



**REQUEST FOR QUALIFICATIONS
ED'S HOUSE NORTHUMBERLAND HOSPICE CARE CENTRE
DONOR RECOGNITION AND WAYFINDING PROJECT**

BACKGROUND

In the spring of 2017, Community Care Northumberland (CCN) was approved to operate a six-bed hospice and hospice care center. As a result, the building of the new six-bed Hospice Care Centre is being planned in Hamilton Township, with the potential for expansion to ten beds. To fund the project the community has initiated the \$9.3 Million *Honouring the Journey* Campaign.

The Northumberland Hospice Care Centre will provide comprehensive end-of-life support and services undertaken by an inter-disciplinary team 24 hours a day, seven days a week free of charge. The Hospice will be named *Ed's House Northumberland Hospice Care Centre (EHNHCC)* in recognition of one of the community's most generous supporters.

The goal of the Hospice will be comfort, not cure, in a beautiful homelike setting, where people and their families will be supported with care, compassion, and expertise – every step of the way.

DELIVERABLES

There are two types of signage requirement for the hospice:

- A. Recognition signage as outlined below.
- B. Wayfinding signage for the building.

We are asking qualified companies to quote on both as there will be overlap. Some of the signage, for example, room and area dedications will be designed to combine both wayfinding and recognition as one sign.

To this end, we are seeking to select a qualified company who specializes in donor recognition and recognition systems but more specifically one who has experience in designing and implementing combined recognition /wayfinding systems. The following is a list of the signage we need developed fabricated and installed:

- A donor wall to publicly recognize the generosity of donors who have made gifts totaling \$10,000 or more to the Capital Campaign. This donor wall will launch as a campaign recognition piece but should be able to accommodate ongoing recognition and cumulative growth.



- Interior and exterior naming opportunity signage to recognize major gifts to the Campaign.
- Room and area dedication signage.
- When and where appropriate, the recognition signage and wayfinding should be combined into single sign solutions for both aesthetics and economy.
- An entrance foyer piece(s) which will tell Ed's Story and recognize individuals and organizations who contributed to the successful completion of the Hospice. We are calling this the *Cornerstone*.
- All building directories and directional signage as well as occupation and emergency signs.

The donor recognition system and wayfinding signage for Ed's House Northumberland Hospice Care Centre should compliment the building's peaceful atmosphere reflective of a comfortable home environment. The successful supplier will enter into an agreement with Community Care Northumberland to provide the required signage for a specified budget and have the project completed by Fall of 2019.

INVITATION

Through your creative and professional knowledge, your submission will communicate your company's ability to create unique and appropriate recognition design which will clearly reflect our intent to publicly acknowledge and thank our generous donors in a way that is in keeping with the vision for the Hospice. Your company should display their capability and experience in creating unique and innovative designs through samples of completed work of similar scope and environmental considerations.

STAGE 1– PORTFOLIO REVIEW DUE: October 26, 2018

Please provide an electronic portfolio of work completed which is similar in scope to the above-mentioned deliverables. The portfolio and background information should display your company's ability to successfully complete such a project. Include the following:

- Location of the work completed
- Materials used in the installations
- Design Considerations
- Time from concept to completion (Do not include delays beyond your control, such as awaiting approvals)
- Company Overview: Experience, Experience with New Build construction projects, Key personnel bios, Project Management processes, and at least 3 pertinent References.



Email portfolio by 5 pm October 26, 2018 to:

Lynda Kay,
Campaign Director
Ed's House,
Northumberland Hospice Care Centre
l.kay@commcare.ca

AFTER REVIEW OF STAGE 1 SUBMISSIONS THE SELECTION COMMITTEE WILL CREATE A SHORT LIST OF COMPANIES TO GO ON TO STAGE 2; IF SELECTED YOUR COMPANY WILL THEN BE REQUIRED TO SUBMIT A COMPREHENSIVE PROPOSAL AS PER THE FOLLOWING DETAILS.

STAGE 2 – REQUEST FOR PROPOSAL DUE: NOVEMBER 30, 2018

Companies selected from the Portfolio Review will be invited to submit a proposal outlining design approach, process timelines and budget for the work required to be completed for *Ed's House Northumberland Hospice Care Centre*

Proposal should include:

- 1) Design approach
- 2) Process
- 3) Timelines
- 4) Fabrication and materials
- 5) Budget
- 6) Value Added considerations

In your Proposal you will be asked to provide the following information:

- Details on how your donor wall design is expandable and include the number of additional donors your design can accommodate based on the space allocated.
- Your approach to the interior and exterior naming and dedication signage and the opportunity to combine the recognition and wayfinding signs.
- Your approach to the *Cornerstone* Design and rationale.
- Include details on your fabrication, the quality of the products proposed and the facilities - either your own or those sub-contracted. Speak to the durability of the construction of the design proposed.
- Propose material options being suggested in your design, keeping in mind they should be available for a minimum of ten years and withstand the rigours of a healthcare environment.



- Supply details on the logistics of how you will develop a comprehensive sign schedule and corresponding designs without the initial benefits of bricks and mortar. Once a design has been approved and fabrication is scheduled describe your company's ability to work within the flux of an ongoing construction schedule.
- If selected, you will need to supply a Certificate of Insurance for a minimum of \$5 Million Liability and provide WSIB Certificates for installers.
- Please also provide your companies awareness of the AODA Compliance Checklist and the acquisition of Permits for Exterior signs.

If your company is selected to submit a proposal we will provide the following information:

- Donor wall – number of levels and initial expected number of donors
- Number of Naming opportunities and levels
- Number of Dedication signs and levels
- Wayfinding requirements
- Occupation and emergency signage requirements
- Floor plans
- Area concept drawing if available
- Interior design scheme
- A link to an Architectural fly through
- Final selection criteria
- Budget considerations.

For any further information please contact:

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