



**RWANDAN CANADIAN  
HEALING CENTRE**

**Terms of Reference (TORs) for the RCHC “AfriCanadian Resource Centre” - Studio Space Upgrade**

**REQUEST FOR PROPOSAL (RFP)**

The Rwandan Canadian Healing Centre (Herein referred to as “RCHC”) is hereby inviting qualified general contractor (s), interior designer(s) and/or consultant(s) to submit proposals to remodel and renovate the AfriCanadian Studio Space Upgrade Project at our offices in downtown Toronto.



## **1. Background**

### **Historical background**

Founded in 2018, RCHC is a federally registered not-for-profit organization based in Toronto, Canada. We strive to provide an environment for Rwandan Canadians and other members of the African Canadian society working to overcome mental health challenges, move toward healing and integrate fully into Canadian society.

Over the past 2 years, RCHC has received program funding from public and private sector partners.

- For the purposes of this project, the funding is provided by the Government of Canada’s Employment Social Development Partnerships Program/Children and Families

## Component - **Supporting Black Canadian Communities.**

All quotations and pricing must adhere to the principles of prudent fair market applicable to Canadian public funds.

### 2. Objectives

The renovation and remodelling of RCHC's Studio Space Upgrade will increase the Centre's capacity to advocate and raise awareness of issues facing Africa Canadians through engaging discussions, dissemination of information and resources, and activation of African and Black Canadians initiatives.

As per the organization's Procurement Policy, and in line with the Government of Canada's Supporting Black Canadian Communities initiative requirement, the RCHC's **AfriCanadian Resource Centre - Studio Space Upgrade** Project is being made available to Black/African Canadian qualified general contractor (s), interior designer(s) and/or consultant(s) to send out an expedited Request for Proposal (RFP) for remodelling and renovation of the AfriCanadian Studio Space, at RCHC's offices, in downtown, Toronto.

### 3. Scope of Work

The Centre is currently looking to update the AfriCanadian Resource Centre Studio Space. The aim of this project is to help provide additional studio space and improve the content delivery systems. Also, to utilize the kitchen and open space to provide a suitable area that can accommodate multi-purpose use.



Candidates for this mandate should be able to provide the following:

- ❖ Project Consultation
- ❖ Project Layout:
  - Design and Implementation
  - Studio/workspace Decorate and Furnishing

- ❖ Labour, Construction Materials + supplies:
  - Removal and disposal of the wall between Office #1 and Office #2 to create a larger studio
  - Relocate 2 wall receptacles to adjoining wall of the boardroom
  - Removal and Disposal of the wall between Office # 2 and Podcast Control Room and prepare floor and ceiling for installation of Sliding Glass Dividing Doors
  - Removal and disposal of Kitchen wall and kitchen koor leading to the open space Room
  - Repair Wall and Repaint where necessary
  - Prepare walls for additional kitchen cabinets and installation of new sink and kitchen counter
  - Installation of multi-purpose table and chairs
  - Repurpose bench attached to the wall in the open space to provide additional seating
  - Remove and dispose of the door and connecting side walls leading to the storage unit
  - Repair openings and any damage to walls
  - Supply of bin and transport of demolition material to transfer station

The proposed project timeline should not exceed 6 months.

#### **4. Key deliverables**

- ❖ Project layout deliverables
  - On-Site Inspection Visit
  - A detailed layout design of the desired outcome in 3D
  - Natural Building Materials - decoration and furniture layout
- ❖ Labour, Construction Materials + supplies
  - Full quotation of the entire renovation and installation project, along with verified prices of required materials and supplies (including decorations, furniture, kitchen appliances and supplies, telephone systems, and professional printer)
  - Timeline for deliverables, including the Delivery of Glass Doors (between 10-15 weeks)
  - Natural building material decoration and furniture
  - The list of contractors and tasks carried out or to be carried out on the site
  - Completion of the project within (3) to six (6) months, with a detailed report to be produced at the end of the project, to include all of the elements included under Section 3 above.

#### **5. Time Span**

The process starts on October 22, 2021, and should be completed by November 12, 2020, latest.

## 6. Institutional arrangement

The general contractor(s), interior designer(s) and/or consultant(s) will report directly to the RCHC Chair and/or the Executive Director. The RCHC Project Coordinator will provide all of the necessary background documents and support the general contractor(s), interior designer(s) and/or consultant(s) in organizing meetings and activities with the Chair, Board members and CRRF personnel where necessary to discuss progress and modifications.

## 7. Expertise

### ❖ Interior Design Project:

We are looking for a passionate commercial interior designer with excellent and effective space planning skills;

- Must have a minimum of 4 years of working experience.
- Must be proficient in AutoCAD, SketchUp + LayOut, InDesign and familiarity with Illustrator, etc.
- Preferably someone with Natural Building Material Background.
- Expected to design and decorate/furnish the Studio Space Upgrade.

### ❖ Remodelling/Renovation Project:

We are looking for a contractor with at least 5 years of experience working in the City of Toronto or surrounding areas;

- Must grasp Toronto's real estate market and contraction regulations.
- Required to have its own crew and must be bonded (insured).
- Must have Canadian experience, including an understanding of local codes.

## 8. Fee and Expenses

The consultant shall provide a fixed consultancy fee when applying for this assignment

## 9. Application process.

Interested and qualified candidates should submit the following :

- Proposal with a technical concept note describing the process suggested (one-page maximum);
- Their profile/portfolio
- Consultancy fee
- One (1) reference

to [info@rchc.ca](mailto:info@rchc.ca) by 12 November 2021, 5 PM Est Time quoting in the subject “**RCHC AfriCanadian Resource Centre**” Studio Space Upgrade.

For more information on CRRF, please visit <https://rchc.ca/news/jobs> or send an email to [info@rchc.ca](mailto:info@rchc.ca).

NOTE: This competition is open to general contractor (s) and interior designer(s) and/or consultant(s) based in Canada only.