



RONALD McDONALD HOUSE CHARITIES ATLANTIC

REQUEST FOR EXPRESSIONS OF INTEREST AND REQUEST FOR PROPOSALS FOR
DESIGN SERVICES OF A NEW RONALD MCDONALD HOUSE IN HALIFAX, NS

CLOSING DATE: June 30, 2017

CLOSING LOCATION:

Ronald McDonald House Charities Atlantic

1496 Lower Water Street
Suite 420
Halifax, NS
B3J 1R9

Attention:

Ronald McDonald House Charities Atlantic
Shauna MacLennan - Chief Executive Officer
shauna@rmhatlantic.ca
p: 902 429 5594

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1. GENERAL OVERVIEW

1.1 Invitation

You are hereby invited to submit a proposal to design a new Ronald McDonald House[®] for Ronald McDonald House[®] Charities Atlantic (RMHC Atlantic). This Request For Proposal (RFP) provides information for proponents holding the necessary qualifications and experience to fulfill this RFP's requirement.

1.2 Selection Process

This is a two-staged RFP. Based on the responses to this first stage, RMHC Atlantic will short list selected responses for interviews to take place during the second stage. This process is predicated on the idea that each firm is unique and brings different strengths, ideas, and interests to the design development. This RFP is structured to highlight those differences and allow each firm to make the case for why you will create an exceptional Ronald McDonald House.

Responses to the first stage provide your firm the opportunity to explain your approach, design a new Ronald McDonald House[®], and initiate a client relationship with our team based on shared values. Responses to the second stage will focus on design, business terms, work plan, and team composition.

1.3 Schedule of Events

It is anticipated that this RFP process will be conducted according to the following schedule. RMHC Atlantic reserves the right to modify the process and schedule as events warrant. The extended schedule for this process is organized to facilitate the work of the RMH Atlantic team, and not predicated on an assumed time for firms to complete their response.

Date	Milestone
May 16, 2017	Re-issue RFP
May 26, 2017	Indicate if attending House visit
May 30, 2017 (10:00am or 12:00)	Tour of Existing House (1133 Tower Road, Halifax)
May 30, 2017 (2:00pm)	Question and Answer Session (Location TBD)
June 30, 2017	Proposal Due Date
July 12, 2017	Release of Shortlist for Interviews
August 9, 2017	Interviews at RMHC Atlantic offices (Stage 2)
August 16, 2017	Notice of Award

1.4 Ronald McDonald House Charities Atlantic Overview

Ronald McDonald House Charities[®] Atlantic (RMHC Atlantic) is a non-profit organization that has been providing a valuable service to Atlantic Canadians for over 34 years. We offer family-centered programs that promote healing and togetherness. These programs include Ronald McDonald House, a home away from home for out of town families with sick children, and Ronald McDonald Family Rooms, an oasis of calm and support inside the walls of the hospital. We depend upon charitable donations and volunteer support from many individuals, corporations and foundations to fulfill our mission. Ronald McDonald House is a nurturing and magical environment

for sick children and their families where, together, their lives are enhanced through unconditional support, encouragement, friendship and love.

We are currently operating an 18 family bedroom residential facility at 1133 Tower Road. In addition to accommodation, we offer a range of supportive programs and services to families who must travel to Halifax to seek specialized medical care for their seriously ill child.

We have an agreement with the Province of Nova Scotia on land in HRM that will allow us to build a new Ronald McDonald House that fits our criteria, enabling us to build the capacity we require and incorporate new design features that will better support families and provide room for future growth.

RMHC Atlantic has a solid financial base, a committed Board of Directors and an established fundraising program led by a team of professionals. Our experience indicates that we have the ability to generate sufficient funds to support an expanded facility.

The development of a new Ronald McDonald House will enable us to provide comfort to more out of town families who need to make Halifax their temporary home. The state-of-the-art medical care the IWK Health Centre provides will continue to draw families from across the Atlantic Provinces. The medical field has affirmed that children have better health outcomes when they are surrounded and supported by their families. By establishing a new Ronald McDonald House, we can make it possible for children to receive the best quality care while being nurtured by a strong family unit. Our current location on Tower Road will be sold after the new facility opens.

1.5 Project Sponsor

The Sponsor for this project is Ronald McDonald House® Charities Atlantic. Governed by a volunteer Board of Directors, the organization is supported by a staff team led by the Chief Executive Officer and consisting of ten full-time and eight part-time employees as well as hundreds of community volunteers.

The Officers of the Board of Directors include the Chair, Vice Chair, Secretary and Treasurer. In accordance with our by-laws, our Board also consists of: (a) one employee of McDonald's Restaurants of Canada or controlling principal of a licensee of McDonald's who shall be designated by McDonald's; (b) one employee of IWK Health Centre, who shall be designated by the IWK Health Centre; and (c) Directors who are elected at the annual meeting.

We have built a strong and successful organization, bringing service to the Maritime community for over 34 years. The considerable resources of the global Ronald McDonald House Charities organization provides us access to quality training programs and resources, enabling development of strong management and governance practices that will serve us as we grow.

In addition, the successful proponent will work directly with RMHC Atlantic team members in the development of the program and the conceptual design. A New House Committee is being developed, consisting of the RMHC Atlantic Board Chair, the organization's CEO and other representatives, which will be responsible to work collaboratively with the successful proponent.

1.6 Proponent Meeting / Site Visit

A site visit has been scheduled for May 30th, 2017 at Ronald McDonald House (1133 Tower Road), giving the proponents the opportunity to tour the current House. There are two timeslots - the first one occurring at 10:00am and the second at 12:00pm. Attendance at this meeting is voluntary, however, we would appreciate an RSVP to Shauna MacLennan (shauna@rmhatlantic.ca) by noon on May 26th, 2017 confirming how many will be coming from your firm (to a maximum of 2), as the House does not easily accommodate large groups. Please be advised that, for the safety of our guests, any individuals visiting the House must be in good

health.

This site visit will be followed by a Question & Answer Session that afternoon at 2:00pm (location TBD), where there will be an overview of the RFP and proponents will have an opportunity to have their questions answered. Attendance at this session is mandatory. Responses to any questions asked during this session about the RFP will be posted as an addendum to the RFP, allowing all to have a consistent understanding of expectations. Please indicate your attendance by noon on May 26th, 2017, confirming how many people from your firm.

2. GENERAL STATEMENT OF WORK

This General Statement of Work is intended to provide proponents with a description of the work required. It is not intended to specify or imply the total terms and conditions of the final contract, which will be established by mutual agreement between RMHC Atlantic and the selected proponent(s).

2.1 Objectives

The current House has 18 bedrooms, 8 shared bathrooms, a living room, dining room, children's playroom, a large kitchen and a laundry room. While accommodations for one night cost about \$100, families contribute \$11 per night and no family is turned away due to inability to pay.

RMHC Atlantic offers more than a comfortable and affordable place to stay; we offer a sense of community and the ability to keep families close so they can help with the healing of their child. We also offer a wide range of programs and services to support parents and children during a tremendously stressful time in their lives.

Family support services, such as our Home for Dinner program, computers and Internet access coupled with creative play programs, including crafts, games and baking, help ensure we are addressing the needs of both children and adults. These activities provide fun distractions and give everyone an opportunity to socialize and be part of the caring House community.

The objective behind constructing an expanded facility is to enable RMHC Atlantic to better address accommodation and program needs. The sad reality is, we currently turn away between 20-30 families each month who reach out for accommodation. We are also experiencing the effects of the trend to longer treatment protocols, which has led to longer lengths of stay for families residing at the House. While some families are in for a couple of days for follow up appointments, many of our families stay between one and three months. With family units facing these challenging times together, their need for space and privacy has greatly increased. Our new facility will respond to this need by building larger rooms and incorporating some long-term stay suites.

2.2 The Plans

RMHC Atlantic is seeking a new facility that meets the needs of families who wish to stay at the House. Current plans incorporate a minimum of 35 bedrooms, including four larger suites for long-term families with capacity in the planning stage to add additional bedroom capacity for ten to fifteen families at a future date. There will also be welcoming, functional common spaces to help ensure the best possible environment for our families. The design team will play a role in developing the Functional Plan during Phase 1 of this project.

While additional work will be done during the Functional Program development in Phase 1 of this project, key considerations should include:

- Space that is able to deliver programs and services for families' unique needs (e.g. recreational therapy, educational programs, fitness);
- Green spaces with expanded and enhanced areas for specialized programming;
- Kitchen and dining areas able to foster a sense of community and home feel while addressing the needs of large groups; and
- Additional facilities such as laundry, computer access, library resources, boardroom, parking, outdoor play, storage.

In order to provide 24-hour services 365 days of the year, onsite accommodations for the resident managers are required as well as a separate space for relief/weekend managers. One space would be a self-contained two-bedroom apartment and the second would be a smaller one-bedroom apartment.

Phase 1

Three key activities will be completed during Phase 1 of work. These include development of a Functional Program (including budget), a Conceptual Design, and the City Application.

- **Functional Program:** RMHC Atlantic requires the design team to lead the development of a Functional Program, which seeks to create an inventory of the space required to support program delivery. While RMHC Atlantic has an understanding of what we would like to see in the House, there is a need to engage stakeholders from across the Maritime provinces to better understand key functions and services they would like the House to offer. The Functional Program must also be forward thinking and anticipate how changes in care for critically ill children will impact the usage of the House. Changing models of care of the IWK Health Centre will impact House utilization and must be considered. We expect the design team will lead the engagement of stakeholders, with support from RMHC Atlantic, that include but are not limited to, IWK Health Centre medical and administrative staff, children and their families that have used the House, volunteers, staff and Board members. There have been numerous new Ronald McDonald Houses built across Canada, incorporating lessons learned and best practice from across the Ronald McDonald House Charities system is critical.
- **Conceptual Design:** The Conceptual Design will take the Functional Program a step further to create drawings of what the House could look like. The drawings are required input to both the city approval process and the upcoming capital campaign.
- **City Submission/Application:** The successful proponent will prepare plans to submit along with the planning application for planning approval. Current planning approval processes require the plans found at <http://www.halifax.ca/planning/applications/documents/PlanningApplicationForm.pdf>. We do not know if the Centre Plan (<http://shapeyourcityhalifax.ca/centre-plan-intro>) will have an impact on the plan requirements and the planning process.

As the city application is reviewed and goes through the approval process, minor revisions to the plans may be required. These plans may become part of the planning approval from HRM. We expect that the plans submitted for the building permit will need to be substantially in conformance with the plans submitted for planning approval.

We expect that after that completion of Phase 1 activities that there will be significant decrease in design activities as detailed design and construction will only begin upon raising sufficient capital and development approval processes.

Phase 2.

The successful architectural firm leading a team of consultants will provide full architectural services to meet the requirements as described by RMHC Atlantic and produce tender documents to suit the new project. Working with RMHC Atlantic, the firm will develop costs that will determine final details, materials and full scope of the project. The RAIC Document No.6 Contract between Architect and Owner will define the scope of Phase 2.

During tendering and construction, the consultant will respond as usual in a typical design, tender, build process and will provide full construction contract administration services.

Acting as prime consultant the firm will review and coordinate work by all other consultants. Once selected, the Architect and RMHC Atlantic may collaboratively select specialist consultants for the team. Proponents are encouraged to name which firms they will recommend, but no sub consultant submissions are requested at this stage of the RFP process.

Architectural firms will be capable of providing creative design and space use solutions in the design of this new facility. Key design considerations are:

- A “home away from home” for families of seriously ill children;
- A place that balances communal spaces with private places;
- A building that is integrated into its site and provides secure outdoor amenity play areas;
- A building based on sustainable design principles;
- A place that allows children to maintain the wonder of childhood regardless of health;
- A place that provides a community for health challenged families.

2.3 Schedule

After selection, the proponent team will provide a detailed project schedule for functional planning, city approval, schematics, design development, working drawings and construction. While the start date may shift due to resources, the approximate time required for each phase should be clearly described. Per our capital campaign, we must have 80% of the funds required raised prior to initiating work. Schedule will respond to completion dates required by RMHC Atlantic to occupy the new building by end of Q2 2020 and not later than Q4 2020 given the planning approval described above.

2.4 Budget and Delivery Method

Project will be delivered based on a design, tender and build process with one tender package under a CCDC 2 Construction Contract. The contract will be verified with RMHC Atlantic. The selected architect will participate in the preparation of a final budget for construction prior to the tender process.

The construction budget for the new House is estimated to be between \$15,000,000 and \$20,000,000 based on approximately 60,000 gross square feet. This budget includes all hard construction costs for the building and site development. It does not cover all costs of furnishings, appliances and equipment.

2.5 Form of Consulting Contract

At the conclusion of the selection process, RMHC Atlantic will work with the successful proponent to assemble a RAIC Document No. 6 Standard Form of Contract Proposal Content.

2.6 References/Past Experiences

Highlight at least 3 firm reference projects that provided your firm with understanding of the issues raised above. If there is more than 1 firm included in your proposed team, please include at least two references from the lead organization. In addition, provide description of their scope, scale, construction cost and schedule. Please clearly describe how those projects are similar to the proposed Ronald McDonald House.

Proponents are required to provide the names, dates and contact numbers of at least 3 organizations (including the most recent piece of work) that can certify the proponent's ability to perform similar work. Attention to users' needs is a critical component of the design process, and work with other charitable institutions will be a key factor in the selection process.

2.7 Core Design Team

Describe the roles and responsibilities of the core design team members and provide resumes for each of your staff nominated to the project. Describe the optimal arrangement of sub consultants that you believe should be part of the design team. Acting as prime consultant, the Architect will coordinate all consultants' work. Sub consultants will be named in the submission, but separate submissions are not requested at this stage of the RFP.

2.8 Financial Terms

Proponents are required to follow the phases and description of work as described in the RAIC Document No. 6 and provide a fee for services as a percentage of the accepted budget for construction once this budget has been established. Any fees for specialist consultants will be established under separate arrangement.

2.9 Value Add

'Value Add' is the realization of additional benefits beyond the inherent worth of the requested goods or services. Describe the aspect(s) of your proposal that would result in added value for this project and Ronald McDonald House Charities Atlantic.

2.10 Response Requirements

For RMHC Atlantic to conduct a thorough evaluation of all proposals received, proposals must be well ordered, detailed and concise. Clarity of language and adequate documentation are essential. Please avoid architectural lingo. This is your opportunity to tell us why you want to be involved in this project and how you will work to create a meaningful Ronald McDonald House within the budget and schedule parameters set by RMHC Atlantic. Proponents are requested to respond to the RFP's objectives, expectations and requirements to assist RMHC Atlantic in making the optimal choice.

Within your response, we ask that you include the following.

Section Referenced	Title
N/A	<p>Understanding of Requirements</p> <ul style="list-style-type: none"> In your own words, explain your understanding of the project and Ronald McDonald House Charities Atlantic's expectations from the architect. Indicate your understanding that it is the proponents responsibility to check the NSAA website regularly for addendums to the RFP.
N/A	Vision

	<ul style="list-style-type: none"> • Describe your vision for the House.
2.6	<p>Proponent References/Past Experiences</p> <ul style="list-style-type: none"> • Identify 3 firm reference projects with similar scope/requirements
2.7	<p>Core Design Team</p> <ul style="list-style-type: none"> • Provide a brief bio of each member of the design team and describe specifically how each member's experience will contribute to the vision for a new Ronald McDonald House. Clearly describe the roles and responsibilities of the core design team along with resumes. • Describe your expectations of Ronald McDonald House in terms of contributing to the success of the project.
2.2	<p>Approach and Plan</p> <ul style="list-style-type: none"> • Using section 2.2 (The Plans), describe your project approach and plan. Within this, clearly describe how you will approach Phase 1 to develop a functional program and conceptual design for the House.
2.8	<p>Financial Terms</p> <ul style="list-style-type: none"> • Describe the financial terms associated with your team completing this project.
2.9	<p>Value-Add</p> <ul style="list-style-type: none"> • Identify opportunities your firm has identified to deliver Value-Add to RMHC Atlantic as we develop our new House.

3. PROPOSAL ADMINISTRATION

3.1 Introduction

This section of the RFP details the procedures and policies for managing the RFP process of qualification, evaluation and selection of potential candidate(s) for conditional award.

3.2 Communications

All communication concerning this RFP should be directed in writing to:

Shauna MacLennan - Chief Executive Officer - shauna@rmhatlantic.ca

No person other than Shauna or her authorized representative is authorized to speak for RMHC Atlantic with respect to this RFP. Proponents who seek to obtain information, clarification or interpretation from another Ronald McDonald House Charities Atlantic official or employee are advised that such material is used at the Proponent's own risk, and Ronald McDonald House Charities Atlantic shall not be bound by any such representations.

As mentioned, a Proponent site visit has been scheduled for May 30th, 2017 at the current House (1133 Tower Road). Attendance at this meeting is optional; however, we would appreciate an RSVP to Shauna MacLennan (shauna@rmhatlantic.ca) by noon on May 26th, 2017 confirming how many will be coming from your firm (to a maximum of 2), as the House does not easily accommodate large groups. This site visit will be followed by a mandatory Q & A at 2:00pm the same day (May 30th) where proponents will have an opportunity to have their questions answered. Location of the Q & A session is to be determined.

Proposals must be received at the address below no later than noon local time on June 30th:

Ronald McDonald House Charities Atlantic
1496 Lower Water Street, Suite 420,
Halifax, NS B3J 1R9
Attention: Shauna MacLennan, Chief Executive Officer

Proposals shall be irrevocable for any reason for a period of not less than sixty (60) calendar days following the closing date

4. EVALUATION AND SELECTION

4.1 Evaluation Process

The Selection Committee will consist of members from the Board of Directors, RMHC Atlantic staff and potentially members of the public. Proposals will be evaluated based on the best-perceived value and capacity to meet out design objectives to RMHC Atlantic. The Committee is looking for the firm that they feel can do the best job for the families we serve and for the best fit to work collaboratively with our team. Aspects of the evaluation may be subjective, based on the quality of ideas presented in your submissions.

4.2 Evaluation Criteria

Referenced in Section 2.9, the table below shows associated percentages of score for response section.

Section Referenced	Title	% of total score
N/A	Understanding of Requirements	10%
N/A	Vision	10%
2.6	Proponent References/Past Experiences	20%
2.7	Core Design Team	10%
2.2	Approach and Plan	30%
2.8	Financial Terms	10%
2.9	Value-Add	10%

4.3 Form of Contract

RAIC Document No.6 Contract between Architect and Owner

4.4 Confidentiality

SCHEDULE A Acknowledgement (PROPOSAL IS SUBMITTED BY:

ADDRESS:

TELEPHONE NO:

E-MAIL

NAME AND CONTACT INFORMATION OF AUTHORIZED REPRESENTATIVE(S):

NAME: _____ *(print)*

POSITION: _____ *(print)*

TELEPHONE NO: _____

E-MAIL ADDRESS: _____

I/We _____ the undersigned HEREBY DECLARE AND ACKNOWLEDGE:

THAT I / WE have examined the documentation and information contained in the RFP and accompanying documents;

THAT I / WE declare that no person, firm, corporation or other organization other than disclosed herein has any interest in this Proposal or any contract which may result;

THAT this Proposal is made by the undersigned without collusion or fraud with any other entity; THAT all statements in this Proposal are true and accurate in all respects;

THAT full disclosure has been made of any conflict of interest or potential conflict of interest;

THAT I / WE do hereby offer to enter into a contract to do all the work as described in the RFP and provide all labour, materials and all necessary items to complete the work to the full and complete satisfaction of RMHCA for the sum bid;

THAT my / our proposal is irrevocable after close of bidding for a period of not less than sixty (60) calendar days from that date;

THAT I / WE understand all addendum will be shared on the NSAA website, requiring our team to check for updates to the RFP on a regular basis.

Following is a list of all consultants who will be working on this project:

Within the terms as contained in RAIC Document No. 6, the total percentage for the work as defined will be calculated as _____ of the final construction budget as agreed by all parties to the Document,

THAT the undersigned are duly authorized to execute this Proposal on behalf of:

Name of Proponent

Authorized Signature

Name

Position

Contact Telephone #

Dated at the _____
City / Province

on this _____ day of _____, 2017.