

Comox Fire Rescue

1870 Noel Ave.

Comox B.C V9M 2K9

REQUEST FOR PROPOSALS, ARCHITECTURAL SERVICES

For Rebuild of fire station, office wing



INTRODUCTION

1.1 Purpose of Request

Comox Fire Rescue is seeking a modest, cost-effective, two-phase proposal for the successful completion of this important, high-profile project from a qualified, local architectural firm for the provision of Architectural Design services for a substantial rebuild of the office wing of the existing fire station.

A feasibility study including Geotech and structural reports have been conducted of the current facility and are available. We wish to keep the three existing truck bays and training tower but demolish the existing administrative wing and rebuild a three-story wing.

The rebuilt administration building is to include offices, meeting space, and building services on the first floor, board rooms and offices on the second floor, and sleeping rooms and common space on the third floor.

The proposed rebuild is intended to address a series of needs, including upgrading this portion of the building to post-disaster requirements, adding office and classroom space for a growing fire department, addressing accessibility and health facility deficiencies, and providing additional space for on-call firefighters, to improve the service response of the department to its service area.

Proponents should demonstrate a solid understanding of the operational needs of the fire service, have experience in post-disaster building construction, and have excellent communication to ensure the project goals are met in a budget and schedule conscious manner.

Operations of the firehall are to be maintained during the demolition and rebuilding of the administrative wing. Sequencing demolition work will need to be closely coordinated with the firehall's operational needs. The fire department has developed an internal plan to continue operations during the rebuild.

The Authority having Jurisdiction is the Town of Comox. The relevant Building Code is the 2024 BC Building Code. Letters of Assurance are required.

The successful proponent will provide a standard AIBC document 6C.

The planned project delivery method is Construction Management. Construction will be done under a standard CCDC5b Contract.

Project Schedule

Project Team

The Owner plans to select the Architectural the week of May 12, 2025.

Schematic Delivery June 4, 2025.

Select a consultant team June 18, 2025.

The Start-Up meeting will be towards the end of June, 2025.

Design Development Delivery start of July, 2025.

Select a construction manager mid-to-late July.

Building Permit [BP]

Application will be made in October 1, 2025.

Building Permit review is expected to take 2 months.

Construction Documents

With assurance from the Town, construction documents would move forward during the BP review period.

The current plan is to have tender documents ready completed by February 2025.

Construction

Construction is tentatively scheduled to start April 2025 and complete in 12-14 months.

RFP Deliverables (Phase 1 (Appendix A) & Phase 2 (Appendix B)):

1. A brief description of proposed scope (max. 1 page);
2. A brief description of relevant experience (max. 2 pages);
3. A list of key personnel (max. 2 pages);
4. A description of professional fees (max. 1 page)
5. Any additional comment on the project you wish to make (max. 1 page).

Evaluation

Each proposal will be scored out of 100 points based on the following criteria:

Evaluation Criteria	Possible Points
Qualifications	35
Budgets & Fees	35
Schedule	15
Proposal	15
Total	100

Qualifications: Proponents should demonstrate a solid understanding of the operational needs of the fire service, have experience in post-disaster building construction (fire station), have a proven track record of local projects, have excellent communication skills, and be very accessible.

Budget & Fees: Proponents provide good value that meets the project goals with a modest approach.

Schedule: Proponents can reasonably meet the suggested schedule.

Proposal: Proponents proposal is easy to understand and follow.

We ask that each proponent provide separate fee proposals for Phase 1 (fixed fee) and Phase 2 (percentage-based fee).

Please direct your Proposal to:

Comox Fire Rescue

Attn: Gord Schreiner, Fire Chief

firehall@comox.ca 250-339-2432

Please also email your proposal to: firehall@comox.ca

Deadline

Trusting this proposal request is clear, complete and reasonable, please email your Proposal no later than **4:00pm on Friday, May 12, 2025.**

Please contact me if you have any questions or concerns.

1.2 Background

The subject building is the Comox Fire Hall, located at 1870 Noel Avenue, Comox, BC.

The fire departments conceptual design for the project anticipates the replacement of the 1.5 story office side (4200 sq.ft.) of the building with a very similar footprint except for separating the truck bays from new office area by approximately one foot to allow for post disaster improvements.

Replacement would be three stories with the addition of a two-story kitchen on the east side of new structure (approx. 10,000 sq.ft.).

The building operates as a fire station and a training centre, and we would also add an Emergency Operation Centre component to the first floor. The new upper floors will contain new dormitories, additional office and classroom space.

Emergency responses from the fire station must remain fully operational throughout the rebuild. Fire staff has an operational plan to facilitate this.

Preliminary investigations into the existing structure and geotechnical conditions has been recently completed by structural and geotechnical engineers. Copies of these reports are available.

1.3 Building Description

Constructed in 1977/78, the Comox Fire Station serves as the primary facility for fire protection services for the Town of Comox and surrounding area.

The existing office is mostly built from dimensional lumber.

The current office structure has a lack of space. The building lacks adequate facilities for genders, including washroom and showers. It also does not have accessible functions (doors, washroom) required in most public buildings.

A needs assessment and preliminary design has been developed by staff over the past couple of years to determine our future needs.

Draft sketches are available to show staffs plans.

1.4 Project Professional Services

The professional services needed for this project will include providing all architectural, mechanical, electric, plumbing (including fire sprinklers), structure, and civil engineering services needed to design, bid and to construct the project.

An estimate build cost shall also be included.

The building currently has a back-up emergency generator which we believe can be reused in the new design.

1.5 Facility Design:

The Firm selected would:

- Meet with fire department staff to establish the process for completing all design work.
- Produce construction drawings and specifications of the final design.
- Submit two sets of drawings for fire staff to review.
- Finalize the detailed facility design based on input from fire staff.
- Provide a build cost estimate

Comox Fire Rescue reserves the right to accept or reject either in whole or in part any submittals in response to this request, with or without cause, and to waive informalities in any submittals which are in the best interests of Comox Fire Rescue.

Comox Fire Rescue is not liable for any costs incurred by the firms providing a proposal until the issuance of a written agreement is completed.

Any materials submitted regarding this RFP becomes the property of Comox Fire Rescue and will only be returned to the Firm at Comox Fire Rescue option.

The scope of services may be broadened if the Firm believe it is necessary to meet the overall objectives of this RFP.

APPENDIX A

Architectural Design services to be included (Schedule A – Scope of Architects Services)

PHASE 1

1	SCHEMATIC DESIGN PHASE SERVICES	
1.1	Design Approaches - Discuss with <i>Client</i> alternative design approaches at outset of the schematic design concepts.	
1.2	Schematic Design Concept(s) - Based on the <i>Project's</i> requirements agreed upon with the <i>Client</i> , the <i>Architect</i> shall prepare for the <i>Client's</i> approval a concept design, or designs, illustrating the scale and relationship of the <i>Project</i> components.	
1.3	Schematic Design Documents - Based on the <i>Client</i> approved schematic design concept and initial budget, prepare for the <i>Client's</i> review and approval schematic design documents to illustrate the scale and character of the <i>Project</i> and how the parts of the <i>Project</i> functionally relate to each other and including, as appropriate: <ol style="list-style-type: none"> 1. site plan, 2. principal floor plans(s), 3. schematic sections and elevations, 4. massing representation, and 5. other illustrative sketches or renderings to convey the intent of the design. 	
1.4	Architectural Renderings - Provide or arrange for provision of renderings and other special delineations.	
1.5	Submit Schematic Design - Submit the schematic design documents to the <i>Client</i> and obtain the <i>Client's</i> approval prior to proceeding to the Design Development Phase.	
1.6	Assist with RFP for Consultants – Assist the town with procuring a consultant team for the project.	
1.7	Assist with RFP for Construction Manager – Assist the town with procuring a Construction manager for the project to obtain a Class D budget.	

2	DESIGN DEVELOPMENT PHASE SERVICES	
2.1	<p>Design Development Documents - Based on the <i>Client</i> approved schematic design documents and agreed <i>Construction Cost Estimate</i>, and any <i>Client's</i> authorization of adjustments in the <i>Project</i> requirements and the <i>Construction Budget</i>, prepare for the <i>Client's</i> review and approval, design development documents, drawings and other documents to describe the size and character of the <i>Project</i> including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements, and including:</p> <ol style="list-style-type: none"> 1. site plan, 2. floor plans, 3. elevations, 4. building sections, and <p>other illustrative sketches or renderings to convey the intent of the design.</p>	
2.2	<p>Update Project Schedule - Update and submit to the <i>Client</i> for approval a Project Schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.</p>	
2.2	<p>Submit Design Development - Submit the design development documents to the <i>Client</i>, advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i> and obtain the <i>Client's</i> approval prior to proceeding to the Construction Documents Phase.</p>	
2.3	<p>Assist construction manager – Assist construction manager in doing a constructability review</p>	
3	AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES	
3.1	<p>Review of Regulatory Requirements - Review applicable statutes, regulations, codes and by-laws, and where necessary review with authorities having jurisdiction, so that necessary regulatory consents, approvals, licences and permits may be obtained.</p>	
3.7	<p>Building Permit Application - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.</p>	

PHASE 2

4	CONSTRUCTION DOCUMENTS PHASE SERVICES	
4.1	5. Drawings and Specifications - Based on the <i>Client</i> approved design development documents and agreed updated <i>Construction Budget</i> , prepare for <i>Client's</i> review and approval, <i>Construction Documents</i> consisting of drawings and specifications setting forth in detail the requirements for the <i>Work</i> .	
4.2	Update Project Schedule - Update and submit to the <i>Client</i> a <i>Project</i> schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.	
4.3	Submit Construction Documents - Submit <i>Construction Documents</i> to <i>Client</i> for formal review at 50%, 75% and 100% completion. Submit final <i>Construction Documents</i> to <i>Client</i> and obtain <i>Client's</i> approval.	
5	BIDDING/NEGOTIATION PHASE	
5.1	Assist Client with Pre-qualification of Bidders – Assist Construction Manager with request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	
5.2	Assist Client in Calling for Bids – Assist Construction Manager with managing the process for public or invitational call for bids and distribution of bid documents.	
5.3	Pre-Bid Meetings - Assist Construction Manager with organizing pre-bid meetings for bidders.	
5.4	Bidding Inquiries – Assist Construction Manager with responding to and addressing questions raised by bidders during the bid period.	
5.5	Addenda - Assist Construction Manager with preparing and issuing addenda during bid period and before award of <i>Construction Contract(s)</i> .	
5.6	Bid Receipt and Review - Assist Construction Manager with arrangement for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	
5.7	Bidding/Negotiation - Assist Construction Manager with <i>Construction Contract</i> negotiations.	
5.8	Bonds and Insurance - Assist Construction Manager with receipt of bonds and insurance documents for <i>Client's</i> review and acceptance.	
5.9	Assist with Assembling the Construction Contract - Assist Construction Manager with assembling <i>Construction Contract</i> for legal review and signature by the contracting parties.	

6	CONSTRUCTION PHASE SERVICES	
6.1	Project Protocols - Meet with <i>Client</i> , <i>Constructor</i> and <i>Consultants</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	
6.2	Architect Chaired Site Meetings - Organize and direct site meetings with <i>Constructor</i> , major sub-contractors, <i>Client</i> and <i>Consultants</i> to review the progress of the <i>Work</i> , address emerging concerns and coordinate efforts. Prepare and issue meeting minutes.	
6.3	Constructor Chaired Site Meetings - Attend all site meetings chaired by the <i>Constructor</i> . Review and comment on meeting minutes prepared by the <i>Constructor</i> .	
6.4	Update Construction Documents - Update and issue revised <i>Construction Documents</i> to incorporate addenda and negotiated changes made during the Bidding/Negotiation Phase.	
6.5	Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> submittals required by the <i>Construction Contract</i> .	
6.6	Requests for Information (RFI's) - Receive RFIs from <i>Constructor</i> and respond.	
6.7	Supplemental Instructions - Prepare and issue supplemental instructions as required for clarification of the requirements of the <i>Construction Documents</i> .	
6.8	Contemplated Change Notices, Change Orders and Change Directives - Prepare contemplated change notices with required drawings and specifications, evaluate <i>Constructor's</i> proposals, and prepare change directives and change orders for the <i>Client's</i> approval in accordance with the <i>Construction Contract</i> .	
6.9	General Review - Provide <i>General Review</i> at intervals required by the definition of <i>General Review</i> in the contract.	
6.10	Constructor's Proposed Substitutions – Evaluate substitutions proposed by the <i>Constructor</i> and make any resulting necessary revisions to the <i>Construction Documents</i> .	
6.11	Services Necessitated By Default of Client or Constructor – Provide services necessitated by the default of the <i>Constructor</i> or the <i>Client</i> under the <i>Construction Contract</i> , or by major defects or deficiencies in the <i>Work</i> of the <i>Constructor</i> .	
6.12	Services Related to Replacement of Damaged Work – Provide consultation concerning replacement of <i>Work</i> damaged by fire or other cause during construction and provide services related to replacement of such <i>Work</i> .	

6.13	Evaluation of Extensive or Unreasonable Claims - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	
6.15	Payment Certification - Receive and assess the <i>Constructor's</i> applications for payment and determine amounts payable by the <i>Client</i> under the <i>Construction Contract</i> .	
6.16	Deficiency Review - Review <i>Constructor's</i> list of outstanding and deficient <i>Work</i> . Identify incomplete <i>Work</i> and defects and deficiencies in the <i>Work</i> . Report in writing to the <i>Client</i> , <i>Constructor</i> , and <i>Consultants</i> .	
6.17	Record Drawings - Prepare record drawings showing changes to the <i>Work</i> made during construction based on as-built drawings (marked up prints) and other data submitted by the <i>Constructor</i> .	
6.18	Close-out Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> close-out submittals required by the <i>Construction Contract</i> .	
6.19	Lien Legislation Certification – Issue certification as and when required by lien legislation applicable at the <i>Place of the Work</i> .	
6.20	Ready for Take-Over Certification – Issue certification as and when required by the <i>Construction Contract</i> .	
7	POST CONSTRUCTION PHASE SERVICES	
7.1	Warranty Review - Prior to the end of the warranty period, undertake a review for defects or deficiencies and notify the <i>Constructor</i> in writing of items requiring attention by the <i>Constructor</i> .	

8	COORDINATION SERVICES, ALL APPLICABLE PHASES	
8.1	Project Protocols - Meet with <i>Client</i> and <i>Consultants</i> at the outset of the <i>Project</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	
8.2	Client Meetings - Hold regular <i>Client</i> meetings with <i>Client</i> and, when relevant, with <i>Consultants</i> to review status of <i>Project</i> , exchange information, provide recommendations, receive decisions and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	
8.3	Consultant Coordination Meetings - Hold regular <i>Consultant</i> coordination meetings with <i>Consultants</i> and, when relevant, with <i>Client</i> to review progress and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	
8.4	Coordination of Consultants - Coordinate the services of each <i>Consultant</i> identified in the agreement with the architectural services and with the services of all other <i>Consultants</i> identified in the agreement.	