



**REQUEST FOR PROPOSALS
RFP# 1070-2021/28**

For

**New Rental Housing Units Under the
Building BC: Community Housing Fund**

Within the Province of British Columbia

Issued Date: 27 May 2020

**Submission Deadline for
“Construction-Ready Projects”: 04 September 2020 @ 2:00 p.m. PST**

**Submission Deadline for
All Other Projects: 15 January 2021 @ 2:00 p.m. PST**

Contents

1.	INTRODUCTION	3
1.1.	Invitation to Proponents.....	3
1.2.	Introduction to British Columbia Housing Management	3
1.3.	Proposal Review Process.....	4
2.	REQUIREMENTS AND DELIVERABLES	6
2.1.	Description of Deliverables.....	6
2.2.	Building BC: Community Housing Fund Program	6
2.3.	Target Population	7
2.4.	Funding.....	9
2.5.	Forms of Agreements and Security	10
3.	PROPOSAL REQUIREMENTS, SUBMISSION FORMAT AND EVALUATION OF PROPOSALS	11
3.1.	Timetable and Submission Instructions	11
3.2.	Stages/Overview of Proposal Evaluation	12
3.3.	Stage I - Minimum Requirements	12
3.4.	Stage I – Suggested Proposal Format	13
3.5.	Stage II – Evaluation of Rated Criteria.....	13
4.	TERMS AND CONDITIONS OF THE RFP PROCESS.....	19
4.1.	General Information and Instructions.....	19
4.2.	Communication after Issuance of RFP	19
4.3.	Negotiations, Notification and Debriefing	20
4.4.	Prohibited Communications and Confidential Information	21
4.5.	Procurement Process Non-binding.....	22
4.6.	Governing Law and Interpretation	23
	APPENDIX A – SUBMISSION FORM.....	25
	APPENDIX B – INFORMATION LINKS	29
	APPENDIX C – CAPITAL BUDGET TEMPLATE	30
	APPENDIX D – OPERATING BUDGET TEMPLATE.....	30
	APPENDIX E – ORGANIZATION STRUCTURE FORM	30
	APPENDIX F – SAMPLE SECTION 219 COVENANT/ OPTION TO PURCHASE (OTP).....	30
	APPENDIX G – RGI RENT ESTIMATION TABLES.....	31
	APPENDIX H – BC HOUSING SAMPLE OPERATING AGREEMENT.....	33
	APPENDIX I – BC HOUSING DEVELOPMENT CONSULTANT SERVICES SAMPLE AGREEMENT	33
	APPENDIX J – TENANT RELOCATION PLAN	33

1. INTRODUCTION

1.1. Invitation to Proponents

This Request for Proposals “RFP” is an invitation by BC Housing Management Commission “BC Housing” to non-profit housing providers interested in developing and operating new rental housing units within the province of British Columbia that qualify under the Building BC: Community Housing Fund Program. This program will provide mixed-income projects, with rents affordable for a range of low and moderate-income households.

Proponents to this RFP and their employees are expected to have the necessary experience, resources and capacity to undertake such a project. Proponents are encouraged to partner with other organizations, community groups or local municipalities to strengthen their proposed project.

For further details please refer to Part 2 – Requirements and Deliverables.

For the purposes of this procurement process, BC Housing’s Contact shall be:

Karine Akopova, SCMP

Supply Chain Management

purchasing@bchousing.org

All queries and information requests are to be made in writing only to the above BC Housing Contact at the email address provided. No responses to any other form of request will be responded to unless it has been submitted in writing to the above BC Housing Contact no later than the date and time for the deadline for questions specified within this RFP.

1.2. Introduction to British Columbia Housing Management

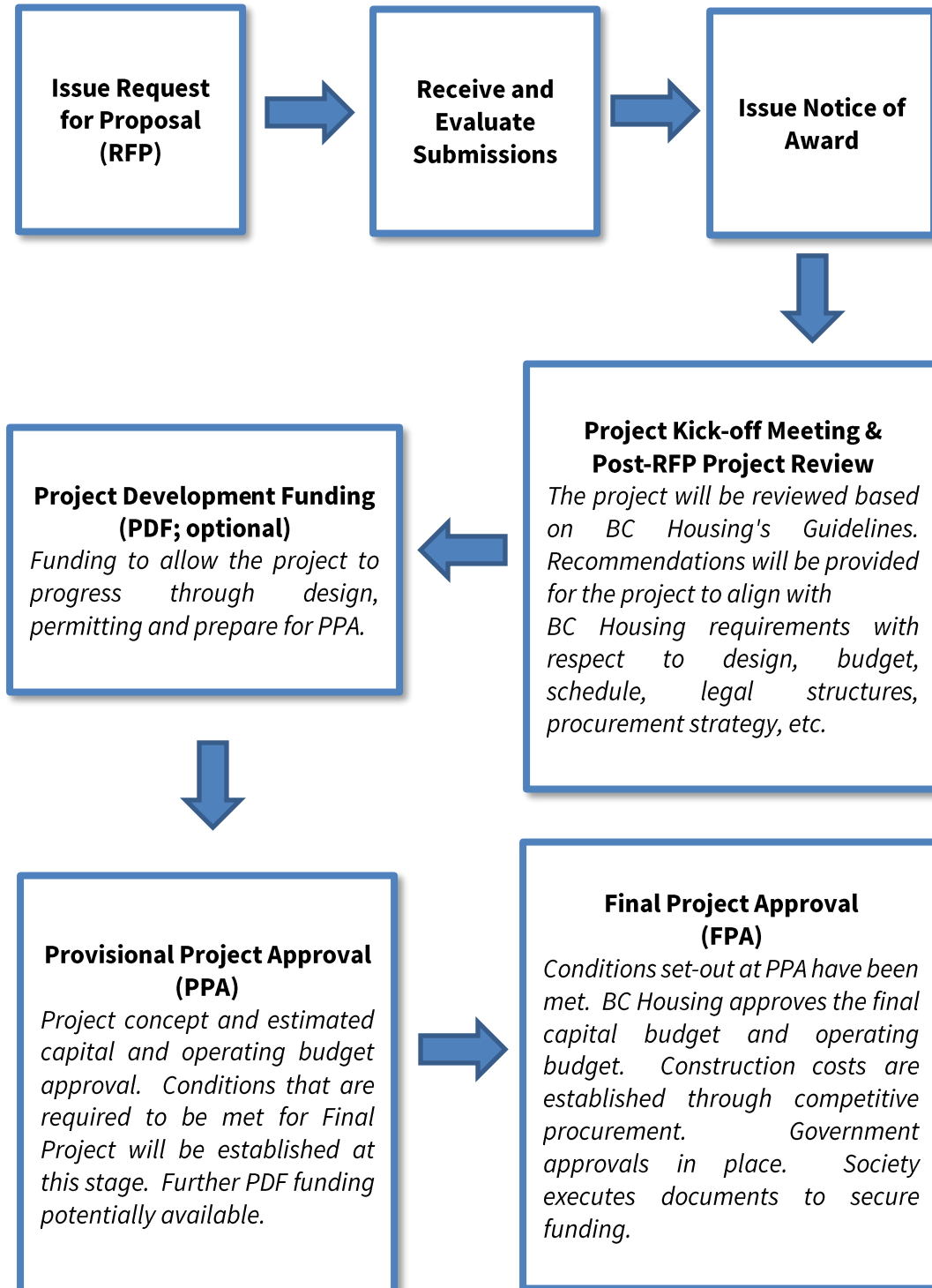
BC Housing was established as an agency of the Province of British Columbia in 1967 to manage provincial and federal-provincial housing and property. In all its programs and activities, it is accountable to the provincial ministry responsible for housing.

The Provincial Rental Housing Corporation “PRHC” is the land holding corporation for provincially owned social housing. BC Housing administers on behalf of PRHC, which buys, holds and disposes of properties, and leases residential properties to non-profit societies and co-operatives.

BC Housing is authorized to act on its own behalf and also for PRHC. All terms and conditions of an agreement naming both entities are for the benefit of both BC Housing and PRHC and may be enforced against the other party(ies) to this agreement in the name of BC Housing or PRHC or both.

1.3. Proposal Review Process

Selection of proposals will be based upon the overarching desired outcome to facilitate the creation of new low and moderate-income rental housing units across all regions of British Columbia.



PPA (Conditional Approval) – A BC Housing Development Manager will work with the Proponent to assess and refine aspects of their proposal, including finalizing the construction and take-out financing requests. Please note that because of this assessment the proposal may require some adjustment (which may include changes in unit mix) and this will need to be addressed between the Proponent and the Development Manager.

FPA (Final Approval) – If the proposal receives PPA, at this stage the capital costs will be reviewed and approved by BC Housing. All local government approvals will need to be in place and the Proponent will be required to execute documents to secure funding.

This process is not a guarantee of receiving BC Housing funding which may only occur should the proposal successfully proceed through to and including FPA. The amount of money requested may be conditional upon Proponent financing (should this be required) and on other conditions specific to the proposal.

2. REQUIREMENTS AND DELIVERABLES

2.1. Description of Deliverables

This Request for Proposals (“RFP”) is an invitation by BC Housing Management Commission (“BC Housing”) to non-profit housing providers interested in developing and operating new low and moderate income rental housing units within the province of British Columbia that qualify under the Building BC: Community Housing Fund program.

Once operating, the housing provider will be wholly responsible for all aspects of owning and operating the building, including:

- Collection of rents.
- Resident management and selection of new residents.
- Building maintenance and upkeep – internal and external.
- Community relations.
- Capital planning.
- Preparing annual operating budgets.
- Develop financial management and governance policies.
- Develop Business Continuity Plan.

This program does not include housing with support services or residential care components.

2.2. Building BC: Community Housing Fund Program

The Building BC: Community Housing Fund Program (“CHF Program”) facilitates the development of mixed income, affordable rental housing projects across the province of BC as outlined more specifically below.

2.2.1. Unit Mix Details

Proposals must reflect the following mix of rents and incomes within a single building:

30% of Units	Affordable Market
Eligibility	Current low- and moderate-income limits per unit size (\$74,150/\$113,040) as of January 1, 2020), as determined by BC Housing ¹
Rents	Initial market rents approved by BC Housing with annual RTA increases. Must be maintained at no less than CMHC Average Market Rent ² .
Income Testing	At move-in

¹ For residential units with less than two (2) bedrooms, a gross household income that does not exceed the median income for couples without children in BC, as determined by BC Housing from time to time. For 2020, this figure is \$74,150. For residential units with two (2) or more bedrooms, a gross household income that does not exceed the median income for families with children in BC, as determined by BC Housing from time to time. For 2020, this figure is \$113,040.

² Refer to CMHC Rental Market Report by community / unit size.

50% of Units	Rent Geared to Income “RGI”
Eligibility	Residents will be selected from BC Housing’s Housing Registry to reflect a blend of incomes falling between the applicable HIL and Deep Subsidy level referenced below.
Rents	Rents Geared to Income (RGI) per Rent Scale ³
Income Testing	Annual
20% of Units	RGI Deep Subsidy Units
Eligibility	Low income residents selected from BC Housing’s Housing Registry who are in receipt of Income Assistance or where income is less than the Deep Subsidy threshold established by BC Housing. Limits will be established by BC Housing based on the TRC payable by tenants in receipt of IA or basic Old Age Security and Guaranteed Income Supplement.
Rents	RGI per Rent Scale ⁴
Income Testing	Annual

Projects may be combined onto a site with other mixed uses or existing housing if the CHF Program project is a separate and independently operating rental housing development (e.g., separate legal parcels, separate financial operations). All components must be independently feasible and financially viable. Details of any other project component or use on the site must be fully disclosed within the submission, including capital and operating budgets.

2.3. Target Population

The target populations are families, seniors and persons with a disability capable of living independently without on-site supports. Other households, including singles with incomes below the applicable income limits may be eligible, however priority will be given to seniors, families or persons with a disability. If the project will focus upon other household types provide a clear rationale that is supported by need and demand analysis.

Note: Proponents will be responsible for establishing lawful, non-discriminatory resident selection policies within program parameters. Proponents may target specific populations within their mandate with consideration of, and compliance with, applicable anti-discrimination legislation, the Canadian Charter of Rights and Freedoms, and the program parameters.

Proponents are encouraged to identify and meet specific community needs, within the CHF Program parameters, including partnerships with other providers. This may include serving individuals in the following key priority areas who can live independently without on-site support services, including:

- Women and women with children who have experienced or are at risk of violence.
- Youth, including those leaving the care system.
- Individuals leaving transitional or supportive housing (Proponents are encouraged to participate in the BC Housing Coordinated Access Assessment Process for some units, where appropriate).

³ Refer to sample operating agreement for rent scale details and Rent Calculation Guide for details on RGI rent calculation. Refer to RGI Revenue Estimation Table (RGI Rate) attached in Appendix G for maximum revenue estimates.

⁴ Refer to RGI Revenue Estimation Table (Deep Subsidy Rate) attached in Appendix G for an approximate revenue estimate.

- Other priority groups consistent with the CHF Program, as identified by the Proponent.

2.3.1. Housing Proponents

Proponents must be a non-profit organization, Indigenous organization, First Nations, non-profit housing co-operative or municipal housing provider that is wholly government-owned and controlled. First Nations On-Nation projects are eligible. The successful Proponents will submit their Constatng Documents to BC Housing for compliance review and if not compliant will be required to revise them.

Proponents are invited to submit their proposals identifying the qualified development consultants, project managers and/or construction managers who they intend to use and make up their project team. Note that in the evaluation of a Proponent's proposal, the entire project team will be evaluated. Proponents are not required to have identified their entire team upon submission of their proposal but should provide details on their plan to engage those services. If the Proponent plans to undertake all work itself, please note this in the submission and provide evidence of ability to successfully carry out all activities based on experience.

If hiring a development consultant to assist with preparation of your submission, the development consultant must be hired under the BC Housing Development Consultant Agreement included in Appendix I. Include the signed agreement within your submission.

The Proponent's philosophy should reflect their approach towards housing their identified target population(s) and any initiatives or operations undertaken should support this approach.

Innovative partner relationships are encouraged to promote the use of community-based resources, including work-force training programs, into the development of affordable rental housing. Proponents should possess experience in developing and maintaining long term successful relationships within their sites' local neighbourhoods as well as local municipal governments.

Proponents should include sustainability initiatives within their organization in terms of building design, construction and ongoing operations.

2.3.2. Resident Selection

The successful Proponents will be responsible for final resident selection. Residents for RGI units will be selected from BC Housing's Housing Registry, and Proponents may select residents for Market Rent units from BC Housing's Housing Registry or their own waitlist. The successful Proponents will be required to select residents in a manner that ensures the required rent and income mix is maintained and revenue is collected as approved in the operating budget, as described in the Sample Operating Agreement (Appendix H).

It is expected that all residents are persons with the ability to live independently and not reliant on the Operator for support.

The successful Proponents will obtain a declaration of income and supporting documentation as evidence of the income of each resident at the time of the initial occupancy for all Residents, and annually thereafter for RGI Residents. Refer to Sample Operating Agreement Appendix H for further details.

2.3.3. Staffing Requirements

For all staff working with the residents, whether part-time or full-time, paid or voluntary, the successful Proponents will have written policies on eligibility, selection, remuneration, training, safety and security. The safety and security policies and procedures must be in accordance with current Occupational Health and Safety Regulations contained within the Workers Compensation Act of BC. The successful Proponents shall ensure that all staff possesses the appropriate skills, training and qualifications for the tasks that they perform.

2.4. Funding

2.4.1. BC Housing can provide:

- 1. Capital Grants per unit** (secured by 35-year forgivable mortgage):
 - a. Studio Unit \$ 75,000;
 - b. One Bedroom \$ 100,000;
 - c. Two Bedrooms \$125,000;
 - d. Three Bedrooms \$150,000.
- 2. Interim Construction/Take-out Financing:** up to 100% of construction cost, subject to BC Housing lending criteria.
- 3. Operating Subsidy:** Limited amounts of operating subsidy are available, where required. Refer to Sample Operating Agreement (Appendix H) for details. Proposals should demonstrate viability (e.g. economic rents do not exceed the proposed Market Rent).
- 4.** Priority will be given to proposals demonstrating limited need for operating subsidy.

Note: Proposals under the Building BC: Community Housing Fund program must be independently financially viable and not contingent on cross-subsidy from other sources, including other BC Housing programs. Any other components of a proposed site must be independently viable, and must not be contingent on cross subsidy, offsets or other indirect benefits achieved by the CHF Program project. Units in the development are not eligible for Shelter Aid for Elderly Renters (SAFER) or Rental Assistance Program (RAP).

Proponents are encouraged to discuss the National Housing Strategy and their proposal with CMHC Specialists to learn more about potential additional funding source options and social outcome (accessibility, affordability and energy efficiency) targets.

2.4.2. Proponents to provide:

Equity Contributions: Contributions in the form of land (freehold or long-term leasehold interest, strata or air space parcel), or other equity (cash, other assets), that would increase the viability of undertaking their development. Identify any co-investment i.e. CMHC funding. All contributions must be firmly committed and evidenced in the Proponent's submission.

2.4.3. Ownership:

Proponents must demonstrate that they have an ownership interest in the proposed site, either in the form of freehold title or a long-term lease at nominal value. Proponents must demonstrate the ability to provide a mortgageable interest. Developments will remain wholly owned by the successful Proponents.

Any land use or other restrictions for the proposed site (lease terms, municipal housing agreements, approvals require for the use of the municipal-owned land, etc.) must be disclosed and a copy included with the submission. Terms must not conflict with the terms of the Sample Operating Agreement or the CHF Program.

2.5. Forms of Agreements and Security

The successful Proponents must enter into a sixty (60) year Operating Agreement with BC Housing for the management of all residential units within the development.

BC Housing's standard mortgage package for a repayable mortgage of thirty-five (35) years, and a forgivable mortgage for the capital grant for thirty-five (35) years, will be required.

A Section 219 Covenant and Option to Purchase (see Appendix F) will be registered against the title.

BC Housing, at its discretion, will review other possible sources or models of funding a Proponent may propose, to determine eligibility under this RFP.

3. PROPOSAL REQUIREMENTS, SUBMISSION FORMAT AND EVALUATION OF PROPOSALS

3.1. Timetable and Submission Instructions

Proponents should submit their bids according to the following timetable and instructions.

3.1.1. Timetable

Issue Date of RFP:	May 27, 2020
Pre-recorded Information Session:	Week of June 22, 2020
Deadline for Questions:	July 7, 2020 @ 2:00 p.m. PST
Deadline for Issuing Addenda:	July 21, 2020
Submission Deadline for “Construction-Ready Projects”:	September 4, 2020 @ 2:00 p.m. PST
Submission Deadline for All Other Projects:	January 15, 2021 @ 2:00 p.m. PST

Any questions can be sent to: purchasing@bchousing.org

The RFP timetable is tentative only and may be changed by BC Housing at anytime.

3.1.2. Proposals Must be Submitted in the Prescribed Manner

The submission procedures listed in this document shall be followed by all Proponents.

Proponents are cautioned to read the entire RFP and follow the procedures required by this RFP carefully, as any deviation from these requirements may be cause for rejection.

Proposals may be submitted via email or electronically through BC Bid at www.bcbid.ca. If emailing submission, please send to attention of Karine Akopova to: buildingbc@bchousing.org.

Proposals submitted in any other manner will be disqualified and shall not be evaluated.

For assistance using BC Bid, please visit BC Bid at www.bcbid.ca to review the FAQs and tutorial available under the “Supplier” section or call the BC Bid Help Desk at 250-387-7301 (Victoria, BC).

Proposals should be submitted in the format requested. Proposals must be in English. Costs must be quoted in Canadian dollars and exclusive of taxes.

No oral (by telephone or otherwise) or written response(s) (by facsimile, courier or otherwise) will be accepted. All responses should be properly signed and dated where requested. Where a Proponent is a corporation, responses should be signed with the legal name of the corporation followed by the legal signature and capacity of an authorized representative to bind the corporation into a Contract.

Where a Proponent is a partnership, the response form should be signed by the general partner or the partner with the authority to bind the partners. Where the Proponent is a sole proprietor, the response should be signed by the Proprietor.

Responses that are illegible, conditional, obscure, contain arithmetical errors, erasure, alterations, or irregularities of any kind may be declared informal and rejected.

3.1.3. Proposals Must be Submitted on Time

Proposals must be submitted on or before the Submission Deadline. Proposals submitted after the Submission Deadline will not be accepted or evaluated.

The onus and responsibility rests solely with the Proponent to submit its proposal on time as indicated in the RFP. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

3.1.4. Amendment of Proposals

Proponents may amend their submissions prior to the Submission Deadline by the same method as prescribed for the submission of proposals.

3.1.5. Withdrawal of Proposals

Proponents may withdraw their proposals prior to the Submission Deadline by the same method as prescribed for submission of proposals.

3.2. Stages/Overview of Proposal Evaluation

3.2.1. Stage I

Stage I will consist of a review to determine which proposals comply with all Minimum Requirements. BC Housing reserves the right to waive informalities and minor irregularities in proposals received subject to the following:

1. Proponents shall not be allowed to significantly alter or resubmit new proposals after the Submission Date in section 3.1.1 Timetable.
2. Proposals failing to satisfy the minimum requirements as of the Submission Date may be provided an opportunity to revise their proposals to address minor deficiencies. Proposal revisions shall be submitted prior to the Rectification Period established in section 3.1.1 Timetable.
3. A proposal may be determined to be deficient if it materially deviates from the requirements stated in the RFP. Such proposals may not be considered for further evaluation or award.
4. Proposals failing to satisfy the minimum requirements as of the Rectification Period may be excluded from further consideration.

3.2.2. Stage II

Stage II will consist of a scoring by BC Housing of each qualified proposal based on the Proponent's responses to the rated criteria in two phases:

Phase 1- BC Housing will review all proposals received on a regional basis by an evaluation team familiar with the region.

Phase 2 – BC Housing Executive evaluation team will review evaluated proposals from Phase 1 evaluation and make the final determination of proposals to proceed with based on highest scores by region, total funding available over the next twelve months towards this proposal call and the desired intent to allot geographic distribution of projects across the province.

3.3. Stage I - Minimum Requirements

3.3.1. Minimum Requirements

Other than inserting the information requested on the minimum submission forms set out in the RFP, a Proponent may not make any changes to any of the forms. Proponents submitting

proposals that do not meet the minimum requirements may be provided an opportunity within the Rectification Period to rectify any deficiencies.

3.3.2. Appendix A – Submission Form

Each proposal should include an Appendix A – Submission Form completed and signed by an authorized representative of the Proponent.

3.3.3. Appendices C, D, E, and J

Each Proponent must include Appendix C – Capital Budget Template, Appendix D – Operating Budget Template and Appendix E – Organization Structure Form in the format required in the listed appendices and according to the instructions contained in these forms.

If this is a redevelopment project where tenants may be temporarily displaced include a Tenant Relocation Plan subject to BC Housing review and approval (Appendix J).

By submitting a proposal, a Proponent is deemed to confirm that it has prepared its proposal in accordance with all requirements of this RFP and has factored this into its pricing including but not limited to all insurance and indemnity requirements.

3.3.4. Responses to Evaluation Criteria

Proposals should clearly indicate the Proponents' understanding of the RFP and deliverables. Provide all responses to the criteria in the order requested in Stage II Evaluation of Rated Criteria. Your proposal and responses to the criteria should demonstrate clarity, thoroughness and concision.

3.4. Stage I – Suggested Proposal Format

3.4.1. Submission Proposal Format

To receive uniformly formatted submissions, proposals should use the headings listed in the Rated Criteria identified in section 3.5.1. and include all applicable appendices. Do not include additional information not requested as this will not be evaluated.

Proponents should submit all appendices subject to be completed/populated with information as required in this RFP, with their response. Failure to do so may result in rejection of submission without further evaluation.

3.4.2. Rectification Period

Proposals satisfying the minimum requirements before the Rectification Period may proceed to Stage II.

Any proposals failing to satisfy the minimum requirements after the Rectification Period will be excluded from further consideration.

3.5. Stage II – Evaluation of Rated Criteria

Stage II will consist of a scoring by BC Housing of each qualified proposal based on the rated criteria as provided below.

3.5.1. Rated Criteria

The following is an overview of the categories and weightings for the rated criteria of the RFP that will be evaluated in Stage II.

Note: Projects that are considered “Construction Ready” which Proponents wish to submit on September 4th, 2020 must meet all the following requirements:

1. Site is currently zoned for the development or the rezoning prior-to conditions have been satisfied.
2. Site Development Permit has been issued or prior-to conditions have been met.
3. Building permit could be submitted and/or ready for submission within 3 months.
4. Construction duration and an occupancy permit will issuable in less than 20 months.
5. Tenure of the property, either fee simple, strata, ASP or lease is in place.
6. Development team, including architect, engineers and consultants have been retained.
7. Construction Manager may be retained, if not the construction procurement strategy is presented in the submission.

All projects, whether “Construction Ready” or not, will be evaluated using the criteria below.

Rated Criteria Category	Weighting (%)
Design, Capital Costs & Project Planning	40
Contributions, Equity, Levels of Support	15
Operations Planning, Capability, Capacity and Commitment to CAA, Financial Viability	40
Sustainability	5
Total	100

BC Housing recognizes that the project information provided may not be in a finalized state. Proponents are however required to provide their best estimate proformas and include any relevant assumptions.

3.5.2. Qualitative Evaluation Criteria Format and Content

To conduct a thorough evaluation of all proposals received, proposals should be well ordered, detailed and concise. Clarity of language and adequate documentation are essential. Proponents are therefore requested to provide detailed and functional information. General sales and promotional literature will not suffice and will not be considered.

Proponents are requested to respond to each facet of the RFP’s objectives, expectations and requirements.

To allow for proper evaluation of proposals, Proponents are required to address the following sections, as a minimum, in their proposals.

3.5.3. Design Capital Costs & Project Planning (40%)

1. Concept

Provide a clear outline of the concept (project):

- a. Describe the type of development, number of units and mix of suite types including targeted residents by suite as outlined in Section 2.2 above, number of storeys, office/meeting rooms, parking and green spaces. Provide a rationale to explain as to why this type best suits the target population of independent families and seniors;

- b. Provide any proposed site layout, building schematics, drawings or floor plans;
- c. Identify any amenities and services to be offered (if any, and if separately funded) and why these have been included. For example – day-care, resident programs, retail, etc.;
- d. Identify and clearly explain any partnering arrangements or relationships. Provide a rationale as to how and why these partners were chosen and how the Proponent intends to manage these partnerships going forward;
- e. Unit size and design must be suitable for the target population of independent families, low income singles or couples, and seniors and BC Housing will evaluate proposals more highly that demonstrate a viable project with higher percentages of family units (2+ bedrooms) across all affordability levels;
- f. If this is a redevelopment project you must include a Tenant Relocation Plan. Please see Appendix J.

2. Project Structure

Include details on the real estate or land structure of the development:

- a. Type of ownership, current and proposed land ownership interest structure, current and proposed subdivision, current and proposed financing partnerships or operating structures;
- b. Provide details of any other project, building or use proposed or currently located on the site. If the proposed project consists of a premises lease, strata title, airspace or any other 'partial' interest in the site, provide full details of all other components including financial and operational independence and compatibility with the CHF Program proposal;
- c. If land is On-Nation, please identify if site servicing exists or is in-process. Identify if the land has received member approval for use as affordable housing.

3. Capital Budget

Fully complete Appendix C: Capital Budget template with realistic estimated costs that include escalations and contingencies. Please note that bold and italic line items are mandatory for the Capital Budget.

Please identify this in the budget template line items. Include any identified assumptions, notes, explanations or rationale to explain how and why the submitted budget numbers were determined. The budget should be directly related to the building concept.

For Construction Cost Framework information see the link in Appendix B.

4. Project Schedule

Include a realistic project schedule showing a chronological progression of work with time estimates for major activities and an overall time-length for completion. The project schedule should include identification of the critical path activities and project milestones.

5. Project Risks

Identify and prioritize as high, medium and low a comprehensive list of risks identified for all phases of the project including ongoing operations. For each high priority risk provide a detailed contingency plan.

6. Project Communications

Include details on the proposed communications plan for the project: identify type, method and frequency for each identified stakeholder. Explain how any project changes to schedule or risks would be effectively communicated.

3.5.4. Contributions, Equity, and Levels of Support (15%)

- 1.** Provide details on any contribution (equity) to the project. Proponents are encouraged to seek out means to maximize the level of contribution to their project. Higher levels of contribution may reduce overall project costs and may increase the ability to achieve and maintain the required rental rates. Note that operating subsidy is limited and projects demonstrating financial feasibility with limited subsidy dependence will be prioritized.
- 2.** All Proponents must evidence a mortgageable interest in land to facilitate the project. Capital contribution in the form of land will be valued at the current market value. Contributions could also include equity from local partners, waiver of development cost charges or other innovative contributions.
- 3.** Submit any copies of intent (confirmed or conditional) or commitments for financial support or other contributions from community supporters, including letters of support from service clubs, foundations, municipalities or other organizations.
- 4.** BC Housing will evaluate proposals higher based in part upon level of contribution being brought forward and level of support from local government.

3.5.5. Operations Planning, Capability & Capacity (40%)

1. Operations:

Provide details on how operations at the project will be managed once construction is complete including:

- a. Property management;
- b. Maintenance;
- c. Capital Management Plans;
- d. Operational Management Plan;
- e. Need and Demand Analysis;
- f. Resident selection and management;
- g. Integration of this project into existing operations – identify and detail the impact upon the Proponent’s existing operations by taking on this additional housing project;
- h. Integration of this project with the neighbors and community;
- i. Involvement of any third parties – please identify and explain;

- j. If applicable, any Strata Council management or Air Space Parcel Remainder management;
- k. Provide most recently audited financial statements.

2. Operations Budget:

Fully complete the operating budget template in Appendix D:

- a. Monthly expected rents (refer to RGI Rent Estimation Tables in Appendix G);
- b. Anticipated maintenance costs – breakdown between ongoing and periodic;
- c. Staffing costs;
- d. Anticipated Capital Replacement Reserves;
- e. Anticipated Strata or reciprocal easement and cost sharing charges (if applicable);
- f. Any other identified costs;
- g. Identify any anticipated surplus or deficit. If project will be in a deficit position, provide a financial plan by which the society will meet this shortfall, including any request for subsidy to offset operating deficits (limited subsidy is available);
- h. Where cost sharing applies, provide full operating budget for the other components, including all revenues and expenses.

Include any identified assumptions, notes, explanations or rationale to explain how and why the submitted budget numbers were determined.

Proponents should demonstrate that the rents that they are intending to charge will be affordable and achievable within the community for the identified target population.

3. Proponent Capability:

- a. Fully complete Appendix E – Organization Structure Form: Board/committee members, organization's officers, directors, and senior staff; including their roles and their relevant experience, skills and/or education, particularly in the context of incorporating the proposed project. If involving any external individuals or /organizations include this information;
- b. Demonstrate ability to manage relations with stakeholders, such as service providers, funders, Health Authorities, local and senior governments, neighbours and community members;
- c. Describe the organization's capacity and ability to undertake this project both on a development and construction capacity and on an on-going operational capacity and describe any other projects that the organization has scheduled during the anticipated time frame.

4. Stakeholder Philosophy:

Explain:

- a. The society's philosophy towards serving the target population and description of any key priority groups targeted within the broader program parameters (Refer to Section 2.3 above for key priority groups). Please indicate If the target population(s)

will include marginalized groups such as Indigenous, women & children and/or youth;

- b. Provide a rationale to explain why this design concept best suits the intended population;
- c. Explain how the project will fit into the surrounding existing neighbourhood and how the Proponent will communicate with and build neighborhood relations.

3.5.6. Sustainability (5%)

1. Design & Construction:

Provide details on any innovative construction methods or design elements that would be incorporated to lessen the project's environmental impact. Projects need to demonstrate compliance to STEP Code 3.

2. Operations:

Provide details on how the operation's environmental impact will be minimized through any greenhouse gas emission reduction, use of "green" supplies and any recycling and/or composting initiatives that will be undertaken.

3. Socio-Economic:

Provide details on any socio-economic benefits and initiatives, including employment or job-training opportunities directed towards Indigenous/First Nations, Gender-based Analysis Plus (GBA+), persons recovering from forms of abuse/addiction or low-income earners.

4. TERMS AND CONDITIONS OF THE RFP PROCESS

4.1. General Information and Instructions

4.1.1. Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

4.1.2. Proposals in English

All proposals are to be in English only.

4.1.3. BC Housing's Information in RFP Only an Estimate

BC Housing and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general size of the work. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

4.1.4. Proponents Shall Bear Their Own Costs

The Proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

4.2. Communication after Issuance of RFP

4.2.1. Proponents to Review RFP

Proponents shall promptly examine all the documents comprising the RFP, and

- 1.** shall report any errors, omissions or ambiguities; and
- 2.** may direct questions or seek additional information; in writing by email on or before the Deadline for Questions to the BC Housing Contact. All questions submitted by Proponents by email to the BC Housing Contact shall be deemed to be received once the email has entered the BC Housing Contact's email inbox. No such communications are to be directed to anyone other than the BC Housing Contact. BC Housing is under no obligation to provide additional information.

It is the responsibility of the Proponent to seek clarification from the BC Housing Contact on any matter it considers to be unclear. BC Housing shall not be responsible for any misunderstanding on the part of the Proponent concerning the RFP or its process.

4.2.2. All New Information to Proponents by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If BC Housing, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by BC Housing. In the Submission Form (Appendix A), Proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

4.2.3. Post-Deadline Addenda and Extension of Submission Date

If any addendum is issued after the Deadline for Issuing Addenda, BC Housing may at its discretion extend the Submission Date for a reasonable amount of time.

4.2.4. Verify, Clarify and Supplement

When evaluating responses, BC Housing may request further information from the Proponent or third parties to verify or clarify or supplement the information provided in the Proponent's proposal. BC Housing may revisit and re-evaluate the Proponent's response or ranking based on any such information.

4.2.5. No Incorporation by Reference

The entire content of the Proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's proposal will not be considered to form part of its proposal.

4.2.6. Proposal to Be Retained by BC Housing

BC Housing will not return the proposal, or any accompanying documentation submitted by a Proponent.

4.3. Negotiations, Notification and Debriefing**4.3.1. Selection of Top-Ranked Proponent**

The top-ranked Proponents, as established under Part 3 – Evaluation of Proposals, may receive a written invitation to enter into direct contract negotiations with BC Housing.

4.3.2. Timeframe for Negotiations

BC Housing intends to conclude negotiations as soon as possible commencing from the date BC Housing invites a Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

4.3.3. Process Rules for Negotiations

Any negotiations will be subject to the process rules contained in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix A) and will not constitute a legally

binding offer to enter into a contract on the part of BC Housing or the Proponent. Negotiations may include requests by BC Housing for supplementary information from the Proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by BC Housing for improved pricing from the Proponent.

4.3.4. Terms and Conditions

All terms and conditions are subject to final contract. The form of Operating Agreement with BC Housing will be shared following the conclusion of the RFP process and the commencement of individual negotiations with successful Proponents.

4.3.5. Failure to Enter into Agreement

Proponents should note that if BC Housing does not proceed to conclude an agreement with a successful Proponent, BC Housing may invite the next-best-ranked Proponent to enter into negotiations. In accordance with the process rules in this Part 4 – Terms and Conditions of RFP Process and the Submission Form (Appendix A), there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. With a view to expediting contract formalization, BC Housing may elect to initiate concurrent negotiations with the next-best-ranked Proponent. BC Housing may discontinue negotiations with a Proponent at any time. This process may continue until a contract is formalized, until there are no more Proponents remaining that are eligible for negotiations or until BC Housing elects to cancel the RFP process.

4.3.6. Notification to Other Proponents

Other Proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed between BC Housing and a Proponent, the other Proponents may be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

4.3.7. Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to BC Housing Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

4.3.8. Bid Protest Procedure

If a Proponent wishes to challenge the outcome of the RFP process, it should provide written notice to the BC Housing Contact within thirty (30) days of notification of award, and BC Housing will respond in accordance with its bid protest procedures.

4.4. Prohibited Communications and Confidential Information

4.4.1. Prohibited Proponent Communications

The Proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A). For the purposes of this Section, “Conflict of Interest” shall have the meaning ascribed to it in the Submission Form (Appendix A).

4.4.2. Proponent Not to Communicate with Media

A Proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the BC Housing Contact.

4.4.3. Confidential Information of BC Housing

All information provided by or obtained from BC Housing in any form regarding the RFP either before or after the issuance of the RFP

1. is the sole property of BC Housing and must be treated as confidential;
2. is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract;
3. must not be disclosed without prior written authorization from BC Housing; and
4. shall be returned by the Proponents to BC Housing immediately upon the request of BC Housing.

4.4.4. Confidential Information of Proponent

The confidentiality of information will be maintained by BC Housing, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to BC Housing’s advisers retained for evaluating or participating in the evaluation of their proposals. If a Proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the BC Housing Contact.

4.5. Procurement Process Non-binding

4.5.1. No Contract A and No Claims

The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the RFP shall not give rise to any “Contract A”-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Proponent nor BC Housing shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

4.5.2. No Contract until Execution of Written Agreement

The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and BC Housing by the RFP process until the

successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

4.5.3. Non-binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

4.5.4. Disqualification for Misrepresentation

BC Housing may disqualify the Proponent or rescind a contract subsequently entered if the Proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information.

4.5.5. References and Past Performance

BC Housing's evaluation may include information provided by the Proponent's references and may also consider the Proponent's past performance on previous contracts with BC Housing or other institutions.

4.5.6. Inappropriate Conduct

BC Housing may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by BC Housing, which constitutes a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix A).

4.5.7. Cancellation

BC Housing may cancel or amend the RFP process without liability at any time.

4.6. Governing Law and Interpretation

4.6.1. Governing Law

The terms and conditions in this Part 4 – Terms and Conditions of RFP Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province or territory within which BC Housing is located and the federal laws of Canada applicable therein.

APPENDICES ATTACHED:

- **APPENDIX A – SUBMISSION FORM**
- **APPENDIX B - INFORMATION LINKS**
- **APPENDIX C - CAPITAL BUDGET TEMPLATE**
- **APPENDIX D – OPERATING BUDGET TEMPLATE**
- **APPENDIX E– ORGANIZATION STRUCTURE FORM**
- **APPENDIX F – SAMPLE SECTION 219 COVENANT/ OPTION TO PURCHASE (OTP)**
- **APPENDIX G – RGI RENT ESTIMATION TABLES**
- **APPENDIX H – BC HOUSING SAMPLE OPERATING AGREEMENT**
- **APPENDIX I – BC HOUSING DEVELOPMENT CONSULTANT SERVICES SAMPLE AGREEMENT**
- **APPENDIX J – TENANT RELOCATION PLAN**

APPENDIX A – SUBMISSION FORM

1. Proponent Information

Populate the following form, and name one person to be the contact for the RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Contact Person and Title:	
Contact Phone:	
Contact E-mail:	

2. Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until BC Housing and the selected Proponent have executed a written contract.

3. Ability to Provide Deliverables

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The Proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance with the requirements of the RFP. The Proponent encloses herewith as part of the proposal the required forms and documents set out below:

FORM	INITIAL TO ACKNOWLEDGE
Appendix A –Submission Form	
Responses to Rated Criteria	
Appendix C – Capital Budget Template	
Appendix D – Operating Budget Template	
Appendix E – Organization Structure	
Appendix J – Tenant Relocation Plan (if required)	

Notice to Proponents: There may be forms required in the RFP other than those set out above. Please see the Minimum Requirements section of the RFP for a complete listing of required forms.

4. Electronic Funds Transfer

BC Housing implemented direct deposit payment (EFT) that requires all vendors to set up direct deposits as the method of receiving payments from BC Housing. Please identify your current payment status

- ☐ Our company currently receives payment from BC Housing through direct deposit
- ☐ Our company does not currently receive payment from BC Housing through direct deposit. A BC Housing direct deposit form and void cheque will be submitted upon award of the opportunity.
https://www.bchousing.org/resources/Bid/Vendor_direct_deposit.pdf

5. Addenda

The Proponent is deemed to have read and accepted all addenda issued by BC Housing prior to the Deadline for Issuing Addenda. The onus remains on Proponents to make any necessary amendments to their proposal based on the addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers or, if no addenda were issued, by writing the word “None” on the following line: _____.

Proponents who fail to complete this section will be deemed to have received all posted addenda.

6. Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including bios, profiles and/or other personal information concerning employees and/or employees of any subcontractors.

Where BC Housing has issued an RFP that requires a Proponent to provide personal information of employees and/or subcontractors included as resources in response to the RFP, Proponents shall ensure that they have obtained written consent from each of those employees and/or subcontractors prior to submitting its proposal.

Such written consents are to specify that the personal information forwarded to BC Housing is required for the purposes of responding to this RFP and use by BC Housing only for the purposes as set out in the RFP.

BC Housing reserves the right to request original or copies of the consents when required. Proponents shall comply and respond to all such requests as immediately possible.

- ☐ Personal Information **has been submitted** in relation to the RFP requirements and all required employee consents have been obtained and are retained by the Proponent.
- ☐ Personal Information **has not been submitted** in relation to the RFP requirements. Employee consents are not required.

7. Conflict of Interest

For the purposes of this section, the term “Conflict of Interest” means

- a. in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of BC Housing in the preparation of its submission that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers

- involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or
- b. in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- ☐ The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest.

The following individuals, as employees, advisers, or in any other capacity (a) participated in the preparation of our proposal; AND (b) were employees of BC Housing and have ceased that employment within twelve (12) months prior to the Submission Date.

Name of Individual:

Job Classification:

Department:

Last Date of Employment with BC Housing and/or its Affiliates:

Name of Last Supervisor:

Brief Description of Individual's Job Functions:

Brief Description of Nature of Individual's Participation in the Preparation of the Proposal:

(Repeat above for each identified individual)

The Proponent agrees that, upon request, the Proponent shall provide BC Housing with additional information from each individual identified above in the form prescribed by BC Housing.

8. Disclosure of Information

The Proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this proposal by BC Housing to BC Housing's advisers retained for evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name and Title

Date:

I have authority to bind the Proponent

APPENDIX B – INFORMATION LINKS

BC Housing financing eligibility requirements:

<http://www.bchousing.org/Partners/Opportunities/Current/CPI>

BC Housing Construction Standards and Procurement Resources

http://www.bchousing.org/Partners/Standards_Procurement

Procurement Guidelines for Non-Profit Housing

<https://www.bchousing.org/publications/Procurement-Guidelines-for-Non-Profit-Housing.pdf>

Construction Cost Framework

<https://www.bchousing.org/publications/Social-Housing-Development-Cost-Target-Framework.xlsx>

Social Housing Development Cost Framework

<https://www.bchousing.org/publications/Social-Housing-Development-Cost-Framework.docx>

BC Housing's Design Guidelines & Construction Standards

<https://www.bchousing.org/publications/BCH-Design-Guidelines-Construction-Standards.pdf>

BC Housing's Operating Cost Target Framework

https://www.bchousing.org/publications/Operating_Cost_Target_Framework_for_New_Projects.pdf

Detailed Instructions for Community Needs/Supply Profiles

<https://www.bchousing.org/research-centre/housing-data/community-profiles>

Housing Income Limits

<https://www.bchousing.org/publications/2019-Housing-Income-Limits-HILs.pdf>

BC Housing's Rent Calculation Guide

<https://www.bchousing.org/partner-services/non-profit-training-resources/rent-calculation-guide>

BC Housing's Housing Registry for Housing Providers

<https://www.bchousing.org/partner-services/program-provider-information/housing-registry-for-housing-providers>

APPENDIX C – CAPITAL BUDGET TEMPLATE

(see separate attachment)

APPENDIX D – OPERATING BUDGET TEMPLATE

(see separate attachment)

APPENDIX E – ORGANIZATION STRUCTURE FORM

(see separate attachment)

APPENDIX F – SAMPLE SECTION 219 COVENANT/ OPTION TO PURCHASE (OTP)

(see separate attachment)

APPENDIX G – RGI RENT ESTIMATION TABLES

RGI rents vary based on actual tenant incomes, and therefore can only be estimated at the proforma stage. The attached tables are included to assist in estimating RGI revenues in accordance with program requirements, as follows:

- **DEEP SUBSIDY UNITS (20%):** The “Deep Subsidy” estimates below should be applied to 20% of units and are based on current Income Assistance Shelter Allowances for household size.
- **RGI UNITS (50%):** The RGI rent estimates can be applied to the remaining 50% of RGI units, and are based on the assumption that the average income of tenants in these units falls at 70% of the applicable Housing Income Limit. This aligns with the program requirement to serve tenants across the income spectrum.

Proponents must be confident that the rent estimates applied are achievable for their project (e.g. community, location, etc.) and may use lower estimates if required, with accompanying rationale.

	1 Bdrm or Less	2 Bdrm	3 Bdrm	4+ Bdrm
Deep Subsidy Units (BC Wide)	\$375	\$570	\$660	\$700
Lower Mainland Planning Area	1 Bdrm or Less	2 Bdrm	3 Bdrm	4+ Bdrm
Abbotsford	\$613	\$735	\$1,155	\$1,505
Chilliwack	\$551	\$744	\$831	\$1,085
Hope	\$473	\$578	\$735	\$901
Powell River	\$639	\$674	\$726	\$884
Squamish	\$893	\$1,015	\$1,164	\$1,514
Sunshine Coast	\$665	\$683	\$831	\$1,033
Vancouver	\$901	\$1,103	\$1,286	\$1,461
Non-Market Areas	\$1,295	\$1,453	\$1,584	\$1,680
Southern BC Planning Area	1 Bdrm or Less	2 Bdrm	3 Bdrm	4+ Bdrm
Ashcroft/Cache Creek	\$446	\$525	\$674	\$788
Castlegar	\$543	\$586	\$753	\$875
Cranbrook	\$534	\$648	\$805	\$980
Creston	\$455	\$560	\$683	\$761
Elk Valley	\$578	\$604	\$858	\$980
Grand Forks	\$420	\$534	\$683	\$796
Kamloops	\$656	\$753	\$936	\$1,164
Kelowna	\$700	\$901	\$1,024	\$1,164
Kimberly	\$455	\$560	\$648	\$744
Merritt	\$481	\$569	\$683	\$831
Oliver/Osoyoos	\$534	\$621	\$796	\$928
Penticton	\$630	\$744	\$1,181	\$1,181

Revelstoke	\$683	\$726	\$840	\$971
Salmon Arm	\$560	\$665	\$858	\$971
Trail	\$455	\$551	\$726	\$893
Vernon	\$604	\$735	\$805	\$971
Williams Lake	\$586	\$674	\$779	\$954
Non-Market Areas	\$980	\$1,138	\$1,304	\$1,400
Vancouver Island Planning Area	1 Bdrm or Less	2 Bdrm	3 Bdrm	4+ Bdrm
Campbell River	\$621	\$709	\$1,041	\$1,260
Courtenay-Comox	\$569	\$691	\$840	\$1,094
Duncan-N.Cowichan	\$551	\$648	\$901	\$1,138
Nanaimo	\$613	\$761	\$936	\$1,190
Parksville-Qualicum	\$604	\$674	\$901	\$1,076
Port Alberni	\$578	\$621	\$849	\$910
Port Hardy	\$438	\$586	\$658	\$858
Victoria	\$744	\$980	\$1,321	\$1,479
Non-Market Areas	\$980	\$1,146	\$1,313	\$1,409
Northern BC Planning Area	1 Bdrm or Less	2 Bdrm	3 Bdrm	4+ Bdrm
Chetwynd	\$683	\$761	\$884	\$1,015
Dawson Creek	\$639	\$884	\$1,024	\$1,225
Fort St John	\$683	\$858	\$1,076	\$1,304
Houston	\$411	\$490	\$621	\$718
Kitimat	\$700	\$823	\$954	\$1,094
Mackenzie	\$683	\$840	\$980	\$1,129
Prince George	\$569	\$656	\$744	\$901
Prince Rupert	\$560	\$709	\$718	\$875
Quesnel	\$508	\$551	\$621	\$761
Smithers	\$534	\$648	\$744	\$910
Terrace	\$604	\$744	\$928	\$1,033
Vanderhoof	\$516	\$586	\$753	\$875
Non-Market Areas	\$1,015	\$1,199	\$1,374	\$1,488

APPENDIX H – BC HOUSING SAMPLE OPERATING AGREEMENT

(see separate attachment)

APPENDIX I – BC HOUSING DEVELOPMENT CONSULTANT SERVICES SAMPLE AGREEMENT

(see separate attachment)

APPENDIX J – TENANT RELOCATION PLAN

(see separate attachment)