



## **Request for Qualifications for Development Consultant Project Management Services**

### **Purpose**

The Association of Neighbourhood Houses BC (ANHBC), DBA as Cedar Cottage Neighbourhood House (CCNH), is seeking submissions from qualified individuals and/or companies to provide Development/Project Management Services for the redevelopment of their site at 4065 Victoria Drive in Vancouver (the Project).

Requests for Proposals will be sent to those individuals/firms whose qualifications best match the needs of CCNH.

The Association of Neighbourhood Houses BC (ANHBC) is a charitable non-profit organization that delivers community-based social services with a mission to build healthy and engaged neighbourhoods. (anhbc.org)

### **Background**

CCNH has been approved for \$13.5 million in funding from the Investing in Canada Infrastructure Program (ICIP) to redevelop the neighbourhood house on their existing site. The successful submission to the ICIP, with a full description of the Project, is attached to this Request for Qualifications (RFQ) as Appendix 1. The total gross cost estimate for the Project, at the time of application for the ICIP funding, was \$22.5 million; this estimate was prepared by a Quantity Surveyor in 2019. Funding for the Project has been approved, a Project Management Committee has been established, and administrative processes are in place to proceed with the Project.

### **Procurement Time Frame**

Issue Request for Qualifications	July 17, 2020
Deadline for Submissions	July 29, 2020
Issue RFP to qualified Proponents	August 11, 2020
Deadline for Proposals	September 1, 2020
Evaluations and Interviews	September 2 – 22, 2020
Notification	September 23, 2020
Contract Signed	September 29, 2020
Work Commences	October 5, 2020



## **Consultant Selection**

The selection of short-listed individuals and/or companies will be based on relevant experience and qualifications with projects of similar scale and purpose. Those with experience working with non-profit entities will be given preference. Experience with diverse communities, particularly First Nations and Indigenous communities is an asset.

Qualifications will be reviewed and evaluated by the Project Management Committee, comprised of board and staff members from CCNH and ANHBC, using the criteria described below. The Committee may, at its discretion, request clarification or additional information.

The successful proponent will be expected to begin no later than October 5th, 2020. The project duration is anticipated to be three years, with the first six months in regulatory review and permitting. A rezoning will not be required.

The Development/Project Manager shall support the Project Management Committee through initial project development, design, procurement, construction, and warranty. Services are currently anticipated to start in October 2020 and end in 2024 representing the anticipated service term, subject to change.

## **Evaluation Criteria**

The criteria for evaluating Qualifications include:

- 1.1. Demonstrated successful performance providing services similar in size and scope, particularly to non-profit entities;
- 1.2. References and endorsements from previous clients;
- 1.3. Experience and qualifications of named Project Team members;
- 1.4. Familiarity with First Nations culture, anti-racism approaches to work, and diverse communities.

Individuals and/or companies meeting the qualification requirements will receive a Request for Proposal (RFP) in August 2020 with a deadline for submissions in September 2020.



### **Instructions for Submission of Qualifications**

Submissions responding to this RFQ should be submitted as one (1) hard copy and one (1) electronic copy, in PDF format, on a thumb drive, delivered to Cedar Cottage Neighbourhood House in person between 3:00 PM and 4:00 PM July 29, 2020.

COVID-19 protocols are in place. In the case of discrepancies between digital and hardcopy submission, the hardcopy submission will govern. Any questions must be submitted to [dchang@cedarcottage.org](mailto:dchang@cedarcottage.org) no later than July 23rd at 4:00 pm.