canmore Community Housing Corporation

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This RFP is posted on the Canmore Community Housing Website, the Alberta Purchasing Connection (APC) Website, and the Town of Canmore Website.

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1.0 Project Overview

Canmore Community Housing Corporation (“CCHC”) is a non-profit corporation wholly owned by the Town of Canmore and governed as an arm's length organization. Established in 2000, CCHC supports a more sustainable community by providing a range of housing that is below market, appropriate, and vital for the community's needs. CCHC currently has a portfolio of 116 purpose built rental units and 164 homeownership units.

CCHC intends to select the Proponent (“Successful Proponent”) who presents and is able to complete a proposal that fulfills CCHC’s project goals and evaluation criteria to the greatest degree. Canmore Community Housing Corporation (“CCHC”) is seeking fixed-fee proposals from qualified vendors to provide architectural design and engineering services for a residential multi-unit building complex located at Plan 0814538; Block 5; Lot 7. This RFP and corresponding scope of work is for a full design package and prime consultant duties. Services provided will take the existing pre-design materials through to design development, followed by provision of construction documents and procurement support, and construction administration.

This design shall be complete in nature and be in accordance with Alberta Building Code requirements, including all applicable professional schedules, all architectural and engineering work required for the building(s) and their corresponding systems, all marketing drawings, and creation of three (3) interior finishing design board options to be approved by CCHC. Allowance for regular meetings with the CCHC team during design development, construction and substantial completion is required.

The anticipated development will consist of up to 166 residential units across two separate 4 and 6 story buildings. The residential units will consist of a mix of units types ranging from studio to 1, 2, and 3-bedroom units.

2.0 Property Description

Civic Address: 100 Palliser Lane, Canmore AB
LLD: Plan 0814538, Block 5, Lot 7
Site Area: 8,407 m²; 90,493 ft²; 0.8407ha

3.0 Intended Use Considerations

CCHC intends to develop the Land for a multi-unit residential development which will be a purpose-built rental complex. The development will be subject to, but not necessarily limited to the following policy, guidelines, and regulations.

- Relevant components of the Town of Canmore Land Use Bylaw
- Relevant Town of Canmore Engineering Design and Construction Guidelines
- Built as rental units owned and operated by CCHC through our Vital Homes Rent program
- The appropriate design density for the site based on the CCH test fit and conceptual planning provided
- The draft land use designation submitted for consideration to the Town of Canmore (targeted Council date is Q1 2024)
- Goals and policies of the Palliser ASP
- Grant funding requirements offered by CMHC, FCM, and AHPP, among others.

4.0 Project Goals

The principal goals of the Project are to:

- Demonstrate excellence in design and sustainability encompassing both environmental and social aspects of sustainability
- Provide a mix of unit types configured in an enduring, energy efficient, arrangement which maximizes operational and maintenance efficiency and provides for occupant comfort.
- To describe the appropriate design methodology, technology and pathways which achieves the requirements outlined in available funding programs such as through CMHC, FCM, and the AHPP (Alberta Housing Partnership Program)
- Incorporate opportunities for onsite communal EV charging station or other facility which supports EV charging
- Evaluate and describe the opportunity for geo-exchange systems
- Confirm assumptions and design direction provided through conceptual planning
- Accommodate up to 166 residential units with a mix of studio, 1-bedroom, 2-bedroom and 3-bedroom units
- Meet or exceed the Palliser Area Structure Plan’s environmental policy for near net zero and net zero ready buildings
- Accommodate a combination of exterior amenity areas, common parking areas, and common storage areas
- Provide private amenity spaces such as balconies, storage lockers, common rooms, and mail rooms
- Maximize value for construction costs incurred
- Encourage innovation in design, construction, and delivery of housing projects(s)
- Achieve certainty of product and cost early in the project delivery cycle

5.0 Environmental Design Considerations

Proponents shall consider green-build certifications which recognize excellence in design and sustainability. Building design and technology used will have to balance both overall project budget goals and the Green Development policies in the Palliser ASP. The ASP provides a framework to achieve near net zero design which is based in a target which meets or exceeds “Tier 4 (60% reduction in energy consumption) of the National Energy Code of Canada for Buildings (2020) and be designed to be solar ready”. This is a target, and consideration shall be given to creative pathways to achieve this and to stack available funding programs to balance the project budget against environmental performance goals.

Special consideration will be taken for each proponent who showcases how the design strategy leads to funding streams and must support CCH to obtain funding. These funding opportunities those provided by CMHC, Alberta Housing Partnership Program, and FCM.

6.0 Site Design, Parking and Landscaping

Specific Landscaping and Site Design criteria are located in the Palliser ASP. Parking is not directly associated with the number or type of units in the development and are “uncoupled” from unit count in the ASP. This provides a unique opportunity to think about the provision of parking and communal or individual EV charging.

Setback from Palliser Trail and Highway 1 are outlined in the Palliser ASP, as well are the requirements for the types of landscaping and public realm enhancements.

7.0 Planning and Land Use

The Palliser ASP is currently under consideration by Town Council and can be accessed on the Town of Canmore website. The second and third readings are scheduled for November 7. Please refer to the draft either on the website or attached to this RFP.

Supporting technical studies from the ASP process are attached to this RFP and include:

- SWMF Study
- Utility Review
- Parking Study
- TIA Update

CCH has submitted a proposed Direct Control District which reflects the proposed conceptual planning/test fit provided with this RFP. Through the Planning process, CCH will lead the planning process with the support of the design team who will be available to provide responses to the Town Administration, supporting graphics, and support through public hearing.

A robust conceptual planning process, and test - fit has been undertaken to inform the massing and site layout to optimize energy performance, occupant comfort and minimize impact to the adjacent development. Excerpts from this report have been included as Appendices and the full report will be made available as base / background information to the successful proponent.

8.0 Assets/Infrastructure

Existing infrastructure to the site as we understand, and to be verified is as follows:

- Water main, sewer & storm water tie-in's available
- Shallow utilities are located within the designated URW's and/or within the roadway utility ROW located outside of the property line. The proponent shall endeavor to incorporate the current location of all shallow utilities and utility boxes into the proposed development while meeting program requirements outlined in the Palliser Area Structure Plan
- Onsite stormwater management facilities have been constructed and their design and functionality will have to be confirmed
- Area stormwater management, as required. A stormwater management plan will be required with the Development Permit submission, to demonstrate on-site storm attenuation, major overland flow path, trapped lows, oil-grit separators and/or dry wells, as potentially required for the site

9.0 Innovation

Project teams are strongly encouraged to utilize both "off the shelf" products and practices as well as proven, innovative strategies to increase the sustainability and performance of the building(s) and achieve an energy positive environment.

10.0 Design Process

Respondents should consider CCHC as a client and, during the development of their **RFP-23-007** submission, meetings, and correspondence with the owner (client), as well as representatives from the Town of Canmore will be permitted and are encouraged. The purpose of the meetings is to provide guidance where required and to answer specific questions about design options. All such meetings shall be arranged through the principle contact for this project.

11.0 Content in Proposals

Proponents are encouraged to reduce the length of proposals while conveying their qualifications and experience.

a) Project Team

In addition to the internal CCH Development Team which consists of:

- Executive Director/Professional Planner
- Development Manager
- Development Coordinator

Respondents shall provide a resume identifying key team members and their experience in sufficient detail to enable CCHC to compare and evaluate the qualifications and skills of the Proponents. CCH is looking for a team which has proven success on similar projects in a similar context to this project. Key team members cannot be changed without prior approval of CCHC, which approval shall not be unreasonably withheld.

b) Project Pricing

Respondents are required to supply a fixed fee for:

- I. Schematic design through to design development
- II. Construction documents and procurement support
- III. Construction administration

Based on the conceptual planning report and work done to date, the prime consultant will evolve this concept through to design development to construction drawings and provide construction specifications, and finally provide construction and contract administration. Except for the geotechnical report, the prime consultant is responsible for all of the sub-consultants in the team including engineering, structural, mechanical, electrical, energy modelling, among other sub consultants which are necessary for the project.

The owner is responsible to pay for land use application fees, development permit fees, and building permit fees or applicable offsite levies and connection fees, among others, applied by the Town of Canmore to the site development.

c) Project Milestones

Milestones	Date
RFP Issued	October 27, 2023
RFP Closes	November 17, 2023
Proponent Interviews	November 20-24, 2023
Contract Award	December 13, 2023
Start-up Meeting	January 3, 2024
Development Permit Ready Design Drawings and Specifications	April 5, 2024
Issued For Construction (IFC) Drawings and Specifications	June 10, 2024
Building Permit Application	June 11, 2024
Construction Mobilization & Commencement	August 12, 2024
Substantial Completion	December 31, 2025

d) Design Approach

Excerpts from the pre-design exercise, including a preferred test fit has been provided in the Appendices and the full report will be made available upon award. High level cost estimates have also been undertaken as a base line for comparison purposes and will require updating and refinement through the detailed design process. The successful proponent will provide drawings and iterations to work through design development, construction drawings, construction specifications, through to procurement and contract administration.

The successful proponent will provide drawings that illustrate the proposed design including, but not limited to, the following materials:

- Site plan (minimum scale 1:200 metric) showing the building footprint, all zoning setbacks and site improvements including shared and private open spaces, parking, landscaping, and fencing
- Typical unit plans (minimum scale 1:100 metric) of each of the unit types and square footage that are Development Permit (DP) submission ready
- Elevations (minimum scale 1:100 metric) of each of the primary building façades, exterior building materials, architectural details, lighting and building height. The illustrations may combine drawings with photographs in any manner that clearly depicts the relationship of the new building to existing neighbourhood context. Elevations shall also show the relationships of the proposed design to the massing and height of adjacent buildings
- Site grading, servicing, and landscaping
- Proposed balconies, pathways, patios, and amenity spaces
- Vehicle parking, laundry, and bicycle parking, and outdoor amenity areas
- Building exterior finishes, materials and colours
- Environmental and energy saving considerations – a written description of the design approach along with a description of the team’s approach to integrated project planning and innovation in sustainable design and construction

e) Contract Administration

- Site Meetings – attend and report on site meetings with contactor, major sub-trades, and consultants, where appropriate, to review the progress of the work.
- Field Review / General Review of code related matters – provide review services in accordance with Supplement No. 3 of the Canadian Handbook of Practice, Professional

Standards, for Field Review/General Review.

- Inspection and Testing Services – Observe the contractor’s performance in having inspection and testing companies perform services as required by the construction contract, receive, and review their reports and report to the Owner.
- Contract Documentation Interpretation – CCDC documents provided for the architect to be the interpreter of the construction documents in the first instance. Review documents and respond to questions of interpretation of document requirements in conjunction with the stated hierarchy in construction contract documents.
- Payment Certification – provide general review, receive, and assess contractor’s application for payment and issue payment certificates to the Owner, having factored percentage of completeness against the schedule of values.
- Receive proof of Workers Compensation Board Certificates, Bonds, and Insurance Policies.
- Review Construction Schedule – receive construction schedule and projected cashflow schedule, review against the Owners anticipated construction duration.
- Supplemental Details and Instructions – prepare and issue additional documents and supplemental instructions as required for clarification of the requirements of the contract documents.
- Requests for Information (RFI’s) – receive requests for information from the contractors and process accordingly.
- Change Notices/Orders and Change Directives – prepare drawings, specifications and supporting data, evaluate contractor’s proposals and provide other services in connection with prospective changes to the project.
- Provide post-construction substantial completion and occupancy reviews
- All work required, but not necessarily limited to, Documents Six and Nine, 2018, as appropriate and provided by the Royal Architectural Institute of Canada (RAIC) with supplemental conditions specific to this project.

12.0 Evaluation Criteria and Selection

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in master planning and pre-design for similar projects and context
- Understanding of the CCH mandate and housing programs
- Understanding of the Palliser Area Structure Plan and its objectives
- Approach to developing a comprehensive master plan
- Approach and ability to present high level proforma and strategic investments over time
- Qualifications and expertise of key personnel and resume of the team and firm
- Proposed timeline and deliverables
- Project budget and rates of team members
- Value – added, innovation, and efficiency

Proposals will be evaluated upon the following process, based on the response to the RFP:

- Only those Proponent teams who have demonstrated that they meet minimum requirements will have their pricing/fees evaluated
- Proponents may be invited to an interview stage
- The Proponent who is deemed to provide the best overall value to CCHC will be selected to proceed to the negotiation stage

Scoring	Weighting
Corporate Profile and Experience	15
Project Team and Qualifications	25
Understanding, Approach, and Schedule	25
Value Add	20
Fees and Rates	15

As it is the purpose of CCHC to select the proposal most suitable and most advantageous to the interest of CCHC and to achieve the goals of the project, notwithstanding anything else contained in this RFP, CCHC reserves the right, in its sole and unfettered discretion, to reject or accept any proposal, including the right to reject all proposals or cancel this RFP at any time. Without limiting the generality of the foregoing, CCHC may reject or accept a proposal which is incomplete, irregular, non-compliant or conditional.

The proposal with the lowest price will not necessarily be accepted. CCHC reserves the right to reject any or all proposals or to accept the proposal deemed most favorable to the interests of CCHC.

CCHC reserves the right to negotiate after the Closing Time with the Successful Proponent. In no event will CCHC be required to offer any modified terms to any Proponent and CCHC shall incur no liability to any other Proponent because of such negotiation or because of entering into a contract with the Successful Proponent on such modified terms.

Proposals must be firm for a minimum of 45 days after the Closing Time & Date (the “Validity Period”). Once submitted, and if not withdrawn in accordance with the terms of this RFP, all proposals become irrevocable as of the Closing Time & Date until the end of the Validity Period. By submission of a proposal, the Proponent agrees that should its proposal be selected, the Proponent will enter into a fixed fee contract.

The Proponent is entitled to withdraw or amend its proposal at any time before the Closing Time & Date. After the Closing Time & Date, the Proponent will not change the wording or content of its proposal and no words will be added to the proposal, including changing the intent or content of the presentation of the proposal, unless requested by CCHC.

13.0 Honorarium and Proponent Expenses

Respondents are solely responsible for their own expenses in preparing the proposal, presentations of their proposal, and travel costs incurred presenting and negotiating their proposal.

14.0 Submission of Proposals

All proposals shall be marked “**CCH 100 PALLISER LANE MULTI-UNIT RFP-23-007**”, one (1) pdf copy emailed to:

Attention:

Kristopher Mathieu

Development Manager

kristopher@canmorehousing.ca

Canmore Community Housing Corporation

#203, 600A 9th Street

Canmore, Alberta T1W 2T2

Proposals must be received at the address below by 3:00 pm, Friday November 17, 2023, MST (the “Closing Time”). Fax submissions are not permitted. Late submissions will not be considered and will be returned to the Proponent.

The Closing Date may be extended by CCHC in its absolute discretion by providing written notice to Respondents. All submittals received by CCHC in response to this Request for Proposals shall become the property of CCHC and will not be returned.

Kristopher Mathieu is the Principal Contact for the project and all enquiries must be provided to his attention in writing. The response to all questions will be copied to all Respondents and will be supplied in an Addendum if required.

15.0 Additional Terms and Conditions

The information contained in this Request for Proposal is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by CCHC, nor is it necessarily comprehensive.

The Proponent, through the submission of a proposal, agrees to all terms and conditions of this RFP. CCHC reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion. Addenda will be sent to Respondents.

Information pertaining to CCHC obtained by the Respondents as a result of participation in this project is confidential and must not be disclosed without written permission from CCHC. The Proponent shall not transfer responsibility to meet the obligations of this contract to a third party without the consent, in writing, of CCHC.

By submitting a proposal, each Proponent agrees that any claim that the Proponent may have against CCHC (and CCHC’s employees, agents, and elected officials) for damages, losses, or expenses or for any other legal relief, arising directly or indirectly in relation to this Request for Proposal (RFP). For clarity, each Proponent specifically waives as against CCHC (and CCHC’s employees, agents, and elected officials) any claim for consequential or indirect damages, loss of profit, loss of opportunity, judicial review, or injunctive relief.

16.0 Information Provided to Proponents

Appendix A	Conceptual Planning Executive Summary
Appendix B	100 Palliser Lane - Defining Characteristics
Appendix C	100 Palliser Lane - Site Test Fit
Appendix D	100 Palliser Lane - Concept Renderings
Appendix E	Palliser Trail ASP Utility Review
Appendix F	Palliser ASP Parking Study
Appendix G	Palliser ASP TIA Update
Appendix H	Palliser ASP Draft
Appendix I	Palliser ASP SWM Study
Appendix J	100 Palliser Lane - Geotechnical Report (DRAFT)
Appendix K	100 Palliser Lane - Survey