



REQUEST FOR PROPOSAL (RFP)

BUILDING DESIGN SERVICES

**AMENITY BUILDING AND STORAGE BUILDING
AT DEN DUYF PARK
PEMBERTON FARM ROAD EAST**

RFP NO. #2023-01

April 2023

**VILLAGE OF PEMBERTON (the “Village”)
REQUEST FOR PROPOSAL (RFP)**

General:

The Village is seeking a qualified architectural designer (“Proponent”) to lead a team of subconsultants to complete the Tasks and Deliverables noted below in support of the delivery of improvements proposed at Den Duyf Park.

Submissions will be evaluated based on the Proposal that, in the Village’s opinion, offers the best value for the Services requested. The Village of Pemberton reserves the right to reject any or all proposals; the lowest will not necessarily be accepted. The Village reserves the right to waive informalities in or reject any or all Proposals or accept the Proposal deemed most favorable to the interest of the Village of Pemberton.

Inquiries and Deadline:

Please direct inquiries to Marco Cusano (mcusano@mcelhanney.com) prior to Tuesday April 25th, 2023

Proposals are to be submitted to mcusano@mcelhanney.com no later than **2pm Tuesday May 2nd, 2023**.

Tasks:

1. Work with Village staff to refine the current conceptual site layout provided.
2. Review for code compliance
3. Coordinate with Kontur Geotechnical to confirm geotechnical requirements for the site. Kontur has been engaged directly by the Village and is being managed by the Village’s project manager; the expectation is for the Proponent to engage with Kontur to ensure alignment between the existing ground conditions, proposed ground improvements, and foundation design. Note:
 - a. A pre-load pad has been installed and currently remains at the site of the Amenity Building, treatment period is complete
 - b. No pre-load pad has been installed for the proposed Storage Building; the Proponent is to refine and confirm the site layout by mid-2023 so that a pre-load pad can be designed by Kontur and installed (if required) prior to the late 2023 winter season.
4. Design to include EV charging stations in the proposed parking lot.
5. Subcontract ISL Engineering and Land Services Ltd. for all works Civil Engineering related. ISL has been involved in developing the preliminary servicing designs for the site.
6. Technical support during tender period for the **2023 Civil Works** (Village to develop contract documents and manage the tender process)
7. Assume two iterations of overall project design following meetings and review with the Village
8. Assume minor design refinements following review by the Quantity Surveyor (procured by Village)
9. Technical support during tender period for the **2024 Buildings** (Village to develop contract documents and manage the tender process)
10. Review of tender bids

Amenity Building and Storage Building at Pemberton Farm Road East
RFP #2023-01

Deliverables and Schedule:

#	Deliverable	Target completion
1	Schematic Design Memo covering Architectural, Structural, Mechanical, Electrical, and Civil disciplines. Memo to include schematic design drawings (if applicable to the respective discipline)	Mid-May, 2023
2	Issued for Tender Civil Engineering design package for 2023 Civil Works , coordinated with geotechnical study for potential pre-load of Storage Building site	End of May, 2023
3	Completed detailed design for 2024 Buildings provided as an Issued for Costing drawing set. Village will issue to a Quantity Surveyor to obtain Class A Cost Estimate	End of June, 2023
4	Construction Period Services (i.e. Civil only) for installation of 2023 Civil Works (site utilities, pre-load pad for Storage Building (if required), grading, parking lot, and trail)	August - September, 2023
5	Issued for Tender drawing set for 2024 Buildings including all disciplines	Mid-August, 2023
6	Tender award recommendation letter	Mid-October, 2023
-	Services beyond this period will be procured separately	-

Overall Budget:

Approximately \$2.5M, to be confirmed

Fee Submission:

Proponents are to submit:

1. One lump sum fee for each discipline; fee is to allow for completion of all tasks and deliverables noted above.
2. A table of hourly rates for each team members

Disbursements will be paid on a straight cost basis.

Conceptual Site Layout:

See attached.

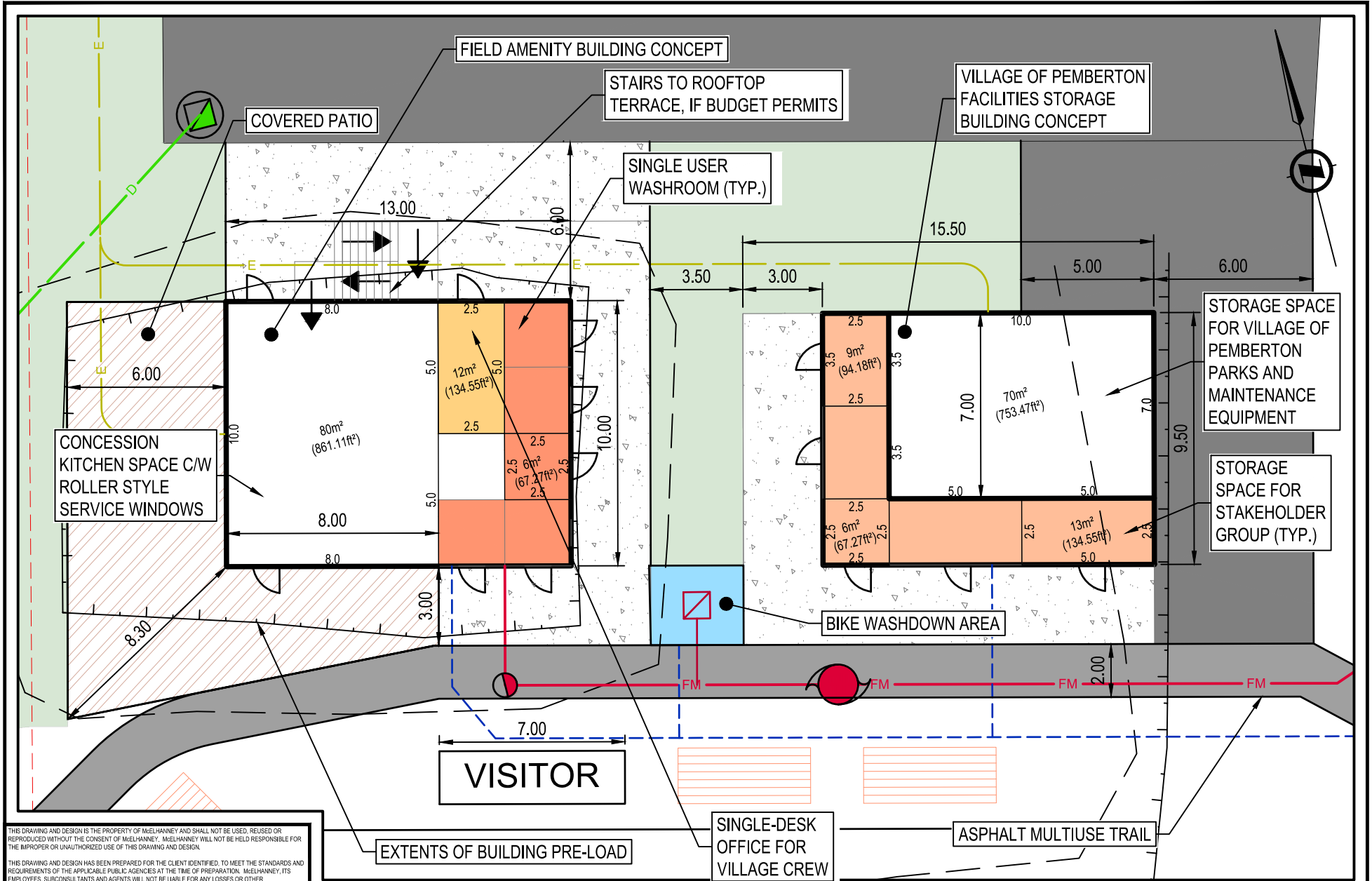
Form and Character of Buildings:

1. Amenity Building – see precedent images attached. The intent is for this space to be welcoming to users, functional, visually appealing, and easy to navigate.
2. Storage Building – the intent is for this space to provide utility. Functionality is critical, low maintenance is important, and appearance is of lesser importance.

Form of Contract:

To be confirmed, likely either:

- AIBC – DOCUMENT 8C – 2021 Standard Short Form Contract Between Client and Consultant, OR
- CCDC 31 – 2020 Service Contract Between Owner and Consultant



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PA	2023-04-05	ISSUED FOR RFP	AK	MB	MC
Rev	Date	Description	Drawn	Design	App'd



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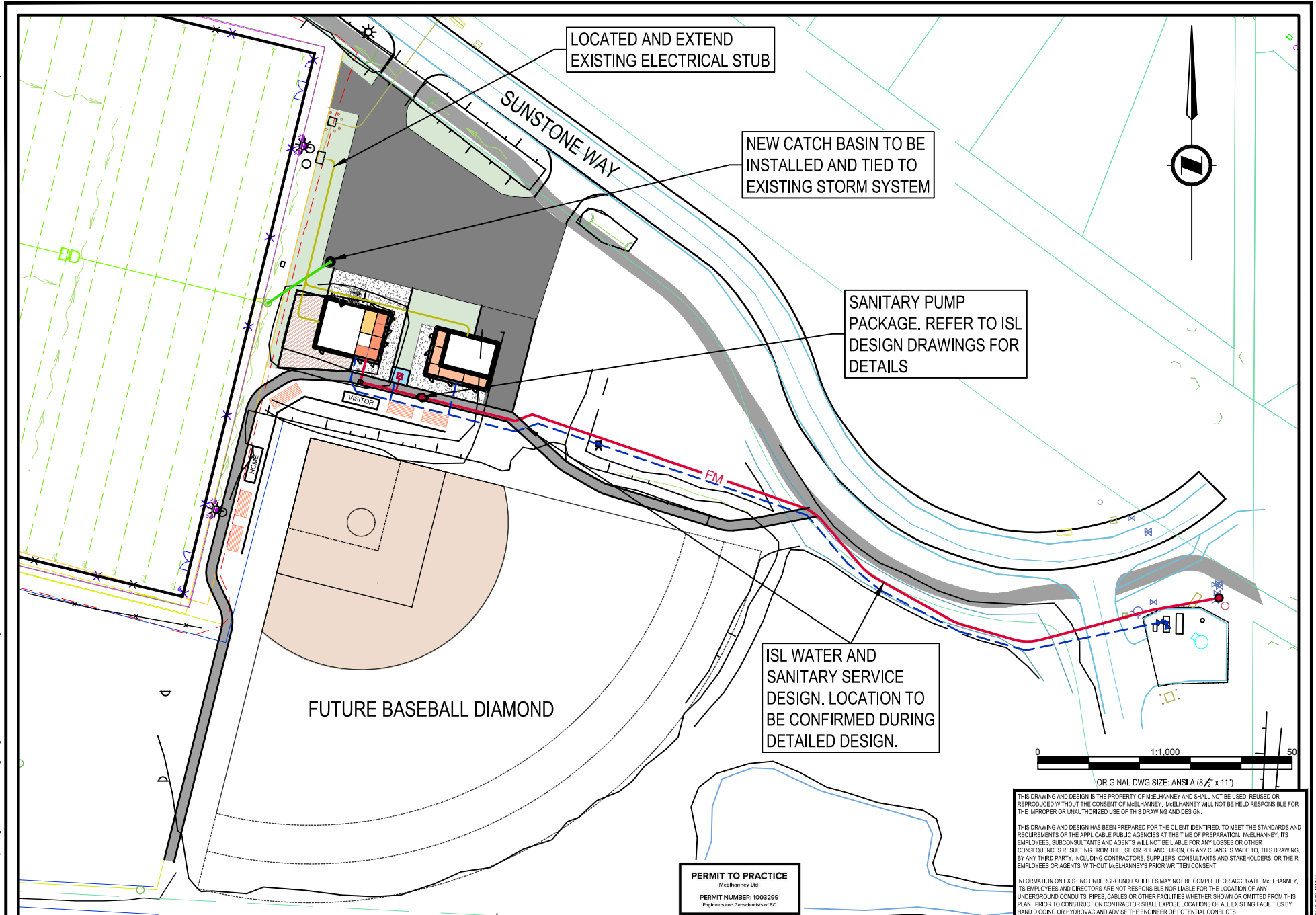
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VILLAGE OF PEMBERTON
7400 Prospect Street, PEMBERTON BC

**FIELD AMENITY BUILDING
BUILDING CONCEPT**

Field Site East of 7366 Pemberton Farm Road E, Pemberton

Drawing No.	01
Project Number	2111-06061-00
Rev.	PA



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PERMIT TO PRACTICE
McElhanney Ltd.
PERMIT NUMBER: 1003299
Engineers and Geoscientists of BC

PA	2023-04-05	ISSUED FOR RFP	AK	MB	MC
Rev	Date	Description	Drawn	Design	App'd

**McElhanney**

**Village of PEMBERTON**

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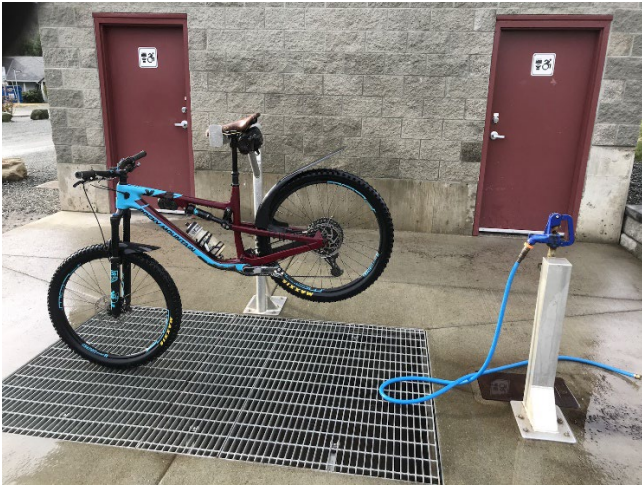
VILLAGE OF PEMBERTON
7400 Prospect Street, PEMBERTON BC

**FIELD AMENITY BUILDING
OVERALL SITE LAYOUT**

Field Site East of 7366 Pemberton Farm Road E, Pemberton

Drawing No.	
02	
Project Number	Rev.
2111-06061-00	PA

Precedent Images



Bike wash Station



Rooftop Outdoor Space



Outdoor entrance to accessible washrooms.



Staircase to Rooftop Outdoor Space