



**RFP – Architectural and Engineering Services  
for Building Expansion – 1924 Pitt Street,  
Cornwall, Ontario**

**Issued by:** The Hub for Beyond 21 Foundation

**Issue Date:** October 1, 2025

**RFP Closing Date:** October 22, 2025

# THE FOUNDATION FOR THE HUB FOR BEYOND 21

## Request for Proposal 125

Architectural, Engineering & Project Management Services for Building Expansion

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### 1. Invitation to Proponents

The Hub for Beyond 21 Foundation invites qualified firms to submit proposals for the provision of architectural and engineering services for a two-story building expansion at 1924 Pitt Street, Cornwall, Ontario.

The project will involve infilling an existing loading dock footprint of approximately 15' x 60' with a two-story addition, connected seamlessly to the existing facility. The expansion will house:

- **Main Level:** Dedicated Art Space, STEM Lab, Multi-Sensory Room
- **Second Level:** Four Offices, One Meeting Space

The successful firm will be responsible for architectural design, engineering and preparation of construction tender documents.

1.1 The goods and/or services to be provided by the successful Proponent are described in the Scope of Work. The Contract between Beyond 21 and the successful Proponent, if a Contract is awarded, will incorporate the Contract Terms and the Scope of Work.

### 2. About Beyond 21

The Hub for Beyond 21 Foundation is a registered charity serving adults with developmental disabilities. Our programs focus on skill-building, independence, and community inclusion. To better meet participant needs, we are expanding our building to create purpose-built spaces for arts, STEM learning, and sensory development.

### 3. Project Objectives

- Provide additional functional space for arts, STEM, and sensory programming.
- Add offices and meeting space to support staff and operations.
- Ensure accessibility, energy efficiency, and compliance with all building codes.
- Deliver a cost-effective, well-managed project from concept to tendering, including administrative services to assist the client during construction..

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### 4. Information

- To the best of the Foundation's knowledge, the Terms of Reference are complete and accurate. Nonetheless, nothing in this RFP is intended to relieve Proponents from undertaking their own investigations or enquiries or other due diligence in order to form their own opinions and conclusions with respect to the goods and/or services addressed in this RFP.
- The Foundation may, in its sole discretion, schedule confidential meetings with one or more Proponents. Such meetings may be convened by the Foundation after Proposal submission.
- It shall be the Proponent's responsibility to clarify any points in question with the Executive Director prior to submitting a Proposal.
- Any addendum issued will be posted on the Foundation website unless otherwise indicated. It is the Proponents' responsibility to check the Foundation website for addenda.
- Proposals should demonstrate the Proponent's understanding of the Scope of Work and should clearly address all of the Evaluation Criteria.
- A Proponent's submission or the Foundation's evaluation of any Proposal does not obligate the Foundation to accept it or any Proposal or to proceed further with this RFP. The Foundation may, in its sole direction, and for any or no reason, elect not to proceed with this RFP, elect not to accept any or all Proposals, and/or cancel this RFP. The Foundation is under no obligation to enter into a Contract where only one Proposal is received before the Submission Deadline, whether or not such Proposal has been opened or evaluated.
- In carrying out negotiations the Foundation shall not be limited in what it may explore or negotiate, during Contract negotiations with the successful Proponent. The Foundation and the successful Proponent agree to negotiate in good faith and to use reasonable commercial efforts to negotiate the final terms of the Contract within ten business days next following the issuance of the Letter of Contract Award. Notwithstanding such negotiations, each Proposal shall remain valid and irrevocable and shall not be amended by the Proponent for the duration of the period of irrevocability.



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### 5. Scope of Services

The selected firm will provide:

#### 1. Pre-Design & Conceptual Planning

- Review existing building/site conditions.
- Consult with Executive Director.
- Develop conceptual design options.

#### 2. Design Development & Engineering

- Complete architectural design based on approved concept option.
- Provide all structural, mechanical, electrical, and civil engineering.
- Ensure seamless integration with the existing building.
- Deliver permit-ready engineered drawings.

#### 3. Project Management

- Coordinate and finalize approvals and permits.
- Provide regular reporting to Beyond 21 Executive Director

#### 4. Tender Preparation & Support

- Prepare tender documents for construction.
- Assist in releasing and managing the call for quotes.
- Support evaluation of bids and contractor selection.

#### 5. Additional Services

- Construction administration and oversight.
- Site inspections and compliance verification.

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### 6. Deliverables

- Conceptual and schematic design options.
- Final engineered, permit-ready drawings.
- Cost estimates and project schedule.
- Construction tender package.
- Support during contractor procurement.

### 7. RFP Timeline

Milestone	Date
RFP issued	October 1, 2025
Questions deadline	October 10, 2025
Responses to questions posted	October 15, 2025
Proposal submission deadline	October 22, 2025
Evaluation and selection	October 29, 2025
Anticipated project start	November 17, 2025

*Beyond 21 reserves the right to adjust dates as necessary.*

### 8. Proposal Submission Requirements

Proposals must include:

- **Firm Profile** – background, relevant experience, similar projects.
- **Project Team** – key personnel, roles, qualifications.
- **Approach & Methodology** – how services will be delivered.

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- **Work Plan & Timeline** – key milestones.
- **Fee Proposal** – detailed breakdown by service/phase
- **References** – three (3) comparable projects with contact details.
- **Value-Added Contributions** – description of any proposed annual donation, sponsorship, in-kind support, or other contribution towards Beyond 21's mission and programs.

## 9. Evaluation Criteria

Proposals will be evaluated on:

- Relevant experience and qualifications (20%)
- Proposed methodology and approach (20%)
- Project management and schedule (20%)
- Cost proposal (30%)
- Value-added contributions to Beyond 21 (5%)
- References (5%)

## 10. Submission Instructions

All proposals must be submitted including 2 hard copies and 1 electronic PDF copy by **October 22, 2025 at 3:00 pm EST** to:

### **Amy Malyon**

The Hub for Beyond 21 Foundation  
1924 Pitt Street, Cornwall, ON K6J 5H3  
Email: [ExecutiveDirector@beyond21.org](mailto:ExecutiveDirector@beyond21.org)

Late submissions will not be considered.

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### 11. Terms & Conditions

- Beyond 21 is not obligated to accept the lowest cost proposal or any proposal.
- All proposal costs are the responsibility of the proponent.
- Proposals will remain valid for 90 days from submission deadline.
- The selected proponent will be required to enter into a formal agreement with Beyond 21.
- All documents produced under this contract will remain the property of Beyond 21.
- Beyond 21 welcomes proposals that include value-added contributions such as annual donations, sponsorships, or in-kind support. These contributions will be considered as part of the overall evaluation to determine the best value for the organization, but will not be the sole deciding factor.