

Request for Development Consultant Proposal

Name of Project: Sunshine Coast Community Services Society Redevelopment

Address: 5638 Inlet Ave, Sechelt BC, V0N 3A8

Project Description:

The redevelopment of our Inlet site to accommodate 30 – 35 units of affordable housing for women and children on the upper floors and community services programs on the main floor.

The attached preliminary schematic plans were created to determine that the site was large enough to accommodate this project and are for information purposes only.

Client: Sunshine Coast Community Services Society

Project Schedule: TBD

Funding Status: We have submitted an EOI to BC Housing under the Building BC: Women's Transition Housing Fund to fund the affordable housing portion of the development. Funding for the main level will be provided by the Society.

Owner's Requirements for a Development Consultant:

To provide project management and development consultant services to a non-profit society, its executive director and board of directors team, and the project building committee.

The development consultant will act as the owner's representative for the project, and should have extensive project management experience and a proven track record in helping deliver complex construction projects. Experience in dealing with BC Housing sponsored projects, and a strong working knowledge of BC Housing reporting and project funding protocols and procedures is mandatory. If the development consultant is not located on the Sunshine Coast they must be able to show how they will effectively manage this project from off Coast. An understanding of the unique challenges associated with large development on the Sunshine Coast and strategies to address should be included in the proposal.

Initially, the development consultant will assist with the PDF request to be submitted to BC Housing. If the PDF is approved the development consultant will move on to design review, project costing and cost control. The development consultant will provide, input into the design process, including review of costing, green building systems for the project, universal access and operational and life cycle costing analyses.

As the project progresses, the development consultant will monitor project costing and design as the owner's representative, and assist the design consultant team with various project approvals, including liaising with project funders at the provincial and civic levels.

The development consultant will also provide full owner's representative services throughout the construction and project commissioning and warranty stages, providing full reporting as required

to BC Housing and other provincial and civic officials, and advising the owner on project cash flow requirements.

The intent is to have the development consultant provide these services on a fixed fee basis, using a standard form of development consultant contract.

Response to the Request for Proposal:

Fee and Deadline: Provide the fee proposal, to the owner's executive director, Catherine Leach by mail or email at Sunshine Coast Community Services Society, 5638 Inlet Avenue, Sechelt, BC V0N 3A0 or cleach@sccss.ca, **by 4:00 pm Thursday, November 29th.**

Format: By letter of proposal. The letter should articulate a short summary of the firm's background and relevant related project experience, as well as key staff to be involved in the project, and their anticipated roles and CV's.

Should you require more information in order to complete and submit your proposal please get in touch with Catherine Leach, Executive Director, cleach@sccss.ca 604 885 5881 ext. 222.

Thank you very much for your interest in this project.

VISION | An engaged, healthy and thriving Coast

MISSION | Fostering social equity on the Sunshine Coast by creating opportunities for people to achieve their full potential