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## ***MORE HOMES, MORE AFFORDABILITY***

**REQUEST FOR EXPRESSIONS OF INTEREST ("RFEOI") PS20120780**

**TO DESIGN - BUILD - OPERATE AFFORDABLE RENTAL HOUSING**

Expressions of Interest (herein called "Submissions") are to be addressed and delivered to the Purchasing Services Office, City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, prior to the Closing Time: 3:00pm Vancouver Time (as defined in Note 2 below), Tuesday, September 18, 2012.

(Courier Delivery and Drop off is at the Information Desk, Main Floor Rotunda of the same address)

**The Request for Expressions of Interest will not be opened publicly.**

### **Information Meeting**

Interested parties are invited to an Information Meeting on September 5, 2012 at 10AM PST time at City Hall, 453 West 12<sup>th</sup> Avenue (Town Hall Meeting Space) as an opportunity to ask questions of City Staff. Registration is required by August 29<sup>th</sup>, 2012 by submitting the Information Meeting Attendance Form (Schedule E). All questions and answers will be recorded and posted as an addendum to the RFEOI.

### **NOTES:**

1. Submissions shall be in sealed envelopes or packages marked with the Interested Party's Name and the Request for Expression of Interest ("RFEOI") Number and Title.
2. Closing Time and Vancouver Time will be conclusively deemed to be the time shown on the clock used by the City's Purchasing Services Office for this purpose.
3. The City's Purchasing Services office is open on Business Days 8:30 am to 4:30 pm Vancouver time and closed Saturdays, Sundays and holidays.
4. DO NOT SUBMIT BY FAX.
5. All inquiries related to this RFEOI shall be submitted in writing to the attention of:

Linda Roussy  
Contracting Specialist

**Fax: 604-873-7057**

**E-mail: [purchasing@vancouver.ca](mailto:purchasing@vancouver.ca)**

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## INSTRUCTIONS TO INTERESTED PARTIES

## SECTION 1 GENERAL INFORMATION

## 1.1 Introduction

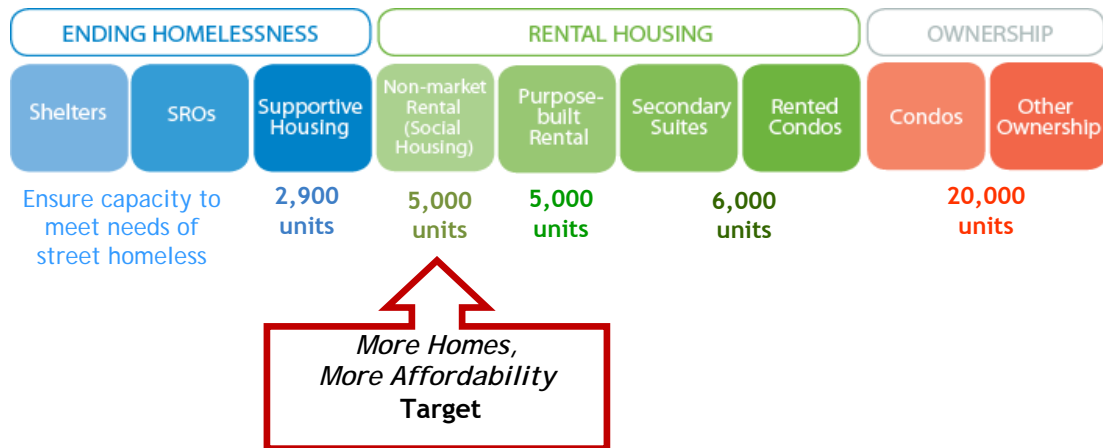
The City of Vancouver (the “City”) wishes to explore whether there is interest from experienced partnerships to design, build and operate affordable (below market) rental housing on six (6) sites (the “Sites”). The City currently owns four Sites in fee simple and has options to purchase two sites which the City intends to exercise. The Sites could be made available by the City for redevelopment by means of the City granting a nominal prepaid ground lease to such interested parties (“Interested Parties”) to enable rental affordability. The intent of this Request for Expression of Interest (“RFEOI”) is to capitalize on the experience, ingenuity and ability of the not-for-profit and private sectors and provide the opportunity to demonstrate their ability to work together to achieve maximum rental affordability (i.e. below market). The City welcomes submissions for development of one, several or all of the Sites to maximize economies of scale. Consortia of partners bringing varied expertise are welcome.



Figure 1: Context Map for the Sites

## 1.2 Background and Context

The "*Housing and Homelessness Strategy 2012-2021*", (the "**Strategy**") is the guiding document for addressing housing solutions in Vancouver. Of particular relevance for this RFEOI is the direction to increase the supply of affordable housing through the City's use of land, capital grants, incentives and other resources to lever as well as to demonstrate leadership in supporting partnerships. The Strategy sets out targets along the housing continuum. *More Homes, More Affordability* will address the non-market rental housing point on the continuum by targeting below-market affordability.



Vancouver faces a unique rental housing challenge. Vacancy rates are chronically low and the majority of the City's purpose-built rental stock is aging and in need of renewal. The *More Homes, More Affordability* program is an opportunity for the City to collaborate with the not-for-profit and the private sectors to increase the affordable non-market rental housing stock and maintain or increase its affordability over time. The City intends to grant long term ground leases for each Site at a nominal rate to stimulate the development process and deepen the level of affordability achieved than would be on land at market value. As the nominal lease rate constitutes a grant under the Vancouver Charter, the City may only grant a nominal lease to a not-for-profit housing provider that qualifies as a grantee under the Vancouver Charter. However, the City is interested in innovative partnerships which include the housing partner as well as other private and non-profit entities (the partnership to be referred to as "the proponent" for the purposes of this submission).

A strong policy framework supports the use of City owned land for affordable rental housing. Created in December 2011, the Mayor's Task Force on Housing Affordability (the "**Task Force**") examined conditions that could act as barriers to housing affordability for low to moderate income earners. The Task Force's June 2012 interim report recommends leveraging City owned land with non-profit and private partners to create new rental stock at deeper levels of affordability. The report can be found at:

[http://vancouver.ca/ctyclerk/civagencies/housing/mtfha\\_jun2012interimreport.pdf](http://vancouver.ca/ctyclerk/civagencies/housing/mtfha_jun2012interimreport.pdf)

re:THINK Housing, an open ideas competition, was launched to generate a broader discussion of possibilities for Vancouver's affordable housing crisis. Winning entries have been submitted to the Task Force and will be included in the final report to Council. More information, as well as the submissions can be found here: <http://vancouver.ca/housing/rethink/>

Interested Parties may wish to explore available financing options through BC Housing's Community Partnership Initiatives. BC Housing partners with municipalities, non-profit

societies, and other community groups to implement innovative strategies that create more affordable housing for British Columbians in greatest need. The Community Partnership Initiatives provide mortgage financing for housing solutions, without the need for ongoing operating subsidies. Through the program, BC Housing provides advice, referrals to partnership opportunities and interim financing, and arranges long-term financing for non-profit societies to create self-sustaining, affordable housing developments. BC Housing's capacity to provide financing with favourable terms is the cornerstone of the program. More information can be found at <http://www.bchousing.org/Initiatives/Financing/CPI>.

### 1.3 City Objectives

The City seeks to continue to implement innovative housing solutions to address the need for affordable housing through the creation of below-market affordable rental housing. As such, key objectives of this RFEOI are to work with interested parties to create:

- (a) housing projects with a deep and protected level of affordability, without the need for operating subsidies from the City;
- (b) expedited delivery of units that recognizes the need for new rental housing stock;
- (c) an innovative mix of tenure types that could include ownership to create deeper levels of affordability across a maximum number of units may be considered for some of the Sites; and
- (d) well-designed projects to optimize livability for tenants.

### 1.4 Process

The selection process includes the RFEOI stage and likely a subsequent RFP stage, although the City reserves the right not to conduct a further RFP or to proceed further.

- a) The RFEOI process is intended to determine the interest and capability of Interested Parties to present a preliminary development concept which includes an estimated level of rental affordability, a schedule estimating delivery of units, and a description of any innovative approaches.
- b) Based on the level of interest and quality of submissions received, the City may proceed to a RFP stage. The RFP will request more-detailed concepts for development, architectural drawings, and capital and operating budgets that provide for affordable rental levels.

Submissions to the RFEOI will be reviewed by an evaluation committee to determine interest and capability and those Interested Parties may be invited to participate in any subsequent RFP process.

The six (6) Sites included in this RFEOI are further described below and in the attached Schedule F.

### 1.5 The Sites

The Sites are grouped in two categories which reflect common themes in terms of zoning and proposed tenure. Specific information on each Site can be found in Schedule F.

**EFL Sites:** These two Sites are included in the East Fraser lands Official Development Plan ("EFL ODP") and both are recently rezoned and are intended to meet the EFL's affordable housing targets.

1. River District 8a
2. River District 5a

For River District 8a, a portion of this Site exists as Lot 8 against which an Option to Purchase is registered in favour of the City. The balance of this Site will be created by subdivision and upon this subdivision the City's Option to Purchase will be extended over the entire Site. The City intends to exercise this Option to Purchase following subdivision and retain fee simple ownership of the Site in order to provide a nominal long-term ground lease for the Site.

For River District 5a, this Site has not yet been created. A section 219 covenant in favour of the City is registered on title to the larger parcel from which this Site will be subdivided and this covenant requires the owner to register an Option to Purchase in favour of the City on title to this Site upon subdivision. The City intends to exercise this Option to Purchase following subdivision and retain fee simple ownership of the Site in order to provide a nominal long-term ground lease for the Site.

**Fee Simple Sites:** The following Sites are owned in fee simple by the City and may be conducive to an innovative mix of tenure or amendment to bylaws.

3. 1700 Kingsway
4. 2780 SE Marine Drive
5. 2800 SE Marine Drive
6. 2910 E Kent Ave South

## 1.6 Development Incentives

To secure affordable rental housing the City intends to lease each Site at a prepaid nominal lease rate for a long term and, to the extent possible may provide for the following potential redevelopment incentives that seek to reduce project costs:

### *Development Cost Levy Waiver (DCL)*

Pursuant to Section 523D(10) of the Vancouver Charter and subject to the Vancouver Development Cost Levy Bylaw No. 9755, City Council has the authority to waive or reduce a levy for an "eligible development" as such term is defined in the Vancouver Charter.

### *On-Site Parking Relaxations*

Reduced parking requirements will be considered.

### *Fast-Tracked Process*

The new affordable units created through this process are intended to be delivered quickly to meet the critical need for new rental units in the City. To that end, the City is committing to a fast-tracked approvals process to save costs and realize new affordable housing stock.

### 1.7 Ground Lease Overview

The Sites will continue to be owned in fee simple by the City and offered for redevelopment by means of a nominal, prepaid, long term ground lease for a minimum of 60 and maximum of 99 years to a non-profit housing society or co-operative that meets the requirements of the Vancouver Charter for a grantee, registered on title to each Site (a "**Ground Lease**"). As such, the City will consider financing arrangements which permit a proponent to mortgage their leasehold interest in the Ground Lease.

The terms of each Ground Lease will include a representation by the City that the Site is not contaminated. The City will provide copies of any Certificates of Compliance by the BC Ministry of Environment, as applicable.

### 1.8 Housing Agreement Overview

The City will seek to register a Housing Agreement on title to each Site with the objective of securing rental affordability over the term of the Ground Lease.

At this stage, the City requires a preliminary estimate of rental rates and how the parties expect to maintain affordability over the term of the Ground Lease.

## SECTION 2 COMMUNICATIONS

### 2.1 Inquiries by Interested Parties

Interested Parties may only communicate with the City in writing by fax or email to the contact person listed on the cover page of this RFEOI. Any questions received will be answered and posted as addenda to the RFEOI.

### 2.2 Information Meeting

Interested parties are invited to an information meeting on September 5, 2012 at 10AM PST time at City Hall, 453 West 12<sup>th</sup> Avenue (Town Hall Meeting Space) as an opportunity to ask questions of City Staff. Registration is required by August 29<sup>th</sup>, 2012 by submitting the Information Meeting Attendance Form (Schedule E). All questions and answers will be recorded and posted as an addendum to the RFEOI. (Attendance is optional.)

Event	Dates
Information Meeting Attendance Form submission deadline	August 29, 2012
Information Meeting	September 5, 2012

## SECTION 3 SUBMISSION OF INTEREST

### 3.1 Delivery

Interested Parties must submit an original of their Submission and the number of copies of their Submission specified in Schedule 1 - Requirements Checklist, in sealed envelopes, delivered either by hand or by courier to the address stated in Schedule 1 - Requirements Checklist and not later than the Closing Time. The Interested Party shall set out its name and mailing address on the envelope and the envelope shall be clearly marked as indicated in Schedule 1 - Requirements Checklist. It is the Interested Party's sole responsibility to ensure delivery of the

Submission by the Closing Time. All submissions shall be made at the Interested Party's sole cost and expense.

### **3.2 Late Submissions**

The City of Vancouver may, at its sole discretion, accept or reject and may return unopened any Submission received after the Closing Time.

### **3.3. Lack of Information**

Interested Parties acknowledge that following receipt of a submission, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Interested Party provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Interested Party. If an Interested Party fails to provide comprehensive and accurate information that is essential for the City of Vancouver's consideration of the Interested Party's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Submission.

### **3.4 Notice**

Interested Parties are to note that this RFEOI has been prepared and is administered by the City's Community Services and Procurement Services departments independent of other departments within the City. Interested Parties must not rely on the contents of this RFEOI and the schedules included in this RFEOI and are hereby now notified, that the information residing in files or databases or within the knowledge of City staff working on the Sites other than in the Community Services and Procurement Services departments have not necessarily been incorporated into this RFEOI and, if not so incorporated, cannot be deemed or interpreted as the City acting through the Community Services and Procurement Services departments. Each Interested Party now waives all rights and/or recourse, both in law and in equity, which might arise by virtue of the fact that information was known to the City of Vancouver and the City failed to disclose it because it failed to cross-reference all its files, databases and City staff with this RFEOI.

### **3.5 Material Changes**

Interested Parties shall inform the City of Vancouver of any material change in information that might affect their prequalification status at any time during the prequalification process, including changes to the proposed key personnel, operators or development team described in the Submission. Proponents in the RFP process will be required to update key prequalification information at the time of proposal submission. Prior to the award of agreement, the successful proponent in the RFP process will be required to confirm its continued status.

## **SECTION 4 REVIEW OF SUBMISSIONS**

### **4.1 Evaluation by the City of Vancouver**

The City will review Submissions to determine whether, in the City of Vancouver's opinion:

- a) There is sufficient interest in Design, Build, finance and operate Affordable Housing from submitting proponents, and,
- b) the Interested Parties have demonstrated the necessary experience and qualifications to meet the City of Vancouver's objectives.



The City of Vancouver may select from the Submissions received, a list of prequalified Interested parties ("**Prequalified Interested Parties**") with whom to proceed to a Request for Proposal. The determination of which Interested parties are designated as Prequalified Interested Parties shall be at the sole discretion of the City of Vancouver based on the criteria established by the City of Vancouver; and the City of Vancouver reserves the right to limit the number of Interested Parties designated as Prequalified Interested Parties.

#### 4.2 Submission Evaluation

The following outlines the information required from interested parties to demonstrate their plan and capacity to deliver on the plan to develop and operate long term affordable rental housing. Submissions should follow the format provided in Schedules A to D.

Category
Level of Affordability
Schedule and Timing
Building and Budget Assumptions
Innovation

#### 4.3 Non-Conforming Submissions

Interested Parties which fail to conform to the requirements set forth in Schedule A hereto or which fail to conform to any other requirement of this RFEOI may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFEOI, the City may at its sole discretion elect to accept or retain for consideration Submissions which deviate either materially or non-materially from the format requirements set out in this RFEOI hereto or which otherwise fail to conform to any other requirement of this RFEOI.

### SECTION 5 NOTIFICATION AND RFP PROCESS

#### 5.1 Changes after Prequalification

Any change in the structure or formation of a Prequalified Interested Party shall be submitted to the City prior to the deadline for submission of proposals. The City may deny future consideration if the change in the structure or formation of the Prequalified Interested Party, as presented, would have affected whether or not the Interested Party would have prequalified in the first instance.

#### 5.2 The City of Vancouver Rights

- (a) The City may unilaterally take the following actions, and shall not be liable for any such actions:
  - (i) amend the scope and description of the opportunity described and the proposed agreements and arrangements set out in this RFEOI and the criteria that Interested Parties may be required to meet to be prequalified for the RFP process. In such event, proposals may be invited from those Interested Parties who meet the resulting amended prequalification requirements;
  - (ii) reject or accept any or all Submissions;

- (iii) cancel this RFEOI process and reject all Submissions;
  - (iv) elect not to proceed with an RFP process;
  - (v) cancel this RFEOI process and recommence prequalification for this RFP in respect of the same RFEOI with the same or an amended set of documents, information and requirements;
  - (vi) elect not to continue with an RFP process and negotiate directly with one or more Interested Parties following this RFEOI; or
  - (vii) issue an RFP to the Pre-qualified Interested Parties and may or may not issue the RFP to other third parties who the City deems would or should have been Pre-Qualified Interested Parties,
- (b) The Interested Party acknowledges and agrees that this RFEOI is, in no way whatsoever, an offer to enter into an agreement and the submission by any Interested Party does not in any way whatsoever create a binding agreement. The Interested Party acknowledges that the City has no contractual obligations whatsoever arising out of this RFEOI.
- (c) The Interested Party acknowledges and agrees that the prequalification of an Interested Party pursuant to this RFEOI is a preliminary step only in the City's evaluation process. Each successful Interested Party will be evaluated further under any subsequent RFP evaluation process.

### 5.3 Information Disclaimer

The City of Vancouver and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in this RFEOI or the schedules, data materials, or documents disclosed or otherwise provided to the Interested Party pursuant to this RFEOI.

The Interested Party shall conduct its own independent investigations and interpretations and shall not rely on the City of Vancouver with respect to information, advice or documentation provided by the City of Vancouver. The information contained in this RFEOI is provisional and will be superseded by the RFP and other agreement documents.

The City makes no representation, warranty, or undertaking with respect to this RFEOI and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFEOI or of any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.

### 5.4 Conflict of Interest

Interested Parties are to ensure that any and all conflicts or potential conflicts of interest are fully and properly disclosed in the Interested Party's Letter of Submission as set out in Schedule B of this RFEOI. Failure to disclose this information may result in the rejection of the Submission. If any director, officer, employee, agent or other representative of an Interested Party makes any representation or solicitation to any officer, employee, agent or elected official of the City with respect to its Submission, whether before or after the submission, the City may automatically disqualify such Interested Party.

SCHEDULE A - REQUIREMENTS CHECKLIST

Section Reference	The instructions in this Requirements Checklist and the Schedules are intended to complement or supplement the provisions in the Instructions to Interested Parties. Interested Parties should complete and submit as part of their Submissions each of the following documents:				
Schedule B	Letter of Interest - complete and sign.				
Schedule C	Submission Information - Development Experience: respond to each requirement set out in Schedule C only once, even if submitting for multiple Sites.				
Schedule D	RFEOI Submission Development Concept: respond to each requirement set out in Schedule D for each Site. <table border="1" data-bbox="633 646 1320 840"> <tr> <td data-bbox="641 657 1312 699">Level of Affordability</td> </tr> <tr> <td data-bbox="641 703 1312 745">Schedule and Timing</td> </tr> <tr> <td data-bbox="641 749 1312 791">Building and Budget Assumptions</td> </tr> <tr> <td data-bbox="641 795 1312 837">Innovation</td> </tr> </table>	Level of Affordability	Schedule and Timing	Building and Budget Assumptions	Innovation
Level of Affordability					
Schedule and Timing					
Building and Budget Assumptions					
Innovation					
4.1, 4.2 and 4.3	<p><b>Submissions</b></p> <p><b>Address:</b></p> <p>Purchasing Services Office                  City of Vancouver                  453 West 12<sup>th</sup> Avenue                  Vancouver, BC V5Y 1V4</p> <p><b>Attention:</b> Linda Roussy                  Contracting Specialist</p> <p><b>Closing Time:</b>                  As set out on the front page of this RFEOI.</p> <p><b>Number of copies of Submissions (in addition to the original) to be submitted:</b>                  Five (5)</p> <p><b>Envelope marking:</b>                  Name of Interested Party                  Mailing Address of Interested Party                  "Private &amp; Confidential"</p> <p>RFEOI No. PS20120780                  More Homes, More Affordability                  To Design-Build-Operate Affordable Rental Housing</p>				

SCHEDULE B - LETTER OF INTEREST

*[Letterhead paper of the Interested Party or participant responsible for a joint venture, including full postal address, telephone and facsimile.]*

Date: <img alt="redacted" data-bbox="235 203 268 215"/>

To: City of Vancouver (the "City")

Re: *More Homes, More Affordability*: RFEOI PS20120780 -  
To Design, Build, and Operate Affordable Rental Housing

**Private & Confidential**

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (the "Interested Proponent"), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby submits the attached submission and supporting materials (the "submission") and hereby applies for prequalification for the opportunity to submit a proposal for the opportunity described in this RFEOI.
2. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Submission, and to seek clarification from our bankers and clients regarding any financial and experience issues.
3. The City and its representatives may contact the following persons for further information:  
<img alt="redacted" data-bbox="178 563 201 575"/> insert name and contact information >
4. This Submission is made with the full understanding that:
  - (a) any information submitted during prequalification may be subject to verification by the City during evaluation of any subsequent proposals;
  - (b) we undertake to submit a bona fide proposal if we are prequalified and invited to submit a proposal in response to a subsequent RFP;
  - (c) the City may:
    - (i) amend the scope and description of the opportunity described and the proposed agreements and arrangements set out in this RFEOI and the Eligibility and Evaluation Criteria that may be prequalified. In such event, proposals may be invited from those Interested Parties who meet the resulting amended prequalification requirements;
    - (ii) reject or accept any or all Submissions;
    - (iii) cancel this RFEOI process and reject all Submissions;
    - (iv) elect not to proceed with an RFP process;

- (v) cancel this RFEOI process and recommence prequalification in respect of the same RFEOI with the same or an amended set of documents for this RFP, information and requirements;
  - (vi) elect not to continue with an RFP process and negotiate directly with one or more Interested Parties following this RFEOI; or
  - (vii) issue an RFP to the pre-qualified Interested Parties and may or may not issue the RFP to other third parties who the City deems would or should have been Pre-Qualified Interested Parties, and
- (d) the City shall not be liable in any way whatsoever for any actions described under 4(c) of this letter or for any matter whatsoever in relation to this prequalification process.

5. Declaration as to no conflict of interest in RFEOI process:

The undersigned now confirms and warrants that there is no officer, director, shareholder, partner or employee or other person related to the Interested Party or Development Team (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest who is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with any elected official or employee of the City, such that there would be any conflict of interest or any appearance of conflict of interest in the evaluation or consideration of this Proposal by the City,

except as set out below:

[The Interested Party is conclusively deemed to have declared "none" unless the Interested Party deletes this note and describes any or all relationships which might give rise to a conflict of interest or an appearance of a conflict of interest].

6. We acknowledge receipt of the following addenda (if applicable);

<b>Addendum /Amendment No.</b>	<b>Date</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

7. The undersigned declare that the statements made and the information provided in the duly completed Submission are complete, true, and correct in every detail.

Interested Party 1

Signed: \_\_\_\_\_

Full legal name of  
Interested Party: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

*[name of Interested Party - if partnership, name each partner]*

Mailing Address of  
Interested Party: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

HST Registration No.: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_

CRA Charitable Registration No. (if applicable)

Society/Not-for-Profit Incorporation/Registration  
No. (if applicable) \_\_\_\_\_

Interested Party 2

Signed: \_\_\_\_\_

Full legal name of  
Interested Party: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

*[name of Interested Party - if partnership, name each partner]*

Mailing Address of  
Interested Party: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

HST Registration No.: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_

CRA Charitable Registration No. (if applicable)

Society/Not-for-Profit Incorporation/Registration  
No. (if applicable) \_\_\_\_\_

Interested Party 3

Signed: \_\_\_\_\_

Full legal name of  
Interested Party: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

*[name of Interested Party - if partnership, name each partner]*

Mailing Address of  
Interested Party: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

HST Registration No.: \_\_\_\_\_

Incorporation Date: \_\_\_\_\_

CRA Charitable Registration No. (if applicable)

Society/Not-for-Profit Incorporation/Registration  
No. (if applicable) \_\_\_\_\_

**SCHEDULE C - SUBMISSION INFORMATION - DEVELOPMENT and OTHER EXPERIENCE**

The following information is required in the following format:

**1) NOT-FOR-PROFIT PARTNER - Housing Operator and Lessee:**

**a) Not-for Profit or Charitable Institution**

Provide proof of registration as a charity with Canada Revenue Agency or incorporation number as a society incorporated under the *Society Act* or a not-for-profit incorporated under Part II of the *Canada Corporations Act* and confirm that you are in good standing.

**b) Mixed Income Non-supportive Housing Experience**

Provide a minimum of two examples of experience with operating a mixed income, non-supportive housing building which includes the following information:

- Location of building
- Number of years in operation
- Tenant population
- Income and/or rent mix
- Vacancy rates

**2) OTHER PARTNERS: PUBLIC/ PRIVATE/ NOT-FOR- PROFIT PARTNERS**

Provide a list of involved partners and state their status of incorporation (non-profit, or for profit, or other) and clarify their role in the partnership.

**a) Project Management Experience - identify the partner responsible for project management and:**

Provide a minimum of two examples appropriate to the Submission, including:

- Project overview
- Capital budget
- Challenges and mitigation strategies

**b) Development Experience - identify the partners responsible for development and :**

- Provide a minimum of two examples of innovative housing projects which optimize design features and partnerships to optimize affordability and quality of life for tenants

**c) Financing - identify any partners responsible for providing financing to ensure affordability and:**

- Provide 2 examples of involvement in social housing or other social infrastructure projects
- Clarify extent and broad terms of financing package and how it contributes to maximum affordability

**d) Property Management**

Provide examples of experience providing property management services for an affordable and or market rental building, which includes the following information:



- Age of building
- Tenant population
- Unit type

**e) Key Personnel**

Provide resumes of proposed key personnel amongst any and all partners and describe related experience.

**f) Governance**

Briefly describe the governance structure of the members of the partnership.

## SCHEDULE D - RFEOI SUBMISSION - DEVELOPMENT CONCEPT

Please provide a preliminary development concept to include and be presented using the format below.

The RFEOI submission does not require detailed design drawings or budgets, but rather reasonable assumptions on design and construction given the information provided. It is intended that an RFP process will require more detailed and involved work. Note - as stated above the city encourages proposals which propose to involve multiple sites.

### 1) PRELIMINARY DEVELOPMENT CONCEPT

#### .1 Overview

Provide a brief (less than one page) overview and introduction to the project(s). Include intended tenant groups

#### .2 Level of Affordability

Describe the model for affordability in the building, including depth of affordability, change in affordability over time, and number of units

- i. Describe how affordability will be protected and increased over time
- ii. Indicate where any surplus or profit will be allocated
- iii. Describe the project's financing model, which may include:
  - Equity contributions
  - Investor relationships
  - Source of construction and post occupancy mortgage or other financing
  - Rate assumptions

#### .3 Schedule and Timing

- i. Provide a schedule that includes the following milestones:
  - a) Development Permit or Rezoning Application
  - b) Construction start
  - c) Occupancy
- ii. Provide a summary of any variances to bylaws or policy

#### .4 Building and Budget Assumptions - note the city will not agree to guarantee financing

- i. Describe the design concept for the building, including:
  - a) Form of construction
  - b) Number of units
  - c) Type of units and approximate area of each type
  - d) FSR
  - e) Gross floor area
  - f) Efficiency assumption

ii. Provide a high-level capital budget which includes:

- a) Estimated hard costs
- b) Estimated soft costs
- c) Contingency (design and construction)
- d) Profit (if any)
- e) Equity contribution (if applicable)
- f) Financing costs during construction
- g) Total cost per square foot

Description	Estimated Cost
Estimated Hard Cost	\$
Estimated Soft Cost	\$
Contingency (design and construction)	\$
Profit	\$
Equity Contribution	\$
Financing Cost during construction	\$
Total Cost per square foot	\$

iii. Provide a high-level operating budget which includes:

- a) Tenant rent mix
- b) Revenue
- c) Operating Costs
- d) Financing Assumptions

Description	Estimated Cost
Tenant Rent Mix	\$
Revenue	\$
Operating Costs	\$
Financing Costs	\$

iv. **Innovation**

Describe any innovative approaches, if applicable.

**SCHEDULE E - INFORMATION MEETING ATTENDANCE FORM**



**FINANCIAL SERVICES GROUP**  
Supply Management  
Purchasing Services

**Request for Expressions of Interest No PS20120780**  
**Design - Build - Operate Affordable Rental Housing**

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To acknowledge your intent to attend the Information Meeting being held as per Part B, Instructions to Interested Parties, Section 11.0, and to ensure that you receive the required information, please submit this form to the person identified below before close of business, August 29, 2012

Linda Roussy, SCMP  
Contracting Specialist  
Fax: 604-871-6048  
Email:linda.roussy@vancouver.ca

**Your details:**

Interested Party's Name: \_\_\_\_\_  
"Interested Party"

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Our organization **WILL**  / **WILL NOT**  attend the information meeting for  
"RFEOI No. PS20120780 Design - Build - Operate Affordable Rental Housing"

\_\_\_\_\_  
Authorized Signatory and Name of Company (Please print)

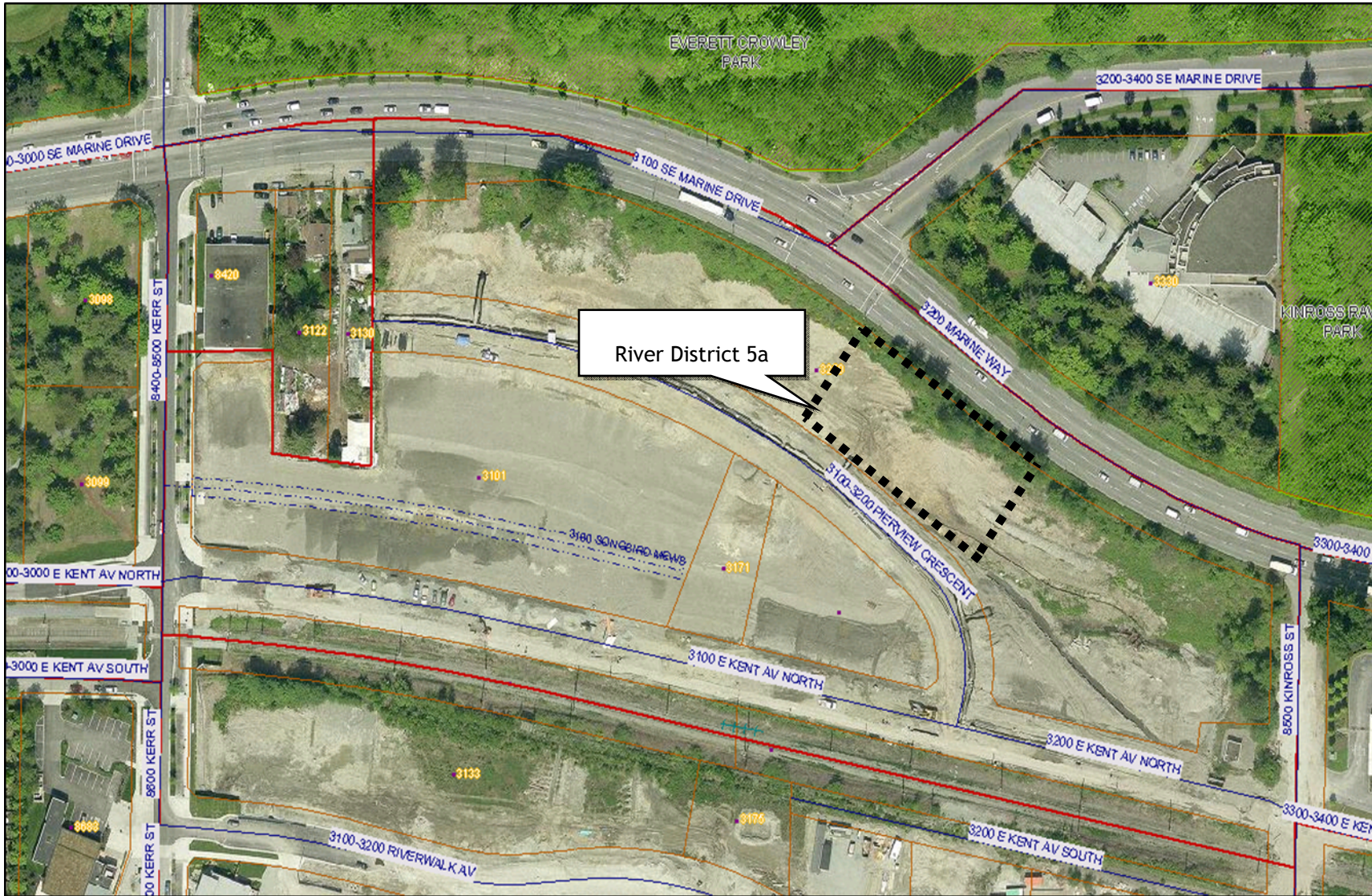
\_\_\_\_\_  
E-mail Address (Please print)

## SCHEDULE F - SITE INFORMATION

### SITE 1

Civic Address:	River District 5a
Legal:	N/A - legal parcel has not been created, but will be created by subdivision
Site Area:	to be verified by proponent
Site Dimensions:	to be verified by proponent
Zoning:	CD-1 (498) <a href="http://vancouver.ca/commsvcs/bylaws/CD-1/CD-1(498).pdf">http://vancouver.ca/commsvcs/bylaws/CD-1/CD-1(498).pdf</a>
FSR:	per zoning bylaw
Buildable Density:	per zoning bylaw
Height Limit:	per zoning bylaw
Setback Requirements:	per zoning bylaw
Environmental Soil Conditions:	This Site is covered by an existing Certificate of Compliance issued by the BC Ministry of Environment
Engineering:	As per East Fraserlands Official Development Plan (the "EFL ODP")
COV Notes:	<p>This Site is included in the EFL ODP and is identified as an affordable housing site. More information on the requirements of the EFL ODP can be found here: <a href="http://www.vancouver.ca/eastfraserlands">www.vancouver.ca/eastfraserlands</a>.</p> <p>This Site has not yet been created. A section 219 covenant in favour of the City is registered on title to the larger parcel from which this Site will be subdivided and this covenant requires the owner to register an Option to Purchase in favour of the City on title to this Site upon subdivision. The City intends to exercise this Option to Purchase following subdivision and retain fee simple ownership of the Site in order to provide a nominal long-term ground lease for the Site.</p>





**SITE 2**

Civic Address:	River District 8a (two parcels)
Legal:	1) Parcel Identifier: 028-440-269 Lot 8 Block 8 District Lot 330 Group 1 New Westminster District Plan BCP46918  2) N/A - legal parcel has not been created, but will be created by subdivision
Site Area:	±16,708 sq.ft. (to be verified by proponent)
Site Dimensions:	±xxx' x xxx (to be verified by proponent)
Zoning:	CD-1 (499) <a href="http://vancouver.ca/commsvcs/bylaws/CD-1/CD-1(499).pdf">http://vancouver.ca/commsvcs/bylaws/CD-1/CD-1(499).pdf</a>
FSR:	per zoning bylaw
Buildable Density:	per zoning bylaw
Height Limit:	per zoning bylaw
Setback Requirements:	per zoning bylaw
Environmental Soil Conditions:	This Site is covered by an existing Certificate of Compliance issued by the BC Ministry of Environment.
Engineering:	
COV Notes:	This Site is included in the EFL ODP and identified as an affordable housing site. More information on the requirements of the EFL ODP can be found here: <a href="http://www.vancouver.ca/eastfraserlands">www.vancouver.ca/eastfraserlands</a> .  A portion of this Site exists as Lot 8 against which an Option to Purchase is registered in favour of the City. The balance of this Site will be created by subdivision and upon this subdivision the City's Option to Purchase will be extended over the entire Site. The City intends to exercise this Option to Purchase following subdivision and retain fee simple ownership of the Site in order to provide a nominal long-term ground lease for the Site.







**SITE 3**

Civic Address: 1700 Kingsway, Vancouver, BC

Legal: Parcel Identifier: 028-252-462  
Lot E Blocks 7, 9 and 11 District Lot 352 Group 1 New Westminster District Plan  
BCP45184

Site Area: ±16,511 sq.ft. (to be verified by proponent)

Site Dimensions: ±30' x 62' (to be verified by proponent)

Zoning: CD-2 <http://vancouver.ca/commsvcs/bylaws/zoning/c-2.pdf>

FSR: per zoning bylaw

Buildable Density: per zoning bylaw

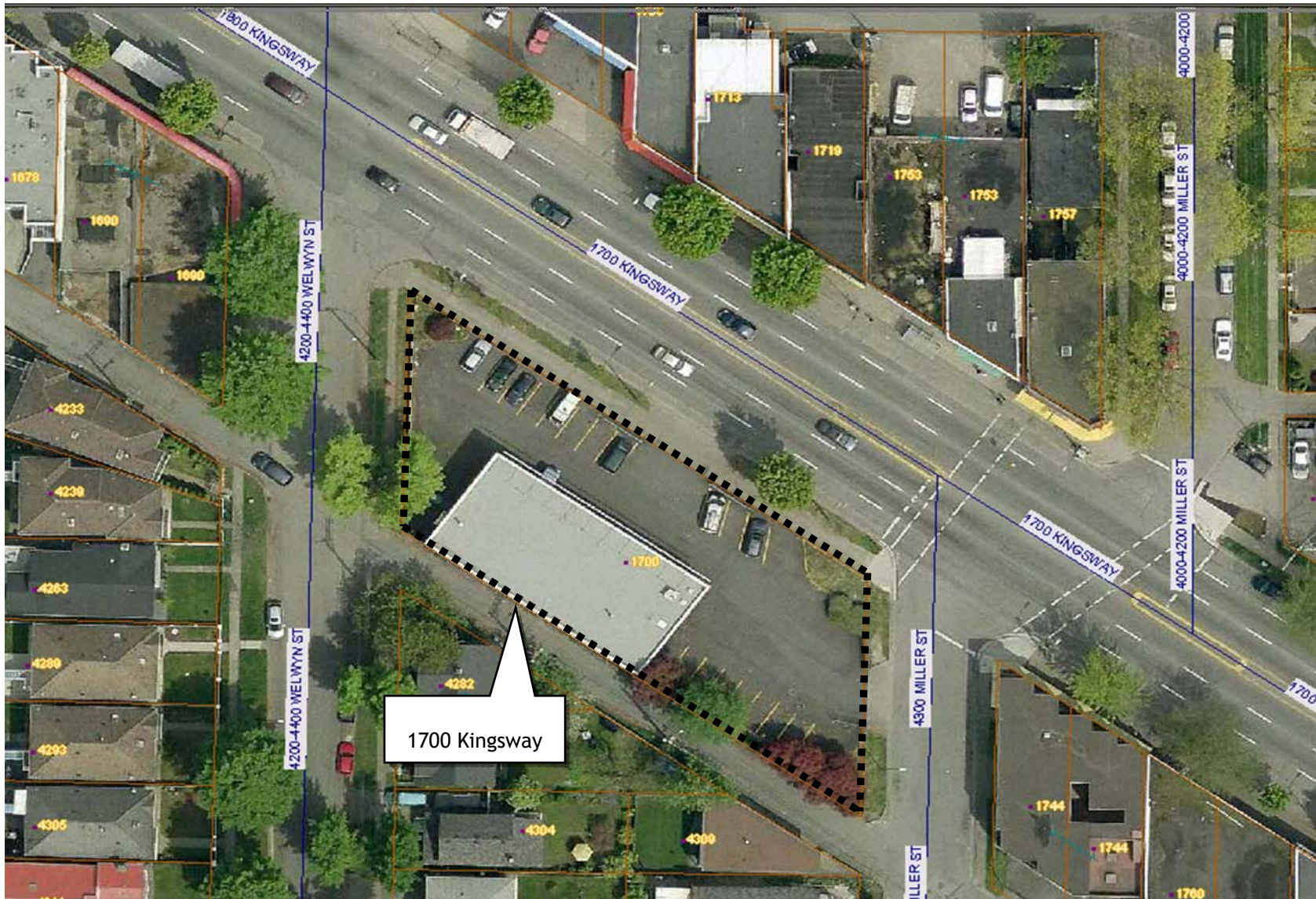
Height Limit: per zoning bylaw

Setback Requirements: per zoning bylaw

Environmental Soil Conditions: Stage 1 and II Preliminary Site Investigations completed. Investigations indicated that soil conditions are below the applicable CSR commercial land use standards. No further site investigations required if residential uses not anticipated at grade.

Engineering: A dedication sidewalk widening may be required on Kingsway and/or on Miller Street.

COV Notes: This Site may be conducive to a rezoning to permit additional density. Commercial space is required at grade



**SITE 4**

Civic Address: 2780 SE Marine Drive, Vancouver, BC

Legal: Parcel Identifier: 015-237-206  
That part of the west ½ of Block 66 lying north of the Kent Street as shown on Explanatory Plan 3729 District lots 258 and 329 Plan 670A

Site Area: ±60,310 sq.ft. (to be verified by proponent)

Site Dimensions: ±378 x 158 (to be verified by proponent)

Zoning: CD-1 (247) [http://vancouver.ca/commsvcs/bylaws/CD-1/cd-1\(247\).PDF](http://vancouver.ca/commsvcs/bylaws/CD-1/cd-1(247).PDF)

FSR: per zoning bylaw

Buildable Density: per zoning bylaw

Height Limit: per zoning bylaw

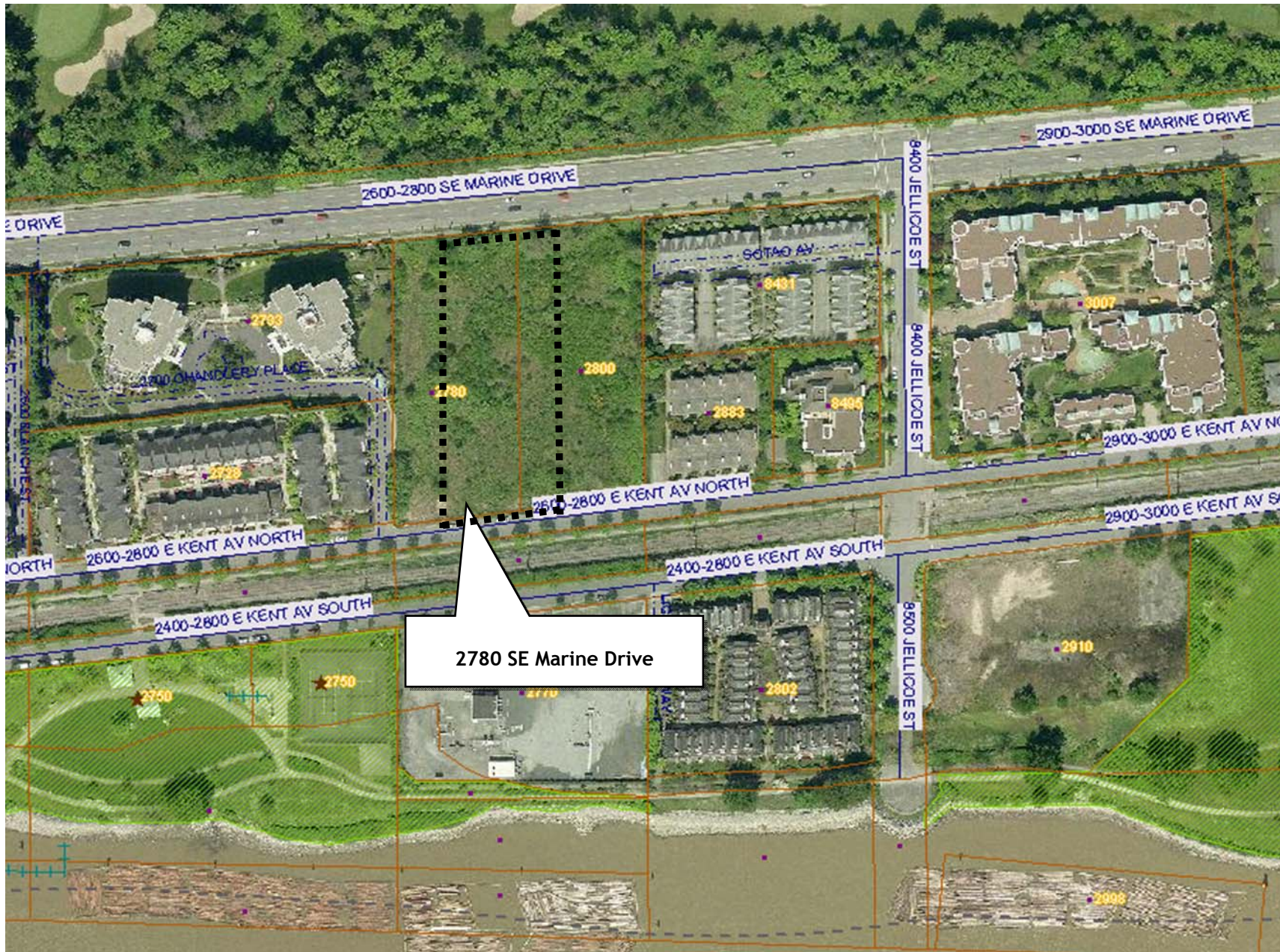
Setback Requirements: per zoning bylaw

Environmental Soil Conditions: A Certificate of Compliance has been issued for this Site

Engineering: A dedication on Kent Avenue North may be required for road widening.

COV Notes:





**SITE 5**

Civic Address: 2800 SE Marine Drive, Vancouver, BC

Legal: Parcel Identifier: 015-237-257  
Lot A (Explanatory Plan 14490) east ½ of Block 66 District Lots 258 and 329 Plan 670A

Site Area: ±59,395 sq.ft. (to be verified by proponent)

Site Dimensions: ±158' x 380' (to be verified by proponent)

Zoning: CD-1 (247) [http://vancouver.ca/commsvcs/bylaws/CD-1/cd-1\(247\).PDF](http://vancouver.ca/commsvcs/bylaws/CD-1/cd-1(247).PDF)

FSR: per zoning bylaw

Buildable Density: per zoning bylaw

Height Limit: per zoning bylaw

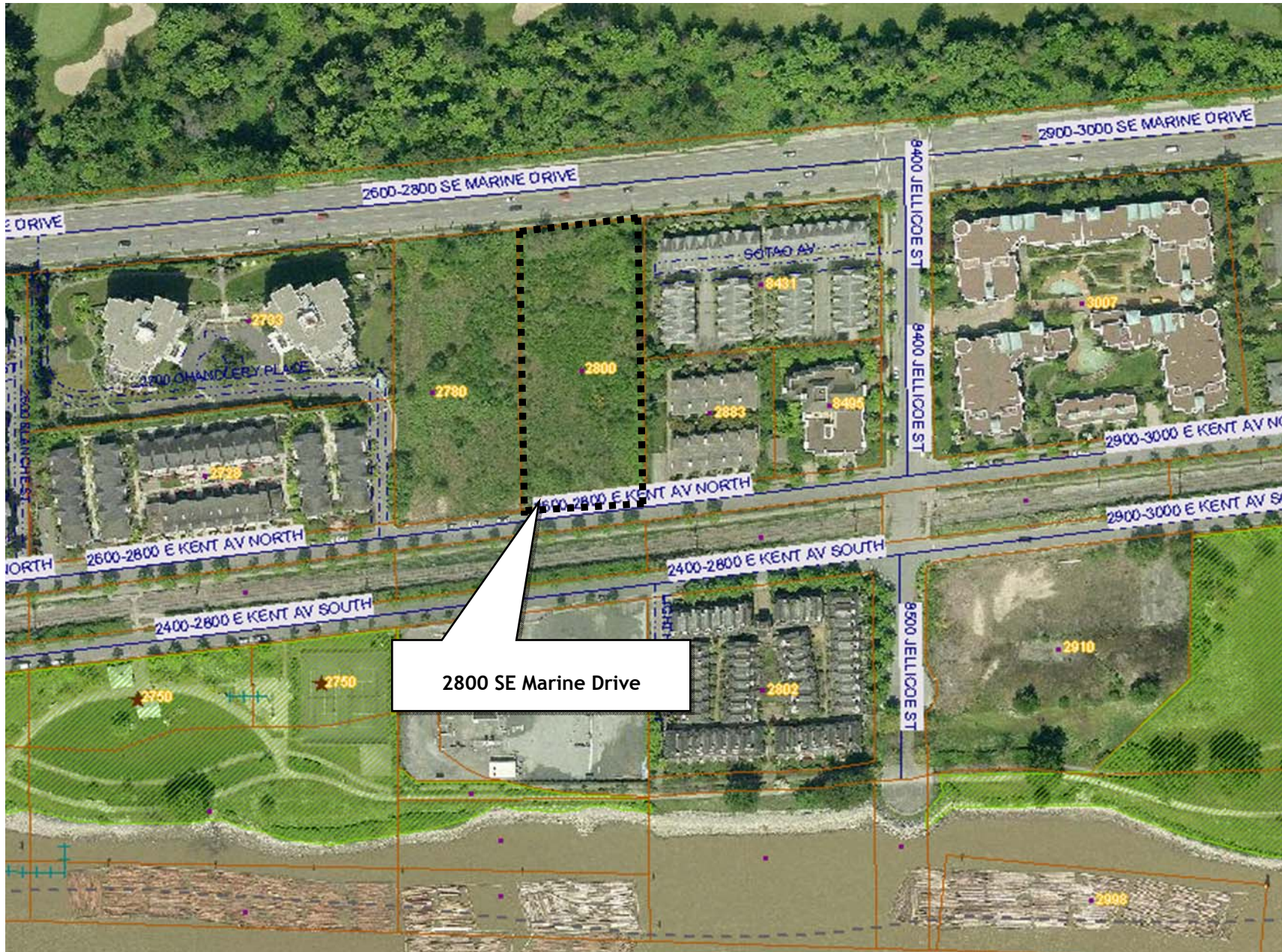
Setback Requirements: per zoning bylaw

Environmental Soil Conditions: A Certificate of Compliance has been issued for this Site

Engineering: A dedication on Kent Avenue North may be required for road widening.

COV Notes:





**SITE 6**

Civic Address: 2910 East Kent Avenue South, Vancouver, BC

Legal: Parcel Identifier: 023-668-270  
Lot 5 District Lots 258, 2100 and 6320 Group 1 New Westminster District Plan  
LMP31809

Site Area: ±91,956 sq.ft. (to be verified by proponent)

Site Dimensions: to be verified by proponent

Zoning: CD-1 (247) [http://vancouver.ca/commsvcs/bylaws/CD-1/cd-1\(247\).PDF](http://vancouver.ca/commsvcs/bylaws/CD-1/cd-1(247).PDF)

FSR: per zoning bylaw

Buildable Density: per zoning bylaw

Height Limit: per zoning bylaw

Setback Requirements: per zoning bylaw

Environmental Soil Conditions: A Certificate of Compliance has been issued for this Site

Engineering: A dedication on Kent Avenue South may be required for road widening

COV Notes:



