



REQUEST FOR PROPOSALS (RFP)

Design Build Services

Community Health Centre and Office Leasehold Improvement Project

Proposal Deadline: September 8, 2026 at 2:00 p.m. EST

1. INVITATION

Support House invites proposals from a team of qualified construction, architectural and/or engineering firms to act as the proponent under a design build CCDC 14 (2026) a single, pre-determined fixed price covering design, construction and attestation with Ontario Health. Support House is looking to undertake leasehold improvements to prescribed Ontario Health standards at its new Halton office and Community Health Centre location.

The successful proponent will be responsible for coordinating all professional disciplines and delivering the documentation required to support Ontario Health approval of the leasehold improvement project.

2. ORGANIZATION BACKGROUND

Support House is a not-for-profit organization providing health care, housing, and social supports throughout Halton Region.

Support House is establishing a new location in Halton to support:

- Interprofessional Primary Care Team operations
 - Administrative functions
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3. PROJECT OVERVIEW

Support House has entered into a lease agreement for approximately 4,335 square feet of space in **Halton**. The organization intends to undertake leasehold improvements to create a functional administrative and clinical environment that supports primary care service delivery and community-based programming. **Work is required to commence in October 2026.**

The preliminary scope includes:

Clinical Renovations

- Creation and renovation of clinical examination and treatment spaces;
- Installation of clinical sinks and plumbing services;
- Infection prevention and control considerations;
- Clinical support space modifications;
- Assessment of HVAC requirements for healthcare occupancy.

Office and Program Space Renovations

- Conversion of a large meeting room into multiple private offices and consulting spaces;
- Interior partitions and doors;
- Electrical and data modifications;

- Accessibility improvements;
- Staff and meeting areas.

Accessibility Improvements

- Addition of a new primary entrance door;
- Accessible entry modifications;
- Accessibility enhancements consistent with Ontario Building Code requirements and client needs.

An outline of the scope is included in the conceptual sketch attached as appendix A.

4. PROJECT OBJECTIVES

The objectives of this assignment are to:

1. Develop a compliant and cost-effective design solution.
 2. Prepare all documentation to ensure compliance with the Ontario Health capital funding agreement.
 3. Obtain all required professional reviews and attestations.
 4. Prepare issue for construction drawings and specifications.
 5. Conduct an open competitive tender process for construction.
 6. Ensure compliance with Ontario Health review and approval requirements.
 7. Undertake project administration services to ensure successful project implementation.
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5. SCOPE OF SERVICES

The design build proponent shall provide all services required to support the project through Ontario Health approval, tendering, and, if authorized, construction administration.

Phase 1: Project Initiation and Site Assessment

The proponent shall:

- Conduct a site review;
- Assess existing building conditions;
- Identify deficiencies and constraints;
- Confirm project requirements;
- Validate clinical and operational requirements;
- Prepare a project work plan and schedule.

The proponent shall prepare a site review and deficiencies assessment suitable for Ontario Health submission.

Phase 2: Space Planning and Design

Services shall include:

- Functional programming;
- Space planning;
- Clinical layout development;

- Accessibility review;
- Architectural design;
- Mechanical and HVAC review;
- Electrical review;
- Ensure compliance with Ontario Building Code (OBC) and all life safety regulations;
- Coordination with landlord requirements;
- Design development and construction documentation.

Designs shall reflect Ontario Health space planning expectations and applicable healthcare facility requirements.

Phase 3: Costing and Project Documentation

Working with the project manager the successful proponent shall assist with the preparation of:

- Class D Cost Estimate by a qualified estimator/quantity surveyor;
 - Furniture, fixture and equipment requirements;
 - Construction budget;
 - Project schedule;
 - Technical design documents;
 - Floor plans;
 - Final Estimate of Cost documentation required by Ontario Health.
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Phase 4: Ontario Health Compliance and Attestations

The successful proponent shall coordinate and support completion of all required Ontario Health attestations, including:

Infection Control Risk Assessment (ICRA)

Coordination of Infection Prevention and Control review and documentation. This attestation will be delivered by the proponent.

Occupational Health & Safety Attestation

Support occupational health and safety review and incorporation of findings into the design.

As part of the design an accessibility review is required. At project close, the proponent will deliver the required Ontario Health attestation on behalf of Support House.

Full Disclosure of Building Permit Use

Provide attestation that the intended healthcare functions and occupancy classification have been disclosed to the municipal authority.

HVAC Compliance Attestation

Coordinate certification by a Professional Mechanical Engineer confirming compliance with Ontario Building Code and CSA Z8000 recommendations applicable to healthcare environments.

Phase 5: Construction Procurement

The successful proponent shall:

- Prepare construction drawings and specifications to trade bidders;
- Manage the sub trade-tender process;
- Respond to sub-trade inquiries;

- Review submissions;
- Evaluate bids;

The procurement process must comply with Ontario Health requirements for projects exceeding \$100,000.

Phase 6: Construction Administration

- Work with Support Houses project manager to ensure budget, scope and schedule are maintained through the project.
 - Assist the project manager with all reporting to Ontario Health as necessary.
 - Undertake site reviews;
 - Shop drawing review;
 - Change order review;
 - Deficiency management;
 - Substantial performance review;
 - Project close-out.
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6. DELIVERABLES

At a minimum, proponents shall provide:

- Site review and deficiencies report;
 - Functional program and space plan;
 - Clinical floor plans;
 - Design drawings and specifications;
 - Accessibility review;
 - Class D Cost Estimate;
 - Furniture and equipment list;
 - Project schedule in Gantt format;
 - Ontario Health attestation support;
 - Building permit documentation;
 - Tender package;
 - Tender analysis report;
 - Ontario Health submission support documentation;
 - Final Estimate of Cost information.
 - Undertake the construction work to meet the design and Ontario Building Code;
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7. MANDATORY PROPONENT QUALIFICATIONS

Proponents must demonstrate:

- Registration as a licensed Architect (OAA) or Professional Engineer (PEO);
- Eligibility to act as an architect/engineer and general contractor in Ontario;
- Minimum five years of relevant experience;
- Professional liability insurance;
- Experience with healthcare facility renovations;

- Experience coordinating multi-disciplinary consultant teams;
Preference will be given to proponents with:
- Community Health Centre experience;
- Experience supporting Ontario Health or Ministry of Health capital submissions;
- Experience with primary care facilities;
- Experience with healthcare accessibility and infection control design.

8. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

Corporate Information

- Legal name;
- Address;
- Organization overview;
- Ownership structure.

Experience

- Description of relevant healthcare projects;
- Ontario Health or Ministry-funded projects;
- Similar leasehold improvement projects.

Project Team

- Design Build lead;
- Project Manager;
- Mechanical Engineer;
- Electrical Consultant;
- Accessibility expertise;
- Cost estimation resource.

Project Approach

- Understanding of project requirements;
- Proposed work plan;
- Key risks;
- Strategy for meeting critical deadlines.

References

Three project references completed within the last five years.

Fee Proposal

Provide:

- Fixed fee by project phase;
- Disbursement assumptions;
- Hourly rates;
- Optional construction administration fees.

9. EVALUATION CRITERIA

Evaluation Criteria	Weight
Relevant Healthcare Experience	30%

Understanding of Ontario Health Requirements	25%
Ability to Meet Required Timelines	20%
Team Qualifications	15%
Pricing	10%

The lowest-priced proposal will not necessarily be accepted.

10. PROJECT TIMELINE

Milestone	Date
RFP Issued	August 27, 2026
Questions Deadline	September 4, 2026
Proposal Submission Deadline	September 8, 2026
Evaluation and Selection	September 10 to 18, 2026
Award of Contract	September 30, 2026
Project Kick-Off	October 5, 2026

Proponents must confirm in their submission that they have the personnel and resources available to immediately commence work and achieve the above schedule.

11. RESERVATION OF RIGHTS

Support House reserves the right to:

- Reject any or all proposals;
- Accept a proposal in whole or in part;
- Request clarification from proponents;
- Interview shortlisted proponents;
- Negotiate scope, fee, or terms with the preferred proponent;
- Cancel the procurement process without award;
- Select the proposal that provides the best overall value to Support House.

The lowest-priced proposal will not necessarily be accepted.

12. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically in PDF format no later than:

2:00 p.m. EST on September 8, 2026

Submit proposals and questions by email to:

Patrick Masterson

Director of Development

pmasterson@twcinc.ca

Subject Line:

RFP Submission – Design Build Services – Halton Leasehold Improvement Project

Late submissions may not be considered.