



**Request for Expressions of Interest  
To  
Non-Profit Societies**

For

Hillside Gardens  
7434 Kingsway, Burnaby, BC

EOI # 1080-0809/506

July 24, 2008

**BC Housing**  
**Fraser Region**  
**Request for Expressions of Interest**

July 24, 2008

**Closing Date and Time:**

Submissions must be received by  
2:00 p.m. PST on Thursday, August 28, 2008

**All submissions & Inquiries should be addressed to**

BC Housing

Attn: Gisele Sabourin, Regional Operations Manager- Fraser Region

Email: [gsabourin@bchousing.org](mailto:gsabourin@bchousing.org)

1701 – 4555 Kingsway  
Burnaby, BC V5H 4V8

<p>All inquiries must be emailed to the email address above and must be received on or before 2:00 p.m. Wednesday, August 20, 2008</p>
--

## Table of Contents

I.	Introduction.....	4
II.	Request to Non-Profit Societies for Expressions of Interest.....	4
III.	The EOI Process.....	4
IV.	Evaluation and Submission.....	5
V.	Submission Format.....	5
	Appendix A – Submission Format	
	Appendix B – Annual Budget Summary	
	Appendix C – Direct Experience Summary	
	Appendix D – Letter of Committal	
VI.	Mandatory EOI Requirements.....	6
VII.	Site Visit.....	7

## **I. INTRODUCTION**

Hillside Gardens is a 162–unit, market-rent complex in Burnaby that was purchased by BC Housing in 1998. It consists of fifteen (15) wood frame free-standing, walk up construction buildings.

In March 2007, a fire at the complex damaged one of the buildings. The re-construction of the building is at the permit state with the City of Burnaby. Re-construction is anticipated for Fall 2008. BC Housing will oversee and fund this project.

There is a three (3) year Capital plan to modernize and improve the existing fourteen (14) buildings. BC Housing will provide the technical oversight and funding for this project.

Hillside Gardens is located at 7434 Kingsway, in Burnaby. There are three (3) swimming pools and one (1) hot-tub on the premises.

It is presently managed by a private property management firm.

It is BC Housing's intention to change the operating model of the development from market rent to (maximum 60% of unit total) Rent Geared to Income to increase the affordability of the units. The non-profit will facilitate this transition for both existing and for new residents upon unit vacancy.

The current tenant mix consists of some long-term residents, immigrant and refugee families with diverse multi-cultural backgrounds.

## **II. REQUEST TO NON-PROFIT SOCIETIES FOR EXPRESSIONS OF INTEREST**

BC Housing is inviting non-profit societies with a background in servicing Immigrants and Refugee families with multicultural backgrounds (“the Proponent”) to submit an Expressions of Interest (the “EOI Submission”) to provide property management and multi-cultural tenant support services to approximately 162 units at Hillside Gardens.

The non-profit Society will provide:

- Property management services to maintain the building to an appropriate standard

- Tenant support services for all tenants such as counselling, life skills training, English language skills, parenting skills programs, community related skills, conflict resolution skills, financial management, information sessions on community resources and government agency programs, recreational programs and others. These programs should be geared to encourage and support the independence and self-reliance of immigrants and refugees. The society will work in liaison with BC Housing Staff.

### III. THE EOI PROCESS

- **EOI Stage:** The Request for Expression 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. BC Housing will select Submissions that best match the objectives set out in the EOI.
- **Approval Stage:** The successful Society is notified that its Submission has been selected and advised of the terms and conditions for the final project approval. The unsuccessful Proponents are advised accordingly.

### IV. EVALUATION AND SUBMISSION

The evaluation of EOI Submissions will be evaluated by BC Housing based on the information in the EOI Submission and evaluation criteria.

The submission will be verified through such means as reasonably available, for example, reference checks.

A thorough review will ensure the mandatory requirements of the EOI have been met, that the Submission is complete and consistent with the goals and objectives fundamentals of the EOI

BC Housing will identify the Society with the highest score based on the evaluation criteria and overall submission

An interview will be requested (if need be) to address questions which arise from the Submissions, but may also probe in more depth the Society's abilities, preparation, and particular ideas/preferences in undertaking the role. The information gained from the interview will be used in determining the Society's final scoring

## **V. SUBMISSION FORMAT**

Societies responding to this Call for Expressions of Interest must follow the order of the format shown in Appendix A in their Submission.

Whether using the provided form or creating an original document – the Society must use the headings and numbers provided.

The non-profit society should answer questions in Appendices A, B, and C.

The Non-Profit Society should provide additional information requested from the Appendices.

### Appendix A

Summary Information  
Society's Organization, Development Team and Experience  
Additional Information

### Appendix B

Annual Budget Summary

### Appendix C

Direct Experience Summary  
References

### Appendix D

Letter of Committal

Every Submission must include a Letter of Committal in the form presented in Appendix D.

## **VI. MANDATORY EOI REQUIREMENTS**

All EOI submissions must meet the following requirements:

- Proponents must be an incorporated non-profit society or in the process of incorporation;
- Submissions must be in the format stipulated above;
- Four (4) copies of the submission must be submitted in three (3) bound form and one (1) in unbound form to facilitate easy reproduction;

- all four (4) copies should be submitted in one package clearly addressed as follows:

BC Housing  
Attn: Gisele Sabourin  
Regional Operations Manager – Fraser Region  
1701- 4555 Kingsway  
Burnaby, BC V5H 4V8

All submission must be received at the above address no later than  
2:00 p.m. Pacific Standard Time on Thursday, August 28, 2008.

**SUBMISSIONS SUBMITTED BY E-MAIL OR FACSIMILE  
WILL NOT BE ACCEPTED.**

#### **VII. SITE VISIT**

- All Proponents will be required to make a mandatory site visit on  
**Thursday, July 31, 2008 at 10:30 AM.**

**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.**