



Design Competition

**Ganaraska Forest Centre
Auxiliary Building**

April 2025

DESIGN COMPETITION

GANARASKA FOREST CENTRE AUXILIARY BUILDING

1.0 PURPOSE OF COMPETITION

The Ganaraska Region Conservation Authority (GRCA) wishes to undertake construction of a new auxiliary building at the Ganaraska Forest Centre (GFC). In December 2024, the gymnasium building at this location was demolished. The new building will need to recapture the lost storage and assembly space as well as office space for 4 staff, and a working kitchen with dining for up to 50 to 60 people. Also required is a space to house a current retail counter and utility rooms including computer servers. The building will use the same footprint as the building removed and would be approximately 4,000 square feet. Architectural concept plans must be developed to accompany and support the project. A Design Competition is being undertaken to allow the selection of a building concept and provide for final design and construction management services. It is anticipated that the total new building costs including design, contract management and construction will be approximately \$1,200,000.

2.0 BACKGROUND

The Ganaraska Region Conservation Authority has nearly a 80-year history as a community based environmental conservation agency. The Authority was the first watershed studied in 1944 by the Province of Ontario, and as a result, the Conservation Authorities Act was created in 1946.

The formation of the GRCA was completed on October 8, 1946 at the request of the local community and municipalities. With the strong support of the local community, the GRCA has purchased and reforested nearly 4,100 hectares (10,500 acres) of land. This area of land, which is located along the provincially significant Oak Ridges Moraine, is known as the Ganaraska Forest. In 1976, the GRCA added to the Forest by purchasing the former Cold Springs Camp buildings, previously run as a Junior Ranger facility by the Ministry of Natural Resources (MNR). With the purchase of the camp, the GRCA became the owners of several large buildings, which included a kitchen and dining hall, dormitories and a gymnasium along with several smaller buildings. This Centre was utilized for outdoor environmental education from 1978 until the rebuild, which was completed in 2009 after a successful \$4.2M fundraising campaign. The new GFC opened in September 2009. The Ganaraska Forest affords environmental protection, at the same time as providing educational and recreational opportunities for thousands of people each year. Over 9,000 school students from various Boards of Education visit the Forest Centre annually. Also, the facility is rented out every weekend for weddings or organized groups. Diverse recreational opportunities are also provided by the Ganaraska Forest including hiking, biking, hunting, bird watching, skiing, snowmobiling, and horseback riding.

3.0 OUR ENVIRONMENTAL VISION AND VALUES

The Strategic Plan 2015-2020 remains relevant today. This Plan outlines the roadmap for today, tomorrow and the future. It states the vision, mission and shared values and strategic positioning for the GRCA.

Our vision “Clean water healthy land for healthy communities”. Our mission states “To enhance and conserve across the Ganaraska Region Watershed by serving, educating, informing and engaging.”

To continue to move forward with our shared values of knowledge, collaboration, excellence and innovation, the GRCA needs to replace the building space that was removed when the gymnasium was demolished.

4.0 STUDY AREA

The study area will focus on the Ganaraska Forest Centre buildings and surrounding lands located at 10585 Cold Springs Camp Road, Campbellcroft.

5.0 PROPOSED DESIGN COMPETITION

The Consultant is required to prepare architectural concept plans and elevations based on the following phases:

5.1 PHASE 1: EXPRESSIONS OF INTEREST

A number of architects will be asked to prepare an Expression of Interest regarding the project. The project steering committee will evaluate the Expressions of Interest and select 2 or 3 architects to submit concept plans and construction management proposals.

The select group of consultants will:

- Prepare an Expression of Interest to include the following:
 1. Schedule A – Firm description
 2. Schedule B – Staff that would be assigned to project
 3. Schedule C – Relevant project experience
 4. In addition to the completed schedules, the Expression of Interest can include no more than three pages of text to elaborate on the information in the schedules, provide additional details on your qualifications for this assignment, describe your design philosophy or approach to these types of projects, or any type of information that you feel may assist the selection team when evaluating your Expression of Interest.
- Although not necessary for the preparation of Expressions of Interest, architects may attend a site meeting designed to provide background information on the project, scheduled for 10:00 a.m., Wednesday, April 30, 2025, at the Ganaraska Forest Centre, 10585 Cold Springs Camp Road, Campbellcroft.

5.2 PHASE 2: EXPRESSIONS OF INTEREST

The architects chosen to submit concept plans and construction management services proposals will be paid a \$2,000.00 honorarium upon receipt of concept drawings and proposals. This amount will be deducted from the successful architect's contract amount. The successful architect will continue with detailed drawings, management and construction of the building following signing of a contract. The award of the contract will be subject to financing. The process of preparation of Concept Plans and Proposals will be as follows:

BACKGROUND

- Meet with GRCA staff
- Review of facility needs
- Attend a visioning session regarding the project

DEVELOP CONCEPT PLANS AND PROPOSALS

- Questions to be answered
 - o How will the space needs of the facility be met?
 - o How can the new building relate to and enhance other existing uses and infrastructure on the site?
 - o What is the impact of the building on the natural environment?
- Provide conceptual architectural design drawings of the new building including 1 floor plan, 1 prospective sketch, and 2 elevations of prominent faces of the building, suitable for presentation purposes (minimum size 24"x36").
- Provide the anticipated capital and operating costs of the new building.
- Provide a realistic schedule and costs for the completion of documents, tendering, and construction. This shall include but not be limited to stamped architectural, mechanical, electrical, site servicing, landscaping and engineering drawings, application for all permits, site supervision and all project management services. The architect will provide specifications to allow the GRCA Staff to Tender the construction of the project. The architectural consultant shall provide or provide under an approved subcontract all project management services to facilitate a turnkey delivery and operations of the proposed facility. This shall include supervision of warranty work up to one year following completion of the project. **Note:** The award of this contract will be subject to maintaining finances.

6.0 WORKING RELATIONSHIP

6.1 GRCA LEAD

The Ganaraska Region Conservation Authority is the lead agency in the administration of this proposal. All directions of an administrative nature will be provided by the CAO/ Secretary-Treasurer of the GRCA or designate.

6.2 STEERING COMMITTEE

This committee will be headed by the Ganaraska Region Conservation Authority, including the Chair and/or Vice Chair of the GRCA and GRCA Staff. The steering committee is representative and not necessarily all-inclusive.

The steering committee will:

- Meet with the consultant on a regular basis to assess progress and provide direction.
- Review all relevant documentation and reports developed by the consultant prior to their finalization.

6.3 SHARING OF MATERIAL

The Ganaraska Region Conservation Authority will share material produced by the consultant with representatives outside of the Steering Committee subject to Freedom of Information, Protection of Privacy Legislation.

6.4 GRCA STAFF

Staff of the GRCA will be available to assist the consultant by providing “secondary research.” Primary research will be the responsibility of the consultant.

7.0 DESIGN COMPETITION PROCESS

With assistance from the steering committee a list of qualifying consultants will be generated and Design Competition document will be sent out. The consultants will be shortlisted based upon review of the Expressions of Interest and forwarded to the steering committee for formal review and selection.

The Steering committee shall assess the architectural concepts and proposals received based on the selection criteria and an approved ranking scheme.

The Committee shall provide a recommendation to the GRCA Board of Directors on which consultant should be selected together with the reasons for this recommendation.

7.1 PROPOSALS

Five copies of the Expressions of Interest including one copy signed by an authorized official are required by **10:00 a.m. on May 14, 2025**, in a sealed envelope, addressed and delivered to:

CAO/Secretary-Treasurer
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, Ontario, L1A 3V8

Questions related to this competition shall be directed to Linda J. Laliberte, CPA, CGA, CAO/Secretary-Treasurer.

7.2 INTERVIEWS

The Steering Committee will review the final concepts and proposals and arrange with consultants for interviews. The consultants will be interviewed on August 27, 2025, at the administration office of the Gannett Region Conservation Authority.

7.3 CONTRACT AWARD

It is anticipated that the contract will be awarded in September 2025. The Steering Committee will provide a recommendation to the Gannett Region Conservation Authority Board of Directors and/or executive regarding the contract award. The GRCA reserves the right not to award the contract to any consultant, or the lowest bid. Revised proposals will not be requested if only minor changes are contemplated. The award of the contract will be subject to financing.

8.0 DESIGN COMPETITION SCHEDULE

The Design Competition process shall be carried out and completed in accordance with the following schedule:

TARGET	COMPLETION DATE
Phase 1 Site Meeting	April 30, 2025
Phase 1 Expressions of Interest due	May 14, 2025
Phase 2 Visioning Session	June 4, 2025
Phase 2 Concepts and Proposals due	August 13, 2025
Phase 3 Interviews, Project Completion and Payment of Honorarium	August 27, 2025

9.0 SELECTION CRITERIA

Concept Plans and Project Management Services (Phase 2) will be evaluated according to the following criteria. The criteria are not listed in order of priority.

- Demonstrate clear understanding of project requirements in the design of the concept – maximum score 25
- Demonstrated knowledge and experience of the consulting firm in recreational/ environmental facilities design, construction and project management – maximum score 10
- The quality and appropriateness of the proposed approach, budget allocation, and work schedule – maximum score 25
- Appropriateness of staff skills and experience, considering the diverse disciplines involved – maximum score 10

9.0 SELECTION CRITERIA CONTINUED

- e) Qualifications of project manager – maximum score 5
- f) Quality of example of previous work submitted – maximum score 5
- g) Organization and clarity of submission – maximum score 5
- h) Proposed fee – maximum score 15
- i) any potential conflicts of interest
- j) satisfactory references

10.0 REQUIRED — CONCEPT PLANS & PROJECT MANAGEMENT SERVICES

10.1 SUMMARY OF RELEVANT EXPERIENCE

The consulting firm(s) must provide a list of recent research and marketing projects completed. For each assignment include:

- Name of the client organization
- The assignment period
- The approximate total cost
- A brief (one or two sentences) description of the assignment

10.2 POTENTIAL CONFLICT OF INTEREST

The consulting firm(s) shall identify any potential conflicts that the consulting firm(s) or individuals(s) on the consulting team may have.

10.3 PROPOSED PROJECT STAFF

The consulting firm(s) shall provide information on the individual(s) who will be assigned to the project including:

- Training / academic experience
- Past relevant experience
- An outline of the roles, which will be assigned to each person

10.4 RATES

The consulting firm(s) shall identify the fixed price for completion of the total project as outlined in Section 5.2 and the per diem or hourly rates for all proposed staff together with the approximate time to be spent by each staff member on the assignment.

In identifying the costs, it should be recognized that the GRCA is subject to HST. Costs shall be broken down according to the:

- Costs to complete individual phases of the project
- Meeting costs with Steering Committee and GRCA
- Report preparation costs
- Presentation to the GRCA Board of Directors
- Disbursements and contingencies

10.5 APPROACH

The consulting firm shall outline the key elements of the approach which it would apply in undertaking the assignment. The consulting firm may also wish to submit general comments with respect to the assignment.

The approach shall include, but not limited to:

- Detailed description of all tasks and sub-tasks
- Project organization chart
- Fee breakdown and predicted person hours showing allocation of staff resources and time to complete each task
- Assessment of any anticipated difficulties and the approach proposed to overcome these difficulties
- Coordination of this project with other on-going projects involved in the building of the auxiliary building
- Coordination of this project with other on-going programs at the Ganaraska Forest Centre

As part of the consultant's proposal, a comprehensive schedule should be developed and listed both in writing and graphically. Any deviation from Section 5.2 shall be clearly described and reasons for this deviation given.

10.6 FINAL REPORTS & MEETINGS

Presentation of reports and plans will be required to both the Steering Committee and the Board of Directors of the Ganaraska Region Conservation Authority. Proposed reporting and meetings should be clearly described in the submitted Proposal.

All information collected and reports developed by the project shall become the property of the Ganaraska Region Conservation Authority.

11.0 CONTRACTUAL AGREEMENT

The successful consulting firm(s) must be prepared to sign a contractual agreement.

SCHEDULE A: EXPRESSION OF INTEREST

Firm Description (Including any Sub-Consultants)

Legal Name:

HEAD OFFICE

Mailing Address:

Phone:

Email Address:

Website:

Do you anticipate any architectural services for this project from a branch office? ☐ Yes ☐ No

If Yes, please provide the following information for the branch office.

BRANCH OFFICE

Mailing Address:

Phone:

Email Address:

PRINCIPAL CONTACT FOR SUBMISSION

Full Name:

Position / Title:

Phone:

Email Address:

GENERAL INFORMATION

How many years has your firm been practicing in Ontario? years

How many full-time architects does your firm employ?

SCHEDULE A: EXPRESSION OF INTEREST
Firm Description (Including any Sub-Consultants)

SUB-CONSULTANT #1

Sub-Consultant Name:

Mailing Address:

Phone:

Email Address:

Website:

SUB-CONSULTANT #2

Sub-Consultant Name:

Mailing Address:

Phone:

Email Address:

Website:

SUB-CONSULTANT #3

Sub-Consultant Name:

Mailing Address:

Phone:

Email Address:

Website:

Add additional names as required.

SCHEDULE A: EXPRESSION OF INTEREST
Firm Description (Including any Sub-Consultants)

SUB-CONSULTANT #4

**Sub-Consultant
Name:**

Mailing Address:

Phone:

Email Address:

Website:

SUB-CONSULTANT #5

**Sub-Consultant
Name:**

Mailing Address:

Phone:

Email Address:

Website:

SUB-CONSULTANT #6

**Sub-Consultant
Name:**

Mailing Address:

Phone:

Email Address:

Website:

Add additional names as required.

SCHEDULE B: EXPRESSION OF INTEREST
Staff Assigned To Project Description (Including any Sub-Consultants)

STAFF MEMBER #1

Full Name:	
Position / Title:	
Academic & Professional Qualifications:	
Experience:	

STAFF MEMBER #2

Full Name:	
Position / Title:	
Academic & Professional Qualifications:	
Experience:	

STAFF MEMBER #3

Full Name:	
Position / Title:	
Academic & Professional Qualifications:	
Experience:	

SCHEDULE B: EXPRESSION OF INTEREST
Staff Assigned To Project Description (Including any Sub-Consultants)

STAFF MEMBER #4

Full Name:	
Position / Title:	
Academic & Professional Qualifications:	
Experience:	

STAFF MEMBER #5

Full Name:	
Position / Title:	
Academic & Professional Qualifications:	
Experience:	

STAFF MEMBER #6

Full Name:	
Position / Title:	
Academic & Professional Qualifications:	
Experience:	

SCHEDULE C: EXPRESSION OF INTEREST

Relevant Project Experience

Please provide a maximum of 2 pages describing experience on relevant projects for Schedule C.