

APPENDIX A

DESIGN AND CONSTRUCTION STANDARDS FOR ASSISTED LIVING

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 A.

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 who require the use of mobility aids such as walkers and assistance by care aides.

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

Shower or bathtub 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 or bathtub, 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 in-door 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 should 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.

Kitchen - kitchen area provided with 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.

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 (strobes) 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 *Independent Living BC* 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 B

LETTER OF COMMITTAL

Date: _____

BC Housing
601 – 4555 Kingsway
Burnaby BC V5H 4V8

Sample

Attention: Manager, Program Development

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 Interior Health under this Request for Proposals 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 Interior Health may, at their discretion, withhold consideration of our Proposal.

We authorize and consent to BC Housing and Interior 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 Interior Health to enter into agreements for this Request for Proposals.

Proponent's legal name: _____

Authorized Officer: _____ Date: _____

APPENDIX C

OPERATING BUDGET EXPENSE ALLOCATIONS

Expense	ILBC Units	Private Units	Total
Direct Care			
Assisted Living Leader (day)			
Assisted Living Worker (eve)			
Assisted Living Worker (night)			
Purchased Service (education)			
TOTAL WAGES			
Accommodations (in-direct)			
Chef			
Plant Maintenance			
Equipment Maintenance			
TOTAL INDIRECT WAGES			
Non Wage			
Food Costs			
Activity / transport			
Housekeeping/Laundry Supplies			
Maintenance Supplies			
Registrar application and annual cost			
TOTAL NON WAGES			
Administration			
Assisted Living Leader			
Leader Education			
TOTAL ADM WAGES			
Non Wage			
Office overhead/supplies			
Audit & Legal Fees			
Travel / Accommodations			
Mentorship Fee			
Service Insurance (liability)			
Building Insurance			
Utilities			
Utilities: Heating & Hot Water			
Utilities: Electrical			
Utilities: Garbage Removal			
Utilities: Water & Sewer			
Replacement Reserve Provision			
Property Tax and Licenses			
Mortgage Principal & Interest			
Other (Please Specify)			
TOTAL NON WAGES			
TOTAL EXPENSES			

APPENDIX D

EVALUATION CRITERIA AND WEIGHTING

Each submission will be evaluated relative to all others received. If a submission does not meet all of the mandatory requirements to the satisfaction of both Funding Partners, it will not be scored.

The numbers in brackets after each sub-category (from 1 to 3) reflect the relative importance of that sub-category in the general category. The higher the number, the more important the sub-category. Submissions will be ranked by the price offered divided by the points received in the evaluation (price per point).

Category	Weighting
Proponent Capacity: <ul style="list-style-type: none"> • Corporate experience (1) • Staff qualifications and experience (2) • Community links (1) 	
	20
Housing Base: <ul style="list-style-type: none"> • Location and community amenities (2) • Building features (1) • Unit features (1) • Overall accessibility - common areas and units (3) 	
	25
Hospitality Services: <ul style="list-style-type: none"> • Food services (3) • Housekeeping services (2) • Recreational and social activities (1) • Monitoring (1) 	
This section must score 50% or greater.	25
Personal Care Services: <ul style="list-style-type: none"> ▪ Philosophy of care (2) ▪ Services offered (3) ▪ Staff qualifications, experience and training (2) ▪ Respect for Tenants and family (3) ▪ Staffing levels (including 24 hour response and monitoring) (3) 	
This section must score 50% or greater.	30

APPENDIX F

INTERIOR HEALTH INSURANCE

1. The Operator shall, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurance policies with insurers licensed in British Columbia and in forms and amounts acceptable to the Authority:
 - 1.1 **Automobile Liability** on all vehicles owned, operated or licensed in the name of the Operator, in an amount not less than \$5,000,000.00.
 - 1.2 **Comprehensive General Liability** in an amount not less than \$5,000,000.00 inclusive per occurrence, insuring against bodily injury, death and property damage in respect of the Services to be provided by the Operator. The Authority is to be added as an additional insured under this policy. Such insurance shall be primary, non-contributing with and not in excess of any insurance maintained by the Authority, shall contain a cross-liability clause and shall include, but shall not be limited to, the following coverage:
 1. Products and Completed Operations Liability;
 2. Owner's and Operator's Protective Liability;
 3. Blanket Written Contractual Liability;
 4. Contingent Employer's Liability;
 5. Personal Injury Liability;
 6. Non-Owned Automobile Liability;
 7. Employees as Additional Insureds;
 8. Broad Form Property Damage; and
 9. If applicable, Resident's Legal Liability in an amount adequate to cover a loss to Premises of the Authority occupied by the Operator.
 - 1.3 **Professional Liability** in an amount not less than \$5,000,000.00 _____ insuring the Operator's liability resulting from errors and omissions in the performance of professional Services under this Agreement.
2. The foregoing insurance shall be primary and not require the sharing of any loss by any insurer of the Authority.
3. The Operator shall provide the Authority with evidence of all required insurance prior to the commencement of the work or Services. When requested by the Authority, the Operator shall provide certified copies of required policies.
4. All required insurance shall be endorsed to provide the Authority with 30 days advance written notice of cancellation or material change.
5. The Operator hereby waives all rights of recourse against the Authority with regard to damage to the Operator's property.
6. The Operator will as a condition precedent of performance of this contract deliver to the Authority an original and current certification from the Workers' Compensation Board ("WCB") certifying that:
 - a) the Operator is registered and in good standing to date with the WCB.
 - b) the Authority will not have any current or future liability to the WCB as a result of this Agreement and the Operator will indemnify the Authority if such liability arises.