



REQUEST FOR PROPOSALS

FOR THE PROVISION OF:

**Architectural design for the renovation and restoration of the
Boston Bar CN Station House**

RFP TITLE: Boston Bar CN Station House Renovation and
Restoration Design

RFP NUMBER: RFP-23002

DATE ISSUED: May 5, 2023

CLOSING DATE: June 2, 2023 1:00 pm PST

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Part A – INTRODUCTION

A.1 Project Overview

The Fraser Valley Regional District (“**FVRD**”) is seeking Proposals from qualified proponents (“**Proponents**”) to provide architectural design work and construction/design consultation service for the purpose of renovating and restoring the former, circa 1914 Boston Bar Canadian National Railway Station House (Station House). The Station House is located at 65248 Boston Bar Station Road, Boston Bar, BC.

The FVRD is working in collaboration with the Boston Bar/North Bend Enhancement Society (the Society) to restore and renovate the Station House with the objective of reflecting the building’s original exterior form and character while modernizing the interior of the building to accommodate various uses. Although the building does not have an official heritage designation, the restoration of the historic building will enable the preservation of the heritage and multicultural history of the area for future generations, while also offering the public a destination and rest stop as they travel along the Trans Canada Highway.

The facility was originally used by CN Rail as a passenger station house until the early 1990s. Shortly after, the building was relocated 100 m east to avoid demolition at its trackside location. The move was coordinated through a community initiative in collaboration with the Department of National Defense. The Station House is a wood-framed, two-story building sitting on a concrete foundation with a full, unfinished basement. The main floor is approximately 195 m² and historically included a baggage room, passenger waiting area, office space, beanery (café), and washrooms (see Appendix 2). The 160 m² upper floor served as living quarters for the Station Master and family. Currently the bare, timber frame structure is temporarily braced and boarded up in preparation for construction. As laid out in the site plan attached as Appendix 1, the building is situated on CN Rail right of way and is under a long-term lease to the FVRD. Attached as Appendix 2, are the proposed uses and conceptual designs put forward by the Society outlining the intent for the building.

RFP Framework

The purpose of this Request for Proposals (“**RFP**”) is to solicit design submissions from Proponents with qualifications, expertise, and experience in architectural design and historical restoration. Proponents are encouraged to submit Proposals that demonstrate technical expertise in architectural design and construction consulting in accordance with BC Building Code. The successful Proponent, if any, will be responsible for the provision of design work, all necessary schematic drawings and engineered plans, and design consultation service during the construction process.

The FVRD is not obligated in any manner whatsoever to any Proponent under the terms of this RFP until a written agreement has been executed related to an approved Proposal. Furthermore, the FVRD reserves the right to cancel this RFP at any time for any reason whatsoever without any liability to any party for any claims of any kind whatsoever. All submissions received under this RFP will remain confidential, subject to any statutory requirements for disclosure in accordance with the *Freedom of Information and Protection of Privacy Act* of British Columbia.

The FVRD is not calling for a mandatory onsite meeting. Interested parties should exercise their own due diligence in this regard and make arrangements with the FVRD Contact Person for purposes of accessing the Project site during the preparation of their proposals.

RFP inquiries should be directed to the FVRD Contact:

Dave Driediger, Manager of Regional Facilities

Email: ddriediger@fvrd.ca

Phone: 604-702-5095

All inquiries which may affect this RFP will be addressed by way of addenda to this RFP. It is the sole responsibility of any interested party to monitor BC Bid to ensure they have up-to-date information relating to this RFP. Any information regarding this RFP that is obtained through any person or source other than the FVRD Contact Person named above, or by way of addenda, cannot and must not be relied upon.

Project Budget and Funding

In 2018, the Government of Canada and the Province of British Columbia entered into the Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program (IBA-ICIP). In 2020, the FVRD was successful in its grant application under the Rural and Northern Communities Program of the IBA-ICIP and was awarded \$1,907,550 for the purposes of delivering this Project.

The Station House project must be delivered in the most cost-effective manner possible without compromising the quality of work or integrity of the final design. Funding details include:

- The Project will be entirely funded from the proceeds of this grant and the total project budget cannot exceed \$1,907,550 in total eligible expenses.
- \$350,000 of the budget has been expended on hazardous materials assessment, abatement and deconstruction, and signage and communication protocols.
- The estimated combined budget for architectural design, engineering, construction, and site servicing is the remaining \$1,500,000.
- As set out by the grant parameters, this project must be substantially complete by March 31, 2025.

Best Overall Value to the FVRD

This RFP is intended to invite Proposals offering the best value for money and the best overall approach to the Scope of Work. The FVRD expressly reserves the right to accept the Proposal deemed most favorable to the interests of the FVRD. Furthermore, the FVRD reserves the right to accept or reject any or all submissions at any time; to modify the Project schedule; or to cancel the RFP for any reason whatsoever without compensation to any Proponent. The FVRD will consider alternate Proposals and pricing in order to achieve Project objectives, other efficiencies, and cost savings consistent with the best value for money principles in the public sector procurement context.

Part B – PROJECT OBJECTIVES**B.1 Scope of Work**

The “**Services**” include design, preparation of plans, and construction/design consultation services necessary for the renovation, restoration, and construction of the Station House.

To ensure the Project meets the criteria required under the shared cost agreement between the Province of BC and the FVRD, the selected Proponent shall provide architectural services meeting all standards and codes outlined in the current BC Building Code. Furthermore, the building must be designed in a manner

that meets or exceeds any applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change.

The Scope of Work includes the provision of the following:

1. Pre-design Evaluation

- Review existing drawings, plans and site conditions, and advise the FVRD on issues of concern in regard to design, equipment selection, material selection, and cost estimation.
- Consult with the FVRD and other necessary partners in order to ascertain project requirements, and provide recommendations to the FVRD.

2. Condition Survey Report and Cost Estimate

- Investigate, analyze, and measure the existing facilities to the extent necessary to determine the information necessary for project work.
- Measure and verify floor plans and equipment locations in the existing building, analyze building components, heating/cooling load requirements, floor plans and drawings (as available), and make system recommendations.
- Prepare a report summarizing existing facilities and their condition.
- Prepare probable construction cost estimate to assist the FVRD in the preparation of construction costing.

3. Conceptual Design

- Provide conceptual design development as per requirements outlined below in Table 1: Design Features and Considerations, for an efficient building layout.
 - The drawings shall show project design features
 - The design process shall take into account a review period by the FVRD and project partners and include necessary revisions
- Provide a brief summary identifying the project's environmental design considerations as per the Pan-Canadian Framework on Clean Growth and Climate Change including:
 - Reducing water use or reusing water
 - Reducing energy use for the facility size (e.g., high-efficiency equipment/appliances/lighting, heating systems, and HVAC controls)
 - Energy recovery or on-site energy generation
 - Incorporating measures that minimize greenhouse gas impact and reduce environmental impact

Table 1: Design Features and Considerations

Design Features and Considerations			
Main Floor – 190 m ²	Second Floor - 160 m ²	Basement - 160 m ²	Building Exterior
<ul style="list-style-type: none"> • Museum space that will showcase Indigenous, Chinese, local, and railway history • Artisan gallery and gift shop • Café with commercial kitchen 	Two separate residential spaces; a one-bedroom suite and a two-bedroom suite, both of which will be suitable for long or short-term rentals. As such, both suites will include a full kitchen, washroom, and laundry facilities and will be accessed from a separate,	The Station House's basement will be designed to include a generous storage area accessed from the main floor. It is contemplated that the building's mechanical systems will also be located in the basement. In the future,	To the extent possible, the building's exterior will be finished in a manner resembling its original form and character.

<ul style="list-style-type: none"> • Interior-accessible public washrooms • Two accessible exterior public washrooms 	<p>exterior staircase on the building's east side.</p>	<p>the basement may also serve as an extension of the railway museum.</p>	
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4. Design Development

- Submit detailed schematic drawings showing the design, outlining specifications and cost estimates
- Provide detailed design options for the project elements (see Appendix 5), outlining interior and exterior finishing options
 - Provide design options that meet the project budget and fit into the form and character of the project
- Three dimensional rendering of the building's exterior and interior including basement
- Once design is confirmed, coordinate and prepare following schematic designs:
 - Site plan
 - General floor plan
 - Structural drawings
 - Engineered drawings
 - Elevation plan
 - Cross section
 - Mechanical (HVAC) and electrical design
 - Fire suppression design (sprinklering)
- Provide material cut sheets and material selection for interior and exterior finishings
- Provide four copies of each of the required schematic designs

5. Construction Administration

- Prepare a list of all permits, licenses, reviews, and approvals as required
- Assist in negotiating contractor's proposals
- Conduct preconstruction meetings prior to commencing construction
- Provide construction/design consultation service to carry out project buildout

This Project must be delivered in the most cost-effective manner possible without compromising the quality of work or integrity of the final design and while meeting overall Project objectives. All Project costs will be funded solely on the basis of available grant funds and the successful Proponent, if any, will provide an in-budget design.

B.2 Tiered Approach to Project Delivery

Given the budget and time constraints of the project funding parameters, this RFP presents a tiered approach to project design. Proposals must include all considerations for the required elements, outlined in Appendix 5 - Project Design Requirements, as a baseline. Proponents are requested to incorporate in their proposals a second tier featuring desirable elements, as outlined in Appendix 5, into the Project design. These additional items may be incorporated into the buildout as the budget allows.

B.3 Timeline

The proposed deadlines for design aspects of this RFP are as follows (as may be amended by the FVRD at its discretion):

ITEM	DESCRIPTION	EXPECTED COMPLETION DATE
1	Initial concept design	September 2023
2	Concept design review complete	October 30, 2023
3	Final design complete	December 2023

Part C – INSTRUCTIONS AND INFORMATION FOR PROPONENTS

C.1 Closing Date and Location

Proposals must be received by 1:00 pm (Pacific time) on June 2, 2023 (“Closing”) at the following address:

Fraser Valley Regional District

Attn: Charlotte Whaley
1 - 45950 Cheam Avenue
Chilliwack, BC V2P 1N6

Email: cwhaley@fvrld.ca

The time for Closing will be conclusively deemed to be the time shown on the clock used by the FVRD for this purpose.

C.2 Form of Proposal

Proponents are requested to submit the following copy/ies of their Proposal:

1. One electronic copy in Adobe PDF format. The size of the PDF document shall not exceed 9.8 MB to ensure successful transmittal by email: or
2. One printed copy

Proponents are requested to deliver Proposals by email to cwhaley@fvrld.ca. Please include the RFP number and RFP title in the subject line. If delivered by hand please ensure the proposal is in a sealed envelope with the RFP number and title, and Propent’s name and address. In order to be considered, Proponents must submit Proposals in response to this RFP by email or in person as outlined above.

C.3 Mandatory Requirements

Proponents must include in their Proposal, the following information:

1. Completed and signed Form of Proposal set out in Schedule A;

2. Proponent's Experience – list of completed or current work requiring services comparable to the Services sought in this RFP, including a brief description of the work, approximate contract value and references for each service provided as set out in Schedule B;
3. Costs – detailed costs for the Proponent's provision of the Services in Canadian dollars, inclusive of all costs, expenses and charges, but exclusive of GST and PST; and
4. Sufficient detail to allow the FVRD to determine the Proponent's position from the documents received, such as, details of the Proponent's team, including their roles and responsibilities and reporting relationships, understanding of the Project and proposed work plan for carrying out the Services.

C.4 Information Meeting

A Proponent's meeting will not be held.

C.5 Inquiries

All inquiries and notices related to this RFP, including any requests for information and clarification, are to be directed in writing to the contact person ("**Contact Person**") indicated below:

Contact Person:	Dave Driediger, Manager of Regional Facilities
Address:	1 - 45950 Cheam Avenue Chilliwack, BC V2P 1N6
Email:	ddriediger@fvrd.ca

Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the FVRD. Clarifications, comments, revisions or any other information regarding this RFP obtained by a Proponent from any source other than from the Contact Person is not authorized and should not be relied upon.

Part D – TERMS AND CONDITIONS OF RFP

D.1 General

The terms and conditions in this Part D will apply to this RFP. Submission of a Proposal in response to this RFP indicates acceptance of all the terms and conditions contained herein and included in any addenda issued by the FVRD for this RFP. Proposals that contain provisos which contradict or alter any of the terms and conditions of this RFP will be disregarded and deemed to have not been written in the Proposal.

D.2 Proposal Validity

Proposals will be open for acceptance by the FVRD for at least 90 days after the date of Closing.

D.3 Addendum

All subsequent information regarding this RFP including changes made to this document will be posted on BC Bid for Proponents to access. It is solely the responsibility of the Proponents to check BC Bid from time to time to ensure that they have all amendments to this RFP in the form of addenda and to ensure that

they have obtained, read, and understood the entire RFP including all addenda that may have been issued prior to Closing.

D.4 Requests for Clarification

Proponents may seek clarification in writing from the FVRD Contact Person regarding Project requirements, deliverables and the RFP process. A written addenda will be issued as to issues of materiality which may arise from a request for clarification. The deadline for making a written request for clarification is 4:00 pm on May 19, 2023.

D.5 Evaluation and Selection Method

The evaluation of the RFP will be conducted by a committee formed by the FVRD and may include, at the FVRD's sole discretion, employees, consultants and contractors. Proposals will be evaluated on the basis of the overall best value to the FVRD based on quality, service, past performance, price and any other criteria set out herein including, but not limited to:

1. Financial terms including but not limited to hourly and weekly rates and payment terms;
2. financial capabilities of the Proponent;
3. corporate and technical capability of the Proponent to provide the Services;
4. experience and performance of similar projects;
5. history of past performance and dealings with the FVRD; and
6. references.

D.6 Acceptance and Rejection of Proposals

This RFP shall not be construed as an agreement to purchase goods or services. The FVRD is not obligated to enter into an Agreement with the Proponent who submits the lowest priced Proposal or with any Proponent.

D.7 Late Proposals

Proposals will be marked with their receipt time at the Closing location. Only complete Proposals received and marked by the Closing time will be considered to have been received on time. Late Proposals will not be considered or evaluated and may be returned to the Proponent.

D.8 Amendment or Withdrawal of Proposals

Proponents may amend or withdraw their Proposal in writing any time prior to Closing. Upon Closing, all Proposals become irrevocable in accordance with Section D.2. The FVRD will be under no obligation to receive further information after Closing, whether written or verbal, from any Proponent.

D.9 FVRD's Rights and Reservations

The FVRD reserves the right to:

1. Reject any or all Proposals;
2. reject any Proposal that is incomplete, that contains erasures or corrections that are not signed by an authorized signatory of the Proponent or that fails to comply with the mandatory requirements of this RFP;
3. return the Proposal unopened, in the event that only one Proposal is submitted;
4. modify the terms of this RFP at any time in the FVRD's sole discretion;
5. require clarification of the information set out by one or more of the Proponents in respect of the Proposals submitted; and
6. communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspect of the proposed work.

D.10 Cancellation of RFP

The FVRD may cancel this RFP at any time prior to or after Closing. In the event the FVRD cancels this RFP, the FVRD shall have the right to seek to procure the same services or similar services at any time through any means the FVRD deems appropriate. No Proponent shall acquire any rights or interests in any subsequent procurement process undertaken by the FVRD.

D.11 Waiver of Non Compliance

The FVRD may waive any non-compliance with the RFP and may elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form requested by this RFP or which have not strictly complied with the process for submission set out herein.

D.12 Proponent's Costs

Each Proponent is solely responsible for their own costs and expenses associated with their participation in this RFP, including but not limited to, conducting investigations, attending briefings, preparing and delivering their Proposal, communicating with the Contact Person prior to Closing and during Proposal evaluation and for any subsequent processes or negotiations with the FVRD that may occur.

D.13 Limitation of Liability

By submitting a Proposal, each Proponent irrevocably agrees that the FVRD shall not be liable to any Proponent or any person whatsoever, for any claims of any nature (in contract, in tort, or otherwise), for any costs, expenses, compensation, damages, or anything whatsoever, including without limitation, costs and expenses associated with the Proponent's preparation and submission of their Proposal, their participation in this RFP, for loss of revenue, opportunity or anticipated profit, arising in connection with their Proposal, this RFP, any subsequent processes or opportunity, any contract or any matter whatsoever.

D.14 Negotiation

The FVRD reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the FVRD in its sole discretion.

D.15 Errors and Omissions

While the FVRD has made considerable efforts to ensure information in this RFP and otherwise provided directly in association with this RFP is accurate, the information is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the FVRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility for conducting their own investigation and forming their own opinions with respect to the subject matter of this RFP.

D.16 Conflict of Interest

Proponents shall disclose any potential conflict of interest and existing business relationship they may have with the FVRD, its elected or appointed officials or employees.

D.17 Confidentiality

All Proposals become the property of the FVRD and will not be returned to the Proponents, except as expressly provided for herein. All Proposals will be held in confidence by the FVRD unless disclosure is otherwise required by law.

D.18 No Lobbying

Proponents and their agents are not permitted to contact any member of the FVRD Council or staff with respect to this RFP, except as expressly provided for herein. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee or elected official of the FVRD. The FVRD reserves the right to disqualify any Proponent from participation in this RFP that acts in contravention of this requirement.

D.19 Contract Award

This RFP should not be construed as an agreement to purchase goods or services. By submitting a Proposal, the Proponent agrees that should they be identified as the preferred Proponent, they will enter into negotiations, if required, for the purpose of concluding a Contract.

If a written Contract cannot be negotiated and executed by both parties within 90 days of notification of the successful Proponent, or such longer period as the parties may mutually agree, the FVRD may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent, enter into negotiations with any other Proponent or terminate the RFP process and not enter into a Contract with any of the Proponents.

At its sole discretion, the FVRD may divide any Contract for goods or services between two or more proponents.

D.20 Definition of Contract

Notice in writing to a Proponent that it has been identified as the preferred Proponent and the subsequent full execution of a written contract will constitute a contract for the goods and/or services contemplated by this RFP and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the preferred Proponent and the FVRD have both executed a written Contract.

D.21 Form of Contract

If a Contract is awarded in accordance with this RFP, the contract will be in the form of a written agreement based on a standard form document, Eg. Canadian Construction Documents Committee (CCDC) as may be amended by mutually agreed supplementary conditions and incorporate the FVRD's general conditions and specifications; or other standard form agreement; or a contract crafted by the FVRD for purposes of this RFP.

Schedule A – Form of Proposal

Name: _____

Address: _____

Name and Title of Representative: _____

Telephone: _____ Email: _____

Form of Business Organization

Sole Proprietorship

Partnership Date of Establishment _____

Corporation Date of Incorporation _____ Business No. _____

We hereby offer to perform the Services required by this RFP for the stipulated price of:

Proposed Price for Goods/Services	\$ _____
GST	\$ _____
TOTAL	\$ _____

I/We the undersigned authorized representatives of the Proponent, having received and carefully reviewed the RFP, including without limitation, the General Conditions and Specifications (if any), submit this Proposal in response to the RFP.

Dated this ____ day of _____, 2023.

Signature of Authorized Signatory

Signature of Authorized Signatory

Name & Title/Position:

Name & Title/Position:

Schedule B – Proponent’s Experience

A list of previous comparable work, including a brief description of that work, approximate contract value and references (with phone numbers).

Project name: _____

Contact name: _____ Phone No. _____

Work Description: _____

Value (\$): _____

Project name: _____

Contact name: _____ Phone No. _____

Work Description: _____

Value (\$): _____

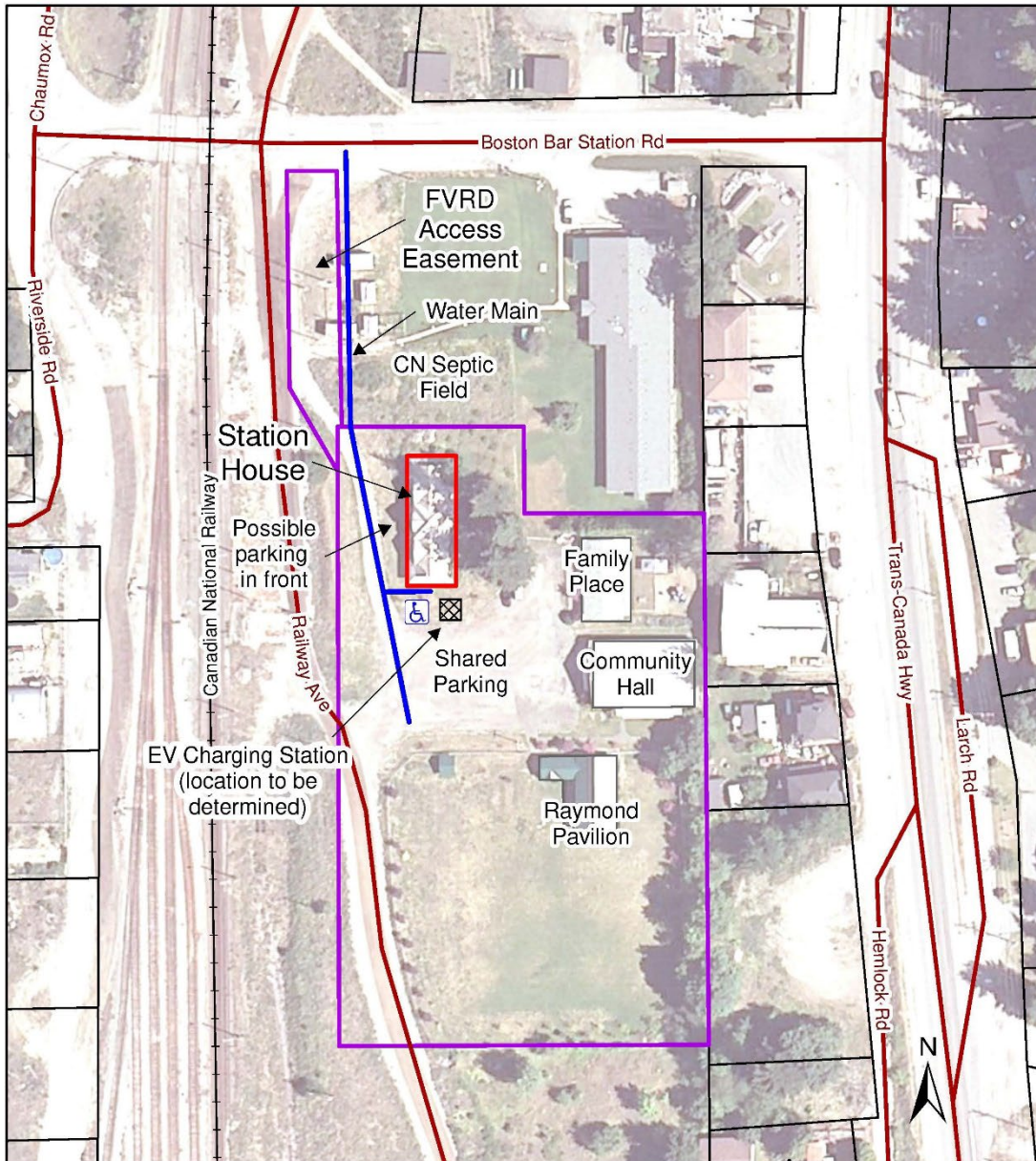
Project name: _____


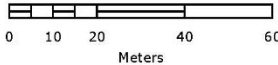
Contact name: _____ Phone No. _____

Work Description: _____

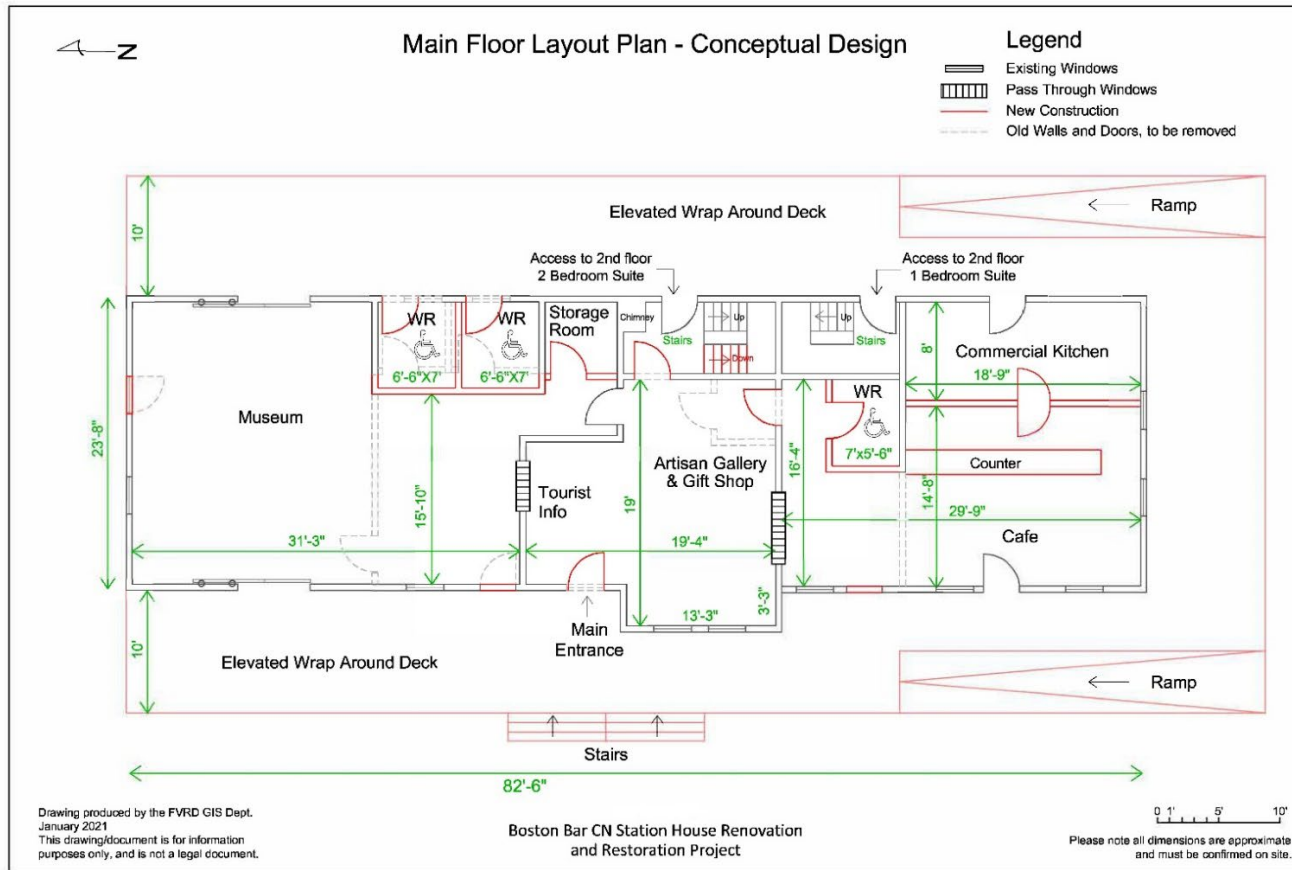
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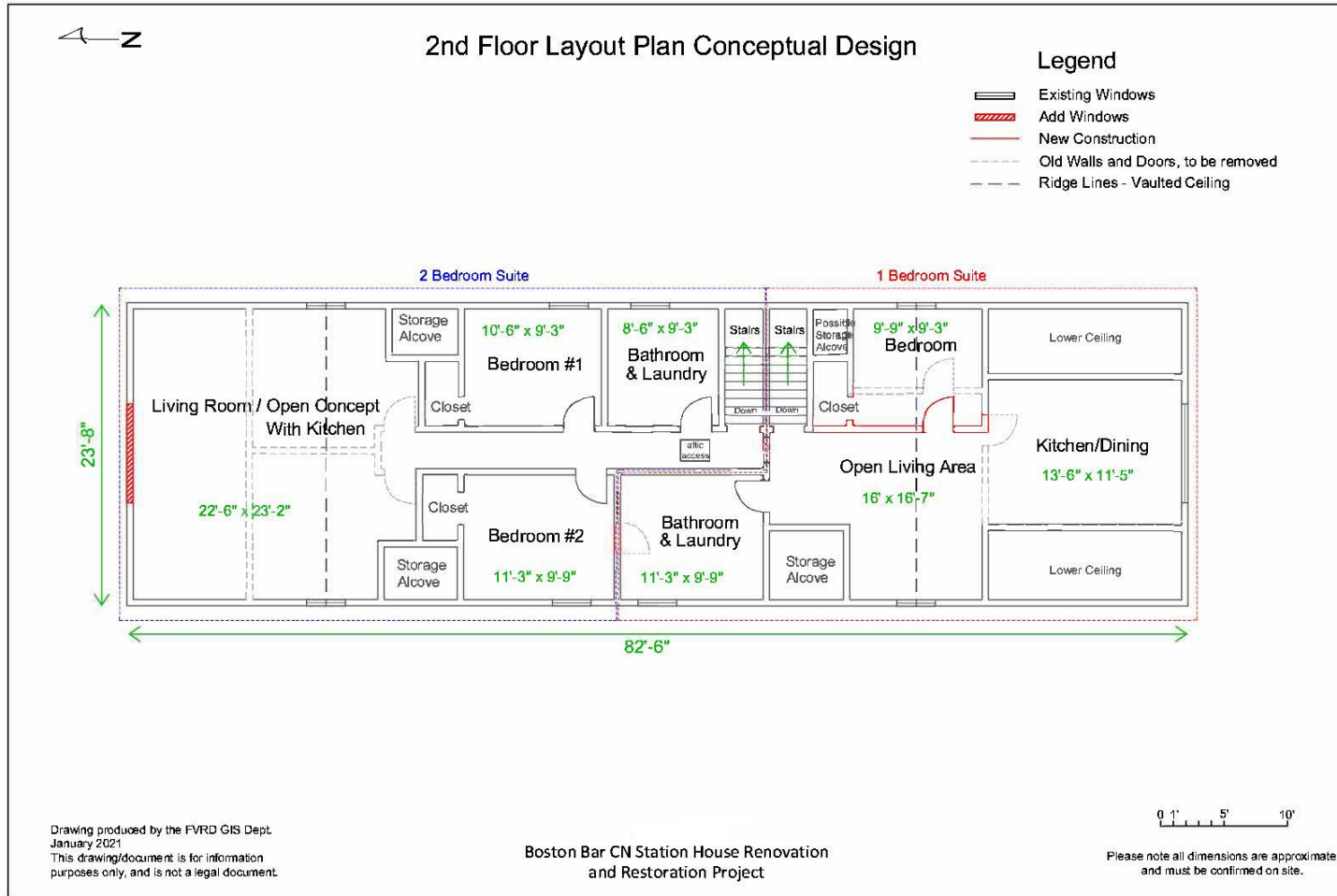
Appendix 1 – Boston Bar Station House Site Plan

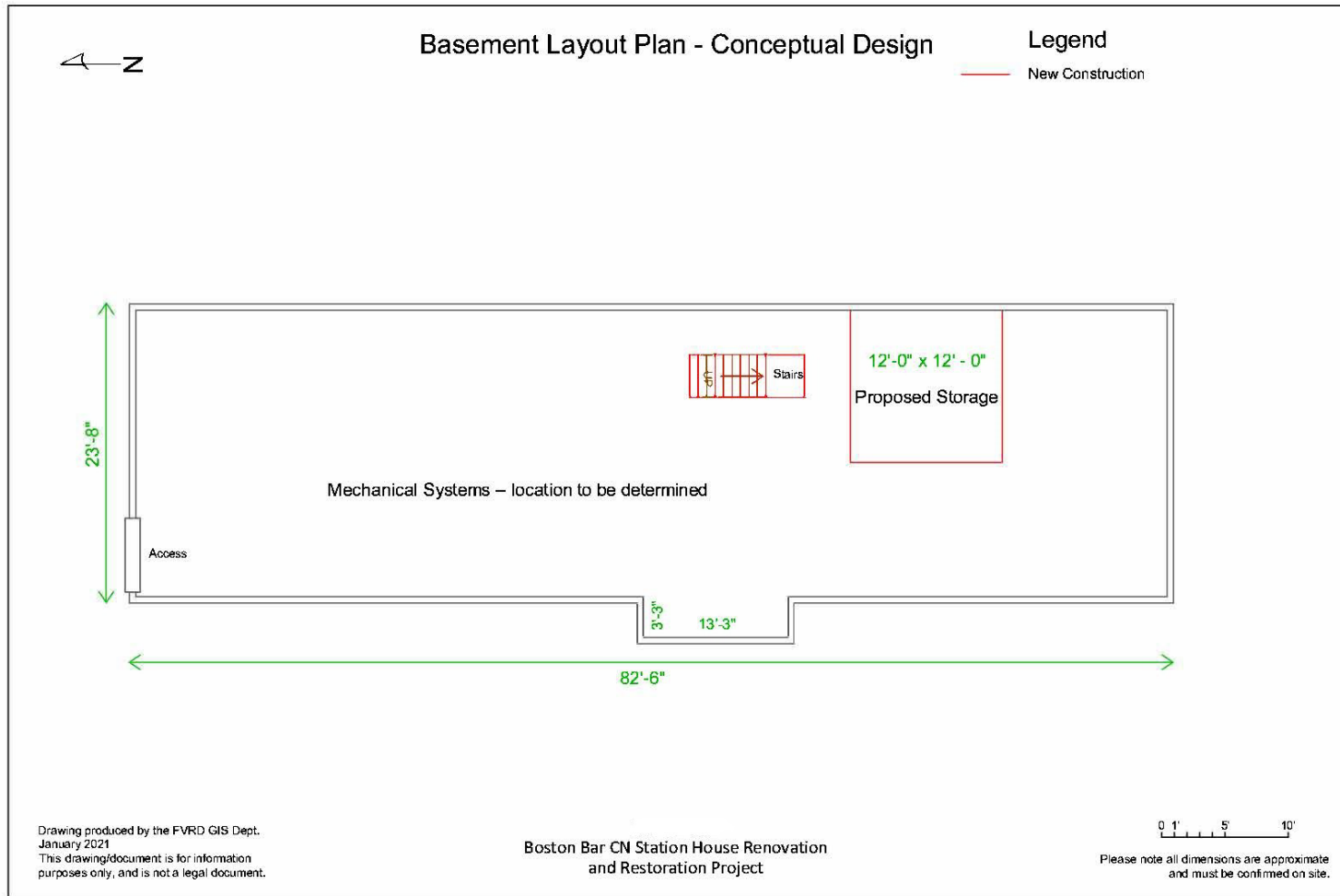


<ul style="list-style-type: none"> ■ Boston Bar Station House FVRD - CN Lease Building Outlines Lots 	<ul style="list-style-type: none"> Railroads Roads Watermains 	 Fraser Valley Regional District
<p>Boston Bar Station House Site Plan</p> <p>All measurements are approximate and should be confirmed on site. This map is for information purposes, and is not a legal document.</p>  <p>0 10 20 40 60 Meters</p>		<p>Scale Date Created:</p> <p>1:1,250 January 2021</p>

Appendix 2 – Boston Bar Station House Conceptual Design Layouts



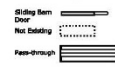




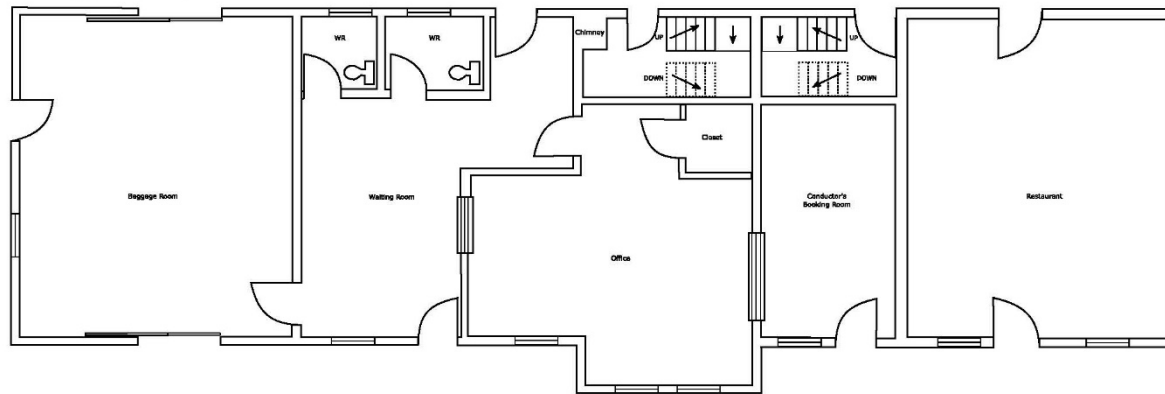
Appendix 3 – Boston Bar Station House Existing Floor Plans

Station House Main Floor

As-existing January 22, 2021



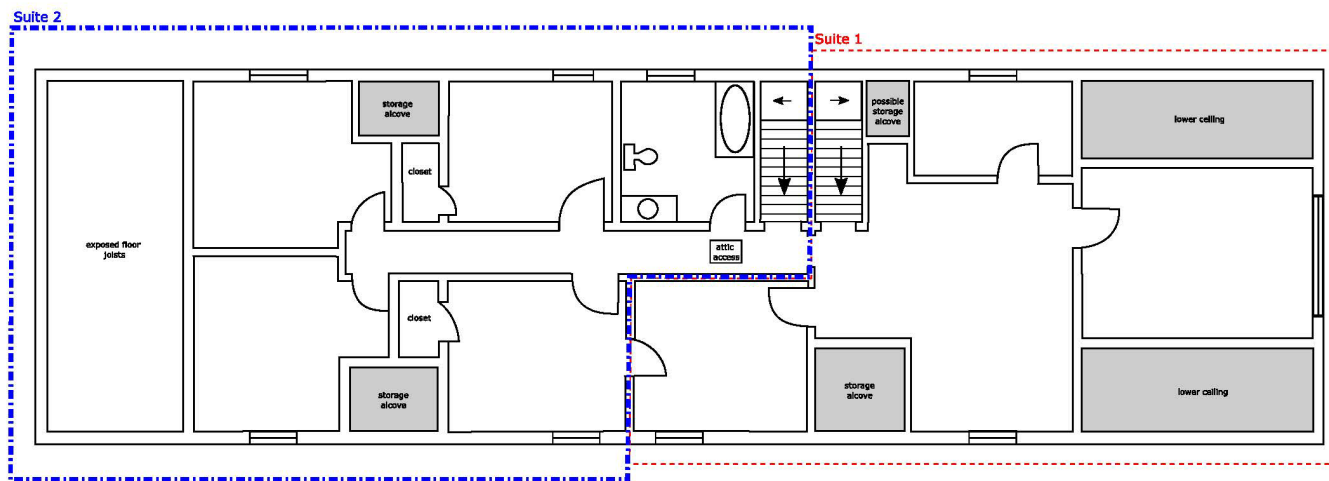
← N (for reference only, not to scale)



Station House Upper Floor

As-existing January 22, 2021

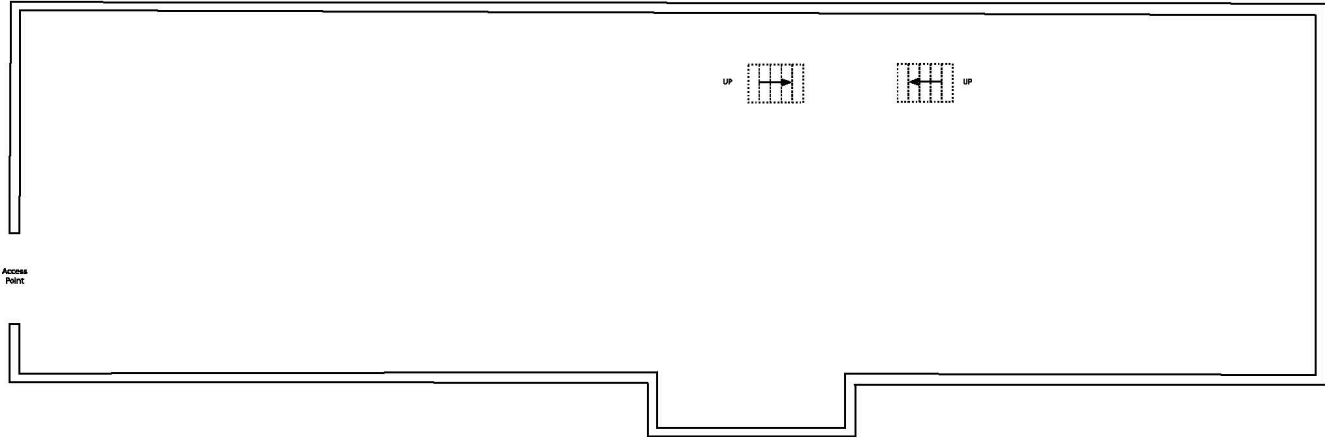
← N
(for reference only, not to scale)



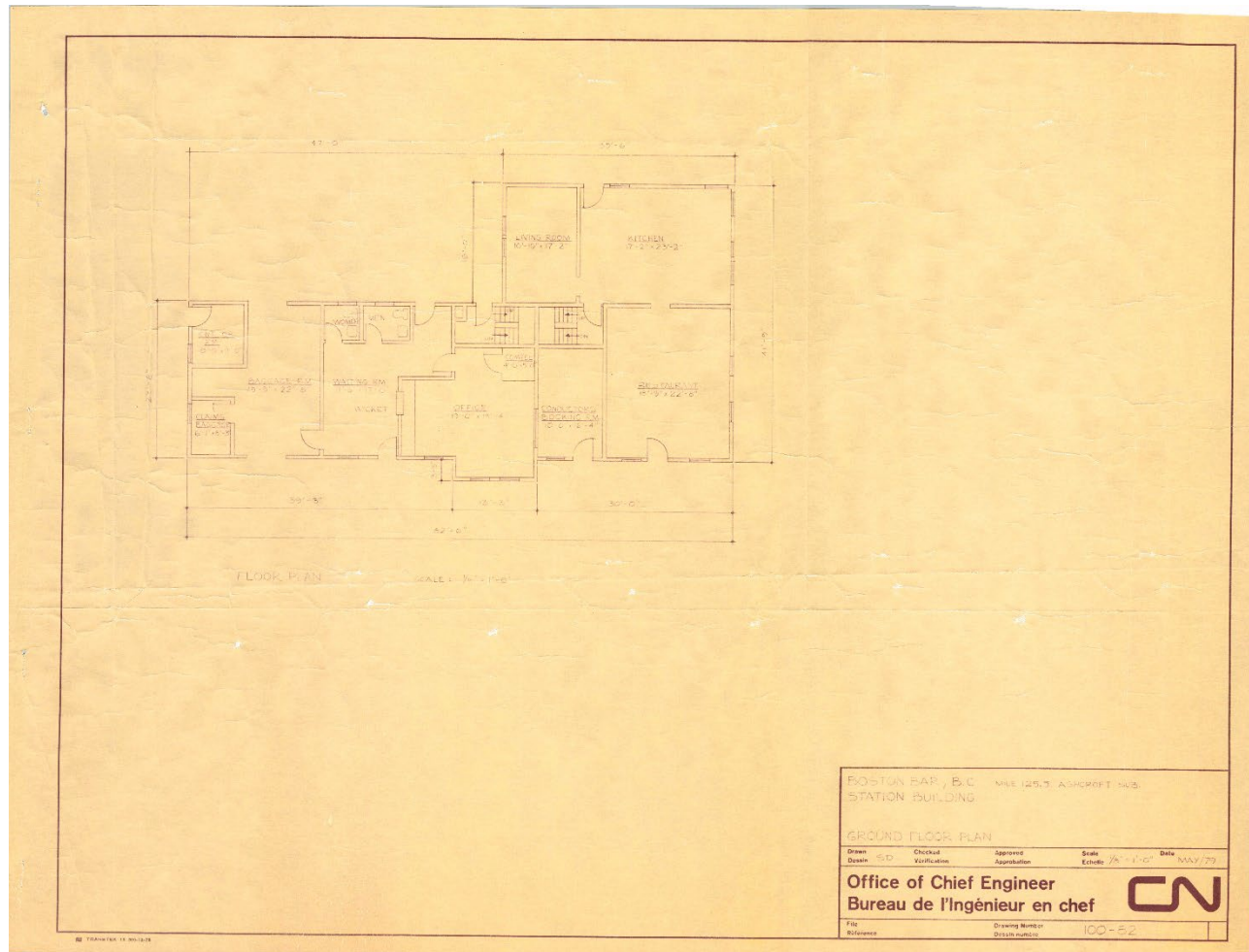
Station House Basement

As-existing January 22, 2021

Not existing, space available for connection to main floor: [dashed box]
← N (for reference only, not to scale)



Appendix 4 – CN As Built Plans Circa 1970



Appendix 5 – Design Requirements

Proponents are encouraged to present Proposals that include a tiered approach to budget presentation, in line with required and desirable elements as outlined below:

PROJECT ELEMENT	REQUIRED	DESIRABLE
Exterior siding, roofing, and foundation	✓	
Windows and doors	✓	
Exterior wrap around deck		✓
Interior plumbing, heating, electrical and mechanical	✓	
Flooring	✓	
Fire protection/fire suppression system	✓	
Accessibility considerations e.g. outdoor ramp access	✓	
Main Floor		
Café interior design and finishings	✓	
Artisan shop interior design and finishings	✓	
Museum space interior design and finishings	✓	
Commercial kitchen design in café space	✓	
Access to 2 nd floor	✓	
Interior and exterior accessible, gender neutral washroom	✓	
Access to basement area	✓	
Second Floor		
Second floor interior finishings	✓	
Washer and dryer rough-in	✓	
Kitchen design and finishings	✓	
Washroom	✓	
Basement		
Basement finishings		✓
Addition of basement storage area		✓
Mechanical room	✓	
Landscape and Parking design		
Gravel parking area	✓	
Paved parking area		✓
EV charging station		✓
Landscaping	✓	
Septic/sewage disposal field placement	✓	