



Request for Proposal 20XX-XX

REQUEST FOR PROPOSAL FOR

XXXXXXXX

FOR

The Township of Woolwich

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1.0 Proposal Submission Instructions

1.1 Proposal Submissions

1.1.1 ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received by the Bidding System, no later than **2:00PM (local time), on XXXX.**

1.1.2 Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is RECEIVED by the Bidding System, not when a Bid is submitted by a Bidder, as Bid transmission can be delayed in an “Internet Traffic Jam” due to file transfer size, transmission speed, etc.

For the above reasons, the Township recommends that Bidders allow sufficient time to upload their Bid Submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing time and date shall be determined by the Township’s Bidding System web clock.

1.1.3 The Township of Woolwich shall only accept and receive Electronic Bid submissions through the Owner’s Bidding System, hereafter called the “BIDDING SYSTEM”.

HARD-COPY BID SUBMISSIONS SHALL NOT BE ACCEPTED.

The offer to purchase and develop must be submitted separately, as outlined within the online bidding system. Quality factor scores will be finalized based on material included in the proposal submissions. The cost proposal envelopes will only be opened and scored after the quality factor scores have been finalized. The successful proponent will be the one with the highest overall score.

Note that proponents who include their cost proposal within the technical requirements may be disqualified.

1.1.4 Late Bids shall not be accepted by the Township of Woolwich’s Bidding System.

1.1.5 The Township of Woolwich (“the Township”) will not be responsible for any costs incurred in the preparation of the Proponent’s submission and once received the submission becomes the property of the Township.

1.2 Inquiries and Addendum

1.3.1 All Proposal inquiries must be submitted through the Township’s Bids & Tenders website using the “Submit a Question” button.

- 1.3.2 Inquiries must be received no less than 5 working days prior to the Proposal closing date to allow sufficient time to provide a response. Inquiries received after this time are not guaranteed a response prior to the Proposal closing date.
- 1.3.3 To ensure consistency and quality of information provided to the Proponent, any information with respect to significant inquiries received and the replies to such inquiries will be provided simultaneously to all Proponents to which this Request for Proposal (“RFP”) has been sent without revealing the sources of the inquiries. The responses to questions will be provided to all Proponents through electronic correspondence.
- 1.3.4 Under no circumstances will meetings related to this RFP be held with individual Proponents prior to the closing date and time of this Request for Proposal.
- 1.3.5 Non-compliance with condition 1.3.4 above may (for that reason alone) result in disqualification of the Proponent’s submission.
- 1.3.6 Should it become necessary to provide additional information, or make changes to the proposal document, electronic addenda will be issued to all Proponents at least forty-eight (48) hours prior to the closing date and time.
- 1.3.7 The Township may provide additional information, clarification or modification by electronic addenda. All addenda shall be incorporated into and become part of this Request for Proposal. The Township shall not be bound by oral or other informal explanations or clarifications not contained in an addendum.
- 1.3.8 Each Proponent shall be responsible for verifying, before depositing its proposal submission, that they have received all addenda issued. Proponents should check online at <https://woolwich.bidsandtenders.ca> prior to submitting their Proposal.

1.3 Clarification

- 1.4.1 It is the responsibility of each Proponent to inquire about and clarify any requirements of this Request for Proposal which are not understood.
- 1.4.2 Proponents must obtain their own information on all matters and things that may in any way influence them in developing their proposals.
- 1.4.3 The Proponent must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.

1.4 Conflict of Interest

- 1.5.1 Each Proponent shall declare to the Township as part of their proposal any situation that may be either a conflict of interest or a potential or perceived conflict of interest with the contractual obligations of their proposal.
- 1.5.2 No member of the Township and no officer or staff member of the Township are, will be, or shall become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise in the performance of any contract resulting from this solicitation or in the supplies, work or business in connection with any such contract or in any portion thereof, or in any monies to be derived there from.

1.5 Bribery and Collusion

- 1.6.1 Should a Proponent or any of their agents give or offer any gratuity to or attempt to bribe any member of the Township, or attempt to commit fraud, the Township shall be at liberty to reject the Proponent's submission or cancel the contract.
- 1.6.2 The Proponent further acknowledges that their proposal is made without any connections, knowledge, and comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.

2.0 Scope

2.1 Background and Objective

The Township of Woolwich and Region of Waterloo are seeking qualified Proponents to submit a response to this Request for Proposal (RFP) for the development of affordable rental housing for low to moderate income households on surplus Township owned lands municipally known as 28 South Street in Elmira (the Property). The Township intends to transfer title to the Property for a nominal cost.

2.2 Scope of Work

1. DEFINITIONS

Addendum or Addenda: a document or documents issued by the Township of Woolwich ("Township") as a supplement to this Request for Proposals ("RFP") that explains errors, inconsistencies, provides clarification or responses to questions submitted by Proponents or otherwise details or updates information provided in the Request for Proposals.

Affordable Housing: housing facilities in which the average rent for each unit, inclusive of all utilities, is less than or equal to the most recently released average market rent (AMR) levels published by Canada Mortgage and Housing Corporation (CMHC) for Waterloo Region, and **is defined as being a rent that is at or below 80% of Median Market Rent.**

Agreement: means a binding agreement between (2) two or more parties to provide services to be executed between the Township and/or Region and the Successful Proponent pursuant to the terms of the RFP.

AODA: Accessibility for Ontarians with Disabilities Act and the regulations enacted under the AODA as amended.

Award: means authorization to proceed with the Agreement process with the Successful Proponent.

Bidder: means an alternative term for Proponent.

Council: means the Council of The Township of Woolwich.

General Conditions: mean the conditions which apply to the RFP as a whole and any subsequent Agreement - which the Proponent must adhere to during the Request for Proposal process and during the term of any Agreement following an Award.

Low Income: means housing facilities in which the average rent for each unit, inclusive of all utilities, and **is defined as being a rent that is at or below 50% of Median Market Rent.**

Proponent: any entity submitting a proposal in response to this RFP.

Proposal: means the offer contained in a Proposal submitted in response to this RFP by a Proponent.

Request for Proposal (RFP): the submission of a Proposal that meets the bidding procedures, general terms and conditions, specifications, sections and appendices and all addenda required.

Region: means The Regional Municipality of Waterloo.

Selection Committee: means the Committee consisting of Township and Regional employees who are responsible for the review and evaluation of the Proponents submitted proposal.

Successful Proponent: means the selected Proponent that is moving forward with the process to enter into an Agreement.

Township: means the Township of Woolwich.

2. DESCRIPTION OF THE PROGRAM

The Township of Woolwich has identified a need to provide affordable housing in the community. In assessing options to address that need, the Township is offering surplus Township lands at 28 South Street in Elmira as a pilot project for releasing future suitable surplus lands for affordable rental housing.

As per the terms and conditions of this RFP for affordable rental housing, the Township, in working with the Region of Waterloo, now invites non-profit and private sector Proponents to submit Proposals for new affordable rental developments on the Property. The Township intends to convey the Property to the successful Proponent for nominal consideration (pursuant to the terms of the Agreement of Purchase and Sale) to support the development and long-term operation of new affordable rental housing units (as defined in this RFP and the Agreement of Purchase and Sale.)

3. SITE DETAILS

The Property is located at the northwest corner of Snyder Ave South and South Street in Elmira. The lands are directly adjacent to the Woolwich Memorial Centre and Lions Hall, and in a residential area of the community. The lands are located in close proximity to schools, walking distance to the downtown and a grocery store. The lands are also on a Grand River Transit (GRT) bus route.

The site was previously operated as a community use, Kiwanis house (office and storage), community garden and parking area. The Township is in the process of having obtaining a Record of Site Condition for the Property.

The Property is legally described as
as in Instrument Number -----, being all of PIN ----- (LT), in the Township of Woolwich, in the settlement of Elmira.

The Property is ----- with approximately . A copy of the Reference Plan is attached to Appendix 5.

The zoning designation is Residential – Multiple with Design Guidelines (R-7A) and site specific zoning. The zoning of the lands will allow for a variety of multiple housing types, up to 120 Units per hectare and up to four floors (0.2 ha.- maximum of 24 units). Parking is required at a rate of 1.2 spaces per unit.

Location Map



4. Agreement of Purchase and Sale for the Property

The successful Proponent will be required to enter into the Township form of Agreement of Purchase and Sale (sample attached as Appendix 1) within 30 days of Township Council award of the successful Proposal. Key components of the Agreement of Purchase and Sale are:

- The Agreement will be conditional upon the Proponent obtaining satisfactory financing to complete construction of the proposed residential development within 30 days; obtaining site plan approval for the proposed residential development and confirmation from the Chief Building Official for the Township that a building permit is available to construct the proposed development within 180 days of execution of the Agreement;
- Proponent will be required to demolish the existing building and for site grading;
- Proponent will be required to consult with and obtain approval of its site plan from the Township of Woolwich;

- Transfer of title to the Property will be subject to the Township's option to re-purchase the Property for nominal consideration, free and clear of all encumbrances, in the event the Proponent fails to meet certain performance milestones (i.e., commencement and completion of construction) as set out in the Proponent's own construction schedule submitted with the Proposal or in the event the Proponent proposes to sell, lease or otherwise dispose of the Property without the Township's consent;
- Any proposed applications for minor variance for parking, set backs and other changes that do not affect the permitted height or density will require the prior consent of the Township and Township fees for applications will be responsibility of the Proponent;
- Proponent will agree to maintain a minimum of 50% of the units as affordable rental units and the remaining units for low income for a stipulated term not less than 25 years. "Affordable" is defined as being a rent that is at or below 80% of Median Market Rent. Low Income is defined as rent that is at or below 50% of the median market rate;
- To secure the Proponent's performance of its continuing obligations to maintain a minimum number of residential units at affordable rents for the stipulated term in the Agreement of Purchase and Sale a mortgage back to the Township in the principal amount equal to the appraised value of the Property, plus interest at Prime Rate plus 2%, to be registered on title to the Property in second priority to construction/take-out financing;
- Proponent will be fully responsible to undertake and complete construction in accordance with all governmental approvals; and
- Consent of the Township will be required for any proposed transfer, sale, lease or other disposition of the Property prior to the expiry of the minimum stipulated term.

The Township reserves the right to make any amendments to the form of Agreement of Purchase and Sale it determines reasonably necessary.

5. ELIGIBILITY REQUIREMENTS

The following Proponent types will be considered: private sector, non-profit, charitable corporation, municipal non-profit, co-operative, and private/non-profit partnership.

Proponents that are not eligible include:

- Purpose-built student housing;
- Nursing and retirement homes;

- Shelters and crisis care facilities;
- Condominium; and
- Transitional or time-limited housing without security of tenure.

Proponents must be able to execute the Township's form of Agreement of Purchase and Sale (see Appendix 1) within 30 days of Township Council approval of the selected Proposal. The Agreement of Purchase and Sale will be conditional upon Township Council approval and the Proponent having construction financing, all municipal approvals (minor variances to modify existing zone, except for increases in height or density, site plan approval and confirmation from the Township of Woolwich's Chief Building Official that a building permit is available for the proposed development) within 180 days of signing the Agreement. No zone changes will be permitted to be applied for.

Proponents must demonstrate experience and expertise in project development, residential construction and property management, and being in good standing as an existing housing provider, as applicable. Proponents must demonstrate the capacity and financial capability to undertake the proposed development.

The Township has a key program objective to promote and support the use of apprentices and the training of skilled labour. Successful Proponents would be required to incorporate this element into the contractor selection process. Successful Proponents must ensure that all contractors and sub-contractors hired actively implement initiatives/activities to promote or support apprentices and submit associated reporting as required.

RFP submissions should be designed to achieve a maximum number of Program Objectives and Preferences. The Township reserves the right to prioritize projects on the basis of which a project achieves the program objectives and preferences.

A successful Proponent will be required to enter into an Agreement with the Township for a minimum of 25 years, or as otherwise prescribed, to ensure that affordability goals are met and properties are well maintained. Proponents are encouraged to review the conditions and requirements included in the sample Agreement in Appendix 1. Township Council reserves the right to include such additional terms and conditions governing the provision of assistance to a Proponent as may be required.

The Proponent must demonstrate organizational, financial, and management capacity to operate an affordable rental housing building and meets the terms and conditions of funding, including accurate, complete, and timely reporting, as demonstrated in this Proposal and by its past record.

The Proponent confirms that, if successful in this RFP, they will meet all the conditions of and sign the Agreement (See Appendix 1 for a sample).

6. PROGRAM OBJECTIVES

The Township is seeking Proposals that achieve as many of the following program objectives as possible:

- To build new, sustainable, long term affordable rental housing, including housing available to lower-income households;
- To build Affordable Housing that is truly integrated into the community and minimizes impact on neighbouring properties (e.g. through design excellence and use of high quality materials) and is consistent with the Township's Design Guidelines which can be found on the Township's webpage;
- To create affordable housing that addresses economic, environmental and community sustainability;
- To build energy efficient and well-designed housing that delivers adequate unit sizes, provides for overall VisitAbility(as described in Planning and Design Requirements below); and
- To incorporate partnerships with organizations and agencies to address other community interests.

7. PREFERENCES

Preference will be given to Proposals from experienced housing providers that can deliver units that address local housing needs. Preference will be given to Proponents that:

- Plan to have units remain affordable housing for a stipulated time frame beyond the minimum term of the 25-years;
- Development which meets or exceeds affordability targets (number of units);
- Development meets or exceeds the 50% minimum of the units in the development to be affordable units;
- Commit to a smoke-free policy;
- Involve partnerships with other organizations that address broader community interests and social development on a not-for-profit basis;
- Commit to use apprentices, provide training of skilled labour and/or un/under employed individuals, or incorporate youth employment opportunities during construction, and
- Plan construction and design to achieve low life cycle energy costs and high environmental and/or energy performance (e.g. Passive House, LEED, or net zero standards).
- Have experience in managing affordable housing.

8. AFFORDABILITY TARGETS

Providing housing for those with challenging economic circumstances is an ongoing

objective. Therefore, at least 50% of unit rents should be at or below 80% of CMHC Median Market Rent, and the remaining units are to be at or below 50% of the Median Market Rent.

Table 4: Current – Median Market Rents (MMR) and Target Rents Per Month

Unit Size (Number of Bedrooms)	Median Market Rent	80% of MMR
One-bedroom	\$853	\$682
Two-bedroom	\$1,014	\$811
Three-bedroom+	\$1,157	\$925

These rent targets are based on the inclusion of utilities (heat, hydro, water, hot water). Proponents intending to have the tenants pay some or all of the utilities must propose reductions to the target rents listed in the Table 4 and provide rational or supporting information for the proposed reduction. The impact of utilities and other charges (i.e., parking, storage lockers) to be paid by the tenants on rent levels will also be considered in evaluating RFP submissions.

The Township, at its option, may require the Proponent to enter into a rent supplement agreement for up to 25% of the units in the Project at any time during the term of the Agreement. Potential rent supplement units would not be units at or below 80% MMR.

9. INCOME VERIFICATION

The income limits establish the maximum amount of gross annual income that households may have to be eligible to occupy a unit at or under 80% MMR (see Table 5).

Table 5: Household Income Limits by Bedroom Size for Units at or Under 80% MMR

Unit Type	Maximum Income
Bachelor	\$27,000
One Bedroom	\$34,500
Two Bedroom	\$42,000
Three Bedroom	\$51,000
Four + Bedroom	\$65,500

10. PLANNING AND DESIGN REQUIREMENTS

Preference will be given to Proposals that integrate good urban design elements, demonstrate enhanced energy efficiency and accessibility features, and meet the Township's planning objectives and design guidelines, in addition to basic site-

specific development requirements.

The selected Proponent must agree to develop the Property within permitted maximum density and height requirements as well as the existing zoning category that applies to the property. Minor variances may be sought for parking, setbacks and other changes that do not affect the permitted height or density with required fees at the Proponent's cost.

If unclear on the zoning regulations, the Proponent should consult with the Township prior to submitting their Proposal. The successful Proponent will be responsible for completing and obtaining all necessary development approvals in a timely manner and will be expected to work collaboratively with Township staff to achieve design excellence and true community integration. Submissions must include how the development will meet the Township's Design Guidelines and how the proposed development is compatible and connected with the existing surrounding area and promoting of transit supportive development and complete communities.

Submissions must include:

- a site plan and conceptual building designs/renderings. The site plan should show how the development will address changes in grade, access into and out of the site;
- a site servicing plan that identifies the underground hydro line and any other underground utilities. Identify and provide a three (3) metre easement will need to be conveyed to Waterloo North Hydro or the appropriate hydro authority over that underground line;
- a design brief that:
 - demonstrates how the development will meet the Township's Design Guidelines, and the Waterloo Region Housing Affordable Housing Design Guidelines;
 - Identifies any regulations to the existing zoning that may need relief to be applied for; and,
 - acknowledges and responds to key planning themes identified through initial community feedback, including compatibility, green space and traffic.
- a consultation strategy for meaningful community engagement with neighbouring residents.

The successful Proponent will be required to submit additional studies and plans as part of the Township's development approval process. While not a requirement of this RFP, Proponents will need to be prepared, if successful in their bid, to submit all required studies and plans including but not limited to: a landscape/open space design brief, a more detailed urban design brief and an engineering plan.

The average and minimum unit sizes listed in Table 6 should be considered as minimum requirements and will be reviewed in evaluating RFP submissions. The average applies to all units of the same size in a Proposal. Bachelor units may make up no more than 10% of the total units.

Table 6: Target Unit Sizes by Type

Unit Sizes (Number of Bedrooms)						
Unit Type	Bachelor	1-Bed	2-Bed	3-Bed	4-Bed	5-Bed
AVERAGE	450 ft ²	592 ft ²	725 ft ²	1,000 ft ²	1,175 ft ²	1,300 ft ²
	41.8 m ²	55.0 m ²	67.4 m ²	92.9 m ²	109.2 m ²	120.8 m ²
MINIMUM	430 ft ²	525 ft ²	650 ft ²	900 ft ²	1,100 ft ²	1,200 ft ²
	40.0 m ²	48.7 m ²	60.4 m ²	83.6 m ²	102.2 m ²	111.5 m ²

The Region has developed Waterloo Region Housing Affordable Housing Design Guidelines to guide the redevelopment of sites under the Waterloo Region Housing Master Plan. It is recommended that Proponents consider and incorporate these guidelines as applicable to the proposed plans.

The Township supports designs that includes units that are inclusive of all residents and allows basic access to everyone regardless of age and level of mobility. VisitAble housing is based on the concept that individuals who use wheelchairs, walkers, or have some other form of mobility impairment or a parent with a stroller can move freely throughout the main level of a home or unit in an apartment building. VisitAble housing has three main features:

- Provide a no-step entrance (at the front, back or side of the house);
- Wider doorways and clear passage on the main floor and common areas in apartments; and
- A main floor bathroom that can be accessed by visitors who use mobility devices.

Proponents are to indicate how their Proposal addresses the three features of VisitAble housing. Additional information on VisitAble housing can be found through the Waterloo Region dot org website, [VisitAble Housing](http://www.waterlooregion.org/visitable) section (<http://www.waterlooregion.org/visitable>). Additional accessibility or universal design features proposed of the building should also be indicated in the submission. Proponents that target housing for persons with disabilities are also encouraged to

provide accessible units with features and design details above the minimum Ontario Building Code requirements and Accessibility for Ontarians with Disabilities Act and indicate how these features address their specific target group's needs.

11. SUSTANIABILITY MEASURES

The Affordable Housing built under this Program must minimize lifecycle energy costs and achieve high environmental performance of construction and building materials based on current established principles, practices, materials and standards.

Proponents will meet a minimum of 25% energy and Green House Gas (GHG) efficiency improvement beyond the Ontario Building Code, SB-10 Division 3 (2017). Preference will be given to those who follow established best principles and practices, such as the principles of net zero energy and GHG emission buildings, in accordance with the principles of the Canadian Green Building Council (CaGBC) Zero Carbon Building Standard, LEED Silver or higher standards, Passive House standards, or other established practices and standards that aim to minimize lifecycle energy costs and achieve high energy efficiency and performance.

Proponents will include energy efficiency features in the building and ENERGYSTAR-rated appliances. Energy efficient features may include but are not limited to: heating, cooling and or ventilation systems (describe your proposed system); use light-emitting diode (LED) lighting in all common areas, building exterior and residential units; insulation and high performance building envelopes beyond the minimum Ontario Building Code (OBC) requirements; Energy Star certified windows and doors; Energy Star certified appliances; Smart Meter; product(s) that reduce water consumption (beyond OBC requirements) and window blinds.

12. FUNDNG

Subject to availability, grants to offset Regional Development Charges (RDCs) may be made available for units at or below 80% MMR. The Affordable development would be exempt from the Township's Development Charges.

Applicants are encouraged to consider applying online to the CMHC [National Housing Co-Investment Fund](https://www.cmhc-schl.gc.ca/en/nhs/co-investment-fund---new-construction-stream) (<https://www.cmhc-schl.gc.ca/en/nhs/co-investment-fund---new-construction-stream>) as possible sources of funding to improve the affordability and viability of potential projects. Further details are available through this link as well.

Qualified applicants are also encourage to consider applying online to the Federation of Canadian Municipalities [Sustainable Affordable Housing Fund](https://fcm.ca/en/programs/green-municipal-fund/sustainable-affordable-housing) (<https://fcm.ca/en/programs/green-municipal-fund/sustainable-affordable-housing>) to help offset the costs of implementing innovative sustainability (energy and environmental) construction and performance measures

Proponents will be required to obtain a 50% performance bond and labour and material payment bond from the General Contractor as per the Agreement.

The Carpenters Union certification is not applicable to this RFP.

3.0 Proposal Instructions

3.1 General Instructions

3.1.1 Proposal Policy

Specific instructions for the preparation of each of the Proposal sections required by this RFP are contained in this section. Proposals will be evaluated up to the page limits listed in the format instructions. Material exceeding the specified page limits will not be evaluated. Excess material will be removed from the section to which the page limit applies.

3.1.2 Proponent Definition

For the purposes of this RFP, a “Proponent” is defined as the entity submitting a Proposal in response to this RFP. A Proponent is therefore one of the following entities:

- Prime Contractor, where a single vendor proposes to assume full contractual liability; and
- Prime Contractor with various sub-contractors, where the Prime Contractor proposes to assume full contractual liability.

3.2 Proposal Structure and Format Instructions

This section provides general guidance for preparing Proposals as well as specific instruction on the format and content of the Proposal. The Proponent’s Proposal must include all data and information requested and must be submitted in accordance with these instructions. The Proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The Proposal should not simply rephrase or restate the Townships’ requirements, but rather shall explain how the Proponent intends to meet these requirements. Proponents shall assume that the Township has no prior knowledge of their experience, and the Proposal evaluation will be based solely on the information presented in the Proposal.

4.0 Written Proposal Submission Requirement

4.1 Section 1 – Proposal Format

Evaluation of Proposals is made easier when Proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency

in Proponent response and ensure each Proposal receives full consideration. All pages should be consecutively numbered.

The Proposal must be no longer than 12 pages in length (excluding appendices). The Townships recommends selection of a Proposal on the basis of Proposals submitted, without negotiations. Therefore, each Proposal should contain the Proponent's best terms/information, including all required documentation and information. Where Proposals intend to represent a formal partnership, the partnership must be evidenced with a written letter of understanding, written Memorandum of Understanding between organizations.

Note on partnerships: All partnerships must be evidenced by written letter of understanding or written Memorandum of Understanding between the Proponents, outlining each Proponent's roles, function, and responsibilities. One agency is considered the "Lead Agency". Information for all agencies included within the Proposal must be included with the bid submission in one envelope. Each agency does not submit their own individual submission.

All Proponents shall conform to the following Proposal formatting instructions:

PROPOSAL COMPONENTS

The Proponent shall ensure the Proposal is:

- Complete and provides all of the required information and documentation;
- Provides all information in the form requested; and
- The Proposal is received at the appropriate office no later than the identified deadline.

If the Proponent has any questions related to the Proposal Components, they may contact the Township in writing through prior to the identified deadline with any questions or requests for clarification.

1) Cover Letter

- The Proponent is encouraged to provide a covering letter with their submission.
- The cover letter should be no more than one (1) page, single spaced, 12-point font, standard one (1) inch margins and signed by a duly authorized officer of the Proponent providing a brief executive summary to the Proposal.

2) Main Submission

Proposals must be no longer than 12 pages (excluding supporting documentation included in appendices) and must include the following information:

- Proponent details: lead contact and contact information, Proponent

- background and expertise in developing and managing affordable rental housing, including examples and 3 professional references for past projects;
- Provide proof of incorporation: if not currently incorporated, Proponents must confirm that if successful, they will be incorporated prior to entering into a agreement;
 - Written acceptance of Township's form of Agreement of Purchase and Sale;
 - Description of professional team and proposed roles in this project: development, financial, legal, consulting, architectural services, planning services, property management, etc. (include examples of previous projects and resumes);
 - Partnerships (any other agencies, other program funding, identify roles and responsibilities and include letter/memorandum of understanding between the partners);
 - Proposal details: rationale, how the proposed project will help create sustainable affordable housing, target client group(s), number of affordable units, property management details;
 - Project concept: building and unit size and type, design considerations and rationale in relation to the client target group, building standards that will exceed the norm as defined by the current Ontario Building Code, energy efficiency provisions, accessibility and VisitAble features and standards (include concept site plan and concept building designs/renderings) and address: how the development will meet Township Urban Design Guidelines, and how the proposed development is compatible and connected with the existing surrounding area and promoting of transit supportive development and complete communities;
 - Apprentices or Employment Opportunities Partnership Plans: how the Proponent will ensure that apprentices, un/under employed individuals and/or incorporate youth employment opportunities during construction are provided with opportunities to work on the project and how this will be tracked and reported;
 - Project Viability: provide a feasibility analysis and potential benefits and risks;
 - Proof of Proponent equity contribution (funding, in-kind, etc.);
 - Confirmation of other capital funding, if applicable;
 - Project budget for development of the project;
 - Evidence of financial competence: demonstrate the capacity and financial capability to undertake the proposed development, including at a minimum, copies of the two most recent audited financial statements of Proponent and any partners (if audited financial statements are not available, additional information to substantiate or establish liquidity and debt management is required such as a statement of net worth, unaudited financial statements,

- consolidated financial statements and/or most recent tax return);
- Financing details: expected amount, interest rate and amortization, and letter from lender indicating interest or commitment in financing the project (commitment can be conditional on obtaining program funding);
- Proposed rents and amount for extra charges (e.g. parking, storage) in relation to Affordability Targets referenced in this RFP (if any utilities are to be paid by the tenants, the Proponent must propose rent reductions and rationale for amount of adjustment); and
- Project Development schedule (include an implementation plan and schedule, estimating the key milestone dates, as applicable, for site plan approval, building permit approval, construction start and occupancy).

3) Proposed Unit Count, Capital and Operating Budget forms

Proponents shall complete the forms included in Appendix --- and include in the submission. It is recognized that some Proponents may wish to submit more than one option for a property in response to this RFP. In such cases a separate submission must be submitted for each option.

3.2.1 Page Format

Pages shall be single-spaced using at minimum 12-point Arial font. Page size shall be 8.5 x 11 inches, unless another page size is specifically allowed. All margins shall be no less than 1 inch. The glossary of abbreviations, title pages, and table of contents are not included in page limitations, and therefore should not include Proposal material.

Covering Letter

The Proponent shall provide a covering letter with their submission (not included in the page count) signed by a duly authorized officer of the firm indicating:

- i) Compliance to clause 1.5 "Conflict of Interest";
- ii) Compliance with all other terms and conditions of the Proposal document.

3.2.4 Proprietary Content

Information, which the Proponent considers being of a proprietary or confidential nature must be, clearly marked "PROPRIETARY".

5.0 Proposal Evaluation Procedure

5.1 Introduction

The Proposal evaluation team will be chaired by the Director of Financial Services for the Township of Woolwich and will consist of three representatives from The Township of Woolwich (3) and two (2) representatives from the Region of Waterloo.

It must be understood and accepted by any Proponent submitting a Proposal that all decisions as to the degree to which a Proposal meets the requirements of this RFP are solely within the judgment of the Proposal evaluation team.

The Proponent must comply with all requirements specified in the RFP. Statements that include the words “shall”, “must”, or “will” are considered to be mandatory. In the case of a mandatory item that is not complied with, the Proposal will not receive further consideration.

5.2 Evaluation Criteria

In order to be considered for evaluation, Proposals shall contain and will be evaluated on the following:

Component	Assessment Criteria	Weight
Mandatory Requirements	<ul style="list-style-type: none">• Evidence of incorporation.• Two most recent audited financial statements; if not available additional information provided to substantiate or establish liquidity and debt management is required.• Commit to obtaining site plan approval for the proposed residential development and confirmation from the Chief Building Official for the Township that a building permit is available to construct the proposed development within 180 days of execution of the Agreement• Confirmation to maintain as affordable rental housing for not less than 50% of the units for a minimum of 25 years.• Confirmation to develop within the permitted height and maximum density for the site in accordance with the existing zoning regulations;• Acceptance of the Township’s form of agreement of Purchase and Sale.	Yes/No

Address Township and Regional Objectives and Preferences	<p>Objectives;</p> <ul style="list-style-type: none"> • To build new, sustainable, long-term affordable rental housing, including housing available to lower-income households. • To build affordable housing (as defined in this RFP) that is truly integrated into the community and minimizes impact on neighbouring properties (e.g. through design excellence and use of high quality materials) and meets the Township Design Guidelines • To create affordable housing (as defined in this RFP) that addresses economic, environmental and community sustainability. • To build energy efficient and well-designed housing that delivers adequate unit sizes, provides for overall VisitAbility. • To incorporate partnerships with organizations and agencies to address other community interests. <p>Preferences</p> <ul style="list-style-type: none"> • Plan to have units remain affordable housing beyond the minimum term of the 25-years • Exceed the minimum of 50% of the units at, or below, 80% median market rent (MMR). Remaining units are to be as low income units at 50% median market rent. • Commitment to a smoke-free policy. • Involve partnerships with other organizations that address broader community interests and social development on a not-for-profit basis. • Plan for use of apprentices or un/under employed individuals during construction. • Plan construction and design to achieve low life cycle energy costs and high environmental and/or energy performance (e.g. Passive House, LEED, or net zero standards). 	25
Proponent Qualifications and Partnerships	<ul style="list-style-type: none"> • The Proponent has a proven track record in developing and managing affordable rental housing projects. • References. • Strength of project team. 	

	<ul style="list-style-type: none"> • The Proponent and any/all partners identified in the Proposal demonstrate the capacity and financial capability to undertake and operate the proposed development. • Previous experience working with proposed partner(s). 	25
Project Concept and Design	<ul style="list-style-type: none"> • Alignment with the Region's 10-Year Housing and Homelessness Plan. • Proposed target group(s). • The site design and building materials proposed that are consistent with the Township Design Guidelines • Landscaping, amenities and building features, including on site laundry facilities. • VisitAble design and accessibility features greater than Building Code requirements. • Energy efficiency features greater than Building Code requirements. • Community Engagement Plan. • Project Construction Schedule. 	30
Financial Plan	<ul style="list-style-type: none"> • Evidence of financial competence. • Equity contribution. • Mortgage financing details. • Proposed rent levels. • Financial viability of proposed capital/operating budgets to complete construction and operation of the Project. • Project Budget – including purchase costs, land development costs 	20
	Total Potential Points	100

5.3 Selection of Proponents

5.3.1 Proponents may be required to orally present their submission to the Selection Committee.

5.4 Acceptance, Award and Rejection

5.4.1 Any Proposal will not necessarily be accepted, in particular, if only one Proposal is received. If only one submission is made the Township reserves the right to sole source the project to any company.

- 5.4.2 The Township reserves the right to accept or reject any part of each Proposal submission.
- 5.4.3 All Proposals officially received are irrevocable for a period of up to one hundred and twenty (120) days from the Proposal opening.
- 5.4.4 The Township interpretation of the contents of the official Request for Proposal documents shall prevail.
- 5.4.5 The services identified in this request for Proposal are subject to Council approval of the Staff report recommending award.

6.0 Resulting Contract Clauses

The following clauses are non-negotiable and will be incorporated into any resulting contract. Other additional clauses will be negotiated with the successful Proponent.

6.1 Agreement for Professional Consulting Services

- 6.1.1 Appendix A has been provided as part of the RFP process so that Proponents may review and become familiar with certain specific conditions that are expected to be adhered to in connection with the provision of services.

6.2 Bankruptcy or Insolvency

- 6.2.1 If the successful Proponent becomes bankrupt, either by way of assignment or by way of a receiving order, or if the successful Proponent becomes insolvent, the Township may, at its option, immediately employ another Proponent to complete the Contract and the Township shall have a claim against the successful Proponent or its estate for any additional cost over and above the original contract price, necessary to complete the Contract and to remedy any defects.

6.3 Governing Law

- 6.3.1 The Contract shall be governed by the laws of the Province of Ontario, Canada.

6.4 Ethical Conduct

- 6.4.1 Each of the parties agrees to abide by the terms and conditions of the Township's Purchasing Policy. This document may be viewed in the Finance Office at 24 Church Street West, P.O. Box 158, Elmira, Ontario, N3B 2Z6 or on our website www.woolwich.ca.

APPENDIX A

SCHEDULE “A”

This Schedule “A” includes the following documents, listed in order of precedence for the purposes of any inconsistency:

- (a) Addenda issued by the Township;
- (b) Township Request for Proposal for the Project;
- (c) Proposal

Schedule “A” (a)

PROJECT INFORMATION/FUNDING BUDGET FORMS

PROJECT INFORMATION

Townhouse units	
Apartment Units	
Total Units	
Surface Parking Spaces	
Enclosed Parking Spaces	
Total Gross Floor Area	
Net Residential Floor Area	
Net Non-residential Floor Area	

PROPOSED UNIT COUNT

Bedroom Type	Unit Size (m²)	Number of Affordable Units (IAH/OPHI Capital Funded at or below AMR)	Number of Market Rent (Not IAH/OPHI Capital Funded)	Total Number of Units
1 Bedroom				
2 Bedroom				
3 Bedroom				
4+ Bedroom				
Total				

CAPITAL BUDGET

Budget Item	Affordable Units	Market Rent/Non- Residential Space	Combined Total
Land Purchase			
Land Transfer Tax			
Environmental/Geotechnical			
Remediation/Site Clean-up			
Survey			
Appraisal			
Other Land Cost:			

Budget Item	Affordable Units	Market Rent/Non-Residential Space	Combined Total
SUBTOTAL	\$	\$	\$

Budget Item	Affordable Units	Market Rent/Non-Residential Space	Combined Total
Legal Fees			
Planning Approvals			
Building Permit Fees			
Development Charges			
Parkland Levy			
Planning/Development Consultant			
Architect/Engineers			
Mortgage Fees			
Quantity Surveyor			
Interest during Construction			
Insurance during Construction			
Taxes during construction			
Audit (required)			
Other Soft Cost:			
SUBTOTAL	\$	\$	\$

Budget Item	Affordable Units	Market Rent/Non-Residential Space	Combined Total
Construction/Renovation			
Furnishings & Equipment			
Stoves & Refrigerators			
Parking & Landscaping			
LEEDS/Energy Efficiency Features			
Contingency			
SUBTOTAL	\$	\$	\$
Net HST	\$	\$	\$
TOTAL CAPITAL COST	\$	\$	\$

CAPITAL FUNDING

Budget Item	Affordable Units	Market/Non-Res. Space	Combined Total
Proponent Equity – Source: _____			
Proponent Equity – Source: _____			
CMHC Co-Investment Contribution (Grant)			
Regional Development Charges Grant			
Area Municipal Funding			
Mortgage			
Other Funding – Source: _____			
Other Funding – Source: _____			

Budget Item	Affordable Units	Market/Non- Res. Space	Combined Total
TOTAL	\$	\$	\$

ANNUAL OPERATING BUDGET

REVENUE	Affordable Units	Market Rent	Combined Total
() Bedroom: Number @ \$			
() Bedroom: Number @ \$			
() Bedroom: Number @ \$			
() Bedroom: Number @ \$			
() Bedroom: Number @ \$			
() Bedroom: Number @ \$			
Laundry Revenue			
Parking Revenue			
Other Revenue:			
TOTAL REVENUE	\$	\$	\$
Less: Vacancy Allowance			
Less: Other:			
NET REVENUE	\$	\$	\$

EXPENSES	Affordable Units	Market Rent	Combined Total
Hydro			
Heating			
Water			
Utilities Common Area			
Maintenance & Elevator			
Garbage			
Snow Removal			
Insurance			
Audit			
Legal, Banking, Office Costs			
Management Fees			
Municipal Taxes			
Replacement Reserves			
Other:			
Principal & Interest Mortgage Payments			
TOTAL EXPENSES	\$	\$	\$
SURPLUS (SHORTFALL)	\$	\$	\$

Schedule “A” (b)

[Insert name of document as listed in Schedule “A”, attach the relevant portions of the document after this
page, and initial]

Schedule “A” (c)

[Insert name of document as listed in Schedule “A”, attach the relevant portions of the document after this
page, and initial]

Schedule “A” (d)

[Insert name of document as listed in Schedule “A”, attach the relevant portions of the document after this
page, and initial]

Schedule “A” (e)

[Insert name of document as listed in Schedule “A”, attach the relevant portions of the document after this
page, and initial]