

APPENDIX A

PRINCIPLES OF INDEPENDENT LIVING BC

Independence — Supporting Tenants' capabilities, and encouraging and facilitating use of those abilities. Independence is supported through barrier-free structures and specially designed equipment and devices.

Individuality — Recognizing variability in the Tenants' needs and preferences and having the flexibility to organize services in response to such needs and preferences. Individuality is supported by a hospitality approach to personal support.

Choice — The creation by the Tenant of viable options within the boundaries that recognize general limits imposed by society and the Tenants' individual characteristics and circumstances which enable them to exercise greater control over their life. Choice is supported by the provision of private and common space that affords opportunities to select where and how the Tenant spends time and receives personal assistance.

Dignity — The provision of support in a way that the self-worth of the individual is validated. Dignity is supported by structural design that allows personal assistance to be provided in privacy, and by delivering services in a manner that shows courtesy and respect for the Tenants' right to make decisions.

Privacy — The specific area and time over which the Tenant maintains a large degree of control. Privacy is supported by the design of living space that is not shared with others, except by personal choice. Privacy is supported by services being delivered in a manner that respects the Tenants' rights.

Home-like environment — The creation of a living environment that supports the Tenant's preferred lifestyle. The residential building materials and furnishings also support a homelike environment. In addition, Tenants bring their own furnishings, decorations, linens and other important belongings so they are surrounded by possessions that have meaning to them and add to their spiritual-contentment. In further fostering a natural and home-like environment many Operators also encourage Tenants to bring their small pets to live with them.

Autonomy, self-determination and self-governance — The main underlying philosophy and ethical principle of *Independent Living BC* is one of autonomy of the individual or the right of self-determination and self-governance. This philosophy includes both the autonomy of decision-making and the autonomy of execution. This means that the individual not only has the capacity and freedom to make decisions about his life but also has the ability and freedom to carry them out.

APPENDIX B

DESIGN AND CONSTRUCTION STANDARDS FOR RENT SUPPLEMENT EVALUATION

Appendix B outlines the design and construction standards that will be used to evaluate the “Building” component of the rent supplement proposal. (Refer to Appendix D. Evaluation Criteria and Weighting.)

The design and construction standards are listed in two categories: *mandatory* and *desirable*. To be considered for this proposal call, the *mandatory* standards must be provided or the application will be rejected. Buildings that do not currently meet the mandatory requirements may propose to incorporate them through renovation or retrofit.

The *desirable* features will be used as a reference to evaluate all proposals. Although proposals are not required to meet these criteria, they will be evaluated on the basis of how close they come to meeting these desirable features. Buildings that include more of the features in the *desirable* category will score higher in the “Building” component of the evaluation, relative to other projects.

Outline Specifications

In a new construction or conversion proposal, outline specifications are required. The outline specifications should include:

- Brief description of the assembly or system (If applicable, describe retrofit work.)
- Basic materials, products, or equipment.
- Regulatory standard, quality assurance, or reference standard, if applicable, for example, sprinklers to NFPA 13, asphalt shingles with 5-year RCABC guarantee.
- Any deviations from Appendix B.

The building systems and assemblies that need to be described in the above manner are:

1. Building Structure

Construction type (non-combustible, combustible)

Foundation type

Typical construction assemblies of exterior wall, party wall, corridor wall and floor assembly

2. Building systems

Mechanical: Heating, cooling, ventilation for suites and common areas, sanitary system, domestic hot water, plumbing fixtures

Electrical: Power supply, lighting, emergency lighting, emergency generator, exit signs

Fire and life safety: Sprinkler systems, fire alarm system

Communications: Emergency response, entry phone, telephone, cable TV, data communications

Elevator: Number and capacity (or weight)

3. Finishes

Typical floor, wall and ceiling finishes for Tenant suites and common areas

MANDATORY DESIGN AND CONSTRUCTION STANDARDS**M.1 Accessibility - Building**

The building, including the main entrance, circulation, amenity spaces and the entry to all rent supplement dwelling units, shall facilitate easy access for frail seniors and people with disabilities.

M.2 Accessibility - Dwelling Unit

Dwelling unit shall have sufficient clearances, particularly in the bathroom, to facilitate easy access for frail seniors and people with disabilities that require the use of mobility aids such as walkers and assistance by care aides.

Grab bars shall be provided at the shower and toilet and shall be securely mounted.

Shower shall have a non-slip surface.

M.3 Dwelling Unit - Features

Dwelling unit shall be self-contained with a lock on the entry door.

Dwelling unit shall include a three-piece bathroom with sink, toilet, and shower, and sleeping / living area.

M.4 Life-Safety Systems

Sprinklers and fire alarm system shall be provided in both common areas and dwelling units in compliance with NFPA 13 or NFPA.

Dwelling unit shall be equipped with hard-wired, in suite audible smoke alarms or detectors.

M.5 Emergency Response System and Monitoring

Dwelling unit shall be provided with an emergency response system.

DESIRABLE DESIGN AND CONSTRUCTION STANDARDS

D.1 Location, Building Form and Site Planning

Location - close to services such as shopping and public transportation.

Site Topography - flat or gently sloping site with landscaped outdoor spaces, accessible pedestrian walkways and parking.

Building Entry - weather-protected passenger drop off area at the building entry.

Building Layout – administrative, amenity and hospitality spaces grouped for efficiency and social interaction.

Outdoor Amenity - weather protected outdoor amenity area with wheelchair access from the indoor common amenity area.

D.2 Accessibility – Building

Building Entry - should comply with the current BC Building Code requirements for accessibility, for example, a minimum 864 mm (2'-10") wide door, level entry area, minimum 1200 mm (4'-0") vestibule clearance; latch side clearance – 610 mm (2'-0") door swing toward, 305 mm (1'-0") door swing away.

Building Entry Door - auto opener with buttons in an accessible location at interior and exterior.

Exit Stairs - minimum 1100 mm (3'-7") wide with handrails both sides.

Corridors - 1524 mm (5'-0") wide with handrails on both sides. Bright and evenly lighted for visibility.

Elevator - two accessible, 1134 kg. (2500 lb.) capacity elevators are preferred for all buildings that are two stories and higher.

Elevator Features - interior dimensions 2032 x 1295 mm (80 x 51 in.) minimum; handrails in cab; large format buttons mounted at accessible height; high level of illumination; automatic recall when fire alarm is activated.

Elevator Lobby - main floor lobby to have adequate clearance for peak traffic times, minimum 3.0 m (10'-0") clearance to elevator; typical floor lobbies minimum 1.8 m (6'-0") clear.

D.3 Accessibility - Dwelling Unit

Suite Entry Door - if a closer is required at suite entry door, provide low resistance closer. Provide paddle type deadbolt at interior.

Bathroom - 914 x 1524 mm (3 x 5 ft.) shower is preferred for accessibility. Shower or tub shall have an adjustable height, telephone type shower fixture.

Bathroom Grab Bars - grab bar layout in compliance with CMHC *Housing for Persons with Disabilities* or other recognized standard. Install grab bars in lieu of towel bar.

Doors - all doors minimum 864 mm (2'-10") wide, with latch side clearance as noted in item D.2 above and lever handles.

Turning Radius - provide 1500 mm (5 ft.) turning radius at the entry, bathroom, sleeping and living areas and 914 mm (3'-0") clear for circulation.

D.4 Dwelling Unit - Features

Area - 51.1 m² (550 ft²) one-bedroom unit.

Dwelling unit shall include refrigerator, sink, cooking facilities, and kitchen cabinetry.

Water Temperature - domestic hot water system and/or sinks, bathtubs and showers for use by tenants shall be provided with temperature controls to prevent scalding.

Unit Temperature - individual controls e.g., a wall-mounted thermostat in each unit to permit heating system control by Tenant.

Other features such as in suite storage or balcony / patio that increase independence or amenity.

D.5 Common Areas

Administration and Staff - offices and staff rooms adequate to the staffing model.

Amenity - entrance lobby, lounge and activity rooms. Separate active and passive lounges and activity rooms are preferred, approximately 0.93 m² (10 ft²) / dwelling unit for the Tenant lounge and activity rooms.

Hospitality - commercial kitchen / servery and a common dining room with seating for 75% of tenants. Common laundry rooms are preferred on each floor with a small sitting area adjacent.

Personal Care Services - assisted bathing, hairdressing, podiatry, visiting consult room.

Service Rooms - scooter storage; Tenant storage if in suite storage is not available; garbage, mechanical / electrical.

D.6 Life-Safety Systems

Compartmentalization - a fire separation at the mid-point of the corridor on each floor consisting of a fire door and hold open device connected to the fire alarm system.

Exiting - 1524 mm (5'-0") wide corridors and 1100 mm. (3'-7") wide exit stairs, handrails on both sides of the exit stairs, high level of illumination for regular and emergency lighting at the corridor and stair, tactile warning strips at the landings.

Detection - provision for visual fire alarms for the hearing impaired (stobes) in all suites and common areas; a recorded voice message with the fire alarm; the activation of the in-suite smoke alarm displays at the annunciator panel, corridor and/or the emergency call system.

Smoke Control - corridor pressurization on activation of in-suite alarms to provide 100% fresh air and to limit smoke migration into the corridor. Electronic suite entry door closers, activated by a smoke detector in the unit.

Note: These measures exceed the BC Building Code requirements for group C residential occupancy, but they are recommended to address the needs of supportive living Tenants.

D.7 Emergency Response System and Monitoring

All rent supplement dwelling units and common areas to be provided with telephone and electrical outlet for installation of Tenant activated, wireless, monitored emergency response system.

Continuous monitoring of the response system to be provided by a monitoring agency. System to permit local signal to be transmitted via pager or cellular phone to staff.

APPENDIX C

LETTER OF COMMITTAL

Date: _____

BC Housing
601 – 4555 Kingsway
Burnaby BC V5H 4V8

Sample

Attention: Co-ordinator, Program Implementation

Re: Request for Proposals

I, (name) am the (position) of (company or corporate entity), the Proponent of the attached Proposal. I have the authority to submit this Proposal and bind and make representations for the Proponent. Through submission of this Proposal, we agree to all the terms and conditions of the Request for Proposals and we agree to be bound by statements and representations made in this Proposal.

We understand that our Proposal is subject to the *Freedom of Information and Protection of Privacy Act* under which applicants can request that provincially-funded bodies such as BC Housing release information on the allocation of provincial program funds. Records can be withheld if their disclosure would be harmful to the business interests of the provincial body or the party with which it is doing business; however, in the case of a dispute, the final decision is made by the Information and Privacy Commissioner.

We certify that we do not have any actual or potential conflict of interest between our interests and the interests of BC Housing and Fraser Health under this RFP process and that there is no collusion or arrangement between the Proponent and other Proponents in connection with this Proposal. We acknowledge that if a conflict exists, BC Housing and Fraser Health may, at their discretion, withhold consideration of our Proposal.

We authorize and consent to BC Housing and Fraser Health receiving and exchanging with others, including credit bureaus, the references provided in the Proposal, and with other persons with whom we have had dealings, credit and other information about us. We understand that such information will be a factor in the decision of BC Housing and Fraser Health to enter into agreements for this Request for Proposals.

Proponent's legal name: _____

Authorized Officer: _____ Date: _____

APPENDIX D

EVALUATION CRITERIA AND WEIGHTING

The Proposal will be evaluated on the following criteria and must achieve a minimum pass of 60% in each category:

OPERATOR (20%)

- Demonstrated capacity and experience of the Operator to deliver and manage seniors' housing, assisted living, and/or residential care services.
- Demonstrated capacity and experience of management and other resource personnel to develop and deliver the project.
- Alignment of the Operator's corporate mission, vision and philosophy with that of the *Independent Living BC* program.
- References that support the ability and capacity of the organization to deliver the project (financial and character references from community, religious, service or volunteer organization or agency).

HOSPITALITY SERVICES (15%)

- Reasonableness and appropriateness of staffing plan relative to the needs of the existing Tenant population, specifically:
 - Staff schedules
 - Job descriptions
 - Staff qualifications
- Adequacy of proposed 24-hour emergency response system relative to the needs of the existing Tenant population.

PERSONAL CARE SERVICES (25%)

- Demonstrated capacity to provide the personal care services to Tenants.
- Extent to which delivery of proposed services reflect principles of *Independent Living BC*.
- Appropriateness of proposed staff education and training opportunities.

BUILDING (40%)

- Barrier-free access of building and units
- Unit Features
- Amenity Space
- Location
- Life-safety and Security Systems