

REQUEST FOR PROPOSALS

City of Terrace Comprehensive Housing Needs Assessment



Closing Location:

City of Terrace
5003 Graham Avenue,
Terrace, BC V8G 1B3

Contact:

David Block, MCIP, M.E. Des.
City Planner
Telephone: (250) 615-4028 / Fax: (250) 635-3467
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EXECUTIVE SUMMARY

The City of Terrace is situated in the geographic centre of Northwest BC and is the regional centre for highway, rail, and air transportation routes. The City is the central location for many of the region's business, retail, medical and government services. The current City of Terrace population is 11,320 (Stats Can 2006) with an additional 4-5,000 population in the immediately adjacent urban areas of the Regional District of Kitimat Stikine (RDKS). The NW regional population of approximately 45,000 includes a significant First Nation component. The Kitselas and Kitsumkalum First Nations have lands in the immediate vicinity of the City of Terrace while the Nisga'a First Nation communities are located one hour north in the Nass Valley. As the regional service center for the Northwest, Terrace is currently absorbing an influx of individuals from outlying rural communities. All these individuals come to Terrace seeking employment and increased access to medical, social and educational services as well as other community amenities.

The City is currently experiencing challenges in the provision of housing choice and the provision of affordable housing for many of its residents. In particular, seniors, persons with addictions and/or disabilities ('hard to house') and first time home buyers have been identified as areas of known concern. The relatively affordable cost of housing, when compared across the Province, has resulted in a recent in-migration of retirees who find limited housing options. As we age as a society and our community faces transitions many of these housing challenges will become more pronounced. The City of Terrace commits to working in collaboration with appropriate stakeholders to support access to secure and attainable housing for all city residents.

In January 2008 City Council created the Housing Needs Task Force to address an increasing population of inadequately housed families and individuals in the community. In order to effectively address these initial areas of concern and to identify other potential housing gaps, the Task Force has concluded that a more comprehensive understanding of the housing needs and capacities within the City of Terrace is required. The Task Force has recommended that a housing needs assessment be conducted that will provide up to date data on the supply, diversity and condition of the existing housing stock and identify the priority of needs for provision of adequate and affordable housing options.

The City of Terrace, with the financial support of the Real Estate Foundation of B.C. (REFofBC) and the Union of BC Municipalities (UBCM), intends to commission the services of a qualified housing consultant to develop a Comprehensive Housing Needs Assessment for the City of Terrace.

The objectives of the Comprehensive Housing Needs Assessment (the Study) are to be achieved while following the goals, objectives, and policies of the Official Community Plan (OCP) and the principles of sustainable community development.

This assessment will provide the City of Terrace with a thorough understanding of the housing needs within the community, examine the diversity of the existing stock, identify housing gaps, and analyse newly collected and existing data on the housing stock available to meet those needs.

The final report should prioritize any areas of significant need and provide direction for development of a strategic housing policy with an emphasis on the development of a variety of market and non-market affordable housing. It is intended that this study provide the basis for new policy statements to be included in the revised Official Community Plan currently under development.

1. **REQUEST FOR PROPOSAL PROCESS**

1.1 **Enquiries**

All enquiries related to this Request for Proposal are to be directed, in writing or by email, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the City of Terrace's option.

David Block, MCIP, M.E. Des.
City Planner
City of Terrace
5003 Graham Avenue
Terrace, BC V8G 1B3
Phone: (250) 615-4028
Fax: (250) 635-3467
Email: dblock@terrace.ca

1.2 **Closing Date**

Proposals to be considered by the City of Terrace shall be received by **4:30 p.m. July 21, 2009** at:

Attention: David Block, MCIP, M.E. Des.
City Planner
5003 Graham Avenue
Terrace, BC V8G 1B3
dblock@terrace.ca

1.3 **Submission**

1. Proponents are requested to **submit a proposal in electronic form** (Pdf file format).
2. Addenda may be issued during the proposal period. All addenda become part of the Contract Documents.
3. Amendments to the submitted proposals will be permitted, if received prior to the specified close of the RFP, if endorsed by the same party or parties who signed and sealed the offer. Amendments will be accepted provided that the amendment only is shown and not the total proposed price.
4. Proponents are advised that all taxes relating to the services shown herein shall be included in the stipulated pricing, excluding G.S.T.

5. *Consultants are requested to submit information in the order requested (see 2. PROPOSAL PREPARATION). This will assist the Evaluation Team in their review.*
6. *Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. All proposals must be delivered pursuant to 1.2 and the City will accept no responsibility for proposals delivered to other City facilities. Proposals submitted after the above time and date shall be returned to the Proponent unopened.*
7. *Proposals that are unsigned, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may at the discretion of the City be declared disqualified.*

1.4 Evaluation and Selection

The evaluation of proposals will be conducted by the City of Terrace Housing Needs Task Force. It is intended that the City of Terrace will enter into a contract with a Proponent who generates a high overall scoring result from the evaluation process and is deemed best suited to complete the project objectives. The following criteria will be used by the team to evaluate the proposals received.

1. *Capability (40 percent)*
 - a) *Project Manager Experience – the length and quality of the experience of the person named in the proposal as the Consultant’s project manager. The experience does not necessarily have to be all with the same Consultant. It must be demonstrated by providing references and contacts that the project manager has comprehensive experience in housing research and assessments, housing strategy development, sustainable community planning, community consultation and policy development.*
 - b) *Company Experience - the length and quality of experience of the company in doing similar work. Sample projects with references are to be listed. Project experience that confirms a thorough understanding of housing issues in smaller urban and northern communities will receive preference.*
 - c) *Team Quality – the length and quality of experience of the team members who have been selected by the consultant to work on this particular project. Detailed resumes of key team members are to be provided. Preference will be given to teams that include local representation or have members from northern communities.*

2. Methodology (40 percent)

- a) *Quality of Proposal – the effort that went into the proposal.*
- b) *Work Plan – the thoroughness of the consultant’s approach to the project.*
- c) *Level of Effort – the total staff-hours proposed and the distribution among team members.*
- d) *Innovative Considerations – this line allows the discretionary granting of additional points to those consultants who are proposing reasonable innovations that will enhance the project.*
- e) *Acceptable Schedule – evaluate the consultant’s schedule for completion of the work.*

3. Historical Performance (20 percent)

- a) *Fees and Personnel – rate the consultant and project team on past performance with the City or with other clients where City experience is insufficient, in being able to complete the project within his fee estimates and with the same personnel as originally proposed.*
- b) *Keeping to Schedule – rate the consultant and project team on past performance with the City, or with other clients where City experience is insufficient, in being able to complete the projects within his schedule.*

2. PROPOSAL PREPARATION

Evaluation of proposals is made easier when the Proponents respond in a similar manner. The proposal shall be submitted with the following information:

- a) *Confirmation of each member of the project team complete with resumes.*
- b) *The Proponent must define, in detail, what level of commitment by the City of Terrace staff and the Housing Needs Task Force members will be necessary for each activity identified in the work plan. An expectation of the type of information and assistance required by the Proponent at the various stages in the project is to be itemized.*
- c) *A graphic work plan and a methodology, which provides a clear description of the tasks proposed to carry out the various aspects of the work and to fulfill the objectives. This work plan should clearly show the level of effort planned and time commitment for all members of the project team on each part of the project.*
- d) *A timetable/schedule for the completion of all tasks. Included in this timetable should be an indication of when meetings will be required with staff/stakeholders and the timing on interim and final submissions.*
- e) *A schedule of hourly rates for all personnel who might be utilized on the project. The hourly rates will be applicable to the basic assignment and, as well, for any investigative work that may arise. The hourly rates as quoted shall be firm for the duration of the project.*
- f) *A total upset fee to complete the assignment as outlined above and any additional services deemed necessary by the Proponent, including disbursements (to be included within the upset fee but listed separately).*

3. SPECIAL CONDITIONS

3.1 Acceptance of Proposals and Award of Contract

- a) *Proposals shall remain open to acceptance for a period of thirty (30) days after the closing date.*
- b) *The City is not bound to accept the lowest priced or any proposal of those submitted.*
- c) *Notice in writing to a Proponent of the acceptance of its proposal by the City and the subsequent full execution of a written Contract will constitute a Contract for the goods and services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.*
- d) *Any contract resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or Bylaws.*
- e) *After the Consultant selection process, the City will advise all Proponents of its selection prior to entering into a contract.*

3.2 Liability for Errors

While the City of Terrace has made effort to ensure an accurate representation of information in this Request for Proposal, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

3.3 Ownership of Proposals and Freedom of Information

All documents, including proposals, submitted to the City of Terrace become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

3.4 Use of Request for Proposal

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

3.5 Confidentiality of Information

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

3.6 Indemnity

The Proponent shall indemnify, protect, and save harmless the City, and Her Majesty the Queen in the Right of the Province of British Columbia as represented by the Minister of Transportation their officers, agents, servants and employees, including members of the City Housing Needs Task Force, from and against all actions, causes of actions, claims and demands of any kind, description and nature whatsoever arising out of or in any way connected with negligent actions or omissions in fulfillment of its contract and all such actions, causes of actions, claims and demands recoverable by any Third Party from the City or the property of the City shall be paid by the Proponent. If the City and/or Her Majesty the Queen in the Right of the Province of British Columbia as represented by the Minister of Transportation pay, or are required to pay any damages, costs, or fees on account of the actions, causes or actions, claims and demand hereinbefore recited, or if the property of the City and/or Her Majesty the Queen in the Right of the Province of British Columbia as represented by the Minister of Transportation shall be charged in any way as a result of the aforesaid actions, causes of actions, claims or demands, then the City and Her Majesty the Queen in the Right of the Province of British Columbia as represented by the Minister of Transportation shall be entitled to recover from the Proponent all such damages, costs or fees or other charges together with any costs or expenses in so doing that are attributable to the negligent actions or omissions of the Proponent, from the Proponent.

3.7 Insurance

The Consultant shall, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$2,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract in the forms and amounts acceptable to the City of Terrace. If, in the opinion of the City, the project contains added risks, the City reserves the right to increase the limit required. All required insurance will be endorsed to provide the City of Terrace with 30 days advance written notice of cancellation or material change. The consultant will provide the City of Terrace with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the contract. The City of Terrace is to be added as Additional Named Insured.

4. PROJECT DEFINITION

4.1 Background

The Housing Needs Task Force has identified the following three key areas of housing concern:

- a) housing for seniors*
- b) housing for individuals with mental illness/addictions*
- c) affordable housing for first time home buyers.*

In order to effectively address these initial areas of concern and to identify other potential housing needs gaps, the Task Force has concluded that a more comprehensive understanding of housing needs and capacities within the City of Terrace is required. The Task Force has recommended that a comprehensive housing needs assessment be conducted.

The population of Terrace is aging and the number of residents retiring in the area is on the rise in recent years due to increasing housing costs in the Lower Mainland, Interior and Vancouver Island. This has created an intensified need to provide both attainable and age appropriate (adaptable and accessible) housing and to increase the range of housing options. The increase in homelessness can be attributed to a long term economic recession due to the collapse of the forest industry. Increased rural to urban migration has brought marginalized members of the region into the larger centres looking for employment and access to health and government services.

In addition to the above factors, Terrace has not escaped the provincial trend of increased property values, labour costs and energy prices. Households living on marginal and fixed incomes are experiencing financial hardship as they adjust to increased costs. Housing costs in the Northwest are rising as are the associated costs of heating homes and meeting transportation needs. Construction of new housing in the City has been slow due to many years of recession in the local economy. As a result there have been no new market rental housing units constructed since the early 1990s. First time home buyers face challenges of qualifying for mortgages and finding adequate and affordable market housing and the rental vacancy rates have dropped. An ageing demographic is also revealing a gap in the provision of the diversity of choice in the size and form of the residential housing stock.

Combined, all of the factors described above create challenges in securing attainable and secure housing for many of Terrace's residents. The Task Force acknowledges that investing resources in helping to secure housing is an

investment in the sustainability and health of the community of Terrace, and that the risks and related costs of not addressing these community housing needs are high.

The City currently lacks adequate data on the diversity and condition of the City's housing stock and the types of housing available to those members of the community with specific and unique housing needs. Information concerning housing construction and the state of existing stock in the surrounding community of Thornhill in the Regional District (RDKS) and adjacent First Nations communities is lacking.

Without comprehensive community level data sets and specific information on housing needs, the Task Force does not feel adequately prepared to endorse specific policy directions, or endorse recommendations to Council, concerning potential housing investment and the development of a housing strategy. Lacking accurate data and background information raises two key issues for the City and Task Force. Firstly, it limits understanding of the degree to which various groups are most significantly impacted by the factors outlined above and secondly it risks failing to acknowledge housing needs gaps and priorities that have not been identified in the preliminary community scan.

This project represents an important step in developing baseline data and bringing together existing fragmented research, information and resources concerning housing supply and demand in the City of Terrace. This first step will enable the Task Force to move forward in a manner that will most efficiently address key community housing needs today and in the future.

4.2 Objectives

- *Confirm the acknowledged demographic and resident population groups that have been identified as facing significant housing challenges.*
- *Identify any gaps in the existing knowledge base in regards to resident individuals and groups that may be facing a housing crisis and recommend additions to the existing housing stock which would assist in alleviating the critical shortages.*
- *Gather research on the existing housing stock by type and number of units to develop an up to date data set of the dwelling units in the City.*
- *Conduct a brief housing scan of adjacent First Nations communities and RDKS residential housing stock by type and number of units to complement the City housing data.*
- *Review best practices and unique solutions to address current and predicted areas of housing need.*
- *Develop a draft housing strategy, with emphasis on affordable housing issues that could be utilized as the basis for developing a housing policy for the City of Terrace.*

- *Review the Official Community Plan and recommend housing policy statement revisions for the proposed revised OCP.*

4.3 Study Budget

Funding for the development of the Comprehensive Housing Needs Assessment has been set at \$15,000.00.

5. REQUIREMENTS AND PROJECT SCOPE

5.1 Review Past Work

The following information will be made available to the successful Proponent from the Development Services Office, 5003 Graham Avenue, Terrace, BC:

- Terrace Official Community Plan Bylaw No. 1771-2002.*
- Terrace Zoning Bylaw No. 1431-1995.*
- City of Terrace - Secondary Suite Report (2009).*
- Terrace and Area Senior's Needs Final Report (UNBC 2006).*
- All existing City data on housing stock and dwelling units by type.*
- Mapping, including Land Use and Zoning maps, as required in the completion of the study.*

5.2 Staff and Stakeholder Consultation

- Discuss study issues and concerns with City of Terrace (CoT) staff project coordinator:*

David Block, City Planner, CoT (dblock@terrace.ca; 250-615-4028)

- The Housing Needs Task Force will be act as the project steering committee for this Comprehensive Housing Needs Assessment.*
- Undertake consultation with key external community stakeholders to solicit input into the Study. The consultation may involve meetings, interviews, and/or phone conversations (as appropriate) with stakeholders. Proponents should include a list of potential community agencies to be considered as key stakeholders in local housing provision and development. Specific*

community stakeholder groups and individuals will be identified with the chosen proponent.

- c) *Summarize the relevant issues and concerns identified by staff, The Task Force and stakeholders for input into the Study. Include the summary of each meeting/interview in the appendix of the final report.*

5.3 Data Collection

- a) *Review existing available data on the quantity, type and quality of the housing stock within the City.*
- b) *Conduct research to provide up to date data on the housing stock and diversity of housing form in the City.*
- c) *Conduct community scan to provide up to date information on the housing stock and diversity of housing form in adjacent First Nations and RDKS communities.*

5.4 Deliverables

5.4.1 Comprehensive Housing Needs Assessment

Prepare a Comprehensive Housing Needs Assessment document. Provide data tables and summaries of interview/discussions with stakeholder groups, in an appendix.

Ensure an executive summary is included at the beginning of the report, separate from the report body.

The final report should be provided as follows:

- *Ten (10) bound hardcopies (colour)*
- *Electronic copies in a reproducible format (Pdf format preferred).*

6. PROJECT TIMELINE

The timeline for this project is proposed as follows:

Milestone	Timeline
<i>RFP Release</i>	<i>July 3, 2009</i>
<i>RFP Closing Date</i>	<i>July 21, 2009</i>
<i>Proposal Evaluation</i>	<i>July 22-27, 2009</i>
<i>Proposal Award</i>	<i>July 28, 2009</i>
<i>Project Kickoff Meeting</i>	<i>Week of August 3-7, 2007</i>
<i>Stakeholder Interviews</i>	<i>Week of August 3-7, 2007</i>
<i>Progress Meeting (Teleconference)</i>	<i>Week of September 14 - 18, 2009</i>
<i>Draft Study Report</i>	<i>October 9, 2009</i>
<i>Final Study Report</i>	<i>October 30, 2009</i>