



Request for Proposal Design Services

Background

Clayoquot Biosphere Trust (CBT) has recently purchased 301 Olsen Road in Tofino BC. The subject property is vacant and has an R1 zoning. CBT's intention is to develop this property as the **Biosphere Centre**, which may include the following uses, specifically:

- Dedicated space for CBT's offices and archives
- Community education room to be used by CBT and also made available to other community groups as bookable space
- Co-working space
- Limited number of modest 1-bedroom residential units, primarily for staff housing and/or for accommodating visiting researchers, contractors etc.
- Sufficient on-site vehicle/bicycle parking to meet operational and code requirements

CBT has a high-level vision and concept for the Biosphere Centre and has worked with a qualified consultant to articulate their functional space requirements. The next phase of the project will focus on securing a zoning bylaw amendment (ZBA) for the subject property to allow for CBT's proposed uses and increased density. Initial discussions with DoT planning staff are that a ZBA application would be positively received and that there are options for how to rezone the property to potentially allow for CBT's proposed uses.

Call for Proposals

CBT is requesting proposals from qualified architecture firms to provide professional design and advisory services in support of CBT successfully securing a zoning bylaw amendment for 301 Olsen Road.

CBT will need assistance with several steps of this CoV mandated process, specifically:

- Initial engagement with District of Tofino (DoT) Planning staff to understand the application process and to gather any relevant information and pre-application input from DoT.
- Interpret and clarify the DoT's input with respect to intended uses and allowable density under alternative rezoning options
- Review all available information on the subject property and if necessary, conduct a site visit
- Review CBT's functional space requirements & high-level sustainability goals for the project
- Develop a conceptual design outlining how CBT envisions the property being redeveloped, aligned to its vision incorporating the proposed uses, functional space requirements and sustainability goals
- Produce a conceptual drawing package sufficient for submission to DoT, including a proposed site plan, floor plan, elevations and renderings

- Provide a capital cost estimate for the proposed project including both hard and soft costs
- Assist CBT to prepare and submit the zoning bylaw amendment application
- Support CBT through the complete zoning bylaw amendment process with any issues, questions or concerns arising from the process, including engaging with DoT Planning staff and making revisions and/or refinements to the proposed plan for the property, as may be required and as approved by CBT.

Proposals should include the following information:

1. Firm information - name, key contact person, phone/email and website.
2. Names and short bios of professionals (s) who will be assigned to the project
3. Project approach - outline how your team will engage with the client and the District of Tofino Planning Department to complete the scope of work and deliverables.
4. Proposed schedule - including a start and end date for the project and the estimated duration of all planned tasks and activities
5. Fees and estimated expenses - please indicate the estimated hours of work required and the hourly rates for all professionals.
6. References - the names and contacts at least 3 organizations for which your firm has done similar work.
7. Case Studies - illustrating projects for which your firm has had relevant experience with similar early stage design development and rezoning with the District of Tofino and/or other municipalities on mixed use projects which may have included uses similar to those being proposed for this project. Projects which have engaged First Nations as project stakeholders will be of particular interest and should be highlighted in the proposal.

Deadline for Proposal Submission:

Please submit your proposal via email by **5 PM PST on November 18,2019**

Please submit your proposal to:

Contact Person: Bob Prenovost, Project Advisor, CBT Biosphere Centre

Email: rfp@clayoquotbiosphere.org

Phone: 778-686-4334

Bob is the primary contact for inquiries relating to this RFP.

Important Information for Proponents:

If your firm is shortlisted, you may be contacted to attend an interview with CBT.

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal. CBT will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit CBT in any way to award a contract to any Proponent.