



manitobahousing

REQUEST FOR PROPOSALS FOR:

**PURCHASE AND DEVELOPMENT OF MULTI-FAMILY
SITES IN BRIDGWATER TRAILS FOR RENTAL
HOUSING**

RFP #: LD0001-2015

Issued By: *Manitoba Housing*

Issue Date: *May 1, 2015*

**Submission
Deadline:** *June 5, 2015*
3:00 pm. Central Time

**Proposals should be enclosed in a sealed
Envelope addressed to:**

*Manitoba Housing
Land Development Branch
200 – 352 Donald Street
Winnipeg, MB R3B 2H8
Attention: Dwayne Rewniak*

**The RFP #, Submission Deadline, and Proponent's name and
Return Address should appear on the face of the envelope.**

TABLE OF CONTENTS

	<u>PAGE</u>
1.0 INTRODUCTION	1
1.1 BACKGROUND AND PROJECT DESCRIPTION	1
1.2 DESCRIPTION OF THE SITE	1
1.3 SITE ACCESS.....	2
1.4 APPLICABLE VARIANCE	2
1.5 ARCHITECTURAL VISION.....	2
1.6 AFFORDABILITY	2
1.7 GEOTHERMAL AND ENVIRONMENTAL FRIENDLY COMPONENTS	3
1.8 VISITABLE AND ACCESSIBLE	3
1.9 PRICE	4
1.10 TIMING	4
2.0 PROPONENTS INSTRUCTIONS	4
2.1 SUBMISSION ADDRESS AND DEADLINE	4
2.2 PROPOSAL INQUIRIES	5
2.3 PROPOSAL FORMAT	5
2.4 PROPOSAL CONTENT	5
2.5 PROPOSAL CONDITIONS.....	6
2.6 AMENDMENT OR WITHDRAWAL PROCESS.....	7
3.0 PROPOSAL EVALUATION AND SELECTION.....	8
3.1 EVALUATION COMMITTEE	8
3.2 EVALUATION PROCESS	8
3.3 MANDATORY REQUIREMENTS	8
3.4 EVALUATION REVIEW	9
3.5 ACCEPTANCE OF PROPOSAL	9
 ATTACHMENT I - BRIDGWATER TRAILS MULTI FAMILY SITES	 10
 APPENDIX "A" - 2015 ANNUAL AFFORDABLE RENTAL RATES.....	 11
APPENDIX "B" - CURRENT INCOME THRESHOLDS	12
APPENDIX "C" - PRICE SUBMISSION TEMPLATE	13

1.0 INTRODUCTION

1.1 Background and Project Description

Manitoba Housing is committed to support the private construction of at least 1,000 new rental housing units that will be developed on suburban land holdings in Winnipeg owned by The Manitoba Housing and Renewal Corporation (MHRC). Of the 1,000 rental units, two-hundred (200) units will be required to have affordable rents.

The Manitoba Government has also announced the creation of a new tax credit in its 2013 Budget to further support private sector rental construction. The Rental Housing Construction (RHC) Tax Credit is a new financial incentive offered to private and non-profit housing developers (including non-profit co-operatives) to address the persistent shortage of rental housing in Manitoba. The RHC Tax Credit is equal to 8% of the capital cost of new rental housing construction, to a maximum of \$12,000 per eligible unit. To receive the tax credit, at least 10% of the units constructed must have affordable rents. For more detailed information visit; http://www.gov.mb.ca/housing/mh/progs/rental_housing_tax_credit.html.

One of the suburban land holdings owned by the MHRC is the 1,400 acre Bridgwater Neighborhood in south west Winnipeg. Manitoba Housing is currently developing over 1,000 acres of land in three residential neighbourhoods known as Bridgwater Forest, Bridgwater Lakes and Bridgwater Trails, and a mixed-use Town Centre called Bridgwater Centre. Bridgwater Trails received land use and subdivision approval from the City of Winnipeg in 2012 and the servicing of this neighbourhood began in 2013. Phase One of Bridgwater Trails, which includes 282 single-family lots and all eight multi-family parcels is fully serviced. Construction commenced on the single-family lots in 2014.

Manitoba Housing is the owner of a number of multi-family parcels in Bridgwater Trails as shown on the attached drawing (Attachment I). Manitoba Housing is seeking proposals for the purchase and development for any of the six multi-family sites on condition that:

- a. it will be developed as rental housing for a minimum of 10 years; and
- b. 20% of the total number of rental units in the development is to be set at affordable rent levels, meaning the rents will be set at or below the applicable affordable rental rate (see Appendix "A").

Proponents may submit bids for one or more than one of the identified multi-family parcels.

1.2 Description of the Site

All land parcels are zoned Residential Multi-Family – Medium Density (RMF-M) with the exception of the 5.37 acre site which is RMF-L – Large Density.

No fencing will be provided that separates two sites from one another, however, cedar fencing with pillars will be built along Bison Drive and Kenaston Blvd. Entry walls will be built at Bison Drive and Bridge Lake Drive inside the 4.44 acre and 5.37 acre sites. An entry wall will be built at Bison Drive and Appleford Gate inside the 7.40 acre site. Entry walls will be built at South Town Road and Kenaston Blvd inside the 4.77 acre and 3.56 acre sites. All entry walls will have landscaping around them similar to the entry walls in Bridgwater Forest.

1.3 Site Access

No site access will be permitted from either Bison Drive or Kenaston Blvd for any of the MF sites. Access is permitted from Bridge Lake Drive, Appleford Gate or Bankfield Crescent to multi-family sites on those streets.

1.4 Applicable Variance

There are no yard variances in place for any multi-family sites.

1.5 Architectural Vision

This site is located at one of the main entry points of this neighbourhood and as such, several goals are desired as follows:

1. **Traditional Design:** The single family homes in the neighbourhood will have designs influenced by traditional themes such as Colonial revival, Georgian revival, Cape Cod, Victorian, Arts and Crafts and Country. It will be important that these influences are present in the design of this multi-family site as well.
2. **Density:** A higher density of units will be considered more favourably in order to create a bulked appearance, particularly along South Town Road.
3. **Exterior Articulation:** Several planes (varied depth of exterior wall sections) are required along all exterior walls such that there are no long extended exterior wall sections at the same depth.
4. **Exterior Materials:** Materials in preferred order are brick or stone, hardie board, wood, vinyl and painted stucco.
5. **Strong Front Door Presence:** A strong front door presence is desired along Bridge Lake Drive.
6. **Structural Curves:** The project should curve behind the property line in a seamless structure along the intersection of Bridge Lake Drive and South Town Road.
7. **Small Front Yards and Side Yards:** Structures must take full advantage of the approved variance in order to minimize distance from Bridge Lake Drive.

Full detailed architectural plans will be required as a condition of the sale of these properties.

1.6 Affordability

A mandatory affordable housing component is required as part of this Request for Proposals. A mandatory requirement means the minimum elements that a Proposal must contain in order to receive further consideration, as set out in Section 3.3. The mandatory affordable housing component will be based on the following criteria:

- Affordable rental rates are set annually by Manitoba Housing and are based on annual surveys performed by the Canada Mortgage and Housing Corporation (CMHC) (see Appendix "A"). Appendix "A" provides the 2015 Affordable Rental Rates for Winnipeg, as well as a five-year history of affordable rent levels. This historical perspective will assist the Proponents with respect to year-over-year increases in affordable rents;

- Manitoba Housing will enter into an agreement with the successful Proponent for a minimum period of 10 years. This agreement shall ensure that the rental housing and affordable rental housing units remain as rental units, and that the affordable rental housing units maintain affordability over the duration of the agreement;
- Households targeted for the affordable housing units will be under certain income thresholds. These thresholds will be adjusted annually as determined by Manitoba Housing, and the current income thresholds are attached as Appendix “B”. Proponents will be responsible to verify tenant incomes for the affordable housing units over the course of the agreement;
- As a term of the agreement, Manitoba Housing shall be entitled to secure its interest against the title of the property by way of a mortgage or mortgages and a reversionary or other caveat or caveats. This charge will be postponed in favour of financing required by the successful Proponent;
- Manitoba Housing reserves the right at the end of the agreement’s duration to exercise an option to provide a rental subsidy to the successful Proponent in order to maintain housing affordability levels for in-situ affordable housing tenants;
- All Proponents are requested to state the per-unit up-front contribution required from Manitoba Housing to purchase the 10 years of affordable housing for 20% of the housing units;
- The per-unit up front contribution must take into account the new Rental Housing Construction (RHC) Tax Credit outlined in Section 1.1. The RHC Tax Credit will provide a tax credit equal to eight (8) per cent of the capital cost of new rental housing construction, to a maximum of \$12,000 per eligible unit; and
- As an option, Manitoba Housing reserves the right to award to a proponent and enter into a 10-year agreement providing annual grants for the affordable housing units representing the difference between the current market rental rate for the project and the applicable Affordable Rental Rates.

1.7 Environmental Friendly Components

Environmentally friendly components such as geothermal heating and cooling will be considered in the proposal evaluation process.

1.8 Visitable and Accessible

A visitable and accessible component will be strongly considered in the proposal evaluation process. Visitable design features include the following:

1. An accessible path of travel with a gentle grade from the front street, sidewalk, or driveway to a main entrance of the dwelling unit;
2. A no step entrance with access from the front of the dwelling unit;
3. Interior doorways on the main floor shall have a minimum clear width of 32 inches and there shall be clear passage throughout with a minimum of 36 inches clear width to access all main floor activity areas, including the washroom; and
4. Access to a main floor washroom that shall enable a person using a mobility device, such as a wheelchair, to enter, close the door and use the facilities.

1.9 Price

The price submission template attached as Appendix "C" must be filled in by Proponents and included as part of their RFP submission. There is no reserve bid. The purchaser must provide a minimum deposit of 15% of the purchase price upon execution of a sales agreement with the balance due upon commencement of construction, or one year from the date of the down payment bearing interest at prime plus one percent, whichever occurs first.

1.10 Timing

Early construction start and completion commitments will be considered in the proposal evaluation process.

2 PROPONENTS INSTRUCTIONS

2.1 Submission Address and Deadline

Proponents must submit four (4) hard copies of their Proposal, addressed as follows and delivered to:

The Manitoba Housing and Renewal Corporation
Land Development Branch
RFP # LD0001-2013
200 – 352 Donald Street
Winnipeg, MB R3B 2H8
Attn: Director, Land Development Branch, Manitoba Housing

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted.

All Proposals must be sent to Manitoba Housing in a sealed envelope by no later than 3:00 p.m. Central Time on Friday June 5, 2015 at the above address.

Proposals received after the Submission Deadline will not be accepted and will be returned to the Proponent unopened.

The Submission Deadline can be extended by issuing an addendum at any time prior to the Submission Deadline or prior to the date and time previously specified in any addendum extending the Submission Deadline. Addenda will be posted on the MERX electronic tendering system at www.merx.com. It is the responsibility of Proponents to check the MERX website for any addenda.

The appropriate signing officer or officers of the Proponent must sign proposals, in ink. Proposals, once submitted, become the property of Manitoba Housing. All Proposals will be kept in the strictest of confidence subject to such disclosure as may be required under the provisions of *The Freedom of Information and Protection of Privacy Act* or the *Personal Health Information Act*.

It is solely the Proponent's responsibility to ensure that the Proposal is received at the designated location prior to the Submission Deadline.

2.2 Proposal Inquiries

Proponents shall be solely responsible for obtaining all information that may be necessary in order to understand the requirements of this RFP and submit a Proposal in accordance with the terms and conditions of this RFP. No allowance shall be made for the failure of a Proponent to obtain such information or to make such investigations.

Proponents shall examine the RFP as soon as possible after receipt. Should a Proponent discover any errors or omissions, the Proponent shall notify the Administrator as soon as possible so further instructions may be issued to all Proponents before the Submission Deadline.

All inquiries related to this RFP are to be made, in writing, at least 5 business days prior to the Submission Deadline as noted above. Inquiries received after this date may not be answered. Written inquiries are to be directed to:

Dwayne Rewniak
Manitoba Housing
200 – 352 Donald Street
Winnipeg, MB R3B 2H8
Telephone: (204) 945-4703
Facsimile: (204) 948-4733
E-Mail: dwayne.rewniak@gov.mb.ca

Written inquiries submitted by fax or e-mail will be accepted. If Manitoba Housing determines that an inquiry will be of interest to all Proponents, it will be communicated in writing to all registered Proponents. The source of the inquiry will be kept confidential.

2.3 Proposal Format

Simplicity and clarity of responses are important. Proponents should avoid including extraneous or irrelevant information. Failure to respond to any section, subsection or clause will reduce the assessed value of the Proposal.

All Proposals submitted in hardcopy must be bound in such a manner as to lay flat when opened and should be printed on 8 ½" X 11" paper using a 10 point (or larger) font. The proposal should not exceed 15 pages, but Proponents may provide appendices that reference relevant projects and personal resumes. Appendices will not have page limitations.

2.4 Proposal Content

Proposals must contain the following items:

Proponent Qualifications and Experience:

Proponents shall include a company profile and state their intent to provide the Services as described in their Proposal. The Proposal shall be signed in ink by an appropriate Proponent officer holding authority to legally bind the Proponent organization.

Proponents shall describe their qualifications to undertake this work, including a brief description of the corporate structure/organization.

Proponents should provide at least two (2) summary-type project descriptions from representative projects of similar scope and scale executed by the Company and/or by sub-contractors in the past that demonstrate the ability to undertake this assignment.

Project Concept:

A detailed overview of the proposed project which includes:

- A narrative description of the overall project concept and development approach.
- Architectural vision for the site.
- Identification of the specific target population(s) to be served.
- Proposed number, type and size of units.
- Size, design and construction specifications for the entire project.
- Special design and amenity considerations (i.e. visitable and accessible design).
- Incorporation of geothermal and environmental friendly components.
- The number and related details of the requested housing units set at affordable rental rates.

Post-Construction Management Plan:

A detailed explanation of post-construction property management plans. This should include details on how property management will be carried out and by whom.

Development Plan and Timetable:

An outline of the Proponent’s anticipated project development work plan / approach that includes information on specific activities, tasks, key milestones, and allocated human and financial resources. This should include a timetable that outlines proposed dates and durations for functions such as, but not limited to the following:

- Obtaining and maintaining control of site.
- Preparation of final working drawings and specifications.
- Construction schedule.
- Start of project occupancy.

Price Submission Template:

The price submission template attached as Appendix “C” must be filled in by Proponents and included as part of their RFP submission.

2.5 Proposal Conditions

A Proponent should clearly understand, and by submitting a Proposal, agree that its Proposal or any part of its Proposal is subject to the following conditions, in addition to any other terms and conditions set out in this RFP:

A. Disqualification

No Proposal will be considered which is received after the Submission Deadline. No Proposal will be considered from a Proponent where Manitoba Housing, in its sole discretion, determines that a potential conflict of interest exists. No Proposal will be considered that is in any way conditional or that proposes to impose conditions on Manitoba Housing that are inconsistent with the requirements of this RFP and the terms and conditions stipulated herein.

B. Right of Rejection

The submission of a Proposal, the receipt of a Proposal by Manitoba Housing and the opening of a Proposal, or any one of those, does not constitute acceptance, in any way whatsoever, of a Proposal.

A Proposal is not and shall not be deemed in any way to be a unilateral contract. It is an offer by the Proponent to Manitoba Housing to carry out the provisions of this RFP. A Proposal may be accepted or rejected by Manitoba Housing in its entire discretion.

A Proposal, or any part of a Proposal, is not accepted unless Manitoba Housing accepts it in writing and the written acceptance has been delivered to the selected Proponent.

C. Right to Reissue RFP

Manitoba Housing reserves the right to reissue the RFP where, in Manitoba Housing's sole opinion, none of the Proposals submitted in response to the RFP warrant acceptance or where it would be in the best interest of Manitoba Housing to do so.

D. Cost of Proposal

Costs incurred in the preparation, presentation and submission of a Proposal shall be borne entirely by the Proponent.

E. Decisions of Evaluation Committee

All decisions on the degree to which a Proposal meets the stated criteria or the score assigned to a Proponent or to part of a Proposal will be determined solely by the Evaluation Committee. The Evaluation Committee's determinations in this regard are final and may not be appealed by a Proponent.

2.6 Amendment or Withdrawal Process

Proponents may amend Proposals submitted in response to this RFP prior to the Submission Deadline by submitting an amendment clearly identifying the change or by submitting a new Proposal that clearly indicates that it is to replace the Proposal previously submitted by the Proponent. Amendments received after the Submission Deadline will not be considered by Manitoba Housing.

Proponents may withdraw a Proposal submitted in response to this RFP by submitting a request in writing to Manitoba Housing at any time prior to, but not after, the Submission Deadline.

All amendments or requests to withdraw a submitted Proposal shall be in writing submitted to Manitoba Housing at the address set out in Section 2.0 of this RFP.

It will be solely the responsibility of the Proponent that submits an amendment or a request to withdraw a Proposal to ensure that the amendment or request is received prior to the Submission Deadline.

3.0 PROPOSAL EVALUATION AND SELECTION

3.1 Evaluation Committee

The Evaluation Committee will be made up of representatives from Manitoba Housing. The Evaluation Committee will be responsible for reviewing and evaluating Proposals submitted in response to this RFP. Manitoba Housing may, at its sole discretion, retain additional committee members or professional advisors as is determined to be prudent or necessary.

3.2 Evaluation Process

The RFP evaluation process is a selection procedure. It will be finalized through completion of the following steps:

- Proponents to submit Proposals to Manitoba Housing in response to the RFP;
- Manitoba Housing will screen each Proposal to ensure that the Proposals meet all the mandatory requirements of this RFP. Any Proposal that fails to meet the mandatory criteria will not be considered further.
- Proposals that meet the mandatory requirements of this RFP will be reviewed and evaluated by the Evaluation Committee.
 - The evaluation committee has assigned points based on the information provided in the proposal and listed in Section 3.3.
- Recommendation by the Committee to Manitoba Housing of the selected Proponent;
- Decision by Manitoba Housing to accept or not to accept a Proposal;
- Finalize and enter into an Agreement with the selected Proponent.

3.3 Mandatory Requirements

Proposals will be screened by reference to the Mandatory Requirements. The Mandatory Requirements are:

- Receipt of proposal prior to the Submission Deadline.
- Proposals include a mandatory affordable housing component as outlined in Section 1.6.
- The price submission template attached as Appendix "C" must be filled in by Proponents and included as part of their RFP submission.

3.4 Evaluation Review

Proposals will be evaluated in accordance with the following criteria:

Selection Criteria	Allocated Points
Architectural Vision	25
Environmental Friendly Components	20
Visitable and Accessible Design	20
Purchase price of land	75
Per-unit Affordable Housing Cost	65
Construction Schedule	20
Qualifications and Experience	25
TOTAL POINTS	250

Proponents are advised to carefully scrutinize the evaluation criteria prior to preparing their Proposals in response to this RFP.

3.5 Acceptance of Proposal

If Manitoba Housing decides to accept a Proposal, it will accept the Proposal that, in the Evaluation Committee's sole opinion, is the best overall Proposal when evaluated in accordance with the above process. Should Manitoba Housing decide not to accept any Proposal, all Proponents will be given notice of such decision.

Should Manitoba Housing decide to accept a Proposal, it will notify the successful Proponent in writing, followed by a commitment to proceed.

Proponents are advised to carefully scrutinize the evaluation criteria prior to preparing their Proposals in response to the RFP.

Appendix “A” – 2015 ANNUAL AFFORDABLE RENT RATES

Affordable rental rates refer to the middle value of all monthly rents paid, inclusive of essential utilities (heat, hydro and water), when placed in order of value for a designated market area and by unit type. Affordable rental rates are set annually by Manitoba Housing and are based on annual surveys conducted by the Canada Mortgage and Housing Corporation (CMHC).

Applicable affordable rental rates for the city of Winnipeg, as they relate to this RFP, are currently as follows:

	One Bedroom	Two Bedroom	Three Bedroom	Four + Bedroom
Affordable Rents (Warm)	\$806	\$1,027	\$1,182	\$1,425
Affordable Rents (Cold)	\$723	\$944	\$1,039	\$1,250

Note: Warm rents are inclusive of all essential utilities (i.e. heat, hydro and water)

HISTORICAL AFFORDABLE RENTAL RATES (WARM) FOR CITY OF WINNIPEG

Fiscal Year	One Bedroom	Two Bedroom	Three Bedroom	Four + Bedroom
2014/15	\$806	\$1,027	\$1,182	\$1,425
2013/14	\$772	\$983	\$1,179	\$1,391
2012/13	\$748	\$939	\$1,123	\$1,325
2011/12	\$665	\$890	\$1,100	\$1,325
2010/11	\$625	\$863	\$1,063	\$1,225
2009/10	\$615	\$815	\$1,050	\$1,215
2008/09	\$588	\$788	\$988	\$1,163

Appendix “B” – CURRENT INCOME THRESHOLDS FOR WINNIPEG

Non-family Household (without children) One-bedroom unit	\$48,693
Family Household (with children/dependents) Two-bedroom plus unit	\$64,924

Appendix “C” – PRICE SUBMISSION TEMPLATE

Land Purchase Price:	\$
One-time, per unit contribution required from Manitoba Housing in order to develop 20% of the total rental units at affordable rent levels for a minimum period of ten years (Contribution amount does not include the Rental Housing Construction Tax Credit which will also be available for <u>eligible</u> proponents).	\$
Proposed number of market rental units:	
Proposed number of affordable rental units:	
Proposed total number of rental units:	