



BC Housing

Provincial Homelessness Initiative

Expression of Call for Interest

Proposed Housing Development
at 950 Humboldt Street

BC Housing Management Commission

February 2008

**BC Housing
Vancouver Island Region**

**Expressions of Interest
PHI-EOI-#12**

February 15, 2007

Closing Date and Time:

Submissions must be received by
2:00 PM Pacific Standard Time on **Monday, March 3rd, 2008**

Closing Location:

BC Housing
Attn: Regional Director
EOI for *Provincial Homelessness Initiative* PHI-EOI-#12
Suite 301 - 3440 Douglas Street
Victoria BC V8Z 3L5

Contact:

Roger Butcher
Regional Director
Telephone number: 250-978-2901
Fax number: 1-800-787-2807

Table of Contents

TABLE OF CONTENTS 1

1.0 INTRODUCTION AND PURPOSE 2

2.0. POLICY CONTEXT 2

3.0 PROPOSED HUMBOLDT STREET DEVELOPMENT 2

4.0 TENANT SELECTION AND SUPPORT SERVICES 3

5.0 SOCIETY ROLES 4

6.0 SUBMISSION FORMAT 5

7.0 MANDATORY EOI REQUIREMENTS 5

8.0 EVALUATION AND SELECTION 5

APPENDIX A: EVALUATION AND SCORING MATRIX 6

APPENDIX B: FORMS

6.0 SUBMISSION FORMAT 7

 6.1 Summary Information..... 7

 6.2 Letter of Committal..... 8

 6.3 Overall Services..... 9

 6.4 Supportive Housing..... 10

 6.5 Outline Operating Approach – Statement..... 11

1.0 Introduction and Purpose

On October 12th, 2007 Premier Campbell announced that the Province of British Columbia, through BC Housing, would fund the design, approvals, and other pre-construction work required for the development of supportive housing in several cities in the province. The City of Victoria and BC Housing are proposing to enter into a partnership to undertake this work with a view to securing the development of supportive housing on lands at 950 Humboldt Street, Victoria.

This document is intended to secure an Expression of Interest from a non-profit society (the Society) to, by way of a leasehold interest, own and operate a development designed to provide housing with support services to those that are homeless or at risk of homelessness on land leased to the Society for a nominal fee at 950 Humboldt Street, Victoria BC.

2.0. Policy Context

In 2004 the *Premier's Task for on Homelessness, Mental Illness and Addictions* was created, and in 2006 the Province announced its comprehensive housing strategy, *Housing Matters BC*. In 2007 BC Housing announced the expansion of the *Emergency Shelter Program and Supports*, including outreach services. The implementation of these programs has seen the Province contribute capital and operating funding to several developments in Victoria, including Our Place (45 supportive housing units and support services) and the acquisition of three apartment buildings for low-income singles.

The Mayor of Victoria has commissioned the *Task Force on Breaking the Cycle of Mental Illness, Addictions and Homelessness - A Victoria Model*. It has recently reported and recommends a housing-first approach with targets for new housing and a reconfiguration of support services. The City of Victoria has also committed land to relocate and expand the services of the existing Streetlink Emergency Shelter.

Within this context the City of Victoria and the Province of British Columbia – through BC Housing – will, in partnership, facilitate the development of two new housing developments and the conversion of a third that will be targeted at meeting the needs of homeless persons.

This partnership was announced on January 22nd, 2008 by the Minister of Forests and Range and Minister responsible for Housing and the Mayor of Victoria. It is reflected in a Memorandum of Understanding that can be viewed at:

www.bchousing.org/programs/homelessness/victoria.

3.0 Proposed Humboldt Street Development

BC Housing currently owns (through the Provincial Rental Housing Corporation) and will make available a 2,423 m² social housing site on Humboldt Street for development as permanent affordable housing with supportive services. The site is currently occupied by 14 obsolete social housing units and will be redeveloped at a density consistent with its existing zoning. The overall facility program, including the exact number of units and their design, will be developed through the design process by the Society selected through this EOI and will be subject to BC Housing's approval. Preliminary analysis

suggests the site can be developed for approximately 53 self-contained studios and one-bedroom units and space for supportive services. The units are expected to be approximately 33.5 m² in area for a studio and 51.5 m² for a one bedroom. Facilities are anticipated to include space for supportive services including a kitchen and dining room. The building is expected to be 4-storeys and of wood frame construction.

The Humboldt site is already zoned appropriately but a development permit and development permit variance will be required.

The Province of British Columbia is committed to sustainability and intends that the Humboldt Street development will achieve LEED Gold Certification or equivalent, as determined by BC Housing.

The site will be leased by the Society through the Provincial Rental Housing Corporation for 60 years and for a consideration of ten dollars. Capital and operating funding will be arranged through BC Housing.

BC Housing is committing at this time to paying all costs to design the development through to the issuance of Development and Building Permit. These costs will include all consultant fees and disbursement.

BC Housing has notified the existing residents at the Humboldt Street site and will make arrangements to re-house these residents in appropriate and affordable alternative housing.

A preliminary schedule for the development is as follows:

EOI and Operating Society Selection	February/March 08
Consultant Selections	March 2008
Design and Specifications	March/October 2008
Development Permit Approvals	July 2008
Resident Relocation	October 2008
Permits / Final Approvals	November 2008
Construction	December 2008 – March 2009

4.0 Tenant Selection and Support Services

A feature of this EOI is that successful Society will agree to participate in a coordinated tenant selection process. The process will be developed in consultation with the successful Society, VIHA and other community partners. This selection process is intended to improve access for applicants and facilitate matching of applicants to appropriate housing and supports.

The Society will be expected to design and implement a support service program, including staffing plans appropriate for the needs of the population being housed in the building. At minimum, the Society must have the capacity to offer supportive services in the following areas:

- referrals/linkages with other community-based organizations, local government agencies, and the continuum of health, mental health, and addiction services;

- interface between residents and their case managers;
- basic life skills training; and
- permanent housing placement.

BC Housing will provide sufficient operating funding to employ the requisite non-clinical support staff for the building on a 24 hour 7 day a week model. The specific staffing levels for will be determined through consultations between the Society, BC Housing and any other support service funding entities.

5.0 Society Roles

Following selection by BC Housing, the Society will be responsible for coordinating the development through design development, operations planning, all approvals and construction. The Society will be assisted in this responsibility by a development consultant.

The Society will enter into all the appropriate agreements, including lease and operating agreements. It will undertake operations including ensuring support services are functioning as planned and funded.

Specifically, the Society will perform the following roles:

- Assume the contractual responsibility for the development consultant currently coordinating the development and select and secure a proposal for a development team, including an architect and builder;
- Provide recommendations on the type of resident to be accommodated and on the programming and support services for the development when operational;
- Prepare an operating plan and budget;
- Negotiate with VIHA and other agencies to plan and put in place the support service arrangements for the development when it is completed;
- Provide direction on the unit designs, support spaces and facilities to be accommodated in the development, subject to BC Housing final approval;
- Provide support to the development consultant and architect as required during the process of obtaining municipal approvals. This will include presentations to the community and Council at public hearings for development and development variance permits and such other miscellaneous meetings associated with obtaining approvals;
- Work with the community in preparing a “Good Neighbour Agreement” (sometimes called an Operations Management Plan) that will define the relationship between the operator and their neighbours; and
- Secure and execute all appropriate approvals, leases and agreement required from BC Housing, the City of Victoria and other agencies.

6.0 Submission Format

Societies responding to this call for Request for Proposals must follow the order of the format, whether using the provided form, or creating an original document, the Society must use the headings and numbers provided.

7.0 Mandatory EOI Requirements

All EOI submissions must meet the following requirements.

1. The proponent must be a non-profit society.
2. The submission package must be received by the deadline at the address below:

**BC Housing Vancouver Island Region
Attn: Roger Butcher, Regional Director
Suite 301 - 3440 Douglas Street
Victoria BC V8Z 3L5**

3. Deadline 2:00 PM Pacific Standard Time March 3rd, 2008
4. The submission package must include four copies of each submission must be submitted, three bound and one in unbound form to facilitate easy reproduction. All four copies should be submitted in one package, clearly addressed, and labelled **Humboldt EOI**.
5. The submission must follow the order outlined in this EOI submission format.
6. The submission must contain a Letter of Committal in the form provided and executed by a person able to commit the Society.

Note: BC Housing reserves the right at its sole discretion to cancel this EOI and not to award a contract to any of the Societies which respond. Societies are solely responsible for their own costs and expenses in preparing and presenting their submissions and for subsequent negotiations with BC Housing, if any. BC Housing is not liable to pay such costs and expense nor to reimburse or compensate a Society under any circumstance.

8.0 Evaluation and Selection

EOI Submissions will be evaluated by BC Housing based on the information in the EOI submission corroborated as may be required through an interview with the proponent. BC Housing will use the selection criteria outlined in **Appendix B: Development Evaluation Criteria**.