



## **Call for Proposals Real Estate Development Manager**

### **Project Overview**

Bridges for Women Society is exploring the viability of acquiring or developing a real estate property to provide a long-term home for our programs and administration in the Greater Victoria region. To this end, Bridges for Women Society is seeking a Real Estate Development Manager to provide expertise and guidance to move our dreams to reality.

### **Organizational Background**

Bridges has been providing life-changing programs to women overcoming the effects of trauma and abuse since 1988. Bridges inspires women affected by trauma, violence, or abuse to reclaim their lives and build financial security through our healing, education, and employment programs. Our services are open to all women (transgender and cisgender), non-binary, and two-spirit people who identify as a part of the women's community and who have been impacted by violence or trauma at any time in their lives.

We acknowledge with respect the traditional territories on which Bridges for Women is located are the lands of the Ləkʷəŋən peoples (Esquimalt and Songhees nations). We also offer online programming throughout BC.

### **Project Background**

#### **Current state**

In December 2020, Bridges for Women took advantage of the end of our lease to downsize our Victoria location from 6000 sq feet to 1300 sq feet. We made this choice to save funds while in-person programming was on hold.

Our current Victoria space works for the pandemic era but won't fully meet our needs when we return to in-person programs. We have a lease until December 2022. We need to determine our intentions related to potential lease renewal by June 2022. We also have a small space in Langford ready to go for in-person programs and partnerships to offer in-person programs in other communities.

### **Work to date**

Bridges for Women has conducted an internal needs analysis and has begun partnership and stakeholder engagement. We have a healthy capital reserve, solid financial health, stable and diverse operational funding and relationships, and demonstrated need for our services.

### **Vision**

Bridges for Women is interested in a permanent home for our Victoria operations. We are also exploring social enterprise ideas, some of which dovetail nicely with local stakeholder priorities (i.e. daycare).

Broadly, we are seeking:

- ◆ Address in Victoria, accessible via transit
- ◆ 5000-6000 sq feet
- ◆ 5 counseling rooms, plus room for 4 more semi-private offices
- ◆ Access to 2 classrooms (could be shared, generally needed weekday mornings, that fit 18 ppl).
- ◆ Kitchen and larger group gathering space (could be shared)
- ◆ Nice to haves: space for growth, social enterprise, additional training/program opportunities
- ◆ Because our clients are women who have experienced trauma, there are some safety/comfort considerations in terms of what type of organizations we could share space with.

### **Real Estate Development Manager Duties**

The Development Manager will help pull together the early team of professionals (from architects to planners to engineers and market consultants to environmental consultants and lawyers) to address the issues – financial, environmental, political, physical – that will need to be thought through to take our idea from a vision to a shovel ready project. The Development Manager will help point out pitfalls and avoid (most) costly errors, and for not-for-profit partners, can also help skill up the board of directors and senior leadership to take on a large real estate project.

The duties of the Real Estate Development Manager will include some or all of:

- ◆ assisting with project design (from market and budget perspectives)
- ◆ preparing capital and operating cost budgets and timelines
- ◆ identifying resources and funding streams available for real estate acquisition
- ◆ identifying knowledge and skill gaps and helping pull together the team of professionals to move the project from vision to reality (funding partners, developers, project managers, etc.) to address the issues

- ♦ identifying, evaluating and assisting with property acquisition
- ♦ supporting the development of a plan for sustainable long-term property management (identifying carrying costs, labour consideration, etc).

### **Initial Contract Opportunity**

We are seeking to engage a contractor for an initial contract worth up to \$10,000 to help conceive of the project, identify priorities, next steps and timelines, and help us get move this project forward. There is potential for subsequent contracts, dependent on fit and needs as identified as a result of this initial contract.

### **Timeline**

Bridges for Women seeks to award this initial contract by March 22, 2022. We seek to receive and present the results of this contract to our board by early May 2022. This timeline will help inform our decision-making related to potential renewal of our current lease in June 2022.

### **Contract Information:**

This contract is paid in two installments:

- Proposed approach delivered within 14 days of contract signing. Upon approval, payment of \$3,000 will be made.
- Final report delivered by May 1, 2022. Upon approval, payment of \$7,000 will be made.

### **Proposal Requirements:**

Proponents should supply the following:

**Experience Overview** – General information such as capability to perform the duties as outlined above. This section should specifically highlight recent and relevant experience that demonstrates the suitability to undertake the scope of the work. A minimum of 3 references relating to relevant project experience shall be provided, including contact names and details.

**Project Information:** Description of how the contractor will approach this project, what tasks/research will be prioritized and achieved as part of the initial contract, proposed timelines and project plan.

## **CFP & Proposal Timeline:**

The proposal should be submitted to Bridges for Women Society to:

Patricia Rawson, Executive Director  
Bridges for Women Society  
#219 – 645 Fort Street  
Victoria, BC V8W 1G2  
Phone: 250-385-7410  
Email: [patricia@bridgesforwomen.ca](mailto:patricia@bridgesforwomen.ca)

Proposals must be received on or before the closing time of:

Time: 3:00 pm

Date: March 15, 2022