



VILLAGE OF
VALEMOUNT

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REQUEST FOR PROPOSAL

Affordable Housing Sites Plan

The Village of Valemount is seeking proposals from qualified professionals for providing **Contract Services as outlined in Section D (Purpose) and Section E (Scope of Work).**

ISSUE DATE: Friday, May 18, 2018

Email complete response as a PDF file to rfp@valemount.ca or mail a hard copy in a sealed envelope clearly marked "Affordable Housing Sites Feasibility Plan" to Village of Valemount, PO Box 168, Valemount, BC V0E 2Z0.

CLOSING DATE: Friday, June 8, 2018

CLOSING Time: 3:00 pm PDT

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A. INTRODUCTION

This document outlines the overall scope of Contractor services, the basic requirements for the proposal document, and the basic evaluation criteria to be used for awarding the assignment.

B. BACKGROUND

In 2016 the Village of Valemount completed an *Affordable Housing Needs & Demands Assessment*. The findings of the *Assessment* were intended to:

1. Inform decisions that will result in a robust and diverse housing supply that meets the needs and provides options for the full range of Valemount residents;
2. Help position the Village of Valemount to establish a housing supply that aligns with economic growth and diversification opportunities; and
3. Identify housing delivery options that can be pursued promptly, as well as in the medium and long term.

Housing Strategies Inc. found that low and modest income households in Valemount are likely to have fewer housing options available to them than higher-income households. In addition, households with limited options and choices are more likely to experience and be vulnerable to a variety of housing challenges, including those related to affordability, adequacy, suitability, and accessibility.

Statistics Canada data, including the 2011 *Census of Population*, 2011 *National Household Survey* and 2013 *Taxfiler* data, shows that a hierarchy of housing needs exists in Valemount. A brief description of Valemount's hierarchy of housing needs follows:

- **Affordability:** Up to 95 households in Valemount (20.0%) may be having difficulty affording the cost of housing, including:
 - Up to 60 households (12.7%) who are likely to be in "core housing need" (i.e. paying 30%-49% of their combined before-tax income on housing); and
 - Up to 35 households (7.3%) who are likely to be in "severe housing need" (i.e. paying 50% or more of their combined before-tax income on housing – which places them at risk of homelessness).
- **Adequacy:** Up to 50 homes (10.5%) may be in need of major repairs.
- **Accessibility:** Up to 5-10 residents (0.8%) may be having difficulty entering, exiting and moving around within their homes due to health, stamina and/or mobility challenges.
- **Suitability:** Fewer than 5 households may be living in overcrowded conditions (note: research data may have been suppressed by Statistics Canada per privacy policies).
- **Absolute Homelessness:** Fewer than 5 individuals may be homeless at any given time.

Housing Strategies Inc. made the following recommendations:

1. Minimize the Loss of Existing Affordable Housing, by:
 - a. Establishing preferred siting criteria for affordable housing
 - b. Limiting land use re-designations to those that meet *identified* community needs
 - c. Restricting *Strata Title* conversions

2. Encourage the Development of New Affordable Housing, by:
 - a. Providing assistance to help others take advantage of Provincial/Federal affordable housing grants
 - b. Developing an Inclusionary Zoning policy for Valemount
 - c. Developing staff housing requirements
 - d. Developing a Perpetually Affordable Housing Program
 - e. Exploring opportunities to use tax exemptions to encourage new affordable housing and/or the upgrading of unsafe/unsightly homes in the downtown core
 - f. Conducting a review and inventory of the community's land resources (Municipal, Provincial, Federal, etc)

3. Build Additional Community Capacity for Affordable Housing, by:
 - a. Posting the *Valemount Affordable Housing Needs & Demands Assessment* final report on the Village's website
 - b. Establishing annual housing priorities, goals and targets
 - c. Exploring options to expand the *Zoning Bylaw* to incorporate a broader range of zoning options
 - d. Reviewing best practices for affordable housing
 - e. Recruiting a recognized, quality non-profit affordable housing organization to build a project in Valemount
 - f. Promoting a balanced, regional approach to providing affordable housing (include RDFFG and surrounding communities)
 - g. Considering creating a Valemount Housing Authority

C. LAND AVAILABILITY

Based on these recommendations Council formed a Housing Committee in January 2017 and at the regular meeting of January 23, 2018 Council moved, seconded and carried resolution #14/18: *that the Village of Valemount makes available, in principle, a portion of property for an affordable housing project.*

D. PURPOSE OF AFFORDABLE HOUSING SITES PLAN

The development consultant (urban planner or architect/engineer) will assist the Village of Valemount in:

- a) Identifying potential sites—owned by the Village of Valemount— for an affordable housing project;
- b) Comparing alternatives and making a choice on the basis of available infrastructure services and needs (water, sewer, roads, power, parking, etc.);
- c) Developing a site plan for the affordable housing project that also considers sites for potential future community and public buildings on the same lot.
- d) Prepare a preliminary site layout for an affordable housing concept.

The site plan concept will be presented to the Council of the Village of Valemount for consideration. If accepted by Council, the site plan concept will be the foundation for a future affordable housing project.

E. SCOPE OF WORK

- a. Meet with members of the Housing Committee and other societies—indicated by the Housing Committee— to identify potential sites; the initial meetings may be held by teleconference in order to minimize travel expenses;
- b. Describe the potential lots and evaluate the adequacy of potential lots on the basis of available infrastructure;
- c. Develop a site plan for two (2) lots owned by the Village of Valemount:
 - a. The site plan must indicate the best location for an affordable housing project within a specific lot;
 - b. The site plan must also indicate the best location for potential future public facilities (clinic, cemetery, etc.); the affordable housing project should not obstruct the construction of future public facilities;
 - c. The site plan must indicate preliminary water and sewer lines, roads, and power lines;
 - d. The site plan must also contain a preliminary layout for various buildings. The building forms and types will be determined in collaboration with the Housing committee.
- d. Review site plans and draft report with Housing Committee;
- e. Present final site plans and final report to Council.

F. INFORMATION AND MATERIALS PROVIDED BY THE VILLAGE

After awarding the contract, the Village of Valemount will provide digital shape files regarding lots available within village boundaries and respective infrastructure files regarding water lines, sewer lines, and roads.

G. BUDGET

The budget for this RFP is set to \$15,000 CAD plus GST.

H. EVALUATION

The Village will evaluate Proposals based upon but not limited to, the following:

- Work Plan
- Schedule (Site Plan Final report must be ready by December 2018)
- Project Management/Organization Plan
- References

The Village reserves the right to seek Proposal clarification with the Proponent to assist in making evaluations

Proposals will be reviewed and evaluated by a committee selected by the Village. During the evaluation process any or all of the proponents may be invited to give written or oral presentation and/or participate in interviews with the committee.

I. RESPONSE CONTENT

Proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the Village of Valemount.

a. Proponent Organization/Profile/Technical Skills/Experience

Please include any resumes, list of professional organizations, projects undertaken etc, which may be relevant to the evaluation of your ability to successfully undertake the proposed contract and meet all of the RFP objectives.

b. Proposal/Project

- Full details of the proponent's proposal

c. Scope of work

- Including: work plan, schedule, personnel, explanations of how all RFP/Project results/specifications will be achieved

d. References

- Proponent must provide 2 references for past projects of similar size and scope

e. Certification

- Proposals must include a signed Proponent Commitment (Section J.)

J. PROPONENT COMMITMENT**This section to be completed by proponent:**

Provided that this proposal is accepted within thirty (30) calendar days from the closing date, the undersigned agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions, and specifications the undersigned agrees to supply products and services at the prices quoted. The statements made in this proposal are correct and truthful representations. If selected, I/We shall negotiate in good faith with the Contracting Agency.

Name: _____

Company: _____

City/Town: _____ Province: ____ Postal Code: _____

Phone Number: _____

Signature of Signing Officer: _____

Name of Signing Officer: _____

Title of Signing Officer: _____

Date: _____

K. INSTRUCTIONS, TERMS AND CONDITIONS

- a. The following terms and conditions will apply to this Request for Proposal, Submission of a Proposal indicates acceptance of all the terms that follow, and any that are included in any addenda issued by the Village. Provisions in submitted Proposals that contradict any of the terms of this Request for Proposal will be as if not written and do not exist.

All enquiries related to this RFP are to be directed by email to:

Name: Silvio Gislimberti
Title: Economic Development Officer
Village of Valemount
Email: rfp@valemount.ca

Questions will be answered if time permits. Enquiries and responses will be recorded and may be distributed to all proponents at the Village's option.

- b. Proposals received after the closing time will not be accepted.
- c. The proponent response in the proposal document should be a maximum of 6 pages.
- d. All proposals and subsequent information or material received shall become the property of the Village of Valemount and will not be returned. The Proposals will be held in confidence by the Village subject to the provisions of the Freedom of Information and Protection Privacy Act.
- e. Proposals should be executed by an authorized signatory of the proponent.
- f. Proposals may be withdrawn by written request only, to the Economic Development Officer at any time prior to the scheduled closing time.
- g. Proposals remain valid, and may not be withdrawn, for the period of sixty (60) days following the date for submission of proposals.
- h. Prior to the date for submission of proposals, proponents should not contact any other representative of the Village regarding this Request for Proposal, other than representative in Section K (a), without that representative's permission. Unauthorized contact with any Village representatives, including members of Village Council, may be cause for the rejection of the proponent's proposal.
- i. Proponents are cautioned to carefully read and follow the procedures, terms and conditions required by this Request for Proposal, as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However the Village reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal, and proceed with that respondent.
- j. Submission of a proposal by a proponent and its subsequent receipt by the Village does not represent a commitment on the part of the Village to proceed further with any proponent or

project. The Village is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process at any time.

- k. The Village will not accept any responsibility for costs incurred by any proponent in responding to this Request for Proposal, including the provision of any additional material or attendance at any meeting. Proponents will be solely responsible for any and all costs and expenses.
- l. The Village and its representatives, agents, consultants and advisors will not be liable to any proponent, or any firm, corporation or individual member of a proponent, for claims, whether for costs, expenses, loss or damages, or loss of anticipated profits, or any matter whatsoever, suffered or incurred by the proponent, or any firm, corporation, or individual member of a proponent, in preparing and submitting a proposal, or participating in the RFP process or negotiations for the agreement, or any activity related to or arising out of this RFP.
- m. The Request for Proposal and successful proponent's response may form part of any contract entered into.
- n. Any information acquired about the Village by a proponent during this process must not be disclosed unless authorized by the Village, and this obligation will survive the termination of the Request for Proposal process.
- o. The proponent, including all firm, corporation, or individual members of a proponent, will promptly disclose to the Village any potential conflict of interest and existing business relationships they may have with the Village or evaluation committee. The Village reserves the right to disqualify any proponent.
- p. All amendments or further information will be published on the www.valemount.ca website. It is the responsibility of the proponent to monitor these web sites to check for updates.
- q. Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the Province of British Columbia.
- r. After the date for submission of proposals, a proponent may make a change to the makeup of the proponent's membership team only with expressed written approval of the Village. The Village may refuse to permit changes of members who in the judgement of the Village have qualifications that were unique and essential to the proponent.
- s. The highest rated, lowest priced, or any proposal will not necessarily be accepted. The Contracting agency reserves the right to decide upon the order of treatment.

L. NEGOTIATIONS AND CONTRACT AWARD

- a. Awards will be made based on the best value offered and the best value will be determined by the Village.
- b. The Village shall not be obligated in any manner to any Proponent whatsoever until written agreement has been duly executed relating to an approved Proposal.
- c. No act of the Village other than a notice in writing shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful Proponent to execute in a manner satisfactory to the Village.
- d. The Village reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specification and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the Village.
- e. After selection of a preferred Proponent and the finalization of any required negotiations, signing of contract documents and the awarding of a contract will be made by the Chief Administrative Officer and/or the Mayor.
- f. If a written Contract cannot be negotiated within thirty (30) days of notification of the successful Proponent, the Village may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.