

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

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.

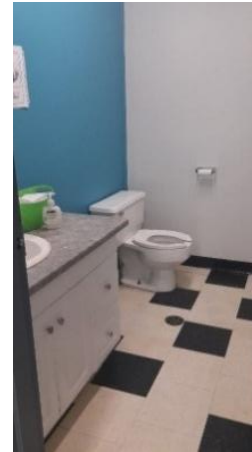
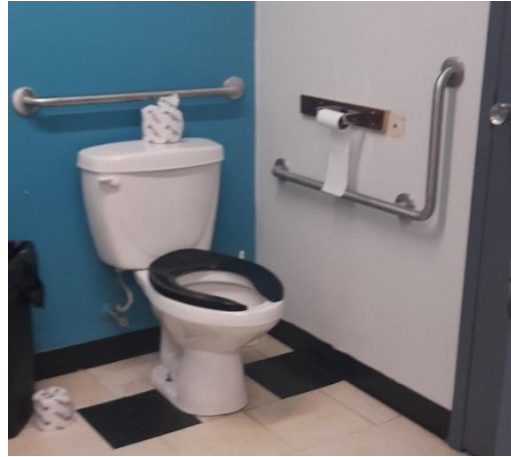
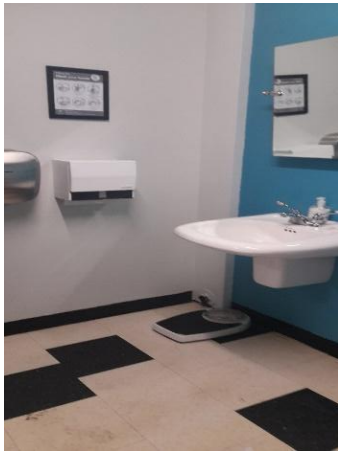
The approved improvements include replacing the non-structural door for the main floor washroom and creating a fully universal washroom including:

- 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.

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 Proposal.

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 **Friday August 28, 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](#).

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description:

Accessibility Upgrades

Address of Project:

91 Moore St Kitchener, N2H 3S4

Municipality:

Kitchener

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Ron Trajano

Date:

2026.06.05

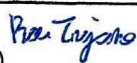
Address of Owner:

91 Moore Avenue, Kitchener Ontario N2H 3S4

Telephone:

519 741 0190 x 225

Signature of Owner:



Print Name:

Ron Trajano

Fax:

Coordinator of the work of all consultants:

Ryan Meaney

Address:

210 137 Glasgow St., Office 426, Kitchener, Ontario N2G 4X8

Telephone:

226 868 1480

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

☒ ARCHITECTURAL

☐ STRUCTURAL

☐ MECHANICAL

☐ ELECTRICAL

☐ SITE SERVICES

☐ OTHER (SPECIFY):

Consultant Name:

mcCallumSather Architects

Signature:



Print Name:

Michael Trussell

Date:

2026.06.05

Telephone:

519 501 3988

Fax:

Address:

210, 137 Glasgow St Office 169, Kitchener ON N2G 4X8

☐ ARCHITECTURAL

☐ STRUCTURAL

☐ MECHANICAL

☐ ELECTRICAL

☐ SITE SERVICES

☐ OTHER (SPECIFY):

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Fax:

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Address:

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Part A - Owner's Undertaking

Permit Application No.

Project Description:

Accessibility Upgrades

Address of Project:

14 Braun St Kitchener, N2H 5N8

Municipality:

Kitchener

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Name of Owner:

Ron Trajano

Date:

2026.06.05

Address of Owner:

91 Moore Avenue, Kitchener Ontario N2H 3S4

Telephone:

519 741 0190 x 225

Signature of Owner:

(or officer of corporation)

Ron Trajano

Print Name:

Ron Trajano

Fax:

Coordinator of the work of all consultants:

Ryan Meaney

Telephone:

226 868 1480

Address:

Fax:

210 137 Glasgow St., Office 426, Kitchener, Ontario N2G 4X8

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☒ **ARCHITECTURAL** ☐ **STRUCTURAL** ☐ **MECHANICAL** ☐ **ELECTRICAL** ☐ **SITE SERVICES** ☐ **OTHER (SPECIFY):**

Consultant Name:

mcCallumSather Architects

Signature:

Michael Trussell

Print Name:

Michael Trussell

Date:

2026.06.05

Telephone:

519 501 3988

Fax:

Address:

210, 137 Glasgow St Office 169, Kitchener ON N2G 4X8

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