**Appendix 8 – Response Form Part A**

* **Development (version 1.0)**

|  |  |
| --- | --- |
| **Proponent Name:** |   |
| **Proposed project address:** |   |

* 1. **Proposed Project Profile and Capital Budget (60%)**
		1. **Project Concept – Site Information**
1. **Property Tenure:**

|  |
| --- |
| **Project Location** |
| Project Region (Health Authority): | Choose an item. |
| Municipality: |   |
| Civic Address: |   |
| Parcel Identifier (PID) number: |   |
| Name of the project/development (if apply) |   |
| On or Off Reserve: |  | On-Reserve |  | Off-Reserve |
| Redevelopment? |  | Yes |  | No |
| **Property Ownership (100% ownership, no strata, airspace or partial ownership allowed)** |
| Type of ownership |  | Fee simple |  | Leasehold |
| **Information Required:** |
| In the space below, provide brief description of current and proposed property ownership. In the event that another entity currently owns the property, describe and provide evidence/documentation on how the land will be transferred to the provider. Disclose any legal notation, charge, lien, condition or reverter on title or in process that would place a restriction for the proposed site. Demonstrate how they will not impact ability to delivery on CHF Program Requirements. Provide any lease terms or municipal agreements.If land is On-Reserve identify if the land has received member approval for use as affordable housing. Describe any other relevant approvals to demonstrate fee simple and leasehold requirements are in place as well as which stage land designation is currently at.Provide details of any other project, building or use proposed or currently located on the site. Ensure financing arrangements of existing project are documented and how existing project(s) are financially independent of proposed CHF Project. *(Please keep your response brief, no more than one page)* |
|   |
| **Required Document:** |
| Submit documentation such as land title search or parcel abstract report, land title report, letters of intent, purchase and sale agreement, municipal council resolutions, lease terms, Band Council Resolutions. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

1. **Site Selection and Description**

|  |
| --- |
| **Site Selection and Description:** |
| Is the site feasible for affordable housing |  | Yes |  | No |
| **Information Required:** |
| In the space below, describe the site and rationale for site selection for affordable rental housing. Include proximity to services, amenities and transit. Include confirmation of archaeological, geotechnical and environmental considerations. Include details of site servicing. Provide brief description of any engagement of First Nations/Rights Holders whose traditional territory is where the proposed project will be located.*(Please keep your response brief, no more than half pages)* |
|   |
| **Supporting Document:** |
| Submit all completed due diligence reports including but not limited to: market rent appraisal, valuation report, Environmental Site Assessment, Site Survey, Archaeological Review, and Geotechnical Report. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **If Redevelopment Project** |
| Number of net new units: |   |
| **Information Required:** |
| In the space below, provide rationale for redevelopment at this stage through analysis of remaining economic life in existing development through third party verification.Provide tenant relocation plan with a budget and funding source.*(Please keep your response brief, no more than one page)* |
|   |
| **Supporting Document:** |
| Submit documentation to support redevelopment rationale including third party verification of remaining economic life, budget with funding source. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

1. **Need and Demand Analysis:**

|  |
| --- |
| **Need and Demand** |
| Community of Proposed Project: |   |
| **Information Required:** |
| In the space below, provide a brief analysis of need and demand. Describe how proposed project is going to impact the community. Include details about other similar projects nearby (location, proximity from the proposed project), either existing or projected that Proponent is aware of, and which target population it serves or intends to serve. Describe how this project may benefit First Nations/Rights Holders whose traditional territory is where the proposed project will be located.*(Please keep your response brief, no more than half pages)* |
|   |
| **Supporting Document:** |
| Submit supporting documentation such as proponent’s waitlist information, municipal housing needs report, confirmation of supporting housing targets in identified municipalities with the greatest need and highest projected population growth as stated in the Provincial Housing Target Order. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

1. **Zoning and Subdivision (if applicable):**

|  |
| --- |
| **Zoning and Subdivision:** |
| Does the project require zoning and subdivision? |  | Yes |  | No |
| **Information Required:** |
| In the space below, describe current stage of zoning and subdivision. Confirm current zoning and demonstrate whether jurisdiction requirements have been or could be satisfied to commence construction within 24 months upon Notice of Award. Include all necessary requirements, approvals and processes. Ensure any assumptions are detailed and supported through documentation. Confirm how project meets allowable density under rezoned scenario. *(Please keep your response brief, no more than half pages)* |
|   |
| **Supporting Document:** |
| Submit relevant municipal correspondence and council minutes or reports. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

* + 1. **Design**
1. **Development Description:**

|  |
| --- |
| **Development Description:** |
| Building type: | Choose an item. |
| Number of Buildings: |   |
| Total Units: |   |
| Total Accessible Units: |   |
| **Information Required:** |
| In the space below, provide details about the development, such as building type, number of buildings, number of storeys and units for each building, unit mix (size, suite type, accessibility) and targeted population per each unit type. Please also include information on parking, green spaces/outdoor amenity, indoor amenity spaces (commercial units, offices, meeting rooms) that form part of the residential project, and any non-residential space that will not be funded through CHF but could receive financing. *(Please keep your response brief, no more than half pages)* |
|   |
| **Supporting Document:** |
| Include site layout, building schematic, floor plans, drawings in the submissions (if any).  |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

1. **Project Design:**

|  |
| --- |
| **Information Required:** |
| In the space below, briefly describe how the project design meets the following:* + Appropriate for target population
	+ Aligns with indigenous values and culture
	+ Ensures the project’s efficiency and sustainability through building configuration and size:
	+ Maximizes residential area in comparison to required programme, support, circulation and service areas.
	+ Standardizes unit types, kitchen and bathroom layouts within the project.
	+ Uses available density through built form
	+ Focuses on key role of building envelope
	+ Ease of constructability and future maintenance

*(Please keep your response brief, no more than one page)* |
|   |
| **Information Required:** |
| Complete **General Function Program** tab in **Appendix 8 – Response Form PART C - Excel** **Tables**. |
| **Supporting Document:** |
| Submit site, building schematic, floor plans, drawings in the submissions (if any). Submit drawings that detail building envelope. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Value Analysis**  |
| In the space below, briefly describe the value analysis done to date and potential future cost savings.(**Note:** BC Housing may request additional value analysis should the proposed project be successful in receiving an allocation)*(Please keep your response brief, no more than half pages)* |
|   |
| **Supporting Document:** |
| Submit detailed value analysis past and future with associated costing. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
| **Livability, Accessibility and Durability** |
| Identify key features included or omitted in proposed project. Document rationale and impact. (Note: BC Housing may request changes to livability, accessibility or durability features should the proposed project be successful in receiving an allocation.) |
| **Category**  | **Feature** | **Rationale** | **Impact to Capital** | **Impact to Operating** |
| *Livability*  | *In suite washer/dryer*  | *convenience and ease for residents* | *Value increase of approx. $* | *Lease up of LEM units* |
| *Accessibility*  | *15% accessible units*  | *proposed target population*  | *Value increase of approx. $* | *Meets target population*  |
| *Durability*  | *No window warranty*  | *lower capital costs*  | *Value decrease of approx. $* | *PUPM increase of $ for higher replacement*  |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |

1. **Sustainability and Resilience**

|  |
| --- |
| **Sustainability and Resilience** |
| **Information Required:** |
| Energy Step Code | Choose an item. |
| Project meets thermal safety requirements? |  | Yes |  | No |
| Fully electrified building with a low or zero carbon electrical source? |  | Yes |  | No |
| If **NO**, in the space below, provide explanation why electrification is not being considered.*(Please keep your response brief, no more than half pages)* |
|   |
| **Passive Cooling** |
| Does the building have a north-south orientation and maximum of 25% glazing on the south façade?  |  | Yes |  | No |
| Is the building form VFAR (Vertical Surface Area to Floor Ration) less than 0.7? |  | Yes |  | No |
| Is the building thermal layout optimized? |  | Yes |  | No |
| Is retention and planting of trees optimized? |  | Yes |  | No |
| Does the building have fixed shading (e.g. brise soleil, overhangs) or balconies on south and west façade? |  | Yes |  | No |
| Is the window-to-wall ration between 20-30%? |  | Yes |  | No |
| Does the building’s windows have a SHGC of 0.27-0.33 with visual transmittance no less than 50%? |  | Yes |  | No |
| **Other Resilience / Adaptation Strategies**  |
| Is the building located in the Floodplain or Wildland Urban Interface (WUI) area? |  | Yes |  | No |
| Are adaptation strategies incorporated in the design for fire, flood, wind or other climate hazard? |  | Yes |  | No |
| Are there water saving strategies such as rain gardens, smart irrigation systems, drought tolerant plants, etc.? |  | Yes |  | No |
| In the space below, please describe any other examples of resilience measures (solar panels, reused materials, green roof, EV charging infrastructure, pollinator garden, light pollution reduction, etc.)*(Please keep your response brief, no more than half pages)* |
|   |
| **Required Document:** |
| Submit energy model report with overheating analysis to confirm design will meet required Energy Step Code, Greenhouse Gas Intensity (GHGI) and overheating risk (design development and beyond) or Submit letter from architect confirming design will meet required Energy Step Code, Greenhouse Gas Intensity (GHGI) and overheating risk if project is at earlier design phase (concept or schematic).   |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

* + 1. **Project Development Team Experience and Capacity**
1. **Project Development Team**

|  |
| --- |
| **Owner**  |
| In the space below, detail the owner’s development experience, available capacity and current development projects underway. *(please keep your response brief, no more than half pages)* |
|   |
| **Roles in Project Team** |
| **Role** | **Name of organization** |
| Development Consultant: |   |
| Prime Consultant: |   |
| Construction Contractor: |   |
| **Information Required:** |
| In the space below, identify individuals from each respective firm who will undertake responsibilities of Development Consultant, Prime Consultant and Construction. Include years of experience and available capacity.*(Please keep your response brief, no more than half pages)* |
|   |
| **Information Required:** |
| In the space below, provide details of project management approach of development team to ensure key elements of the project are managed throughout design and construction phases.*(Please keep your response brief, no more than half pages)* |
|   |
| **Information Required:** |
| In the space below, provide specific examples of how any member of the development team (Development Consultant, Price Consultant or Contractor) has performed each of scope, schedule, budget and risk management on past projects.*(Please keep your response brief, no more than half pages)* |
|   |
| **Information Required:** |
| In the space below, describe how the owner and BC Housing will be made aware scope, schedule, budget and risk management throughout design and construction phases?*(Please keep your response brief, no more than half pages)* |
|   |
| **Supporting Document:** |
| Submit development team’s resumes documenting experience in residential development/affordable housing/with BC Housing; references, license/membership information; list of projects by each project team member (including the owner) currently underway, submit any relevant procurement policies, submit sample reporting/minutes.  |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

1. **Construction and Contract**

|  |
| --- |
| **Information Required:** |
| Completed/turnkey project? |  | Yes |  | No |
| **Methodology** |
| Construction Methodology: | Choose an item. |
| In the space below, briefly describe the rationale behind choosing the methodology.(**Note:** BC Housing may request a shift in construction methodology to mitigate cost and schedule risk.)*(Please keep your response brief, no more than half pages)* |
|   |
| **Contract** |
| Form of construction contract: | Choose an item. |
| **Procurement Method** |
| In the space below, briefly describe competitive procurement method to retain consultants & subconsultants, contractors and subcontractors. Detail any Indigenous or equity seeking groups procurement/hiring past or future on the proposed project.*(Please keep your response brief, no more than half pages)* |
|   |
| **Consultant and Subconsultant Team** |
| In the space below, confirm design versus construction approach of prime consultant. Confirm which subconsultants will be retained under the prime consultant. Confirm expectations of subconsultant team in design and construction phase of project.*(Please keep your response brief, no more than half pages)* |
|   |
| **Contract Requirements:** |
| Proponents are requested to follow the requirements below when execute contracts with the proposed project team. Related construction contracts and corresponding BC Housing SGCs can be found at [Construction Contracts | BC Housing](https://www.bchousing.org/about/doing-business/supplier-centre/construction-contracts).* The Development Consultant must execute BC Housing’s standard form of Development Consultant Contract and agree to the proposed fee matrix.
* The Prime Consultant must execute standard AIBC form of contract and BC Housing’s contract specific Supplementary General Conditions must form part of the architect’s contract.
* BC Housing’s contract specific Supplementary General Conditions must form part of the construction contract and therefore only specified CCDC 5B, CCDC 2 and CCDC 14 can be used.
* Civil works can be performed under separate contract MMCD with BC Housing Supplementary General Conditions
 |
|[ ]  I confirm we will follow above requirements when execute contract with the proposed project team |
| **Supporting Document:** |
| Submit executed contracts (if any). If turnkey submit Contract of Purchase and Sale/LOI/MOU |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**2.2.4 Project Schedule**

|  |
| --- |
| **Requirements:** |
| Ensure all relevant approvals by municipality are documented in schedule and supported by municipality including but limited to: all requirements of land use approval, development and building permit approvals (including any alternate solution proposed, occupancy permit) as per the mandatory requirements. If On-Reserve project, include key timelines for creating mortgageable interest (land designation, membership vote etc.)Proponents are requested to include key BC Housing milestones and schedule impact including:**Submission of Drawing Sets to BCH**A formal drawing set submission to BCH is required at each stage of architectural drawings along with a budget and schedule update. After submitting a drawing set package, allow **4–6 weeks** for the review process to be completed **for each drawing set** before proceeding to the next stage. Include the following drawing set reviews into the schedule: * Schematic Design
* Design Development
* Working Drawings
* Issued for Tender (IFT)
* For developer turnkey or guaranteed max price projects with construction-ready drawings, allow one phase for design and cost review.
 |
| **PPA and FPA Request & Review Timeline**The Preliminary Project Approval (PPA) and Final Project Approval (FPA) are critical funding approval steps. Insert the PPA and FPA deliverable into your schedule. Allow 6 weeks from the submission date for the request to be added to the Executive Committee agenda. Additional time is required based on project cost: * Projects over **$20 million**: Add 4 additional weeks
* Projects over **$25 million**: Add 8 additional weeks
 |
| **Schedule** |
| Confirm the construction of the proposed project will start within 24 months upon Notice of Award. (*Assume Notice of Award will be issued in the 6th week after submission deadline*) |  | Yes |  | No |
| **Information Required:** |
| In the space below, identify opportunities for schedule management through phased permitting or other concurrent processes with schedule savings.Detail assumptions of schedule (i.e. concurrent development permit and rezoning etc.)*(Please keep your response brief, no more than half pages)* |
|   |
| **Required Document:** |
| * Entire development team that has been retained must review, confirm and sign-off the schedule indicating that they will meet their respective milestones (Development Consultant, Prime Consultant and Contractor).
* Confirmation by Authority Having Jurisdiction (AHJ)/Municipality of approval timelines indicated in schedule.
 |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**2.2.5 Project Risks and Mitigation Strategy**

|  |
| --- |
| **Risks and Mitigation Strategy** |
| **Information Required:** |
| Complete **Risk** tab in **Appendix 8 – Response Form PART C - Excel** **Tables** to identify development and operating risks specific to the proposed project and propose mitigation strategy/plan as required. Include past risks that have been mitigated and future risks. |
|[ ]  If the proposed project is selected, I confirm the proposed project will obtain Course of Construction and Wrap-up Liability Insurance through Provincial Construction Insurance Program (PCIP) which arranged exclusively through its designated broker Marsh Canada Limited. |

* + 1. **Capital Budget**

|  |
| --- |
| **Capital Budget** |
| **Requirements:** |
| Complete **Capital Budget** tab in **Appendix 8 – Response Form PART C – Excel Tables** following BC Housing’s recommendations for:* Appropriate percentages to carry for design, construction, escalation, project and soft cost contingencies.
* Maximum allowed under Development Consultant as per Fee Matrix in BC Housing’s standard form of Development Consultant.
* Maximum allowed under AIBC tariffs for Prime Consultant for a social housing project.
* BC Housing’s own costs (legal, quantity surveyor, project technical consultant).
* BC Housing’s borrowing costs (CMHC loan insurance fee, interest, loan admin fee).
* BC Housing’s requirement costs (mechanical peer review, appraisal)
* Tenant relocation costs cannot be funded through CHF and must have independent source of funding.
* Include unconfirmed equity with assumptions on timing and likelihood.
* Projects that include a non-residential component to be funded outside of CHF should be presented separately from residential portion to be funded by CHF.
* Confirmation of funding and timing is required for non-residential space if equity is intended to cover full or partial non-residential construction costs.
 |
| **Information Required:** |
| **Net New Per Unit Cost (Gross):** |   |
| **Net New Per Unit Cost (Net):** |   |
| **Per Square Foot Cost (GLA):** |   |
| **Required Document:** |
| Construction costing used in Capital Budget must be supported either by Construction Manager estimates or Quantity Surveyor report or both through independent report. |
| **Document type** | **File name in the submission** | **Page#** |
|   |   |   |
|   |   |   |