

Independent Living BC
A Housing for Health Partnership

Call for Expressions Of Interest
to
Non-Profit Societies

Vancouver Island Health Authority

April 24, 2004

**BC Housing &
Vancouver Island Health Authority**

**Call for Expressions Of Interest
Vancouver Island Health Authority EOI-#02**

April 24, 2004

Closing Date and Time:

Proposals must be received by **2:00 p.m.** Daylight Savings Time on
Thursday, June 24, 2004.

Closing Location:

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

Contact:

Ashley Chester

Telephone number: 604-439-4190

Fax number: 604-439-4793

E-mail: achester@bchousing.org

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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. CALL FOR EXPRESSIONS OF INTEREST TO NON-PROFIT SOCIETIES

BC Housing and the Vancouver Island Health Authority (“VIHA”) invite non-profit societies to submit Expressions Of Interest (the “EOI Submission”) to build and operate a new 35-unit *Independent Living BC* housing project (the “Project”) for seniors and adults with disabilities. The Project is to be located on a site provided by VIHA, situated at 1351 Ironwood Street in Campbell River and further described in Appendix D. VIHA is offering to contribute the land at a nominal amount through a lease to the Society.

In this Call for Expressions Of Interest (the “EOI”), BC Housing and VIHA 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/

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

This call for Expressions Of Interest 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 VIHA 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 VIHA to make both the housing, hospitality and personal care services affordable for lower income Tenants.

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

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.

For background information on VIHA's approach to Independent Living, please see Appendix B, *VIHA's Approach to Independent Living BC*.

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

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

BC Housing will provide both capital and operating assistance for the housing base. The assistance with the capital costs includes a grant of up to \$25,000 per unit from the government of Canada, through BC Housing's partnership with Canada Housing and Mortgage Corporation under the Canada-BC Affordable Housing Agreement. BC Housing will also provide interim mortgage financing and arrange mortgage insurance and 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.

The Society is encouraged to contribute, with their community partners, equity towards the Project to assist in reducing the overall capital and operating budget costs. This Society/community equity may take various forms including exemptions to municipal levies and taxes, and cash equity raised through fund-raising.

V. 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 VIHA 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 its concept into 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 (the “PDF”) available to it.
- **Final Evaluation and Project Commitment Stage.** The detailed proposal is reviewed by BC Housing and VIHA to confirm that the potential in the EOI submission 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 VIHA will commit funding to complete the Project and enter into the necessary operating agreements with the Society.

Project Commitment Conditions

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

VIHA 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 (see Appendix B).
2. A detailed commissioning plan and schedule.

VI. 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 VIHA.

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 interview the Society’s representatives, and rank the submission.
- The evaluation team will identify the particular tasks that the Society with the highest ranking needs to fulfil in order to respond successfully to an RFP. In some instances, the Society may be asked to address major issues prior to developing its proposal fully.

NOTE:

BC Housing and VIHA 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 VIHA is liable to pay such costs and expenses nor to reimburse or compensate a Society under any circumstances.

VII. SUBMISSION REQUIREMENTS

Number of Copies, Closing Date and Location

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
EOI for *Independent Living BC* VIHA-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. Daylight Savings Time on Thursday, June 24, 2004.**

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

Information Meeting, Site Visit and Inquiries

All societies intending to make a submission in response to this EOI are strongly encouraged to register, attend and participate in the information meeting and site visit scheduled as follows:

Tuesday, May 4
11:00 am
1351 Ironwood Street
Campbell River

To register for the information meeting and site visit, please call 1-800-257-7756, ext 4761.

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

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

All questions must be made no later than 2:00 p.m. Daylight Savings Time on Friday, June 11, 2004.

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 building proposed must meet mandatory criteria as determined by BC Housing. (See the *Design and Construction Standards*.)
- Submissions must be received by 2:00 p.m. Daylight Savings Time on Thursday, June 24, 2004:

BC Housing
Attention: Co-ordinator, Program Implementation
EOI for *Independent Living* VIHA-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 format on pages 10 to 38 of the EOI.

Format

Operators are required to provide the information requested in the specified format that can be downloaded for direct input at www.bchousing.org/ILBC/

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