



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Indigenous Affordable Housing Project on City-owned Site

Reference No.: 1220-050-2024-008

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: March 6, 2024

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1 INTRODUCTION

1.1 Purpose

The purpose of this Request For Expressions of Interest and Statements of Qualifications (the “**RFEOI/SOQ**”) is to:

- (a) invite Submissions from Respondents that describe the desire, expertise and capability of the Respondent to deliver the scope of services as described in BC Housing’s Indigenous Housing Fund – Request for Proposals and Submission Process <https://www.bchousing.org/projects-partners/funding-opportunities/IHF> (“BC Housing’s IHF RFP”); and
- (b) select a Respondent or Respondent(s) who, upon confirmation of a successful award from BC Housing’s IHF RFP, may be invited to negotiate and enter into a Partnering Agreement and Lease Agreement either directly with the City or in collaboration with the Provincial Rental Housing Corporation / BC Housing for an estimated term of sixty (60) years to deliver the project on City owned property. The Partnering Agreement and Lease Agreement will be subject to Council approval.

This RFEOI/SOQ is issued as a means of information gathering only. This RFEOI/SOQ is for planning purposes only and should not be construed as a solicitation, a means of pre-qualifying vendors, or as an obligation on the part of the City to proceed with this housing venture.

This RFEOI/SOQ is intended to determine the range and level of interest and expertise of Respondents in relation to the project. After receiving Submissions, the City may choose to terminate the process or to explore further a framework for the project with a Respondent or Respondents including addressing the project facilities, amenities and tasks as set out in BC Housing’s IHF RFP.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (a) “**BC Bid Website**” means www.bcbid.gov.bc.ca;
- (b) “**City**” means the City of Surrey;
- (c) “**City Representative**” has the meaning set out in Section 2.3;
- (d) “**City Website**” means www.surrey.ca;
- (e) “**Date**” has the meaning set out in Section 2.2;
- (f) “**Preferred Respondent(s)**” means the Respondent(s) selected by the City;

- (g) **“Respondents”** (individually the “Respondent”) means an entity that submits a Submission in response to the RFEOI/SOQ issued by the City;
- (h) **“RFEOI/SOQ”** means this Request for Expressions of Interest and Statements of Qualifications;
- (i) **“Services”** has the meaning set out in Schedule A; and
- (j) **“Submission”** means a submission submitted in response to this RFEOI/SOQ.

2 INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

The Respondent should submit the Submission **electronically** in a single pdf file which must be received by the City by email at: purchasing@surrey.ca

Confirmation of receipt of email will be issued. Submissions that cannot be opened or viewed may be rejected. A Respondent bears all risk that the City’s receiving equipment functions properly so that the City receives the Submission.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone [604-590-7274] to confirm receipt.

2.2 Date

The City would prefer to receive Submissions on or before March 20, 2024 (the **“Date”**).

2.3 Inquiries

All inquiries related to this RFEOI/SOQ should be directed in writing to the person named below (the **“City Representative”**). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

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Inquiries should be made no later than seven (7) business days before the closing Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the closing Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with Section

2.4. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

2.4 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca and the City Website at www.surrey.ca (collectively, the “Websites”), and upon posting, any addenda will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the Websites for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, the Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ, including any and all addenda.

2.5 Status Inquiries

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3 SUBMISSION FORM AND CONTENTS

3.1 Form of Statements of Qualifications

Respondents should address clearly and in sufficient depth the points below that are subject to the evaluation criteria against which the Submission will be evaluated. Respondents are encouraged to respond to the items below in the order listed. Respondents should also include a short cover letter signed by the person(s) with authority to act on behalf of the Respondent. The cover letter should certify that the information contained in the Submission is true, complete and correct and indicate the Respondents contact person(s) for the RFEOI/SOQ along with the person’s title, phone number and e-mail address.

The City encourages responses that demonstrate a thorough understanding of the Respondent of the nature of the work and what the Respondent must do to get the work done properly.

A. Respondent’s Organization Structure and Status

Please provide:

- Organization name (full legal name)
- Mailing Address
- Primary Contact and title
- Business Telephone Number
- Business Fax Number
- Business Email Address
- Website address (if available)
- Date (year) of incorporation

- Evidence of corporate existence (such as a copy of your certificate of incorporation and/or non-profit status and charitable registration)

The Respondent must demonstrate that they are able to meet the requirements outlined in BC Housing's IHF RFP in order to be selected as the Preferred Respondent.

B. Qualifications and Experience

Provide a description of your organization's experience, including:

- (a) The number of years in operation;
- (b) Short profiles for the key personnel that will be involved in this project;
- (c) A brief summary as to why your organization would be well suited for this project, including a description of organization and staff experience with projects of comparable size, scope, and complexity;
- (d) Record of experience with previous non-market rental housing developments, including:
 - Proponent's role in the project;
 - Project details, including budget; and
 - Other relevant details.

C. Overview of Financing

Respondents should provide information demonstrating financial capability to undertake this project and demonstrate a secured funding model to protect affordability over the life of the project, including:

- (a) Last three years of audited financial statements;
- (b) Project financing model scenarios (at a high-level);
- (c) Capital funding (equity contributions, investor relationships, other financing);
- (d) Other potential ongoing funding sources;
- (e) Financial management and governance policies; and
- (f) Other relevant financial information that may support the Respondent's response and demonstrate ability to undertake the project.

D. Overview of Proposed Affordable Housing Project

Submissions should provide the following general information about the proposed project:

- (a) A high-level proposal outlining the target number of units and general unit mix by bedroom type;
- (b) The proposed operational model and potential partners, including anticipated roles and responsibilities;
- (c) Anticipated project timeline for completion of the affordable housing project.

E. References

The Respondent should provide a reference list for past projects of a similar nature that includes the project and contact information. References may be asked to comment on the Respondent's adherence to the original terms of reference, their ability to stay within budget and on schedule, and the quality and thoroughness of the Respondent's work.

3.2 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4 EVALUATION AND SELECTION

4.1 Evaluation Criteria

The City will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services in order to determine the Submission which is most advantageous to the City using the following criteria:

- (a) Respondent's business and technical reputation and capabilities and experience of its personnel and project team;
- (b) Respondent's experience and expertise with this type of project; and
- (c) Respondent's approach to the development and operation of an Indigenous affordable housing project.

The City may consult with others including City staff members, third party consultants and references, as the City may in its discretion decide is required. The City will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents.

Such discussions will not in any way create a binding contract between the City and any such Respondents.

The City will not be limited to the criteria referred to above, and the City may consider other criteria that the team identifies as relevant during the evaluation process. The City may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

4.2 Evaluation Process

To assist in evaluation of the Submissions, the City may, in its sole and absolute discretion, but is not required to:

- (a) conduct reference checks relevant to the project and background investigations of the Respondent, and any subcontractors proposed in the Submission, with internal and/or external sources, and consider and rely on any relevant information received from the references and from any background investigations in the evaluation of Submissions;
- (b) seek clarification or additional information from any, some, or all Respondents with respect to their Submission, and consider and rely on such supplementary information in the evaluation of Submissions;
- (c) request interviews/presentations with any, some, or all Respondents to clarify any questions or considerations based on the information included in Submissions, and consider and rely on any supplementary information received from interviews/presentations in the evaluation of Submissions; and
- (d) seek confirmation that the inclusion of any personal information about an individual in a Submission has been consented to by that individual.

The City is not obligated to complete a detailed evaluation of all Submission and may, after completing a preliminary review of all Submissions, identify and drop from any detailed evaluation any Respondent which, when compared to the other Respondent, the City judges, in its sole discretion, to not be in contention to be selected as the Preferred Respondent.

4.3 Litigation

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

5 GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is simply an invitation for Submissions for the convenience of all parties. It is not a tender or a request for proposals and does not commit the City in any way to pre-qualify a Respondent(s), and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

Though there is a strong desire to proceed with an Indigenous affordable housing project on the City-owned site, upon review of the RFEOI/SOQ Submissions and subject to City Council discretion, the City may decide not to proceed with this project at this time.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI/SOQ. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI/SOQ.

5.3 No Agreement

By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ, prior to the signing of a formal written agreement.

5.4 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council and City staff with respect to this RFEOI/SOQ, other than the City Representative, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ, and which could be viewed as one Respondent attempting to seek an unfair advantage over other Respondents.

5.6 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

6 CITY DISCLAIMER

- (a) The City shall not be obligated to enter into the aforementioned Partnering Agreement and Lease Agreement if the Preferred Respondent not successfully awarded funding through BC Housing's IHF RFP. Furthermore, execution of the Partnering Agreement and Lease Agreement is subject to City Council approval.
- (b) The information in this RFEOI/SOQ and any further supporting documentation is provided for reference purposes only. It is the responsibility of interested parties to confirm the accuracy and applicability of this information. All costs related to updating or acquiring additional information shall be born solely by the Respondent. The information contained in this RFEOI/SOQ has been prepared, in part, on information provided by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFEOI/SOQ, each Respondent remises, releases, and forever discharges the City and its representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have, or may hereafter have arising out of any information contained herein. Any party who intends to submit a response to this RFEOI/SOQ is specifically invited to independently verify the accuracy of the information contained herein.
- (c) The City shall not be obligated to review or accept any Submission and may reject any or all Submissions without giving reasons therefore.
- (d) All negotiations and discussions with Respondents are on a "without prejudice" basis and cannot be construed as an agreement, and/or otherwise unless expressly approved by City Council and a written agreement is signed by the City.
- (e) The City may negotiate with any one or more of the Respondents without having any duty or obligation to advise or allow any other Respondents to vary their Submission or otherwise negotiate with the City.
- (f) The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.
- (g) The City does not authorize any other person or agency to represent the Project on its behalf without the prior written approval of the City.
- (h) By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ process.

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SCHEDULE A – SCOPE OF SERVICES

The City of Surrey (the “City”) is seeking a qualified non-profit housing provider, or other eligible agency, to undertake an Indigenous affordable rental housing development on a parcel of City-owned land in Surrey.

The Preferred Respondent must be eligible and prepared to submit an application for funding to BC Housing’s IHF RFP.

1. PROJECT OVERVIEW

The City is exploring the potential for a City-owned site to be utilized for a non-market, affordable, and culturally appropriate Indigenous housing development, primarily serving women and their children, but may also serve other types of households, such as elders or youth.

The City is seeking an experienced Indigenous non-profit housing provider to develop and operate the housing project. The Indigenous housing provider should have experience providing services to Indigenous peoples, and in particular families.

Site Details:

- Approximate Site Area: 2,250 sq. m. (24,220 sq. ft.)
- Potential Density: 3.0 FAR

The Preferred Respondent must have capacity to prepare an application submission to BC Housing for the 2024 intake of Building BC applications under BC Housing’s IHF RFP stream.

2. PREFERRED RESPONDENT RESPONSIBILITIES

The Preferred Respondent will be responsible for submitting an application for project funding available through BC Housing’s IHF RFP. If successful in securing BC Housing’s IHF RFP funding, the Preferred Respondent will be expected to enter into a Partnering Agreement and Lease Agreement with the City either directly with the City or in collaboration with the Provincial Rental Housing Corporation / BC Housing for an estimated term of sixty (60) years to deliver the project on City owned property.

The Preferred Respondent will be responsible for the development and operation of the Indigenous affordable rental project on City-owned land. The recipient of the capital and operating funds and final mortgage holder for the housing project must not be a for-profit organization.

Project Timeline	
Activity	Timeline
Closing of RFEOI/SOQ	March 20, 2024
Evaluation	March 21 to 26, 2024
Select Preferred Respondent	March 27, 2024

Note: All line items of the above noted project timeline schedule are subject to change at the sole and absolute discretion of the City based on the actual timelines of preceding activities.

3. FURTHER INFORMATION

- BC Housing – Indigenous Housing Fund Request for Proposals (RFP) and Submissions Process:
<https://www.bchousing.org/projects-partners/funding-opportunities/IHF>
- Surrey Urban Indigenous Leadership Committee (SUILC) – Finding Our Way Home: Executive Summary:
<https://surreyindigenousleadership.ca/research/finding-our-way-home/>
- Surrey Urban Indigenous Leadership Committee (SUILC) – Finding Our Way Home: Research Report:
<https://surreyindigenousleadership.ca/research/finding-our-way-home-2/>
- Surrey Urban Indigenous Leadership Committee (SUILC) – Finding Our Way Home: What We Heard:
<https://surreyindigenousleadership.ca/research/finding-our-way-home-3/>
- Surrey Urban Indigenous Leadership Committee (SUILC) – Finding Our Way Home: Data Summary:
<https://surreyindigenousleadership.ca/research/finding-our-way-home-4/>
- Skookum Housing Roadmap:
<https://surreyindigenousleadership.ca/research/skookum-housing-roadmap-2022/>
- Surrey Housing Needs Report:
<https://www.surrey.ca/about-surrey/housing-homelessness/housing-needs-report>
- Surrey Affordable Housing Strategy:
<https://www.surrey.ca/about-surrey/housing-homelessness/surrey-affordable-housing-strategy>