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**Charitable Registration Number
 11888 6308 RR0001**

Section I. General Information

A. Introduction

Dixon Hall is seeking proposals from qualified architectural firms to provide comprehensive architectural services for our building at 544 Parliament Street. The purpose of this RFP is to solicit proposals that demonstrate the firm's experience, expertise, and approach to delivering high-quality architectural services.

The successful vendor will be expected to have skilled designers, knowledgeable technicians, strong communicators, and effective project managers, all while being mindful of ethical, environmental, and societal considerations. They must juggle creativity with practicality and be adaptable in an ever-evolving field.

B. Background

Dixon Hall is a multi-disciplinary, multi-site social service agency that focuses its work in the downtown east area of Toronto. For over 90 years we have been working within the community to help those at risk through effective social service programming.

C. Contract Terms

An award will be made for a one-year period, January 1, 2025, to December 31, 2025. The agreement may be extended for up to two additional one-year period. The expected start date of this contract is January 1, 2025. In addition, Respondents should be aware that payment for services will be made on a reimbursement basis.

D. Eligible Respondents

Dixon Hall is seeking an architect to design, plan, and oversee the renovation and development of the facility at 544 Parliament Street, which will provide housing and support for vulnerable populations. The selected architect will be required to develop detailed architectural plans, ensuring the building meets the needs of its future residents and complies with all local building codes and regulations. The design must prioritize safety, accessibility, and comfort, creating a welcoming environment that promotes well-being.

Dixon Hall is particularly interested in proposals from architects with previous experience designing or renovating housing for vulnerable communities.

E. Project Overview

Project description: To renovate and restore a rooming house in Cabbagetown where we provide housing and support services to people experiencing chronic homelessness with complex support needs.



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The development should address any structural issues as well as any outdated mechanical and electrical work. The project design will work with the existing layout in place while renovating the interiors.

The total costs for the budget are estimated to be \$1 million.

Section II. RFP and Submission Information

A. RFP Schedule

Subject to change:

November 19 RFP Announcement
November 26 Site Visit
December 13 Deadline for Questions
December 19 Proposals due by 4:30 pm
December 23 Meet with Finalists
December 27 Select and Award Contract
January 1, 2025, Selected Contractor begins operating.

B. Submittal Procedures

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:30 p.m. Monday – Friday at the Dixon Hall Community Hub located at 58 Sumach St., Toronto ON M5A 3J7. Costs should be submitted in the Appendix section of the proposal. Respondents should submit one (1) electronic copy to Dixon Hall no later than **December 19, 2024, by 4:30pm**. All proposals must be complete. Incomplete proposals may not be reviewed. Time stamped receipts will be issued as proof of timely submittal. Faxed proposals will not be accepted.

C. Contact Persons, Inquiries & Responses

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail to our procurement team at **RFP@dixonhall.org** no later than **December 13, 2024**.

D. Site Visits

Site Visits will be on **November 26, 2024**, in 1-hour intervals for each potential vendor, starting at 10:00 am.

Section III. Scope of Services

The selected architectural firm will be expected to provide the following services:

- **Design Development:** Conceptual design, schematic design, and design development.
- **Construction Documents:** Preparation of detailed construction drawings and specifications.



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- **Permitting:** Assistance with obtaining necessary permits and approvals.
- **Construction Administration:** Oversight during the construction phase, including site visits and coordination with contractors.
- **Sustainability:** Incorporation of sustainable design practices and materials.
- **Cost Management:** Ensures meticulous budgeting, proactive monitoring, and transparent communication throughout the project lifecycle to maintain financial control and deliver projects on time and within budget.
- **Building Engineering:** Integrate innovative systems design, energy efficiency, and innovative technologies to create high-performance, sustainable, and code-compliant structures.

Section IV. Additional Requirements

A. General Conditions:

This RFP is not a tender and does not commit Dixon Hall in any way to select a Preferred Respondent(s), or to proceed to discussions or negotiations towards an agreement, or to award any agreement, Dixon Hall reserves its right to at any time reject all **submissions**, and to terminate this RFP process.

B. Respondents' Expenses:

Respondents are solely responsible for their own expenses in preparing, submitting Submissions, and for any meetings, negotiations or discussions with Dixon Hall or its representatives and contractors relating to or arising from this RFP.

C. No Contract

By submitting a Submission and participating in the process as outlined in this RFP, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written contract or agreement for services.

D. Conflict of Interest:

A Respondent shall disclose in its Submission any actual, perceived, or potential conflict(s) of interest and existing business relationships it may have with Dixon Hall, its elected or appointed officials or employees.

E. Disclaimers/Limitations of Liability:

Dixon Hall, its employees, agents, contractors, and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFP package or any written or oral information transmitted or made available at any time to a Respondent by or on behalf of Dixon Hall.



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Nothing in this RFP is intended to relieve a Respondent from forming its own opinions and conclusions in respect of this RFP. Dixon Hall, its employees, agents, contractors and volunteers will not be liable to any Respondent for any claims, whether for costs, expenses, losses, damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by a Respondent in preparing and submitting a Submission, or participating in negotiations for a Contract or agreement for services, or other activity related to or arising out of this RFP. By submitting a Submission, each Respondent shall be deemed to have agreed that it has no right to make such claims.

Section V. Evaluation and Selection Procedures

A. Evaluation Process

All proposals will be evaluated against the guidelines provided within the Evaluation Criteria section. Care should be taken to ensure that sufficient, specific information is provided so that an informed evaluation can be carried out in each of the areas where points are to be awarded. The reviewers should only include information relevant to the required services. The Evaluation Team may, at its discretion, invite some or all of Respondents to appear before the Evaluation Team to provide clarifications on their submissions.

B. Evaluation Criteria

The proposals will be evaluated on the Respondent's ability to provide Architectural services as defined in this RFP's "Scope of Services" and on the submission and completion of all requested documentation as defined. The minimum threshold criteria will consist of:

- The proposal meets the Scope of Services described in Section III of this RFP.
- The Respondent has demonstrated administrative and programmatic capacity to operate and manage the proposed services.
- Proposal review does not reveal any serious issues that would raise concerns about the ability of the agency to fulfill contract requirements.
- The Respondent has no past, current or anticipated legal judgments resulting from any contract matters.

1. Firm Description: (marked out of 40) No more than one page for the firm and one page for each CV included (3 CV's maximum include lead).

Firms are asked to emphasize team and individual experience and expertise in carrying out the work envisaged, presented in an organized manner. Provide a simple organization structure and CVs for the key personnel who would be assigned to this Project, along with a brief discussion of each individual's strengths, qualifications, and experience relative to this Project. Firms are required to indicate the role that would be played by the key individuals (e.g., project director/manager or specialist) and the estimated percentage and duration of their time spent on the Project. The statements of credentials must be concise and easily located within the credentials document.

The following information is required for the evaluation of credentials.

a) Company Information:

b) General company information (including location, size, overall areas of expertise)

c) Provide name, address, email address and telephone number of client contacts

d) If more than one company is involved in this submission, name the company that would be the prime consultant, and those that would be sub-consultant(s). Indicate the approximate level of involvement by company and the areas of expertise to be provided for each participating company.

2. Work Experience (marked out of 30) No more than one page per example (photos not included)

The proponents will outline their work experience for projects of comparable size and nature via the provision of three (3) examples of similar projects for which the firms were the lead architect. Each project must contain the following information:

- A. Project lead members
- B. Project value
- C. Project timelines
- D. Project description
- E. Project end user
- F. Project photos
- G. Project goals

3. Vision for the Project (marked out of 30) No more than one page.

Firms will be asked to present their proposals with a focus on the vision component via a virtual meeting. Dixon Hall and the lead firm will engage in extensive discussions regarding, floor plans, programming and vision for the space. In order to understand your initial thoughts on the project from the perspective of style, opportunity, design, and function. This section is an opportunity to showcase how your approach to the project will compliment Dixon Hall's need for a bold and thoughtful project outcome. We want to hear your big ideas and understand your creative vision for the project.

C. Selection

Selections will not be final until Dixon Hall and Respondent have fully negotiated and executed a contract. Dixon Hall assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a fully executed contract.