

# Request for Proposal



**MÉTIS NATION**  
BRITISH COLUMBIA

## Architectural Design Services

RFP # HH-2022-02

Issue Date: September 2, 2022

Closing Date: October 21, 2022 @ 15:00 PDT

# Summary

## Request for Proposal: Architectural Design Services

Métis Nation British Columbia (MNBC) is seeking firms that have the required resources and experience to provide architectural design services for residential, institutional, and commercial permit applications and to develop an MNBC architectural design book. The architectural services will facilitate development in MNBC's seven Regions and 39 Chartered Communities to support a thriving and sustainable Métis Nation today and into the future.

This RFP contains the terms and conditions governing the RFP, high-level scope of services covered by the RFP, overall RFP process, instructions on how to respond, submission deadlines, and official contacts for questions and clarifications.



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## RFP Submission and Clarifications

### Instructions for Submission

Please follow the Proposal Guidelines / Response Format detailed in Section 4.0. Ensure that a person authorized to sign on behalf of the Proponent complete and sign the **Appendix A Proponent RFP Response Form** leaving the rest of that page otherwise unaltered and include the signed and completed page as the cover page of your submission package. Verified digital signatures are acceptable.

Proponents may submit one (1) electronic copy of the Proposal in Microsoft Word Document (docx) or Adobe Portable Document File (PDF) format by email marked in the subject line with the RFP name, "Architectural Design Services" and RFP number "HH-2022-02" and sent to the following email address:

dbrightman@MNBC.ca

### **Proposal Submissions must be received by MNBC by Friday, October 21, 2022 @ 3:00PM PT**

MNBC will reply to acknowledge receipt. It is the Proponent's responsibility to ensure that MNBC has received their Proposal.

Please do not submit any individual file larger than 20MB by email.

Proponents who have not been contacted by end of business day on Friday, October 28, 2022 have not been short listed.

### Clarifications

Please direct all written enquiries related to this RFP including any requests for information, questions, and clarification, to the MNBC contact email below. All questions and enquiries are to be submitted no less than three (3) working days before RFP closing date. Please do not direct any questions to any other MNBC personnel. All enquiries and responses will be recorded and may be shared and distributed to all Proponents at MNBC's option, with enquirer's identifying information removed. Please include the RFP name and RFP number in the subject line.

RFP Enquiries: **Darrin Brightman**  
**Manager of Social Infrastructure Development**  
**dbrightman@mnbc.ca**

## 1.0 Background

Métis Nation British Columbia is hereinafter referred to as “**MNBC**”.

MNBC represents nearly 90,000 Métis people in BC, more than 20,000 of whom are registered MNBC citizens and members of 39 chartered communities. We are recognized by the Métis National Council (“**MNC**”), Province of British Columbia, and the Government of Canada as the Governing Nation for Métis in BC.

MNBC is committed to building supports for a healthy and vibrant Métis Nation. A healthy Nation requires culturally relevant services, access to childcare, and affordable housing. Through the Indigenous Community Infrastructure Fund and the Métis Nation-Canada Housing Sub-Accord, MNBC has secured funding to develop much-needed physical facilities. MNBC is pursuing additional funding through BC Housing, CMHC, and other funders. MNBC has purchased and continues to acquire property throughout the province to support the construction of affordable housing, culturally relevant services, and childcare facilities.

Information on the seven Regions and 39 Chartered Communities is attached as Appendix C.

## 2.0 Scope of Services

MNBC is seeking a firm to provide three scopes of services:

- Development of an **MNBC Architectural Design Book**
- Architectural and related design services for **MNBC-Led Development Projects**.
- Architectural liaison/contributor as a representative of MNBC in **Development Partnership Projects** and other arrangements where the lead developer is not MNBC and the developer has their own design team.

MNBC may request application submission assistance and bid review assistance as a supplemental service.

Projects may be exclusively funded by MNBC or may be developed in partnership with others, including but not limited to government, private, or non-profit funding partners, local governments, not-for-profit development partners, and private developers.

The successful Proponent will work alongside MNBC as the primary architectural design firm as the organization continues to grow and deliver upon its mandate to develop and enhance opportunities for Métis citizens through the delivery of housing opportunities, community facilities, and relevant social and economic programs and services.

### 2.1 MNBC Architectural Design Book

The Proponent will collaborate with MNBC in the design and development of an MNBC Architectural Design Book ("**MNBC Design Book**") which will be used to promote a design consistency for future projects. While each project will need to respond to its local context, MNBC desires some consistency throughout MNBC developments and the inclusion of culturally relevant forms, features, and imagery.

The MNBC Design Book will establish MNBC standards, approaches, or goals for:

- Inclusivity and accessibility, creating spaces welcoming to individuals, families, Elders, veterans, persons with disabilities, 2SLGBTQIAA+ people, people in need of services or assistance, and others;
- Culturally-informed colour palettes, material selections, architectural forms, project features, landscape design, and vegetation selection;
- Trauma-informed design appropriate to Métis people and experiences and to the uses in a project;
- Integrating and connecting sites to the surrounding lands and communities;
- Environmental and social sustainability and responsibility, demonstrated in part through energy efficiency, material selection, design, and site planning;
- Promotion of wellness and active living through design;
- Financial sustainability, demonstrated in part through thoughtful consideration of project life cycle costs and benefits; and
- Signage and branding.

The MNBC Design Book will be used for new developments, interior remodels, redevelopment projects, when working in partnership as part of a larger development, and on other occasions as they may arise.

MNBC Design Book development-related tasks may include, but are not limited to:

- Engagement and collaboration with MNBC staff, elected officials, and local Chartered Communities;
- Research into and summary of trauma-informed design;
- Research into and summary of Métis-specific cultural symbolism, forms, and materials;
- A review and summary of traditional and modern Métis lifestyles including family composition and identified housing needs;
- Review of the forthcoming Facilities Master Plan to inform anticipated uses; and
- Presentation to MNBC Cabinet for review and feedback.

## 2.2 MNBC-Led Development Projects

The successful Proponent will provide architectural design services for development projects within all of MNBC's seven identified regions of British Columbia.

These development projects may include a single use or a range of uses, forms and densities, including single family/duplex residential, mid to high density mixed-use, multi-family residential, childcare, health and mental health care, commercial office, and community/cultural spaces.

The Proponent will be responsible for producing and managing all design development and required submission materials leading up to land use, development permit, funding, or building permit applications. This includes but is not limited to site planning and programming, conceptual drawings, renderings, civil engineering and landscape analysis and design, documentation for land use applications, and construction drawings for land use applications, permitting, bidding, funding applications, and other purposes. These will require the consideration of applicable technical documents, design guidelines and construction standards, the MNBC Design Book, and pertinent site-specific issues.

Project-related tasks may include, but are not limited to:

- Review all site related information to design the project and verify existing conditions.
- Convene regular meetings with the project team. In-person meetings may be required periodically.
- Collaborate with project team to understand the project requirements, functionality, quality, durability, sustainability, and other project requirements which may be required by municipalities and authorities having jurisdiction.
- Produce the required drawings and materials for programming, design development, and Rezoning and Permit Applications with respect to the MNBC Design Book, current building and related codes, and most up to date municipal/member jurisdiction checklists.
- Form the required sub-consultant/design team through a competitive process, if sub-consultants who are not part of the design team at time of proposal are required.
- Assist MNBC with community engagement, collaborating on engagement materials and attending engagement events (often via videoconference; some travel may be required).
- Develop preliminary cost estimates for projects.
- Present design development and programming materials to MNBC Cabinet for review and feedback as needed.

## 2.3 Development Partnership Projects

The Proponent will support MNBC as an architectural liaison and contributor to projects that are led by a third-party developer. MNBC components within such projects may include any or all of the uses indicated in Section 2.2, MNBC-Led Development Projects.

Ongoing project-related tasks may also include:

- Review all site related information and materials.
- Attend regular meetings with the project team. In-person meetings may be required periodically.
- Collaborate with and provide input to project team to understand the project requirements, functionality, quality, durability, sustainability, and other project requirements which may be required by municipalities and authorities having jurisdiction.
- Ensure MNBC priorities as set forth in the MNBC Design Book and Facilities Master Plan and further explored through collaboration with MNBC staff are carried forward in the project.
- Assist on an as needed basis with community engagement events and materials (some travel may be required).
- Develop preliminary cost estimates for projects.
- Present design development and programming materials to MNBC Cabinet for review and feedback as needed.

## **2.4 Key Deliverables**

Key deliverables through these services include:

- An MNBC Architectural Design Book.
- Architectural design and development materials for MNBC-led projects, from conceptual design through construction drawings.
- Preliminary/rough order of magnitude cost estimates for projects.
- Feedback and input on development partnership projects and memos detailing same and the outcomes within design process.

## **2.5 Contract Period**

The Proponent will provide architectural design services for a contract period of five (5) years, with the potential for ongoing contract renewal.

## 3.0 Terms and Conditions

- 3.1. This RFP is an inquiry and Request for Proposal only and does not imply any commitment by MNBC to select any vendor or to purchase any products or services.
- 3.2. This RFP should not be considered as authorization to perform any billable work. Any work performed by the Proponent in order to prepare an RFP response is done free of charge to MNBC.
- 3.3. MNBC reserves the right to respond only to the Proponent(s) it chooses to proceed with further in the RFP process.
- 3.4. MNBC reserves the right to, at its sole discretion, to issue a "Request for Additional Information" (RAI), re-issue a modified RFP, cancel the RFP or collapse the RFP process and proceed directly to contract negotiations with any vendor it sees fit.
- 3.5. At any given point in the RFP process, MNBC reserves the right to accept late vendor responses where it sees fit
- 3.6. MNBC reserves the right to request vendors to sign an NDA. Refusal to commit to a requested NDA may disqualify that vendor from the RFP process.
- 3.7. MNBC reserves the right to use third party consultants at any stage of the RFP process to assist MNBC with the vendor selection and proposal evaluation. Third party consultants are required to sign a Non-Disclosure Agreement to ensure that information from both MNBC and the Proponent's proposal are used solely for the purpose of the RFP.
- 3.8. All information related to the evaluation of the received proposals are considered confidential.
- 3.9. MNBC reserves the right to reject any Proponent's response without disclosing any reason or cause.
- 3.10. Any information about MNBC discovered by the Proponent or provided to the proponent through this RFP process is considered confidential and therefore the Proponent must not disclose such information to any person or entity except for those MNBC employees involved in the RFP process.

## 4.0 RFP Process

- 4.1. Proponents' proposal submissions must be received by closing date and time specified on the cover of this RFP.
- 4.2. Based on the responses received for the RFP, MNBC may:
  - 4.2.1. Decide not to proceed with the project, work, product or solution;
  - 4.2.2. Decide to defer the project, work, product or solution;
  - 4.2.3. Request further information by issuing a "Request For Additional Information" (RFAl);
  - 4.2.4. Develop and re-issue a revised Request for Proposal (RFP); or
  - 4.2.5. Shortlist one (1) or several Proponents to formally present their proposal to the MNBC's appointed Vendor Selection Committee
  - 4.2.6. Negotiate a contract directly with a Proponent; or
  - 4.2.7. Break up the scope of the RFP and award individual contracts for different parts of the project, work, product, or solution.
- 4.3. At any point in the RFP process, MNBC may request a technology review/evaluation of the proposed solution. This technology review/evaluation may require an interview and a demonstration environment be set up so that MNBC can perform the needed evaluation. The Proponent is required to ensure that resources are available to support such a review.
- 4.4. After the RFP submissions are evaluated, MNBC may request the short-listed Proponents(s) to provide presentations and take MNBC through a deep dive of their proposals. Only short-listed Proponents(s) will be notified and invited to present, and they will be informed of the deep dive parameters, specific time, date, and location for their presentation. All costs incurred in the preparation of the responses and the presentation, including all travel costs, are the responsibility of the Proponent and are not billable to MNBC. MNBC reserves the right not to continue with Proponents(s) who are not available for a presentation.
- 4.5. Final selection of any Proponent's solution is subject to reference checks and financial review under the sole opinion of MNBC.
- 4.6. MNBC reserves all rights defined herein Section 2, Terms and Conditions, as deemed in the best interest of MNBC.
- 4.7. Instructions for Submission
  - 4.7.1. Proponents may submit one (1) electronic copy of the Proposal in Microsoft Word Document (docx) or Adobe Portable Document File (PDF) format by email marked in the subject line with the RFP name and number and sent to the email address specified on the cover of this RFP.
  - 4.7.2. MNBC will reply to acknowledge receipt. It is the Proponent's responsibility to ensure that MNBC has received their Proposal.
  - 4.7.3. Please do not submit any individual file larger than 20MB by email.
  - 4.7.4. Proponents who have not been contacted by end of business day on Friday, October 28, 2022 have not been short listed.
  - 4.7.5. Refer to Clarifications instructions on Page 4 if clarification of terms in this RFP or instructions for submissions are needed.

## 5.0 Proposal Guidelines / Response Format

While Proponents are invited to highlight any other approaches and other deliverables that may achieve MNBC's goals reflected in this RFP, it is mandatory that all proposal submissions include the following minimum information:

### 5.1. Response Format

- 5.1.1. Please provide your response in the same order as the topics listed below.
- 5.1.2. Please limit responses to a maximum of twenty (20) pages plus appendices. Please do not include large volumes of marketing materials.
- 5.1.3. Attach a completed and signed copy of **Appendix A: Proponent RFP Response Form AS THE COVER PAGE** of your submission package.
- 5.1.4. Provide a Table of Contents for your submission.

### 5.2. Initial Statement

- 5.2.1. Please state if there are any potential areas of conflict of interest that may exist if MNBC were to engage in any business dealings with your firm. Note any existing contacts or previous business dealings you have with MNBC.

### 5.3. Company Profile and Overview

Within your Company Profile and Overview:

- 5.3.1. Describe your company size and whether your company is non-profit or for-profit and whether it is a subsidiary of, or affiliated with, a corporate or holding company.
- 5.3.2. Provide your company's total revenue and operating profit for last two fiscal years.
- 5.3.3. Explain how many years your organization has been performing architectural design and related services under its present name, and any former names your company operated under.
- 5.3.4. Provide an overview of your client base in British Columbia and in Canada.
- 5.3.5. If there are any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers, please provide the details.

### 5.4. Proposed Team

- 5.4.1. Provide a description of the team you propose to assign to this project and the roles each member will fill. Provide résumés showing the qualifications and experience of team members who will be deployed to work on the services.
- 5.4.2. Proponents should include in their team in-house or sub-consultant land use planning, civil engineering, mechanical, electrical, and landscape architecture services. Include qualifications and references.
- 5.4.3. If resources are not available in-house, include qualifications and references for any cultural consultants or trauma-informed design consultants proposed for inclusion in Proponent's team.

### 5.5. Approach

- 5.5.1. Describe how your firm engages with communities that are not part of the dominant culture, such as Indigenous, racialized minority, or 2SLGBTQIAA+ communities; how you learn about their cultural and historical experiences, symbolism, needs, and expectations; and how your firm translates these learnings into the built environment.
- 5.5.2. Describe the typical phases from project initiation to completion; what are the typical milestones and feedback loops for your firm? How do you ensure that client expectations are proactively met, and prevent rework?

- 5.5.3. Describe your firm’s approach to communication and engagement with your client, with municipalities, and with the public.
- 5.5.4. How does your firm embody a commitment to social and environmental sustainability?
- 5.5.5. How does your firm embody diversity, equity, and inclusion in its team composition and work? Is your firm familiar with GBA+, and how do you apply that lens to your work?

#### 5.6. Past Projects

- 5.6.1. Provide a description of five (5) projects illustrating your firm’s experience with the project types described in Section 2.0 that your firm has completed within the last five (5) years, including the scope, budget, images, client, location, and outcomes. Ideally, include at least one (1) project from each of the three (3) project types detailed in Sections 2.1, 2.2, and 2.3.

- 5.6.1.1. Highlight any projects with Métis or other Indigenous Nations, including First Nations and Inuit peoples.

#### 5.7. References

- 5.7.1. Provide a reference for each of the projects described in Section 4.4. Please provide contact information and detailed description of each of the projects used in your references. Attach these references as per **Appendix B Recommended Format for List of References**.

#### 5.8. Costs of Services

- 5.8.1. Provide your pricing model for the proposed Services. The specified services in this RFP will be the “Basic Services”. Any additional services you wish to propose shall be the “Supplemental Services”.
- 5.8.2. Break down costs by phase and by the tasks associated with each phase, such as outreach/engagement, data collection, and analysis. Your cost breakdown should be presented in a table that clearly identifies all costs to MNBC, including taxes. The quote should include:
  - All costs, including applicable taxes;
  - One-time Implementation Fees; Roles and Hourly Rates; Fixed Price or Time & Materials; and
  - **Separate** Fee Schedule for any Supplemental Services.

## 6.0 Evaluation Guidelines

Evaluation and short-listing of Proponents will be based on the following weighed evaluation criteria:

5.2 Initial Statement	Pass/Fail
5.3 Company Profile and Overview	10%
5.4 Proposed Team	20%
5.5 Approach	20%
5.6 Past Projects	20%
5.7 References	15%
5.8 Cost of Basic Services	15%
<b>TOTAL</b>	<b>100%</b>

Proposals that demonstrate extensive experience with the following will score higher:

- Mixed-use projects;
- Affordable housing projects funded by CMHC, BC Housing, or similar funders;
- Cultural centers, culturally responsive facilities, or other projects informed by Métis, other Indigenous, racialized minority, or other non-dominant cultures;
- Trauma-informed design;
- GBA+; and
- Working with or for Indigenous people (Métis, Inuit, and First Nations) in Canada.

Teams will receive inclusion preference points as indicated below, to a maximum of ten (10) points. Note that the same team member may not score preference points for multiple categories.

Role	Métis Citizen	Self-Identified Métis	Indigenous
Principal of Lead Firm	3	2	1
Project Lead for Architecture or Landscape Architecture	3	2	1
Project Lead for MNBC Design Book	5	2	1
Principal of Subconsultant Firm	2	1	1
Project Lead for Subconsultant Firm	1	.5	.5
Team Member for Lead Firm	1	.5	.5
Métis Citizen: A person who has citizenship with MNBC or another Métis Nation Governing member Self-Identified Métis: A person who self-identifies as Métis, but not gone through the formal citizenship process Indigenous: A person who is Métis, First Nations or Inuit			

## Appendix A: Proponent RFP Response Form (RFP# HH-2022-02)

*(To be completed by the Proponent and included as the "RFP Cover Page" of the Proposal)*

The enclosed Proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this Proposal, we agree to all terms and conditions of this RFP and agree that any inconsistencies in our Proposal will not be considered. We have carefully read and examined all sections of the RFP including the Administrative Section and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by the statements and representations made in our Proposal and we understand that nothing in the RFP should be construed as binding on MNBC.

Signature of Authorized Representative:	Date:
Printed Name of Authorized Representative:	Title of Authorized Representative:
Email of Authorized Representative:	Phone Number of Authorized Representative:
Legal Business Name of Proponent:	Other names under which the Proponent may operate:
Address of Proponent:	City:
Province:	Postal Code:
Name of contact for this response submission:	Title of contact for this response submission:
Email of contact for this response submission:	Phone Number of contact for this response submission:
<input type="checkbox"/> References Enclosed as per recommended format in RFP Appendix B	

## Appendix B: Recommended Format for List of References

Please provide references as requested in Section 5.7.

MNBC reserves the right to contact the references to confirm the nature of the work provided by a Proponent and to obtain additional references regarding the Proponent's performance. MNBC will not enter into a contract with any Proponent whose references, in MNBC's sole opinion, are found to be unsatisfactory.

**ONLY USE CANADIAN COMPANIES AS REFERENCES.**

Proponent Company Name: \_\_\_\_\_

<b>REFERENCE #</b> _____	
Company Name:	
Address:	
Contact Name:	
Phone Number:	
Brief Description of Project:	
<b>REFERENCE #</b> _____	
Company Name:	
Address:	
Contact Name:	
Phone Number:	
Brief Description of Project:	
<b>REFERENCE #</b> _____	
Company Name:	
Address:	
Contact Name:	
Phone Number:	
Brief Description of Project:	



	CHARTERED COMMUNITY	Community HQ
REGION 1	Alberni Clayoquot Métis Society	Port Alberni
	Cowichan Valley Métis Association	Duncan
	Mid-Island Métis Nation Association	Nanaimo
	Miki'siw Métis Association	Courtenay
	North Island Métis Association	Campbell River
	Métis Nation Powell River	Powell River
	The Métis Nation of Greater Victoria Association	Greater Victoria
REGION 2	Chilliwack Métis Association	Chilliwack
	Fraser Valley Métis Association	Abbotsford
	Golden Ears Métis Society	Pitt Meadows
	North Fraser Métis Association	New Westminster
	Waceya Métis Society	Langley
	Surrey Delta Metis Association	Surrey
REGION 3	Boundary Métis Community Association	Grand Forks
	Kelowna Métis Association	Kelowna
	Nicola Valley & District Métis Association	Merritt
	Salmon Arm Métis Association	Salmon Arm
	South Okanagan Similkameen Métis Association	Penticton
	Two Rivers Métis Society	Kamloops
	Vernon & District Métis Association	Vernon
	Vermillion Forks Métis Association	Princeton
REGION 4	Columbia Valley Métis Association	Invermere
	Elk Valley Métis Association	Fernie
	Kootenay South Métis Society	Trail
	Métis Nation Columbia River Society	Golden
	West Kootenay Métis Association	Nelson
	Rocky Mountain Métis Association	Cranbrook
REGION 5	Cariboo-Chilcotin Métis Association	Williams Lake
	Métis Nation New Caledonia Society	Vanderhoof
	North Cariboo Métis Association	Quesnel
	Prince George Métis Community Association	Prince George
REGION 6	Northwest BC Métis Association	Terrace
	Prince Rupert & District Métis Association	Prince Rupert
	Tri-River Métis Association	Smithers
REGION 7	Fort St John Métis Society	Fort St John
	Fort Nelson Metis Society	Fort Nelson
	Métis Community Society of Kelly Lake	Kelly Lake
	Moccassin Flats Métis Society	Chetwynd
	North East Métis Association	Dawson Creek
	River of the Peace Métis Society	Hudson's Hope