

Independent Living BC  
*A Housing for Health Partnership*

Call for Expressions Of Interest

To Non-Profit Societies

To Serve Young Adults with Disabilities

Fraser Health

February 19, 2005

**BC Housing &  
Fraser Health Authority**

**Call for Expressions Of Interest  
Fraser Health-EOI-#02**

February 19, 2005

**Closing Date and Time:**

Submissions must be received by **2:00 p.m.** Pacific Standard Time on  
**Tuesday, April 5, 2005**

**Closing Location:**

BC Housing  
Attention: Co-ordinator, Program Implementation  
EOI for *Independent Living BC* FHA-EOI-#02  
Suite 601 - 4555 Kingsway  
Burnaby BC V5H 4V8

**Contact:**

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## Table of Content

<b>I.</b>	<b>Introduction .....</b>	<b>4</b>
<b>II.</b>	<b>Call for Expressions Of Interest to Non-Profit Societies .....</b>	<b>4</b>
<b>III.</b>	<b>Basic Program Requirements .....</b>	<b>5</b>
<b>IV.</b>	<b>The Assistance Available .....</b>	<b>7</b>
<b>V.</b>	<b>Context for Program Allocation in Fraser Health.....</b>	<b>7</b>
	Planned Independent Living .....	7
	Program Delivery .....	7
<b>VI.</b>	<b>EOI and Funding Allocation Process .....</b>	<b>8</b>
	EOI Stage.....	8
	RFP Stage.....	8
	Final Evaluation and Project Commitment Stage.....	8
<b>VII.</b>	<b>Evaluation and Selection.....</b>	<b>9</b>
<b>VIII.</b>	<b>Submission Requirements .....</b>	<b>10</b>
	Number of Copies, Closing Date and Location .....	10
	Mandatory Information Meeting and Inquiries .....	10
	Mandatory Requirements .....	11
	Format.....	11
<b>IX.</b>	<b>Submission Contents .....</b>	<b>12</b>
	Summary Information .....	12
	Letter of Committal .....	15
	Society Capacity .....	16
	Housing Concept.....	19
	Society and Community Equity Contributions .....	23
	Capital Budget.....	24
	Services Concept .....	32
	Operating Budget .....	36
	Schedules .....	43
	<b>Appendix A Principles of <i>Independent Living BC</i> .....</b>	<b>45</b>
	<b>Appendix B Evaluation Criteria.....</b>	<b>46</b>
	<b>Appendix C BC Housing Non-Profit Society Operating Agreement .....</b>	<b>47</b>
	<b>Appendix D Fraser Health Independent Living Agreement .....</b>	<b>79</b>

## I. INTRODUCTION

Through *Independent Living BC* (ILBC), British Columbia Housing Management Commission (“BC Housing”) and the Fraser Health Authority (“Fraser Health”) are seeking assisted living to serve young, disabled adults, specifically 20 units in each of Fraser North and Fraser South.

*Independent Living BC* is part of the Government of British Columbia’s commitment to provide affordable housing and services to help seniors and people with disabilities (the “Tenants”) maintain the independence they desire. ILBC is a partnership among BC Housing, the Ministry of Health Services, and the five regional health authorities of British Columbia. Canada Mortgage and Housing Corporation, an agency of the federal government, is also a funding partner through the Canada-British Columbia Affordable Housing Agreement.

## II. CALL FOR EXPRESSIONS OF INTEREST TO NON-PROFIT SOCIETIES

BC Housing and Fraser Health invite non-profit societies to submit Expressions Of Interest (the “EOI Submission”) to develop and operate housing and services to meet the needs of young, disabled adults in Fraser Health, specifically through the following targets:

- 20 units in the Fraser North Health Service Delivery Area (“Fraser North”), which comprises the communities of Burnaby, New Westminster, Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra, Pitt Meadows, and Maple Ridge.
- 20 units in the Fraser South Health Service Delivery Area (“Fraser South”) which comprises the communities of Tsawwassen, Delta, White Rock, Surrey, Cloverdale, Langley, and Aldergrove.

EOI submissions may propose projects which fall into the following categories:

- new construction;
- renovation of existing non-profit housing or health facilities;
- combination of new construction “in-fill” and renovation; or
- conversion or change of use of existing housing to housing with hospitality and personal care services for Tenants eligible through the Program.

The latter “conversion category” refers to Projects that involve a change in use from an open tenancy to targeting those eligible for assistance through *Independent Living BC*. Conversion Projects do not require the alteration of the existing units or significant change to the floor plan of the existing building.

In this Call for Expressions Of Interest (the “EOI”), BC Housing and Fraser Health are requesting submissions from non-profit societies only.

### III. BASIC PROGRAM REQUIREMENTS

The Program's detailed requirements are contained in *Independent Living BC Program Guidelines for Non-Profit Societies* (the "Program Guidelines") and *Independent Living BC Non-Profit Housing Design and Construction Standards* (the "Design and Construction Standards").

These documents can be found at [www.bchousing.org/ILBC/](http://www.bchousing.org/ILBC/)

For paper copies of these documents, please contact:

Robbin Benson  
Development Services Branch  
BC Housing  
Phone: 604-439-4761  
E-mail: [rbenson@bchousing.org](mailto:rbenson@bchousing.org)

Fraser Health's *Summary Guidelines for Independent Living BC* (the "Summary Guidelines") can be found at [www.fraserhealth.ca](http://www.fraserhealth.ca)

This call for Expressions Of Interest document must be read in conjunction with the *Program Guidelines*, the *Design and Construction Standards*, and Fraser Health's *Summary Guidelines*. What follows is only a summary of the Program.

All Tenants assisted through *Independent Living BC* will be selected and referred for tenancy by Fraser Health and will require both hospitality and personal care services.

Tenants for these proposed facilities will primarily be adults aged 18 years to 55 years whose health will be better managed by support and personal care within a community setting rather than within a residential care setting. The Tenants may have any of the following or related disabilities:

- neurodegenerative disorders
- acquired brain injury
- spinal cord injury

The Tenants will be medically stable and have relatively predictable personal care needs for which schedules can be readily established. Most of the Tenants will lack mobility and be wheel chair bound.

Tenants will be people who are able to direct their own care, are cognitively capable of making decisions, can communicate effectively, have the ability to make informed, voluntary decisions regarding care requirements, and can participate in the development of their care plan. As all of the Tenants will be able to direct their own care, Fraser Health requires services that are appropriate to their needs.

It is anticipated that each Tenant will require approximately 2.5 hours of direct care per day.

This Project, to be funded through *Independent Living BC*, will incorporate the following elements:

- self-contained one-bedroom suite, full kitchen rental housing which provides the Tenants privacy and the ability to exercise their independence as they are able;
- hospitality services (three meals daily, housekeeping, laundry service, social and recreational opportunities, and emergency response 24 hours a day);
- financial assistance from BC Housing and Fraser Health to make both the housing and hospitality services affordable for lower income Tenants; and
- personal care services (the provision of services to help with activities of daily living including assistance with bathing, dressing, mobility, eating, night-time turnovers, medication reminders and medication management) according to the needs of the Tenants.

Given the physical disabilities of the Tenants, the assisted living residences will have unique features to facilitate the independence of the Tenants, including but not limited to the following:

- roll under counters in the kitchens and bathrooms;
- roll-in showers;
- one therapeutic tub/spa room;
- sufficient turning radii for wheelchairs within hallways, washrooms, amenity and service areas, as well as in all apartments;
- lifts within each apartment and the tub room, as appropriate.

The residences should be two storey wood-frame construction. The *ILBC Non-Profit Housing Design and Construction Standards* will apply but as interpreted to address the particular needs of the intended Tenants.

To support the delivery of the above services the Society will require the full-time services of a Licensed Practitioner Nurse along with assisted living workers. Fraser Health expects that these services will be supplemented on an intermittent basis with those provided by Registered Nurses, Occupational Therapists and Physiotherapists as determined by Tenant needs. Fraser Health will provide these additional specialized staff.

The successful Society, as the operator of the facility and services, will be expected to sign individual Residency Agreements with the Tenants in support of their individualized, self-directed care plans.

#### IV. THE ASSISTANCE AVAILABLE

Tenants will pay a maximum of 70% of their after-tax income for the housing, hospitality and personal care services. Many Tenants will have minimal monthly incomes.

BC Housing and Fraser Health will provide assistance to bridge the gap between what the Tenants pay and the Society's breakeven costs.

BC Housing will provide both capital and operating assistance for the housing. The assistance with the capital costs may include a grant from the Government of Canada, through BC Housing's partnership with Canada Mortgage and Housing Corporation under the Canada-BC Affordable Housing Agreement. BC Housing will provide interim mortgage financing and will arrange mortgage insurance and takeout mortgages for the qualifying Projects. The on-going housing operating assistance will fund the difference between what the Tenants contribute to the housing and what the costs are, as agreed by the partners.

Fraser Health will fund the difference between what Tenants contribute to the service package (hospitality and personal care services) and what the agreed-to costs are.

For a new construction Project, the Society and its community partners must contribute a minimum of 10% of the capital cost and whatever is required additionally beyond what BC Housing can contribute. This Society/community equity may take various forms including land provided by the Society, exemptions to municipal levies and taxes, and cash equity raised through fund-raising.

#### V. CONTEXT FOR PROGRAM ALLOCATION IN FRASER HEALTH

##### **Planned Independent Living**

BC Housing and Fraser Health are seeking to provide access to 1077 housing units in partnership with both private and non-profit sectors *Independent Living BC*. Approximately 75% of that target has been allocated through previous proposal calls.

For detailed background information on Fraser Health's approach to Independent Living, please visit Fraser Health's *Summary Guidelines* posted on its Web site at [www.fraserhealth.ca](http://www.fraserhealth.ca)

##### **Program Delivery**

Fraser Health requires that the Society deliver the personal care services, either directly or through sub-contracting with another entity (for-profit or non-profit) able to deliver the personal care services. Whichever option the Society chooses (direct delivery or sub-contracting), the Society will be responsible for the quality and cost of those services, in accordance with the Society's services agreement with Fraser Health.

## **VI. EOI AND FUNDING ALLOCATION PROCESS**

The funding allocation process has the following stages:

**EOI Stage.** The call for Expressions Of Interest is issued and interested societies submit their qualifications, their Project concept, and draft budgets. BC Housing and Fraser Health evaluate the submissions received. Societies with the most promising submissions are asked to make detailed proposals (the “RFP” stage).

**RFP Stage.** The societies which have been asked to develop their concepts into detailed proposals will do so within a set timeline. In this stage, BC Housing will share some of the risk with the chosen societies by making Proposal Development Funding (the “PDF”) available to them.

**Final Evaluation and Project Commitment Stage.** Detailed proposals are reviewed by BC Housing and Fraser Health to confirm that the potential in the EOI submissions has been realized with respect to the quality and cost of both the housing base and service delivery plan.

The final evaluation determines if BC Housing and Fraser Health will commit funding to complete the Project and enter into the necessary operating agreements with the societies.

## VII. EVALUATION AND SELECTION

The selection of a successful Society will be based on information from the Society's submission and, if the submission has reasonable potential, through an interview with Society representatives.

The evaluation of EOI submissions will be done by a team with representation from BC Housing and Fraser Health.

The evaluation will include the following:

- An initial review will ensure that the mandatory requirements of the EOI have been met, that the submission is complete, and that the Project has a reasonable chance of success.
- If the above criteria are met, evaluators will visit the site, interview the Society's representatives, and rank the submission.
- The evaluation team will review the highest ranking submissions within each geographic area to insure that they meet the minimal attributes necessary to successfully develop and operate an *Independent Living BC* Project.
- The evaluation team will identify the particular tasks that the societies with the highest ranking need to fulfill in order to respond successfully to an RFP.

Within the parameters of Fraser Health targets, those societies showing the best potential and strong indicators of success will be asked to develop a detailed proposal. In some instances, they may be asked to address major issues prior to developing their proposals fully.

### **NOTE:**

**BC Housing and Fraser Health reserve the right at their sole discretion to cancel this EOI and to not ask any Society which responds to develop a detailed proposal. Societies are solely responsible for their own costs and expenses in preparing or presenting their EOI Submission. Neither BC Housing nor Fraser Health is liable to pay such costs and expenses nor to reimburse or compensate a Society under any circumstances.**

## VIII. SUBMISSION REQUIREMENTS

### Number of Copies, Closing Date and Location

**Four copies of the submissions must be submitted**, two in bound form and two in unbound form to facilitate easy reproduction. All four copies should be submitted in one package clearly addressed as follows:

BC Housing  
Attention: Co-ordinator, Program Implementation  
EOI for *Independent Living BC* FHA-EOI-#02  
Suite 601 - 4555 Kingsway  
Burnaby BC V5H 4V8

The deadline for receipt of submissions at the above address is **2:00 p.m. Pacific Standard Time on Tuesday, April 5, 2005.**

**Submissions submitted by e-mail or facsimile will NOT be accepted.**

### Mandatory Information Meeting and Inquiries

A mandatory information meeting on this EOI will be held:

**Tuesday, March 1, 2005**  
2:00pm  
BC Housing  
6<sup>th</sup> Floor Boardroom  
4555 Kingway  
Burnaby BC

Inquiries should be directed by e-mail, fax or post to:

Name: Ashley Chester, Co-ordinator, Program Implementation  
E-mail: [achester@bchousing.org](mailto:achester@bchousing.org)  
Fax: 604-439-4793

**All questions must be made no later than 2:00 p.m. Pacific Standard Time on Thursday, March 24, 2005.**

## **Mandatory Requirements**

All submissions must meet the following requirements:

- The Society must be an incorporated non-profit society or association – or in the process of incorporation. (For-profit entities are not eligible for this component of *Independent Living BC*.)
- The Society's representative must attend and register at the mandatory information meeting.
- The Society must have a mortgageable interest in the site for its Project.
- The Society must be prepared to provide both hospitality and personal care services as required by the Program.
- Submissions must be received by 2:00 p.m. Pacific Standard Time on Tuesday, April 5, 2005 at:

BC Housing  
Attention: Co-ordinator, Program Implementation  
EOI for *Independent Living BC* FHA-EOI- #02  
Suite 601 – 4555 Kingsway  
Burnaby BC V5H 4V8

- Four copies of the submission must be submitted, two in bound form and two in unbound form.
- Submissions must use the prescribed format in Section IX of the EOI.

## **Format**

Societies are required to provide the information requested in the specified format that can be downloaded for direct input at [www.bchousing.org/ILBC/](http://www.bchousing.org/ILBC/)

- 1. Summary Information**
- 2. Letter of Committal**
- 3. Society Capacity**
- 4. Housing Concept**
- 5. Society and Community Equity Contributions**
- 6. Capital Budget**
- 7. Services Concept**
- 8. Operating Budget**
- 9. Schedules**