

Independent Living BC  
*A Housing for Health Partnership*

Request For Qualifications  
to  
Non-Profit Societies  
for  
Richmond

Vancouver Coastal Health Authority

July 17, 2004

**BC Housing &  
Vancouver Coastal Health Authority**

**Request For Qualifications  
VCH-RFQ-#01**

July 17, 2004

**Closing Date and Time:**

Proposals must be received by **2:00 p.m.** Pacific Daylight Time on  
**Thursday, September 9, 2004.**

**Closing Location:**

BC Housing  
Attention: Co-ordinator, Program Implementation  
RFQ for *Independent Living BC* VCH-RFQ-#01  
Suite 601 - 4555 Kingsway  
Burnaby BC V5H 4V8

**Contact:**

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## **I. INTRODUCTION**

*Independent Living BC* (the “Program”) is part of the government of British Columbia’s *New Era* commitment to add 5,000 additional community care spaces across the province by 2006. The Program objective is to provide affordable housing and services to help seniors and people with disabilities (the “Tenants”) maintain the independence they desire.

*Independent Living BC* is a partnership among British Columbia Housing Management Commission (“BC Housing”), the Ministry of Health Services (MHS) 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. REQUEST FOR QUALIFICATIONS TO NON-PROFIT SOCIETIES**

BC Housing and the Vancouver Coastal Health Authority (“VCH”) invite non-profit societies to submit qualifications (the “Submission”) to build or renovate and operate a 50-unit *Independent Living BC* housing project (the “Project”) for seniors and adults with disabilities.

The Project must be located in the City of Richmond, either:

- at 5411 Moncton Street, Richmond (in the Steveston community), a site which Vancouver Coastal Health is prepared to make available through a lease at a nominal rent (see Appendix D); or
- on a site provided by the sponsoring society.

In this Request For Qualifications (the “RFQ”), BC Housing and VCH 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, please contact:

Robbin Benson  
Development Services Branch  
BC Housing  
Phone: 604-439-4761 or 1-800-257-7756, ext. 4761  
E-mail: [rbenson@bchousing.org](mailto:rbenson@bchousing.org)

This Request For Qualifications document must be read in conjunction with the *Program Guidelines* and the *Design and Construction Standards*. What follows is only a summary of the Program.

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

Projects funded through *Independent Living BC* will incorporate the following elements:

- self-contained rental housing which provides the Tenants privacy and the ability to exercise their independence as they are able;
- hospitality services (two meals daily, housekeeping, laundry service, social and recreational opportunities, and 24-hour a day response);
- personal care services for the activities of daily living according to the needs of the Tenants; and
- financial assistance from BC Housing and VCH to make both the housing, hospitality and personal care services affordable for lower and modest income Tenants.

Personal care services – a key Program feature – is the provision of help with the activities of daily living including assistance with bathing, dressing, mobility, and medication reminders.

Tenants will be seniors and adults with disabilities who are able to direct their own care and whose health will be better managed by support and care within a community setting rather than within a residential care setting.

People who are able to self-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 participate in the development of their care plan. They are able to use the response system and take direction in an emergency situation.

#### **IV. THE ASSISTANCE AVAILABLE**

Tenants will pay a maximum of 70% of their after-tax income for the accommodation and services they require. Many Tenants will have minimal monthly incomes, often the basic federal and British Columbia government pensions of Old Age Security (OAS), the Guaranteed Income Supplement (GIS), and the Seniors Supplement, totaling approximately \$1020 monthly.

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

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

In addition to this operating assistance, VCH is offering to contribute the site at 5411 Moncton Street, Richmond for a nominal rent through a lease to the Society. Use of this site is at the option of the Society, that is, proponents may offer sites they own or control, provided that in so doing they meet program requirements for equivalent community equity. Submissions that propose a site controlled by the Society will be evaluated against those proposing 5411 Moncton in terms of relative proximity to appropriate amenities, site constraints, and net costs to the Project. (See below: Community Equity Requirement.)

BC Housing will provide both capital and operating assistance for the housing base. The assistance with the capital costs may include a grant of up to \$25,000 per unit 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 also provide interim mortgage financing and arrange mortgage insurance and the takeout mortgage for the qualifying Project. The on-going housing operating assistance will fund the difference between what the Tenant can contribute to the housing and what the agreed-to costs are.

#### **Community Equity Requirement**

If the Society chooses to use the site being made available at nominal cost by VCH, the value of that land will be considered as meeting the minimum ILBC program requirement for "Society/Community Equity."

If a society opts to use a site other than the Moncton Street being made available by VCH, the Society's contribution of the site must have a comparable net effect on the capital budget and that Society's site will be evaluated against any society which opts to use the Moncton site. See Section VII. Evaluation and Selection for further explanation.

## V. CONTEXT FOR PROGRAM ALLOCATION IN VANCOUVER COASTAL HEALTH AUTHORITY

BC Housing and VCH have allocated much of the ILBC target for VCH and are now seeking to fill in the gaps in those communities where successful partnerships have not yet been identified.

The target for this RFQ in Richmond is **50** housing units.

### Personal Care Services Delivery Strategy

VCH is looking for a partner able to develop the housing base and deliver all of the services necessary for assisted living including the required hospitality and personal care services.

## VI. RFQ AND FUNDING ALLOCATION PROCESS

The funding allocation process has the following stages:

- **RFQ Stage.** The Request For Qualifications is issued and interested societies submit their qualifications in the form and detail outlined in this document. BC Housing and VCH evaluate the submissions received. The Society with the most promising Submission (based upon established criteria) is asked to make a detailed proposal (the “RFP” stage).
- **RFP Stage.** The Society that has been asked to develop a detailed proposal will do so within a set timeline. In this stage, BC Housing will share some of the risk with the chosen Society by making Proposal Development Funding (“PDF”) available to it.
- **Final Evaluation and Project Commitment Stage.** The detailed proposal is reviewed by BC Housing and VCH to confirm that the potential in the RFQ Submission has been realized with respect to the quality and cost of both the housing base and service delivery plan.

### Project Commitment Conditions

BC Housing has standard Project Commitment conditions listed in the *Program Guidelines*, essentially satisfactory confirmation of design and both capital and operating budgets.

VCH will require that the following conditions be satisfied in the RFP stage before Project Commitment can be granted:

1. Hospitality services: a detailed, confirmed first year operating budget, job descriptions for hospitality staff.
2. Personal care services: a detailed, confirmed first year operating budget, job descriptions for personal care staff and a complete staffing schedule for a full week.
3. A detailed commissioning plan and schedule.

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

## VII. EVALUATION AND SELECTION

The evaluation of RFQ Submissions will be done by a team with representation from BC Housing and VCH.

The selection of a successful Society will be based on the information provided in the Society's Submission and from any subsequent follow-up or interview. The Submission will be verified through such means as are reasonably available, for example, corporate and title searches, and reference checks for societies with operating experience. If the Submission indicates that the Society has reasonably strong qualifications to develop and operate assisted living, the Society's representatives will be interviewed.

The interview will cover questions which arise from the Submission but will also probe in more depth the Society's abilities, preparation, and particular ideas/preferences in undertaking the Project. The information gained from the interview will be considered in determining the Society's final scoring.

Typically, the evaluation will include the following:

- An initial review will ensure that the mandatory requirements of the RFQ have been met, that the Submission is complete, and that the Society's qualifications indicate that it has a reasonable chance of success.
- If the above criteria are met, evaluators will interview the Society's representatives, and score the Submission.
- The evaluation team will identify the Society with the highest score and identify any particular concerns it wants that Society to address in order to respond successfully to an Invitational Request For Proposal.

In this RFQ, societies are being offered the Moncton Street site by VCH but they may also opt to offer their own site. In the evaluation process, all societies which opt for the Moncton Street site will be assigned the same mark for the site. If a society proposes its own site, that site will be evaluated against the Moncton Street site with respect to the following:

- Site proximity to amenities and the "fit" of an assisted living development in the site's surrounding community.
- The ease or impediments to developing the site efficiently for the target of 50 units.

The Society showing the best potential and strong indicators of success will be asked to develop a detailed proposal. In some instances, the Society may be asked to address major issues prior to developing its proposal fully.

### **NOTE:**

**BC Housing and VCH reserve the right at their sole discretion to cancel this RFQ 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 RFQ Submission. Neither BC Housing nor VCH is liable to pay such costs and expenses nor to reimburse or compensate a society under any circumstances.**

## VIII. SUBMISSION REQUIREMENTS

### 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 ineligible for this RFQ.)
- The Society must indicate its intention to make a Submission by registering at the public information meeting for this RFQ **or** by submitting a Letter of Intent to BC Housing by Thursday, August 12 in the form outlined in Appendix F.
- Submissions must use the format on pages 11 to 32 of the RFQ.
- Four copies of the Submission 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  
RFQ for *Independent Living BC* VCH-RFQ-#01  
Suite 601 - 4555 Kingsway  
Burnaby BC V5H 4V8

- The deadline for receipt of Submissions at the above address is **2:00 p.m. Pacific Daylight Time on Thursday, September 9, 2004.**
- **Submissions submitted by e-mail or facsimile will NOT be accepted.**

### Information Meeting

An information meeting on this RFQ will be held:

**Thursday, August 5, 2004**  
10:00 a.m.  
Ralph Fisher Auditorium  
Main Floor, Westminster Health Centre  
The Richmond Hospital  
7000 Westminster Highway, Richmond

### Inquiries

All inquiries about this RFQ 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 Daylight Time on Thursday, August 26, 2004.**

**Format**

Societies are required to provide the information requested in the specified format which may 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. Site Strategy / Rationale**
- 5. Society and Community Equity Contributions**
- 6. Services Concept**
- 7. Operating Budget**
- 8. Schedules**