



MAKOLA
DEVELOPMENT
SERVICES

REQUEST FOR PROPOSAL:

Community Engagement Advisory Services

RE: THE OTIPEMISKIWAK CENTRE

Issue Date: December 10th, 2021

Submission Deadline: December 17th, 2021 at 3:00 PM PST

Introduction

M'akola Development Services (MDS) is extending an invitation to prospective qualified proponents to submit proposals for the provision of community engagement advisory services for the project described below. MDS is working with Lii Michif Otipemisiwak Family and Community Services (LMO) as a development consultant to plan, design and construct a 5-8 story multi-use building in Kamloops, BC.

LMO has operated and provided services in Kamloops for over 20 years, caring for the safety and wellbeing of Métis people in the Kamloops area. LMO is a Delegated Aboriginal Agency providing services to Métis children and families and is a well-established, motivated and innovative local team able to provide affordable and appropriate housing and services.

MDS is a professional consulting firm with Indigenous roots that is committed to supporting vibrant, diverse communities in BC. M'akola has 31 years of experience in housing research, planning, and development for its clients, and its services span the full development spectrum, from concept to community.

This is a publicly funded project, with the following list of funders (including additional stipulated conditions that may apply to the project):

- British Columbia Housing Management Commission (BC Housing or BCH)
 - BC Housing's Design Guidelines and Construction Standards will provide the standards and technical guidelines for this project. See BC Housing's website for most up-to-date *Design Guidelines* for this affordable housing project. Refer to section 5 for BC Housing design review process.
- Canada Mortgage and Housing Corporation (CMHC)
 - This project may pursue the National Housing Co-Investment Fund for new construction. See CMHC's website for the eligibility requirements.
- Ministry of Children and Family Development (MCFD)
 - The daycare facility will need to meet the MCFD New Spaces Fund, and licensing requirements

Project Description

Lii Michif Otipemisiwak Family and Community Services, in partnership and with consultation from Métis Nation BC and Two River Métis (TR), plans to develop The Otipemisiwak Centre. The Otipemisiwak Centre will be a culturally safe, and trauma informed, housing and childcare facility for Métis families residing in Kamloops and surrounding areas. The multi-unit apartment complex will include family housing (32-50 units), office space for LMO and TR, and a childcare space. The building may potentially include an underground parkade, requiring a concrete ground floor slab, and 5-8 stories or conventional wood frame above grade.

GOAL

The goal of this housing project is to reduce the need for intrusive child welfare interventions as well as increase access to culturally safe, trauma informed and family supportive childcare services in Kamloops.

VISION

LMO's vision is a building which visually represents and welcomes Métis peoples. As a unique, landmark building, the Otipemisiwak Centre will act as a gateway to the downtown core, and as a beacon to the community members who will benefit from the services it provides. A successful design will only be achieved with a creative and responsive design team, and active collaboration with the community.

STRATEGY

The Project Team aims to consult and engage with Métis and Indigenous communities at all stages of planning and design. Specifically, the LMO Elder's Council will be involved in reviewing and approving designs at all stages of the project. The team will solicit feedback through design charettes and ensure the procurement process recognizes the value of hiring Indigenous team members and those with experience working closely with Indigenous groups.

Site Description

Site Location: 800 Victoria St. Kamloops, BC

PID: 031-220-665

Legal Description: LOT 1 DISTRIC LOT 234 KAMLOOPS DIVISION YALE DISTRICT PLAN EPP104097

Scope of Work

The scope of work for the Community Engagement Advisor would be to act as a conduit for the local Métis community in the preliminary phase of design development. The Advisor would participate in the planning and schematic design phase, providing a review of the Project and Design Team's approach to engagement and design development, from the unique perspective of a design professional with strong ties to the local Métis community, supplementing the existing Team's expertise.

The Advisor would provide the following services:

- Assist with planning, attending, and participating in three design charettes (one in-person, and two remotely). All planning would be done remotely.
- Participation in meetings (remotely) with the Project Team and Architect, providing feedback on proposed designs and architectural drawings

A successful proponent will be considered an independent contractor and as such, shall be responsible for any applicable taxes or insurance requirements related to this scope of work.

Qualified Applicants

Successful applicants will have experience with Architectural design- specifically reading Architectural drawings and providing input and suggestions for materials, form and shape, etc.

Indigenous proponents are strongly encouraged to submit a proposal. Preference will be given to Indigenous proponents, specifically to Métis proponents, and those with strong ties to Métis communities. Preference will also be given to those who are part of the local Métis groups/communities in Kamloops, including LMO.

Preference will be given to those with experience working collaboratively with Indigenous, and specifically Métis, groups in community engagement events.

A university or college degree/diploma in Architectural/Engineering Technology, Design, or Interior Design would be an asset. Alternatively, a combination of professional or other relevant experience would be considered.

Proponents Bear Own Costs and Waive Liability

Proponents are solely responsible for their own expenses in preparing a proposal. Neither MDS nor LMO will be liable, under any circumstances, for any claim arising out of the request for proposals process, including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim. By submitting a proposal, the proponent waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profits or loss of opportunity or for any other claim, by reason of MDS' or the LMO's decision not to accept the proposal submitted by the proponent, to enter into a contract with any other proponent or to cancel this request for proposals process, and the proponent shall be deemed to have agreed to waive such right of claim.

For clarity, MDS and LMO reserve the right to cancel this request for proposals at any time and to reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against MDS or the Society as a consequence.

Evaluation

Proposals will be evaluated by a committee of MDS and LMO staff, using the criteria specified below.

Evaluation Criteria	Possible Points
Proposal Presentation	10
Experience	25
Scope of Work	15
Budgets & Fees	50
Total Score:	100

Conflict of Interest:

MDS may disqualify a proponent for any conduct, situation or circumstances, determined by MDS, in its sole and absolute discretion, to constitute a conflict of interest or a perceived conflict of interest, or where there is evidence of collusion.

Conclusion of Process and Debriefing

At the conclusion of the request for proposals process, all proponents who submitted will be notified of whether they were successful or not. Unsuccessful proponents may request a debriefing with MDS which may, at MDS' option, be conducted via telephone or email.

Contract Terms and Conditions

By submission of a proposal, the proponent agrees that, should its proposal be successful, the proponent will be engaged under the terms and conditions acceptable to the Client and BC Housing which are in line with any applicable supplementary general conditions (SGC) of BC Housing. Contract terms and conditions can be found on BC Housing's website.

Confidentiality and Access to Information

This development is subject to BC Housing terms and conditions. As such, there shall be no announcement of the work or the development without prior written consent by BC Housing, and MDS.

The successful Proponent must agree to maintain security standards consistent with security policies of MDS. These may include, but not be limited to, strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.

The contents of your proposal will not be released or divulged to any other proponent(s), however, your proposal may be released to BC Housing upon their request. BC Housing is subject to FOIPPA.

Submission Requirements

Submissions should be no longer than **4 pages** (not including appendices). Resumes can be included in the Appendix) and must be received by **December 17th, 2021 at 3:00 PM PST** to be considered. Please note work will commence directly upon award.

Submissions must include the following information:

1. Introduction – summarize any unique experience, skill sets, approaches, or understanding of the scope of work that you think would be relevant.
2. Proponent Profile- identify relevant background, education, and lived or worked experience relevant to this role
 - In this section, proponents are invited to self-identify their relationship to the Métis community in Kamloops
3. Experience – identify your experience with similar projects. Provide a brief project description, location of the project, and services that you provided.
 - Identify any experience with community engagement via design charettes
 - Identify your experience working with Indigenous communities

- Identify your experience working with LMO, and other Métis communities
 - Identify your experience reviewing and providing feedback to architectural drawings and designs
4. Scope and method to complete work.
 5. A fee breakdown as follows:
 - An hourly rate for remote professional time and attendance at 6 remote design discussion meetings
 - A fixed fee for the planning and participation at two remote design charettes (assumed 3 hrs in length each).
 - A fixed fee for the planning and participation at one in-person design charette (assumed 12 hrs in length over 2 days). Please include an estimate (and maximum upset) of disbursements, including a breakdown of travel, accommodation, etc. No markup is permitted on disbursements.

Note: No retainers will be permitted.

6. Outline assumptions and limitations of work
7. References – submit evidence of previous successful performance in comparable work, including the name of the project, scheduled and actual completion date, key individuals involved, client references and original budget, final cost and claims settled and/or outstanding. A minimum of three references are required.
8. Provide a CV (for all team members).

Please submit proposals electronically to:

Jamie Bégin, Project Coordinator, M'akola Development Services
Email: jamie.begin@makoladev.com

All proposals must be copied to **Lindsay Monk**, Manager of Development, M'akola Development Services
Email: lmonk@makoladev.com

Submission Confirmation

You will receive confirmation of your submission within 48 hours.

Opening and Closing Dates

Proposals may be submitted from the date this request for proposals was issued until the submission deadline. Proposals must be received as set out by December 17th, 2021 at 3:00 PM PST. Proposals received after the closing date and time will not be accepted.

Withdrawal and Resubmission

A proposal may be withdrawn prior to the submission deadline with a written request sent via email to Jamie Bégin, Project Coordinator and Lindsay Monk, Manager of Development. A withdrawn proposal may be resubmitted so long as the re-submission is received before the submission deadline.

A proposal may not be withdrawn after the submission deadline and shall remain open to acceptance by MDS until the earlier of the date the successful proponent enters into a contract with MDS, or 60 calendar days after the submission deadline.

Questions

All questions related to this request for proposals, including any requests for information and clarification, are to be directed, in writing, to Jamie Bégin, Project Coordinator via email: jamie.begin@makoladev.com who will respond as time permits. Questions and any responses will be recorded and may be distributed via addendum, at MDS' option, if the question requires an interpretation or modification of this request for proposals.

