

# REQUEST FOR PROPOSAL FOR ARCHITECTURAL DRAWINGS 001-2024



## Description

### **REQUEST FOR PROPOSALS FOR ARCHITECTURAL DRAWINGS**

Powassan, Ontario

**Golden Sunshine Municipal Non-Profit Housing Corporation, The Pines Senior Apartments**

Request for Proposal No. 001-2024

Issued February 21, 2024

Deadline for Proposal:

12:00 Noon Local Time

Date: March 18, 2024

Email: [goldensunshinepines@gmail.com](mailto:goldensunshinepines@gmail.com)

## **Part A – Project Background and Description**

### **Project Background**

The Golden Sunshine Non-Profit Housing Corporation is planning to upgrade 11 outside individual apartment entrances. The apartment provides housing to 22 tenants over the age of 55 in the Municipality of Powassan.

### **Project Description**

The Golden Sunshine Non-Profit Housing Corporation, is issuing this Request for Proposals for Architectural Drawings to upgrade 11 existing outside individual apartment entrances and privacy fencing, at 325 Catherine Avenue, Powassan. The renovations are intended to create better access into the apartments for its senior tenants, and provide more accessibility for tenants who use devices such as wheelchairs and walkers. The drawings for upgrades are required to meet the following:

- Allow tenants to easily enter apartments without needing stairs or steps
- Include privacy fencing
- Meet all existing building codes

The apartment outside entrances approximately 80 sq ft for 9 units and approximately 160 sq ft for 2 units.

## **Part B – Instructions to Proponents Consulting Services**

The scope of work shall include:

- Pre-Design, consultation and design services
- Establish Budget with the Client
- Tour Facility with the Client
- Perform Condition Assessment
- Consult with Engineers services as needed
- Produce Functional Relationship Diagrams
- Client Review of Functional Relationship Diagrams
- Produce Schematic Layout for Client Review
- Produce Cost Estimate
- Client Review of Schematic layout
- Produce Final Design
- Produce Class Cost Estimate
- Produce Construction Drawings & Specifications
- Permit Application to the town of Powassan

### **Qualifications**

The bidder must be a qualified architect and registered with the Ontario Association of Architects and must have \$2M error and omissions Insurance.

### **Submission Deadline and Address**

- a. The submission deadline is the date and time specified on the title page of this RFP
- b. Proposals received later than the time stated on the title page will not be accepted and will be returned unopened
- c. Proposals will not be submitted by fax
- d. Proposals may be submitted by mail, delivery or by email
- e. Proposals submitted by mail, delivery or email must be submitted to the following address:

**Golden Sunshine Municipal Non-Profit Housing Corporation**  
**ATTN: Bernadette Kerr, President**  
**325 Catherine Ave, Powassan ON P0H1Z0**  
**E: [goldensunshinepines@gmail.com](mailto:goldensunshinepines@gmail.com)**