



EXPRESSION OF INTEREST (EOI) 2026-02
Architectural Services For The Meadow Creek
Golf Course Clubhouse Redesign

Issued by: The District of Logan Lake
Project: Redesign of the Meadow Creek Golf Course Clubhouse
Location: 600 Golf Course Road, Logan Lake, BC
EOI Closing Date: July 17, 2026
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1. INVITATION

District of Logan Lake is seeking Expressions of Interest from qualified architectural firms or consultant teams to provide professional architectural services for the redesign of the Meadow Creek Golf Course Clubhouse located in Logan Lake.

The purpose of this Expression of Interest is to identify firms with the appropriate experience, design capability, technical expertise, team capacity, and cost structure to support a clubhouse redesign that improves functionality, guest experience, operational efficiency, accessibility, and long-term asset value.

This EOI may be used to shortlist firms for a subsequent Request for Proposals, interview process, or direct negotiation.

2. PROJECT BACKGROUND

The existing clubhouse at Meadow Creek Golf Course serves as the primary arrival, hospitality, administrative, food and beverage and retail facility for the golf course. The facility currently includes some or all of the following functions:

- Public entry and reception
- Pro shop / retail area
- Food and beverage service
- Kitchen and back-of-house areas
- Lounge, dining, banquet/ event space
- Washrooms and locker rooms
- Administrative offices
- Outdoor patios and gathering areas
- Cart staging, storage, or golf operations support areas

The Owner is considering a redesign to address current and future needs, improve the accessibility, customer and member experience, modernize the facility, improve code

compliance and support revenue-generating uses, and enhance the architectural relationship between the clubhouse, golf course, landscape, and curb appeal.

The redesign may include renovations to the existing building, reconfiguration of interior spaces to improve accessibility and provision of services, exterior upgrades, improved patios or outdoor amenities, operational improvements, and sustainability enhancements.

3. PROJECT OBJECTIVES

The successful architectural team will be expected to help the Owner develop a thoughtful, achievable, and financially responsible redesign that supports the following objectives:

1. **Improve accessibility and inclusivity**
Address second floor access limitations, universal design, barrier-free access, washroom layouts, circulation, signage, and user comfort.
2. **Improve the arrival and guest experience**
Create a clear, welcoming, and memorable clubhouse arrival sequence for golfers, visitors, event guests, and staff.
3. **Enhance golf operations**
Improve the relationship between the pro shop, check-in, cart staging, first tee, practice areas, bag drop, and course access.
4. **Modernize food and beverage spaces**
Support efficient kitchen, service, dining, lounge, banquet, and patio operations, with flexibility for daily use, tournaments, private events, and seasonal demands.
5. **Increase revenue potential**
Identify opportunities to improve retail, events, hospitality, outdoor dining, and multi-purpose use of the clubhouse.
6. **Optimize building performance**
Consider energy efficiency, durability, building envelope upgrades, mechanical and electrical systems, lifecycle cost, and climate resilience.
7. **Respect the golf course setting**
Develop an architectural approach that complements the landscape, views, circulation patterns, and character of the golf course.
8. **Deliver a realistic implementation plan**
Provide design options, phasing strategies, cost awareness, and construction approaches that minimize disruption to golf operations where possible.

4. ANTICIPATED SCOPE OF ARCHITECTURAL SERVICES

The final scope will be confirmed during contract negotiations. Services may include, but are not limited to:

4.1 Pre-Design and Discovery

- Review existing drawings, reports, surveys, and facility information
- Conduct site and building reviews

- Meet with Owner representatives, staff, golf operations personnel, food and beverage operators, and other stakeholders
- Assess existing spatial, operational, code, accessibility, and building performance issues
- Identify opportunities, constraints, risks, and phasing considerations
- Prepare a project needs assessment or functional program

4.2 Concept Design

- Develop clubhouse redesign concepts
- Prepare plans, massing studies, diagrams, precedent imagery, and visual materials
- Evaluate renovation, addition, and phased implementation options
- Consider outdoor patios, arrival areas, circulation, landscape interfaces, and operational adjacencies
- Support preliminary costing with the Owner or cost consultant
- Present options to decision-makers and stakeholders

4.3 Schematic Design and Design Development

- Refine the preferred design direction
- Coordinate with structural, mechanical, electrical, civil, landscape, kitchen, accessibility, code, and other consultants as required
- Develop drawings, outline specifications, and design narratives
- Support cost planning and value management
- Assist with approvals, permitting strategy, and stakeholder engagement as required

4.4 Construction Documentation and Procurement Support

- Prepare permit and construction drawings
- Coordinate consultant drawings and specifications
- Assist with tendering, contractor procurement, addenda, and bid evaluation
- Respond to questions from bidders or contractors

4.5 Construction Administration

- Review shop drawings and submittals
 - Attend site meetings
 - Respond to RFIs
 - Review progress claims and change requests
 - Conduct site reviews
 - Prepare field review reports
 - Support substantial performance, deficiency review, and close-out documentation
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5. DESIRED CONSULTANT TEAM

Respondents should identify the proposed architectural lead and any subconsultants anticipated for the project.

6. EOI SUBMISSION REQUIREMENTS

Interested firms are requested to submit a concise Expression of Interest that includes the following information.

6.1 Firm Profile

- Legal name of firm
- Office location that would service the project
- Years in practice
- Relevant professional registrations and licenses
- Confirmation of ability to provide services in Logan Lake, BC
- Overview of firm design philosophy and approach

6.2 Relevant Experience

Provide up to three relevant projects completed within the past ten years. Preference will be given to projects that demonstrate experience with:

- Golf course clubhouses
- Recreation, hospitality, resort, or community facilities
- Food and beverage, banquet, or event spaces
- Renovations and additions to occupied facilities
- Public-facing buildings with complex user groups
- Projects requiring phasing to maintain operations
- Projects with comparable construction value, complexity, and scale
- Sustainable design and lifecycle-conscious building upgrades

For each project, include:

- Project name and location
- Client / owner
- Year completed
- Construction value
- Size in square feet or square metres
- Scope of services provided
- Key design challenges and outcomes
- Relevance to this clubhouse redesign
- Client reference, where permitted

6.3 Proposed Team, Hourly Rates and Fee Information

Identify the proposed project team and current hourly rates. Team may include but is not limited to the following:

- Principal-in-charge
- Project architect / project manager
- Key designers

Technical lead respondents should also identify:

- Whether rates are fixed for a defined period
- Reimbursable expenses and markups
- Subconsultant markups
- Billing increments
- Travel charges, if applicable
- Any assumptions affecting rates or fees

The Owner may request a detailed fee proposal from shortlisted firms at a later stage.

6.4 Approach and Methodology

Describe the proposed approach to the project which may include any of the following:

- Pre-design investigation
- Stakeholder engagement
- Functional programming
- Design option development
- Cost and budget control
- Phasing and operational continuity
- Coordination with golf operations, food and beverage, and event programming
- Code, accessibility, and permitting considerations
- Sustainability and lifecycle performance
- Quality control and document coordination

6.5 Understanding of Golf Clubhouse Design

Respondents should demonstrate an understanding of the unique design considerations associated with a golf clubhouse, including:

- First impression and arrival experience
- Relationship to the course, practice areas, and first tee
- Views to the course and landscape
- Seasonal and daily operational fluctuations
- Tournament and event hosting
- Pro shop visibility and retail performance
- Food and beverage revenue
- Locker room and washroom expectations
- Cart, bag, and service circulation
- Public, member, staff, and back-of-house separation
- Outdoor patios, terraces, and social spaces

6.7 Insurance and Legal Requirements

Respondents should confirm their ability to provide:

- Professional liability insurance
- Commercial general liability insurance
- Workers' compensation / workplace safety coverage, where applicable
- Business license, where applicable
- Professional registration in the project jurisdiction

- Conflict of interest declaration
- Confirmation of good standing with applicable professional bodies

6.8 References

Provide at least three client references for comparable projects, including:

- Client name
- Organization
- Role
- Phone number
- Email
- Project name
- Relationship to respondent

7. EVALUATION PROCESS

Submissions will be reviewed by an evaluation committee appointed by the Owner. The evaluation may include:

- Review of written EOI submissions
- Reference checks
- Interviews with shortlisted firms
- Review of comparable project examples
- Review of hourly rates and fee assumptions
- Assessment of team fit, availability, and project understanding

The Owner reserves the right to shortlist one or more respondents, request clarifications, invite selected firms to submit a detailed proposal, conduct interviews, negotiate directly with a preferred respondent, or cancel the process.
