



May 19, 2020

Request for Proposal (RFP)

Tender Title: Downtown Fernie Coworking Space Renovation

Posted Date: May 19, 2020 at 5:00pm

Closing Date: June 2, 2020 at 5:00pm

The Fernie Chamber of Commerce is requesting proposals for general contracting work to complete a renovation of an existing commercial office building (currently leased by the Fernie Chamber) in downtown Fernie. The RFP deadline is 5:00pm, Tuesday 2 June (local Fernie time).

The goal of the RFP is to receive proposals from qualified persons or companies who have the expertise and experience to execute the full project scope as outlined in this document and addendum. The existing 2,000 square foot commercial office will be turned into a coworking space business with a mix of private offices and shared open plan working areas. The renovations include new flooring, painting, bathroom upgrades, as well as construction of partition walls/ceilings to create additional private office space. The intention of the Fernie Chamber of Commerce is to complete the full scope of the renovation in two phases – the first phase getting the building ready to trade, and the second phase being to create additional offices at a future date post-opening. Proposals are to include the full scope of the entire renovation, acknowledging it will be done in two distinct stages. Phase 1 of the renovation will need to be completed by August 8, 2020 in order to open the coworking space on the Fernie Chamber's timeline.

As part of this project, the Fernie Chamber of Commerce would like to provide an opportunity for members of the Chamber (in required trades) to donate materials or their time as part of this contract. Donations toward this community coworking space will be acknowledged in the completed space and in communications by the Fernie Chamber. Contractors submitting a proposal must be prepared to work with the Fernie Chamber in good faith to accommodate these sponsorship opportunities with our members, if and where they reasonably present themselves. The fee schedule in the submitted proposal does not need to reflect this and should assume the usual competitive cost of all materials and sub-contractors for ease of comparison.



May 19, 2020

Request for Proposal (RFP)

Specific details regarding the scope of the contract and requirements are outlined in Addendum A of this RFP – attached.

All proposals must include a detailed cost breakdown for the full scope of the project (in two distinct stages) and at least two (2) professional references. As the Fernie Chamber is a not-for-profit organization with limited funding, and this is a community initiative, the cost of the project will be weighted accordingly in the selection criteria.

Contact Information:

Brad Parsell – Executive Director

Ph: 250-423-6868

Email: brad@fernierchamber.com



May 19, 2020

Request for Proposal (RFP)

Coworking Space Renovation – Addendum A

Contract Awarded:

The contract for this project will be awarded on or before June 8, 2020.

Contract Delivery Date:

The renovation work is to be carried out in the premises on 342 2nd Avenue. The square footage of the main floor area to be renovated is 2,115 square feet. A current floor plan and final proposed floor plan indicating the scope of work make up part of this addendum.

Phase one of the renovation is to be completed on or before August 8, 2020. Phase one includes the installation of a new accessible washroom, renovations to existing washroom, some removal of walls, new flooring throughout the space, new paint throughout the space, and new electrical/communications outlets installed.

Phase two of the renovation will be carried out at a later date (to be determined by the Fernie Chamber) after the coworking space opens. This will include the construction of new partition walls to create new private offices, ceilings on the new private offices, new paint on new walls/ceilings, and ducting of the forced air system to service the new private offices.

This contract will conclude upon the completion of the final phase of the renovation. The Fernie Chamber is seeking recommendations from proponents on the most cost-effective way to phase the renovation, if different to the above. The timing of the completion of phase two will be dependent upon the timing of funding opportunities being pursued by the Fernie Chamber. We are asking proponents to bid on the entire scope of the project (phase one and phase two) for the RFP.



Contract Deliverables:

The scope of renovations must meet the following requirements and deliverables:

Plumbing/Washroom upgrades

- Convert existing office into an accessible washroom with one toilet and one sink, including all plumbing, railing, tiling, and materials
- Renovate existing washroom to remove one toilet and install one sink, including all plumbing, tiling and materials

New flooring

- Installation of new vinyl flooring over the top of existing floors throughout the space (approximately 2,000 square feet)

Painting

- Painting of the entire space, including trim and vaulted ceilings

Electrical

- Installation of new electrical outlets and communication ports
- Installation of new light fixtures in ceilings

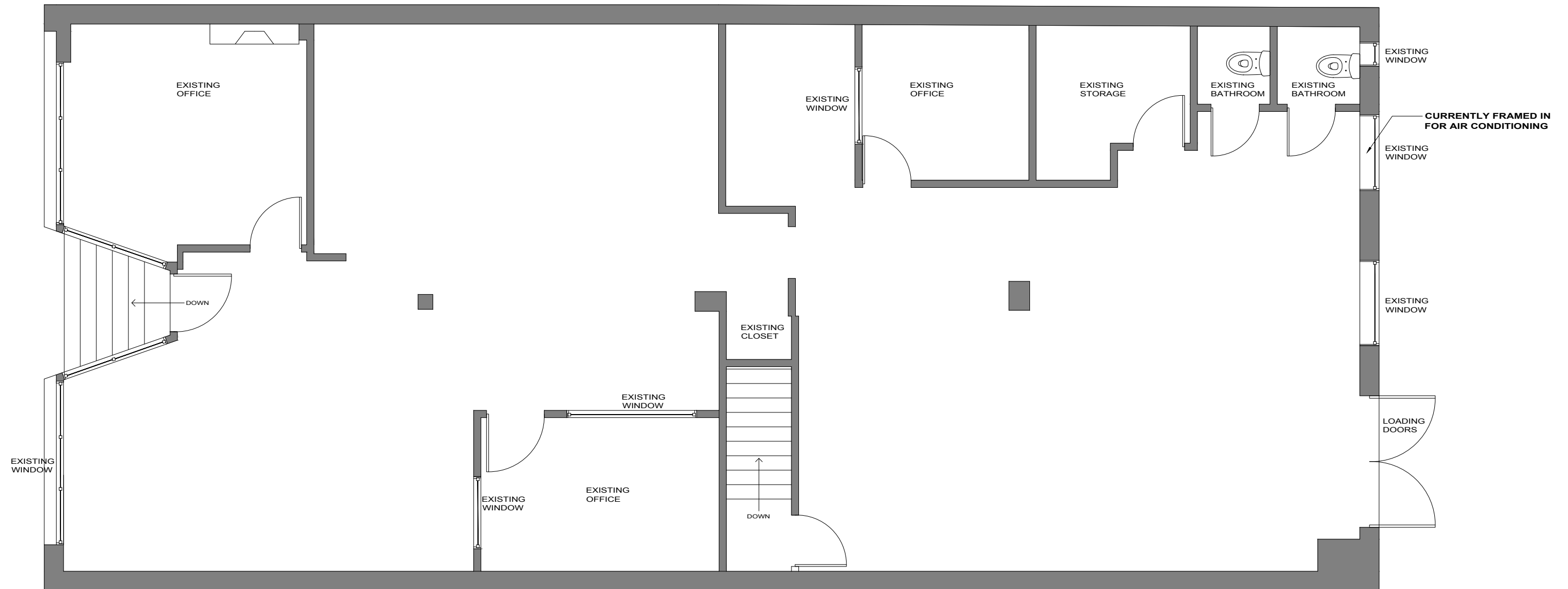
Construction

- Installation of new walls and ceilings to create new offices
- Ducting of forced air to service new offices
- Installation of doors to new private offices

Attached are two floor plans of the space:

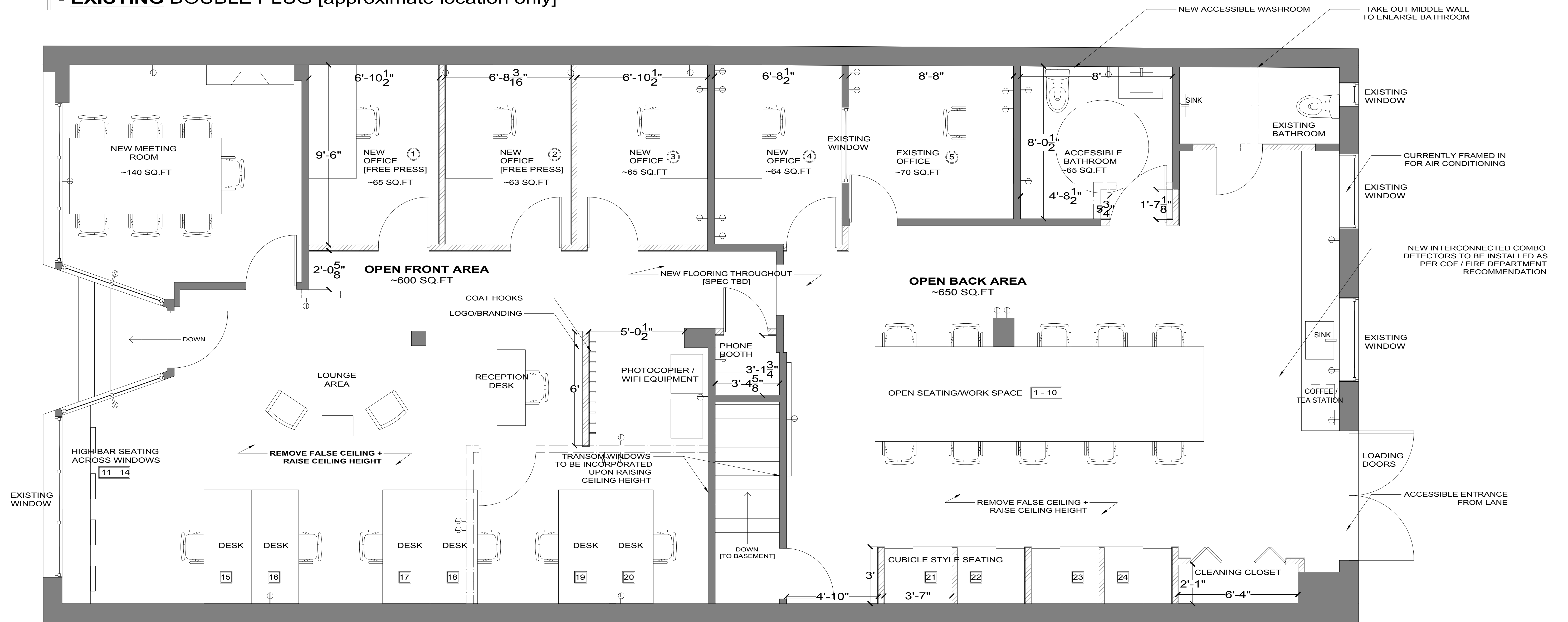
1. Existing floor plan
2. Proposed final floor plan

NOT ISSUED FOR CONSTRUCTION
SCHEMATIC DESIGN ONLY



EXISTING FLOOR PLAN

Ⓟ - **EXISTING** DOUBLE PLUG [approximate location only]



REVISED FLOOR PLAN ↗ N

5 X PRIVATE OFFICES [INCL. 2 X FREE PRESS]

1X MEETING ROOM

24 X OPEN SEATING OPTIONS [PRIVATE DESKS, CUBICLE, BAR SEATING, WORK TABLE STYLES]