



BC Housing

Request For Expressions Of Interest
to
Non-Profit Societies

Burnaby

September 2007

BC Housing

Request For Expressions Of Interest

September 26, 2007

Closing Date and Time:

Submissions must be received by

2:00 p.m. Daylight Saving Time on **Thursday, November 1st, 2007**

Closing Location:

BC Housing
Attention: Director, Regional Development, Development Services
Suite 601 - 4555 Kingsway
Burnaby B.C. V5H 4V8

Contact:

Armin Amrolia
Director, Regional Development

Telephone number: 604-439-4198

Fax number: 604-439-4726

E-mail: aamrolia@bchousing.org

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I. INTRODUCTION

Funding for this purchase is part of the government of British Columbia's strategy to address affordable housing needs in a sustainable manner through partnerships with local communities and the voluntary sector.

II. BURNABY CONTEXT

On April 30, 2007, BC Housing purchased 2 buildings at 204 Alpha Ave and 205 Beta Avenue, Burnaby. The property is located in the Capital Hills area of North Burnaby and backs onto Confederation Park and is adjacent to the Eileen Daily Pool, Confederation Community Seniors Center and the McGill Public Library. The site is also within a few blocks of both elementary and secondary schools.

204 Alpha Avenue, Burnaby is a 2 storey 18 unit building comprising of two bedroom townhouses, which are 855 square feet.

205 Beta Avenue, Burnaby is a 2 storey 20 unit building comprising of two bedroom townhouses which are 855 square feet.

All inquiries regarding the site shall be directed to:

Armin Amrolia

Director, Regional Development

BC Housing

Phone: 604-439-4198; Fax: 604-439-4726

601 – 4555 Kingsway, Burnaby, B.C. V5H 4V8

aamrolia@bchousing.org

III. REQUEST TO NON-PROFIT SOCIETIES FOR EXPRESSIONS OF INTEREST

BC Housing invite non-profit societies (the "Proponent") to submit their Expressions Of Interest (the "EOI Submission") to manage the housing of the project (the "Project") which will continue to address the affordable housing needs of families.

The Society will provide:

- rental housing providing the Tenants with privacy and the ability to exercise their independence within the guidelines set out by a tenancy agreement; and
- property management services to maintain the building to an appropriate standard.

IV. BASIC PROGRAM REQUIREMENTS

The main objective for the purchase of these buildings is to maintain affordable rental housing for families in need in Burnaby.

Assistance for this project is subject to the Society complying with certain terms and conditions which will generally include that the Project:

- continues to help those families in need in the local community;
- is effective in alleviating that need;
- maintains support from local community and government;
- operates in a cost-effective and sustainable manner, providing good value for the public monies expended; and
- facilitates and maintains support services for families in need from local community and government resources.

V. THE ASSISTANCE AVAILABLE

Assistance will be made available in the following forms:

- a site already identified and purchased by the Provincial Rental Housing Corporation; and
- capital funding for any upgrades and maintenance items in consultation with BC Housing staff.

VI. EOI AND FUNDING ALLOCATION PROCESS

The funding allocation process has the following stages:

- **EOI Stage.** The Request for Expressions of Interest is issued and interested societies make their EOI Submissions in the form outlined in this document.
- **Evaluation Stage.** BC Housing reviews and evaluates the Submissions received. The Proponents are contacted to clarify their Submissions and/or to arrange for an interview. BC Housing will select Submissions that best match the objectives set out in this EOI.
- **Approval Stage.** The successful Society is notified that its Submission has been selected and advised of the terms and conditions for final project approval (the "Project Commitment"). The unsuccessful Proponents are advised accordingly. BC Housing works with the successful Society to facilitate success in meeting the terms and conditions of the Project Commitment.
- **Project Commitment Stage.** When the terms and conditions have been met, formal Project Commitment is given.

Project Commitment Conditions

The Project Commitment may include the following conditions:

1. Confirmation of the capital budget and agreement by BC Housing.
2. Agreement among the Society and BC Housing on operating relationships and agreements.
3. Agreement on the terms of BC Housing's Operator and Operating Agreement.

VII. EVALUATION AND SELECTION

The evaluation of EOI Submissions will be completed by BC Housing.

The selection of a successful Proponent will be based on the information provided in the Submission and from any subsequent follow-up or interviews. The Submission will be verified through such means as are reasonably available, for example, reference checks. If the Submission indicates that the Society has reasonably strong qualifications for the role it seeks to perform, the Society's representatives will be interviewed.

The interview will address those questions which arise from the Submission but may 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 EOI have been met, that the Submission is complete and consistent with the objectives of the EOI, and that the Society's qualifications indicate that it has a reasonable chance of success;
- if the above criteria are met, BC Housing will interview the Society's representatives and score the Submission; and
- BC Housing will identify the Society with the highest score and identify any particular concerns it wants that Society to address in order to achieve Final Project Commitment.

NOTE:

BC Housing reserves the right at their sole discretion to cancel this EOI or to not select any proposal. Societies are solely responsible for their own costs and expenses in making their Submission. BC Housing is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances.

VIII. SUBMISSION REQUIREMENTS

Mandatory Requirements

All Submissions must meet the following requirements:

- proponents must be an incorporated non-profit society or in the process of incorporation;
- submissions must use the Format as stipulated below;
- six (6) copies of the Submission must be submitted, three in bound form and three in unbound form to facilitate easy reproduction;
- all six copies should be submitted in one package clearly addressed as follows:

BC Housing
Attention: Armin Amrolia
Director, Regional Development, Development Services
Suite 601 - 4555 Kingsway
Burnaby, B.C. V5H 4V8

- All Submissions must be received at the above address no later than **2:00 p.m. Pacific Daylight Saving Time on Thursday, November 1st, 2007.**
- Submissions submitted by e-mail or facsimile will NOT be accepted.

Inquiries

All inquiries about this EOI should be directed by e-mail, fax or Canada Post to:

Name: Armin Amrolia
Director, Regional Development, Development Services
Address: BC Housing, 601 – 4555 Kingsway, Burnaby B.C. V5H 4V8
E-mail: aamrolia@bchousing.org
Fax: 604-439-4726

Format

Proponents are required to provide the information requested in the specified format (Section IX Submissions Contents) which may be downloaded for direct input at BC Housing's web site: www.bchousing.org/programs/proposals.