

District of Nipissing
Social Services
Administration Board



Conseil d'administration
des services sociaux
du district de Nipissing

Expression of Interest # 2020-09

Affordable Housing Concepts and Potential Development Opportunities

Date issued: July 7, 2020

Closing Date and Time: September 30, 2020 @ 1:00 p.m. EST

Definitions

Closing Date: shall mean the date and time as set out in section 3.1 Proposal Submission and Closing Date.

Committee: means relevant staff representation of the DNSSAB/NDHC and such other persons as may be selected by the DNSSAB/NDHC to evaluate the Proposals.

DNSSAB: shall mean The District of Nipissing Social Services Administration Board.

DNSSAB Board: means the 12-member Board of the DNSSAB. The Board consists of 11 elected officials who represent various municipalities throughout the District of Nipissing and one representative who represents the district's two unincorporated areas.

May/Should: used in this Expression of Interest (EOI) denote permissive (not mandatory).

Ministry: means the applicable Ontario Ministry.

Must/Shall/Will: used in the EOI denote imperative (mandatory), meaning proposals not satisfying imperative (mandatory) requirements will be deemed to be non-compliant and will not be considered for contract award.

NDHC: shall mean The Nipissing District Housing Corporation.

NDHC Board: means the board of the NDHC who represents various municipalities throughout the District of Nipissing and two unincorporated areas.

Proponent: shall mean a legal entity, being a person, partnership, firm, or corporation that submits a proposal in response to a formal EOI.

Submission: shall mean the response to this Expression of Interest in its entirety, inclusive of all schedules and any Addenda that may be issued by the DNSSAB/NDHC Boards.

Site Authority: shall mean the DNSSAB/NDHC designate specified with authority pertaining to the provision of Services.

1.0 Purpose and Goal

The District of Nipissing Social Services Administration Board (DNSSAB) and Nipissing District Housing Corporation (NDHC) are seeking expressions of interest regarding concepts and potential affordable housing development opportunities to increase the housing stock for low-income individuals and families within the Nipissing District.

2.0 Background

DNSSAB/NDHC is responsible for the administration and funding of an array of housing programs that assist with the current and future housing needs of residents in the Nipissing District. Of note, this includes providing supports to local Non-Profit Housing Providers, Housing Corporation,

private landlords, and affordable housing proponents who operate rent-geared-to-income (RGI) and affordable housing units. NDHC is the largest Non-Profit housing provider in the district of Nipissing who provides and manages rent-geared-to-income and market rent housing units for singles, families, and senior citizens, as well as commercial units.

In 2019, the District of Nipissing Social Services Administration Board completed a review of its 10-year Housing and Homelessness Plan. The plan’s review involved consultation with stakeholders and community organizations that provide or are interested in housing and homelessness. The plan revealed gaps and needs across the housing continuum, including an increase in accessible and affordable housing.

Affordable Housing is defined as having rents for the project that are at or below 80% of CMHC Average Market Rent (AMR) at the time of occupancy. Affordable rent is determined by the actual rents paid by tenants excluding any rent supplements provided by the Service Manager. The current AMR values for the Nipissing District can be found below.

Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
AMR	80%	AMR	80%	AMR	80%	AMR	80%
\$631	\$505	\$791	\$633	\$970	\$776	\$1,121	\$897

Furthermore, there is currently a shortfall of approximately 250 rent-geared-to-income (RGI) units in the district. RGI is defined as financial assistance provided to eligible households to reduce the amount the household pays to occupy a social housing unit. RGI assistance in Ontario is currently based on 30% of a household’s gross monthly income, or a rent scale if the household is receiving social assistance.

3.0 Instruction to Proponents

3.1 EOI Submission and Closing Date

Each Proponent shall submit one (1) electronic copy of their Submission by email to the following contact:

Dee Johnson
 Interim Contract / Purchasing Specialist
 District of Nipissing Social Services Administration Board
dee.johnson@dnssab.ca

The email should be clearly marked “EOI 2020-09” and include the Proponent’s name and return address.

The EOI submission shall be received on/or before **1:00 p.m. on Wednesday, September 30, 2020.**

The Proponent shall assume full responsibility for the delivery of the completed EOI Submission. DNSSAB/NDHC accepts no responsibility for any loss or delay with respect to EOI Submission’s that are delivered to any email other than that specified.

3.2 Enquiries/Addenda

Questions shall be submitted in writing to the Contract/Purchasing Specialist no later than 5 calendar days prior to the Closing Date.

The Contract/Purchasing Specialist at his/her discretion or in consultation with DNSSAB/NDHC shall determine whether the query requires a response, and such responses will be made available to all registered Proponents by answers provided by email and/or issue of addenda – both of which will become part of the EOI.

No oral conversation will affect or modify the terms of this EOI or may be relied upon by the Proponent.

3.3 Influence

No person, partnership, firm, company, corporation, or organization shall attempt in any way, directly or indirectly either in private or in public, to influence DNSSAB/NDHC's consideration of the expressions of interest provided. Political or other letters of reference will not be accepted or considered as part of the review process.

The EOI Submission of any person, company, corporation, or organization that does attempt to influence the outcome of any DNSSAB/NDHC purchasing process will not be considered.

3.4 No Collusion

No Proponent may discuss or communicate about, directly or indirectly, the preparation or content of its EOI Submission with any other Proponent or the agent or representative of any other Proponent or prospective Proponent. If DNSSAB/NDHC discovers there has been a breach at any time, DNSSAB/NDHC reserves the right to not consider the submitted information.

3.5 Conflict of Interest

In its Submission, the Proponent must disclose to DNSSAB/NDHC any potential conflict of interest that might compromise the performance of the Services. If such conflict of interest does exist, the DNSSAB/NDHC may, at its sole discretion, refuse to consider the Submission.

The Proponent must also disclose whether it is aware of any DNSSAB/NDHC employee, or member of the DNSSAB/NDHC Board having a financial interest in the Proponent and the nature of that interest. If such an interest exists or arises, DNSSAB/NDHC may, at its discretion, refuse to consider the Submission.

3.6 Ownership and Disclosure of Proposal Documentation

The documentation comprising any Submission submitted in response to the Expression of Interest, along with all correspondence, documentation, and information provided to the DNSSAB/NDHC by any Proponent in connection with or arising out of this EOI, once received by DNSSAB/NDHC:

3.6.1 shall become the property of DNSSAB/NDHC

3.6.2 shall become subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA"), and may be released, pursuant to that Act.

Because of MFIPPA, prospective Proponents are advised to identify in their Submission materials any scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury.

Submissions will be made available to members of the DNSSAB/NDHC Board provided that their requests have been made in accordance with the DNSSAB/NDHC's procedure and may be released to members of the public pursuant to MFIPPA.

3.7 Omission

The DNSSAB/NDHC reserves the right in its sole discretion to accept or reject all or part of any Submission which is non-compliant with the requirements of this request.

3.8 Cost of Submission

Preparation of the Submission to this Expression of Interest is voluntary and any costs associated with the Submission preparation, meetings, negotiations, or discussions with the DNSSAB/NDHC are solely that of the Proponent.

3.9 No Claim

The DNSSAB/NDHC will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing a Submission, or participating in negotiations for a contract, or other activity related to or arising out of this Expression of Interest. By providing a Submission, each Proponent shall be deemed to have agreed that it has no claim.

3.10 No Binding Contract

The DNSSAB/NDHC may, after reviewing the Submissions received, enter into discussions with one or more of the Proponents, without such discussion in any way creating a binding contract. This Expression of Interest, or the Submission, does not create a legal binding agreement.

3.11 Discussions

The DNSSAB/NDHC shall have the right to discuss such matters as it chooses with any Proponent without obligation to communicate with other Proponents. The DNSSAB/NDHC shall incur no liability to any other Proponent as a result of such a discussion.

3.12 Clarifications

As part of the review process, the DNSSAB/NDHC may make requests for further information with respect to the content of any Submission in order to clarify the understanding of the Proponent's response. The DNSSAB/NDHC may request this further information from one or more Proponents and not from others.

3.13 Ownership and Confidentiality of DNSSAB/NDHC Provided Data

All correspondence, documentation, and information provided by DNSSAB/NDHC staff to any Proponent or prospective Proponent in connection with, or arising out of this Expression of Interest, the Services or the acceptance of any Submission:

- 3.13.1 and shall remain the property of the DNSSAB/NDHC;
- 3.13.2 must be treated by Proponents and prospective Proponents as confidential;
- 3.13.3 must not be used for any purpose other than for replying to this Expression of Interest.

3.14 Publicity

The Proponent and its affiliates, associates, third-party service providers, and sub-contractors shall not release for publication any information in connection with this Expression of Interest without prior written permission of the DNSSAB/NDHC.

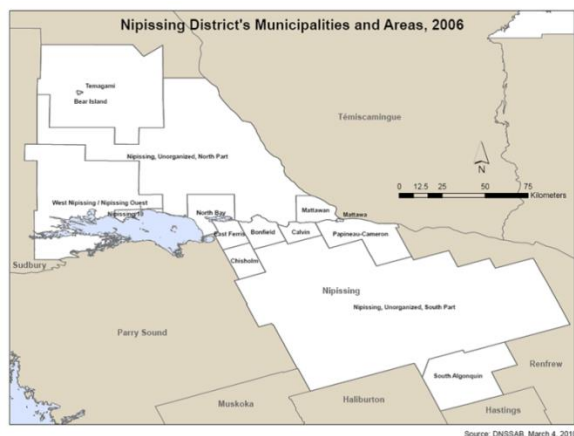
3.15 Expression of Interest Cancellation

DNSSAB/NDHC reserves the right to alter or cancel this Expression of Interest at any time and for any reason determined by the DNSSAB/NDHC.

4.0 Organization Background

The District of Nipissing Social Services Administration Board administers housing and support services on behalf of municipalities and unincorporated territories within the District of Nipissing (shown in Figure 1). The District of Nipissing is approximately 17,000 square kilometers and is comprised of approximately 87,000 residents.

Figure 1 – Map of the District of Nipissing



5.0 Eligibility

Eligible submissions must meet the following requirements:

- Result in a plan for increasing affordable rental units that would rent at or below 80% of the Average Market Rent for the Nipissing District.
- Proposed plans may be achieved through new construction or renovations.
- Conform to current design and building standards established in the Building and Fire Codes.
- Located within the boundaries of the Nipissing District.
- Provide tenancy to tenants from the Housing Access Nipissing – Centralized Waiting List for social and market housing and increase the number of social housing/affordable units in the District.

Ineligible projects include the following:

- residential care facilities
- nursing and retirement homes

6.0 Expression of Interest Requirements

DNSSAB/NDHC is seeking innovative conceptual submissions to construct housing units with the options of either internal operations or in partnership with a service provider.

The DNSSAB/NDHC seeks Proponents to provide the following:

- 6.1 Information on Proponent** – Relevant experience and qualifications of key personnel and funders including names, professional qualifications, years of experience, location, and list of similar projects undertaken by the Proponent.
- 6.2 Conceptual Development Plans** – Outline high-level project development stages (may include architectural drawings if available).
- 6.3 Target Group** – Identify the client group to be served.
- 6.4 Potential Site Selection Consideration** – Identify suitable land available for potential development and the geographical area to be served. Discuss zoning restrictions, if any. If a specific site has yet to be identified, comment on the availability of suitable land in the area. Please note that the DNSSAB/NDHC and partner municipalities own a number of properties throughout the district, some of which are vacant and may be suitable for development.
- 6.5 Concept Proposal** – Identify the potential type of housing to be built/acquired that is most suitable for the target group's needs. Identify the total number of units and unit sizes to be developed.
- 6.6 Estimated Cost and Funding Relationships** - Estimate the total capital cost and operating cost and funding relationships with DNSSAB and/or other partners,
- 6.7 Additional Cost-Effectiveness Considerations** – Comment on potential ways to control or reduce DNSSAB contribution including municipal contributions already secured or required to make the project viable.
- 6.8 Potential Development Schedule** – Outline potential development schedule including construction start date, time to complete, and occupancy.
- 6.9 Potential Requirements of DNSSAB** – Outline what (if any) contribution, either upfront or ongoing, would be required by DNSSAB/NDHC or partner municipalities..

7.0

Timelines

Table 1 below shows the key dates for this Expression of Interest:

Table 1 – Key Dates for EOI 2020-09

Description	Date
Expression of Interest Issued	July 7, 2020
Deadline for Written Questions	September 18, 2020
Release of Final Addendum (if any)	September 24, 2020
EOI Closing Date	September 30, 2020 @ 1:00 p.m.

8.0 Project Submission and Review Process

The Expression of Interest is in accordance with the Municipal Act, 2001 and the DNSSAB Purchasing Policy.

All Submissions will be reviewed by a Committee comprised of DNSSAB and NDHC staff through a review and analysis process. The Submissions will be reviewed by the Committee based on meeting the program objectives and local priorities. The projects of potential interest will be presented to the DNSSAB and NDHC Boards.

This Expression of Interest will not obligate DNSSAB/NDHC to move forward with any further procurement steps nor housing development. If DNSSAB/NDHC chooses to move forward with housing development(s) as a result of the Expression of Interest, a public Request for Proposal or public Tender would be issued.

9.0 Site Authority

The designated authorities for this project are:

Stacey Cyopeck, Manager of Housing Programs
District of Nipissing Social Services Administration Board
200-133 Main Street West
North Bay, ON P1B 8J1
P: 705-474-2151 ext. 3346
E: stacey.cyopeck@dnssab.ca

Pierre Guenette, Manager of Housing Operations
Nipissing District Housing Corporation
200-133 Main Street West
North Bay, ON P1B 8J1
P: 705-474-2151 ext. 3746
E: pierre.guenette@dnssab.ca

**EXPRESSION OF INTEREST SUBMISSION FORM
EOI 2020-09**

I/We hereby submit my/our response to the Expression of Interest for potential housing development as described within the Expression of Interest document for the above-named project.

I/We have carefully examined the documents and have a clear and comprehensive knowledge of the requirement and have submitted all relevant data.

EOI Submission Submitted by:

PROPONENT (FULL LEGAL NAME) _____

ADDRESS _____

CONTACT PERSON _____

TELEPHONE _____

EMAIL _____

DATE _____

SIGNATURE OF AUTHORIZED OFFICER _____

NAME _____

(I have authority to bind the Corporation, Company, or Partnership)

SIGNATURE OF WITNESS* _____

NAME OF WITNESS* _____

* A witness signature is required only when the tenderer is not a Corporation.