

Request for Proposal Brief – Accessibility Project

Organizational Background

Since 1981, Extend-A-Family Waterloo Region (EAFWR) has championed an inclusive community for all by working with people with disabilities, their networks, and the broader community. Currently, EAFWR supports approximately 3,000 children and adults with disabilities. The organization provides various services ranging from: residential, community participation, respite, community outreach, and case management. Providing this support are 75 full-time staff and approximately 130 part-time staff.

Project Brief

Extend-A-Family Waterloo Region strives to ensure that our work and program locations are barrier free for people with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, EAFWR has made numerous renovations to make its facilities welcoming for all. These include installations of wheelchair ramps, maintaining an elevator in the premises, and utilization of plain language in our communications to the public.

EAFWR has two facilities it occupies. Our administration building is located at 91 Moore Avenue in Kitchener, Ontario. Our community supports program (WALES) is delivered in a building located at 14 Braun Street in Kitchener, Ontario.

To improve accessibility within the two facilities, we are looking for a contractor to fulfill our renovation plans. Architectural plans are attached to this RFP. The summary of these renovations includes installing an accessible and gender-neutral washroom in 91 Moore, and installation of a walkway ramp and renovations to all three washrooms in 14 Braun St. There is a detailed account of the renovation plans under the Project Goals.

Project Goals

91 Moore

Universal Single Stall Washroom and Gender-Neutral Washroom

Currently, the only accessible washroom at 91 Moore Avenue is on the main floor. The washroom does not meet the standards of universal design, which is understood to be the goal for all new City of Kitchener facilities. The room next to this is a shower stall that is to be converted to a gender-neutral washroom.

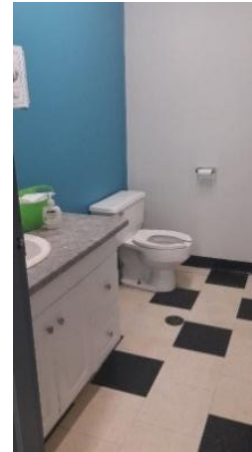
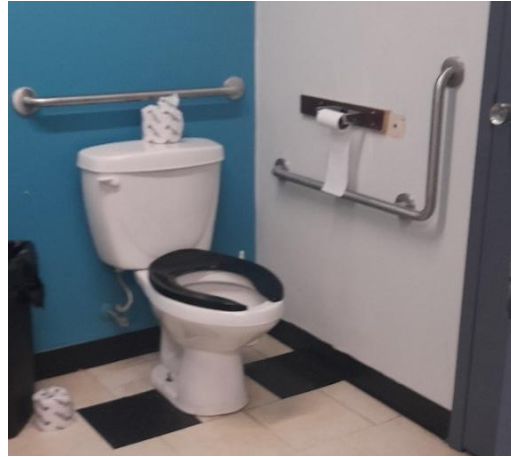
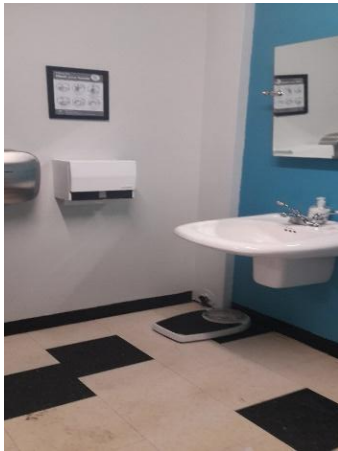
The approved improvements include replacing the non-structural door for the main floor washroom and creating a fully universal washroom including:

- Adult change table
- Non-slip flooring
- Colour contrasting walls
- Replacement of sink and toilet
- Inclusion of an angled mirror
- Addition of automatic hand-dryer
- Replacement of current door with one that features a locking system that will utilize audible and visual alarms, should someone require assistance



14 Braun Street

Improvement One and Two – Bathroom Retrofits



While the washrooms in the building do meet current accessibility standards, the grant application included a retrofitting element for a “Push To Lock” system that includes an “Emergency Call Kit”, which would include a button to create an audible and visual alarm if someone needs assistance. For more information, [please click on this link](#).

Improvement Three – Main Entrance Ramp



The current ramp to the main entrance of 14 Braun St has a slope that is too steep. This has resulted in some WALES members losing their balance and tripping from the top of the ramp. As the ramp is wooden, rubber mats or grip tape are required to reduce the likelihood of slipping when the ramp is wet. A recently installed awning does provide coverage from direct rain, however not from water coming it at an angle. The asphalt at the bottom of the ramp also poses a tripping hazard and requires regular monitoring and replacement to ensure safety. The ramp is difficult to navigate for people without support, reducing opportunities for independent community engagement.



Improvement Area 4 – Side Entrance Ramp



The grade of this ramp does not meet current accessibility standards, as it is too steep. Rebuilding this ramp would allow for a safer emergency exit for all users, as well as a viable additional entrance, should the main entrance be unavailable. EAFWR grant funding will allow the organization to work with a contractor to identify a solution that is accessible and does not impede the flow of traffic in and out of the driveway located next to the building.

To reach these goals, EAFWR is now accepting bids in response to this Request for Proposals.

Target Deliverable Schedule and Budget

The expected project completion date is September 1, 2027. If this date needs to be adjusted, please include your readjusted proposed date, as well as your reasoning for shifting the schedule. All proposed date changes will be considered.

As a not-for-profit organization, our budget for this project is not flexible. The organization's budget for the project (tax included) is \$121,546.

Response Timelines, Submission Information and Additional Information

Submission of your proposal is requested no later than **Tuesday September 8, 2026 at 5:00pm**.

As part of your quote, please include either your total cost for each deliverable, or your hourly rate (including any rate concessions for registered charities) and the number of hours each deliverable will require to complete.

Proposals can be sent by email in PDF format to Ron Trajano, Director of Services, at ron.trajano@eafwr.on.ca

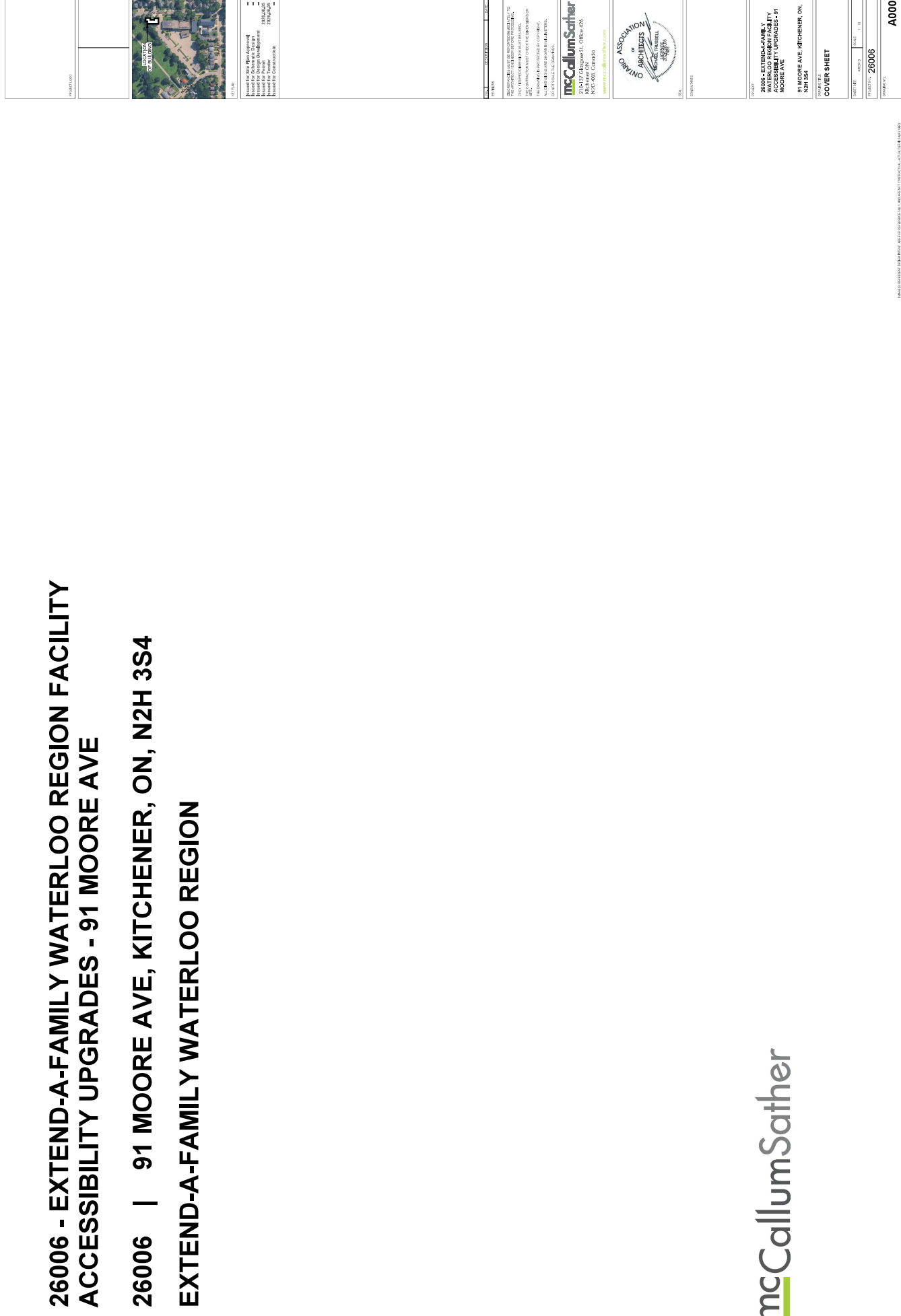
EAFWR welcomes the opportunity to provide any additional information that would be helpful as part of the proposal development process. Questions can be directed to Ron Trajano, Director of Services.

Internal reviews of proposals will be completed using the following [evaluation matrix](#).

**26006 - EXTEND-A-FAMILY WATERLOO REGION FACILITY
ACCESSIBILITY UPGRADES - 91 MOORE AVE**

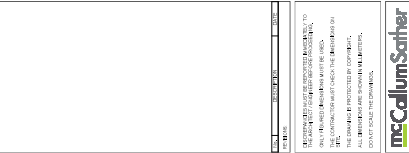
26006 | 91 MOORE AVE, KITCHENER, ON, N2H 3S4

EXTEND-A-FAMILY WATERLOO REGION





TYPICAL DETAIL
TYPICAL GRAB BAR INSTALLATION AT BF WATER CLOSET



TYPICAL DETAIL
TYPICAL UNIVERSAL WASHROOM DOOR ELEVATIONS



TYPICAL DETAIL
TYPICAL MOUNTING HEIGHTS FOR BARRIER FREE WASHROOM ACCESSORIES




Project Logo

Consulting Architect

12/15/20

Based for this Plan Approval
 Based for Submission
 Based for Permit
 Based for Construction

0' 10' 20'
 1" = 10'

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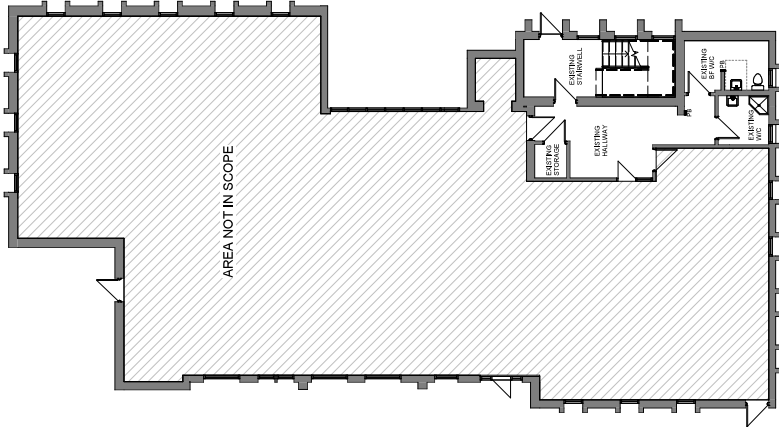


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1 LEVEL 1 - EXISTING FLOOR PLAN 1:100



2 LEVEL 1 - EXISTING RCP 1:100

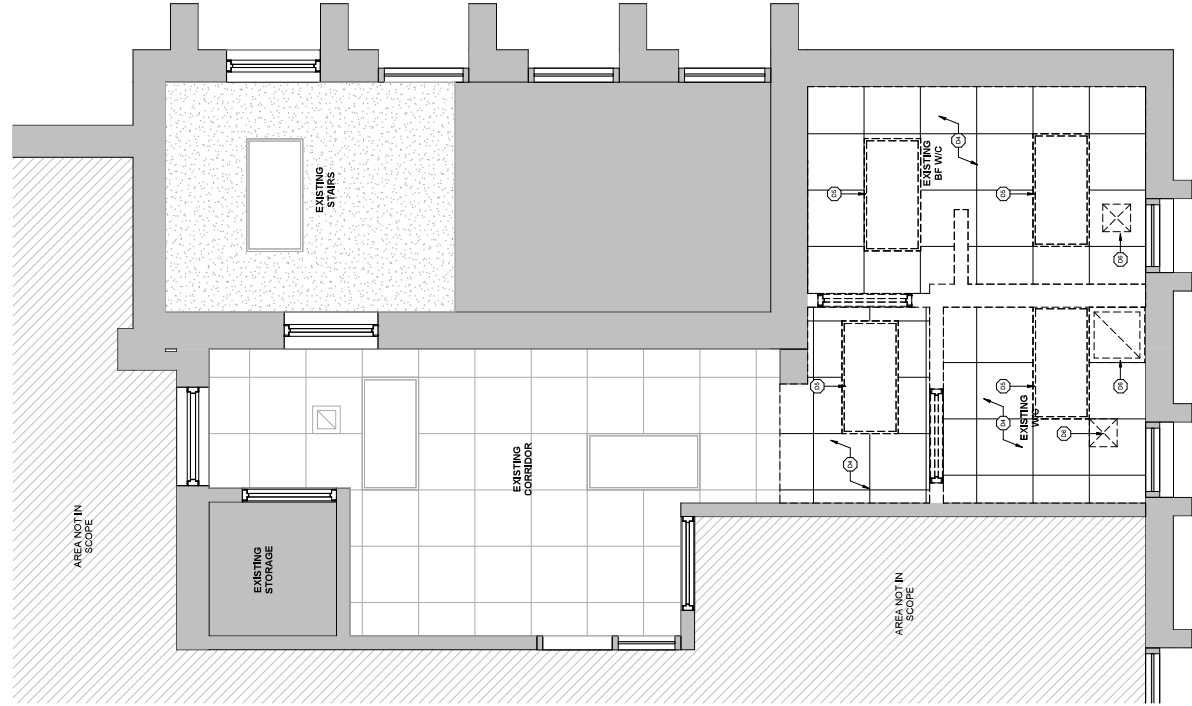
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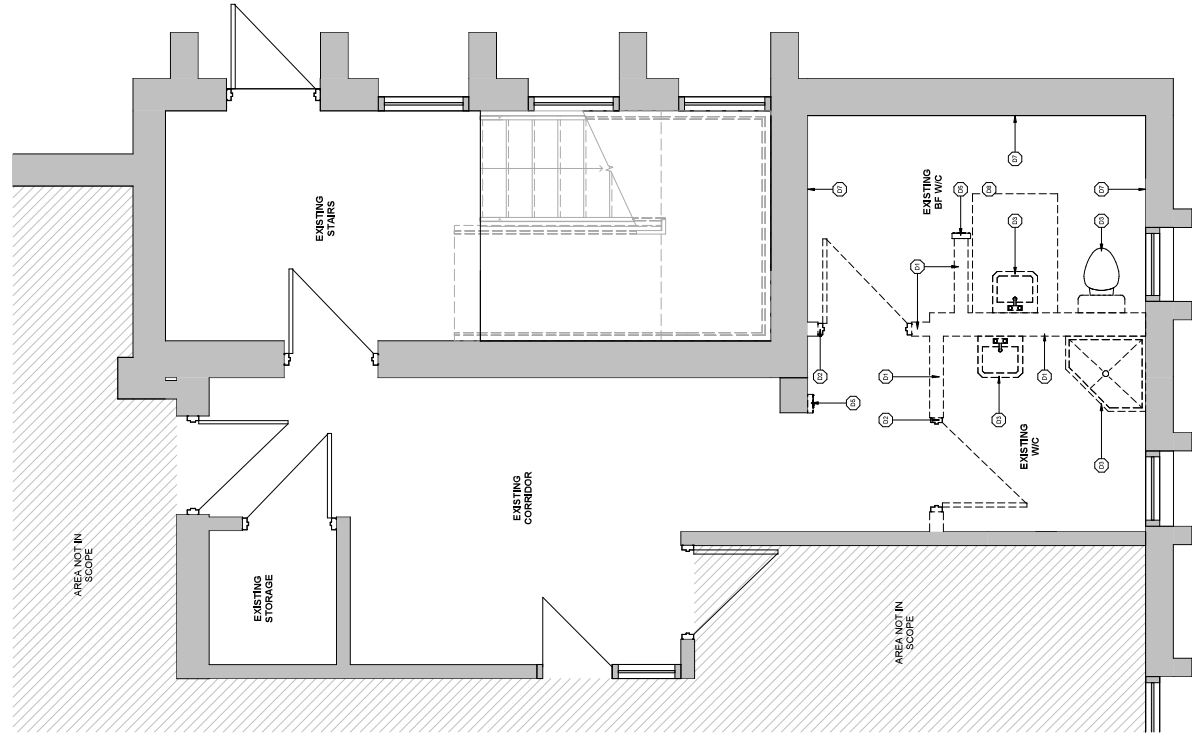
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WATERLOO REGION FACILITY

KEY	DESCRIPTION
D1	REMOVE AND DISPOSE OF EXISTING WALL, MAKE GOOD ALL SURFACES DETACHED BY DEMOLITION, FUTURE MAKE GOOD ALL SURFACES DETACHED BY DEMOLITION.
D2	REMOVE AND DISPOSE OF EXISTING DOOR, MAKE GOOD ALL SURFACES DETACHED BY DEMOLITION, FUTURE MAKE GOOD ALL SURFACES DETACHED BY DEMOLITION.
D3	REMOVE AND DISPOSE OF EXISTING PARTITION, MAKE GOOD ALL SURFACES DETACHED BY DEMOLITION, FUTURE MAKE GOOD ALL SURFACES DETACHED BY DEMOLITION.
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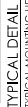
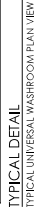
2 LEVEL 1 - DEMOLITION RCP 1:25

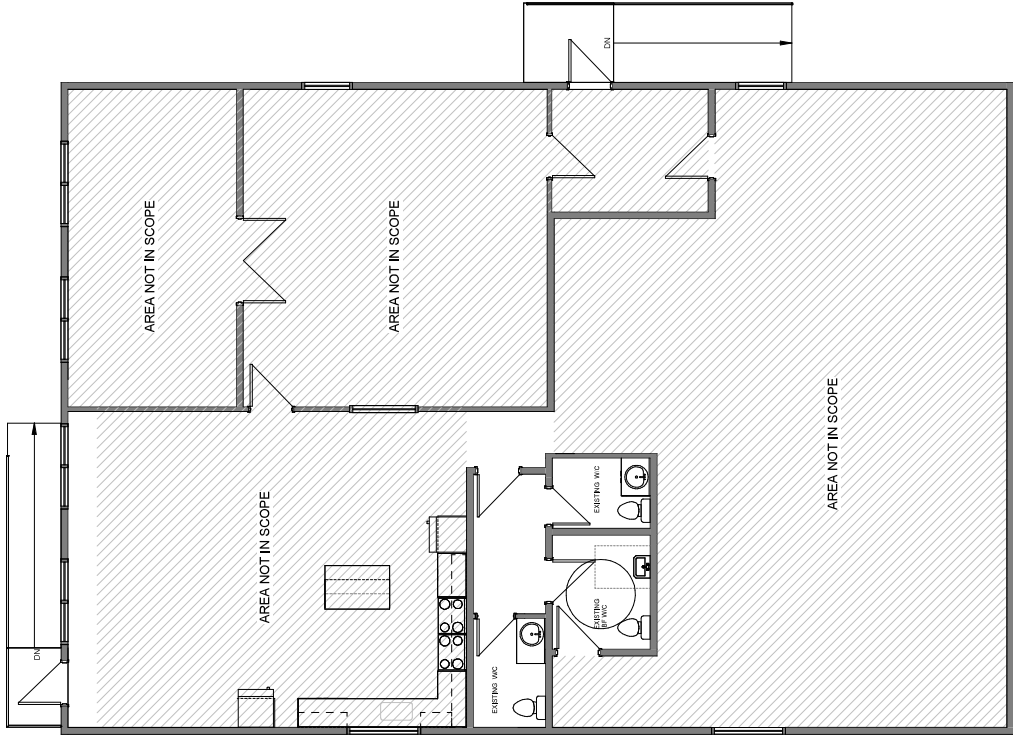


1 LEVEL 1 - DEMOLITION FLOOR PLAN 1 : 25

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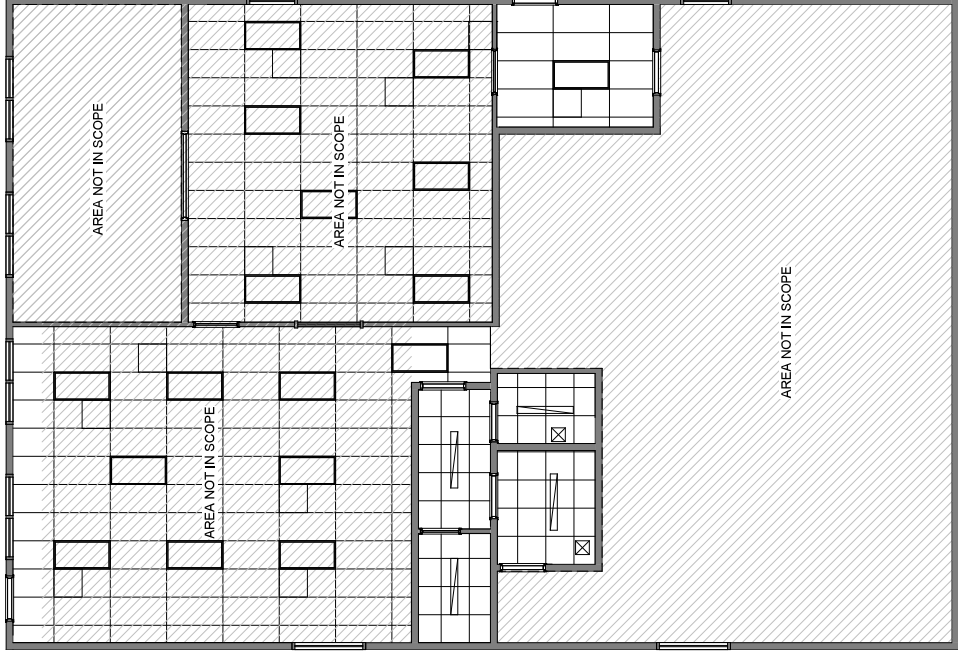
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LEVEL 1 (EX)

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LEVEL 1 - (EX) RCP

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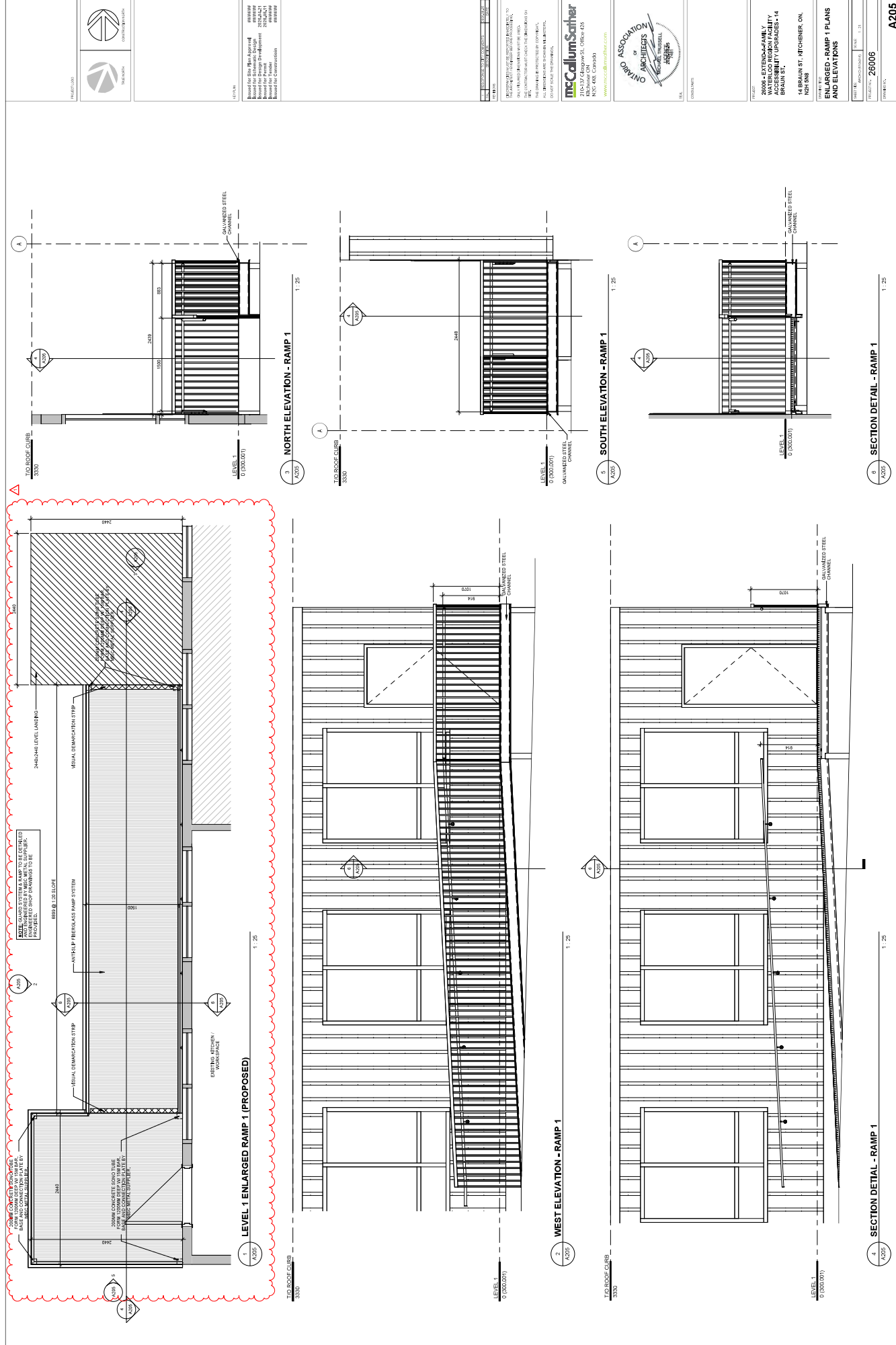


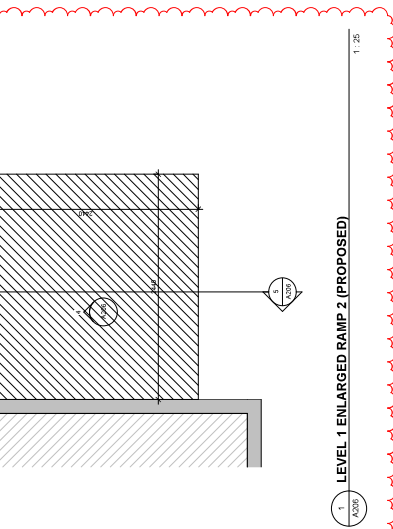
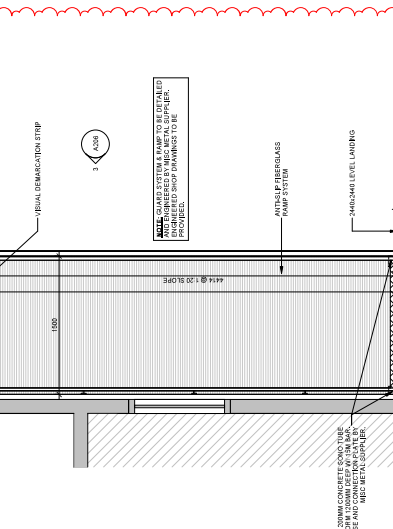
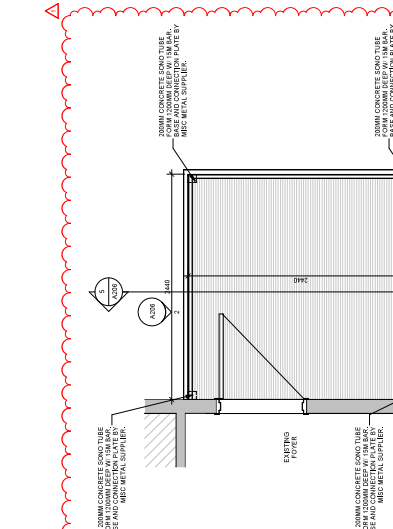
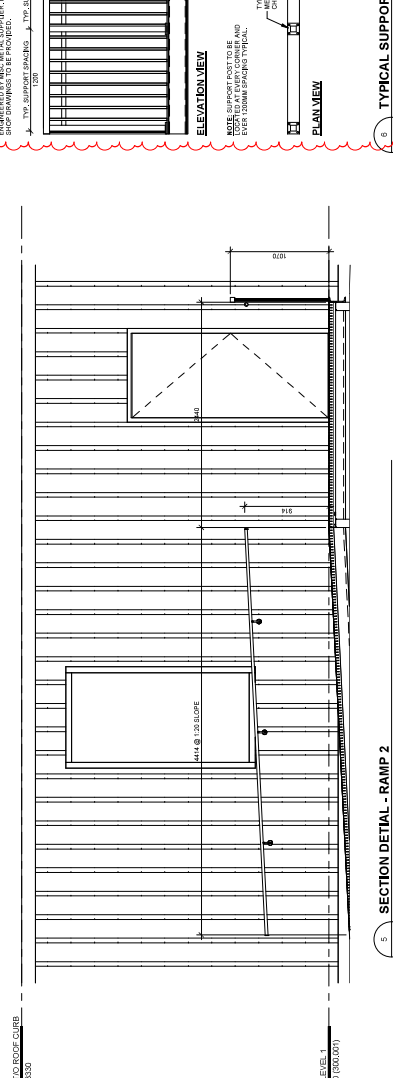
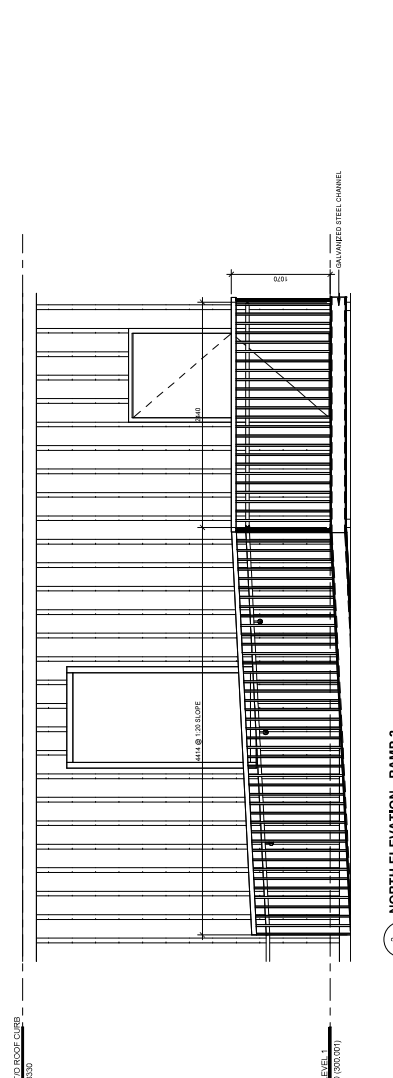
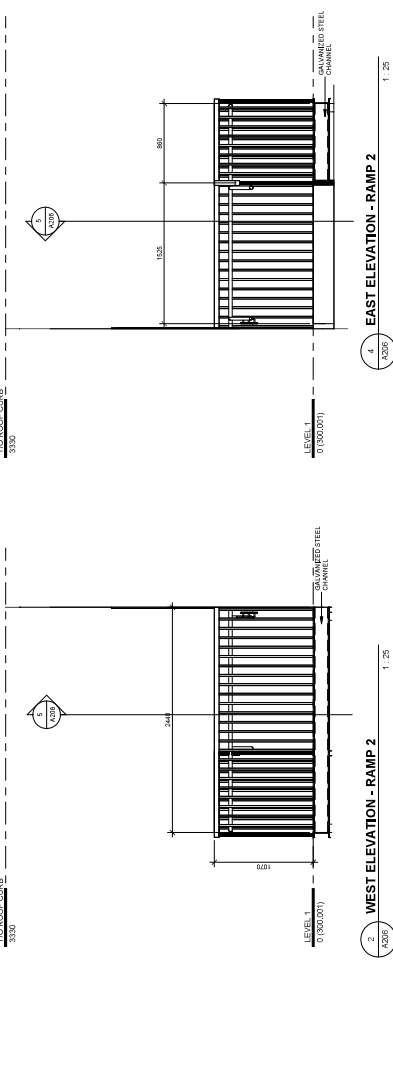
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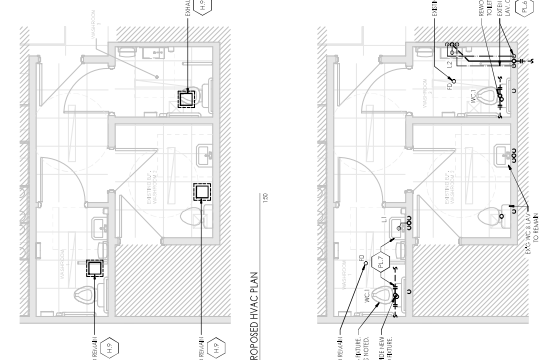
EXISTING PLANS

28006

A201





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PROPOSED HVAC PLAN

PROPOSED PLUMBING PLAN

MECH. DEMO PLAN

