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***Action Ottawa***

**Affordable Housing Initiative**

**REQUEST FOR QUALIFICATIONS**

**RFQ No. AO2013-1A**

**Submission Deadline:**

**3:00pm on Thursday, July 25, 2013**

**Submissions must be delivered to:**

Attn: Saide Sayah

RE: 2013 Action Ottawa RFQ

City of Ottawa

Finance Department, Supply Branch

100 Constellation Crescent, 4th Floor, West

Ottawa, ON K2G 6J8

**June 24th, 2013**

**INVESTMENT IN AFFORDABLE HOUSING (IAH) FOR ONTARIO PROGRAM AND 2013 ACTION OTTAWA REQUEST FOR QUALIFICATIONS**

1. **INTRODUCTION**

The City of Ottawa is inviting Requests for Qualifications (RFQ) from private or not-for-profit organizations to provide affordable *housing with supports* or *supportive housing* as required to individuals who are experiencing homelessness. Up to 10 Teams will be selected to receive a Request for Proposals (RFP) for consideration of capital and operating funding for supports as required. Capital funding comes from the City of Ottawa and the Investment in Affordable Housing for Ontario (IAH) Program. This funding is available to facilitate the construction of new *self-contained* *supportive housing* dwelling units or the acquisition of an existing building(s) and/or property. Operating funding is available from the Community Homelessness Prevention Initiative (CHPI) to support individuals with complex needs, who are long stay men and women with a cumulative stay of 2 or more years in the city’s emergency shelter system. Both of these funds are administered by the City of Ottawa’s Housing Services Branch.

Up to $13.5M in capital funding is available to support projects. Operational funding will be based on the level of support outlined in proposals as required by tenants to be submitted under the 2nd stage of this process.

Clients would include individual men and women with cumulative long term stays in the emergency shelter system for 2 or more years: requiring the supports and treatments including, but are not limited to

1. Seniors (defined as persons 55 years and older);
2. Individuals with physical disabilities and/or mental health and/or addiction issues;
3. Individuals with *concurrent disorders* or *dual diagnosis*;
4. Individuals with *acquired brain injury*.

The City will be seeking Proposals from qualified respondent teams under this RFQ to provide housing with the necessary supports for *long stay shelter clients* . Projects can range in size from approximately 10 to 60 units of single room (self-contained) occupancy type accommodations with supports that meet the needs of *long stay shelter clients*. Support options may include, but are not limited to:

1. Addiction and/or mental health supports and treatments;
2. Supports for persons with physical disabilities;
3. Other support services such as meal preparation, medication management and light house-keeping;
4. Case management;
5. On site supports through portable treatment/support teams.

Housing preferences identified through surveys of shelter clients and studies of successful supportive housing communities indicate that most shelter clients prefer their own room with a private bathroom (single room occupancy). Successful supportive housing communities must provide an environment that supports and encourages *long stay shelter clients* to transition into a *supportive housing* community. This can be accomplished through appropriate planning and design of a building and its facilities, the right mix of support and treatment options for clients, programs that provide life skills, promotion of healthy living, *social enterprise* opportunities, and inclusive activities creating a sense of community and social cohesion.

**2. ELIGIBILITY REQUIREMENTS**

For Teams to be considered, the eligibility criteria below must be met in the sole opinion of the City. The City will notify applicants whose application has been deemed ineligible within two weeks of such a determination having been made.

Teams responding to this RFQ must demonstrate the following:

* That they are an incorporated organization;
* Operate existing programs that focus on serving individuals and families with complex needs;
* A demonstrated knowledge of treatment options for persons with complex needs including, but not limited to, addictions, mental health diagnosis, concurrent disorders and dual diagnosis, acquired brain injury;
* Proven experience and knowledge of planning, designing and building new residential buildings, additions, renovations and/or other relevant types of construction related projects;
* Proven experience and knowledge operating and maintaining capital facilities (i.e., apartment buildings, *supportive housing*, and other types of shelter accommodation);
* Demonstrated ability to operate a facility or residence with support services for persons with complex needs;
* Experience with *social enterprise* programs and/or other types of programs that help promote independence and/or community engagement;
* Employ service delivery staff in the direct delivery of one or more existing programs focused on providing at least two of the following services:
  + *Supportive Housing*
  + *Housing with Supports*
  + Support/treatment services for persons with a mental health diagnosis
  + Support/treatment services for persons with addictions
  + Support/treatment services for persons with *dual diagnosis*
  + Support/treatment services for persons with *concurrent disorder*s
  + Support/treatment options for persons with *acquired brain injury*
* Have a demonstrated history of accountability in meeting terms and conditions of any previous funding allocations or contracts from the City of Ottawa and/or other funders

1. **Funding Under Stage 2 – Request for Proposal (RFP) Process**

Through the Request for Proposal (RFP) stage, selected teams will be required to submit a proposal under the City’s Action Ottawa Program and Investment in Affordable Housing for Ontario (IAH) Program Guidelines. The objective of the RFP is to fund and facilitate the development of a new supportive project or projects by targeting (1) new construction, including additions and extensions, and/or (2) acquisition and rehabilitation of existing buildings into new *supportive housing* communities.

The Action Ottawa package of incentives for the RFP will include up to $120,000/unit in combined provincial and federal funding from the Investment in Affordable Housing for Ontario (IAH) Program. A higher per unit allocation of up to $150,000/unit may be considered for projects that are more costly in response to housing tenants with complex or specific needs.

**Capital Funding**

For projects selected, Action Ottawa capital incentives will include:

1. Capital grants up to $120,000 per dwelling unit;
2. Up to $150,000 per dwelling unit will be considered with demonstrated need and ability of teams in providing *supportive housing* for persons with complex needs;
3. Relief from municipal development charges, planning application fees and parkland levies;
4. Reduced municipal property taxes (equivalent to the residential rate);
5. Grant in lieu of building permit fees; and
6. Grant in lieu of school board development charges.

**Operating Funding**

The RFP for *supportive housing* will also consider operating funding for supports, consistent with the Community Homelessness Prevention Initiative (CHPI) program guidelines <http://www.mah.gov.on.ca/AssetFactory.aspx?did=10065>.

Detailed Criteria and Funding Requirements will be provided ONLY to successful respondents.

1. **Requirement**

The City of Ottawa, hereinafter referred to as the City, is seeking qualification submissions to provide affordable housing and support services for up to 100 long stay individuals, with cumulative stays of 2 or more years, who are currently residing in the City’s emergency shelter system as described in sections 1 and 2.

1. **Period of Proposed Assignment**

Subject to being awarded funding through the Request for Proposals process (Stage 2), the proposed period of the contribution agreement will be for 35 years.

1. **Project Authority**

The services provided will be subject to review and acceptance by the Project Authority hereby identified as the Housing Services Branch, Community and Social Services Department.

1. **Inquiries**

All inquiries regarding this RFQ are to be directed to the Contracting Authority specified herein. Inquiries must be received in writing (e-mail) no later than **Wednesday, 17 July 2013**. Questions and answers will be distributed to all potential Respondents no later than **Friday, 19 July 2013**, by way of written addendum, without stating the source(s) of the inquiry.

1. **Content of Submission**

Respondents are invited to submit one completed application form and a qualification submission document up to a ***maximum*** ***ten (10) single sided 8.5” X 11” pages***. One (1) 11” X 17” sheet may be included as part of the Criteria Subject to Rating #3 **Experience and Qualifications of Key Team Members** (see below Rated Criteria) and will count as one (1) of the ten (10) pages.

The only additional text permitted on this sheet must be directly relevant to and/or qualify the contents of Rated Criteria #3 **Experience and Qualifications of Key Team Members**. The 11” X 17” sheet must be in 10-point Arial font. The contents of all supplementary tables within the remaining nine (9) 8½” X 11” sheets must be minimum 10-point font (Arial). All other text must be 10-point font (Times New Roman). Any documentation exceeding the maximum ten (10) pages will not be considered.

**Résumés must be attached to the Content of Submission in the form of appendices.** **Any other supplemental documentation that does not respond directly to the Terms of Reference and Evaluation Criteria, such as corporate literature, must be submitted on CD or DVD. The City will not consider supplemental documentation submitted on CD or DVD in the evaluation of submissions**.

|  |  |  |
| --- | --- | --- |
| 1. Criteria Subject to Point Rating | | **Weighting** |
| 1 | **Experience and Qualifications of the Lead Proponent Agency(ies):**  Describe the relevant corporate experience and ability of the lead team member organizations and specialized consultants for (1) the design and construction/contract management components for new capital projects, (2) the lead organizations proven ability in operating and maintaining capital facilities, and (3) ability to provide services and supports to people with complex needs. | **10** |
| 2 | **Relevant Project/Program Experience:**  Describe three (3) projects and/or programs that demonstrate the Team’s relevant experience and success in providing housing and supports to people with *concurrent disorders* and/or complex needs.  The description of at least one project must demonstrate the Teams ability to plan, design, and construct a new *housing with support* facility and at least one program must demonstrate the proponents ability to provide supports to *long stay shelter clients* as described sections 1 and 2. The Team’s ability to operate and maintain a capital facility will also be evaluated through the examples provided in this section.  Descriptions should include the project title, types of clients supported and/or housed, the Organization’s role, scope of work and contract value, the project schedule (start and finish dates), and key team members (support workers and specialized personnel). The City reserves the right to verify all information provided.   * 15 points for each project example   The City will only evaluate three (3) examples. If more than three (3) project examples are provided, only the first three (3) will be evaluated. | **45** |
| 3 | **Experience and Qualifications of Key Team Members:**  Identify the proposed Project Manager, Key Team Members, Sub-consultants and other staff, and in a table, list all key team members by proposed role or responsibility, name, name of firm, years of experience, relevant education and qualifications, and relevant project experience. The table should include project examples that demonstrate the proposed Project Manager’s relevant project and/or program management experience. Ensure all relevant disciplines are documented. Resumes should be included in the appendix. **Confirm that the proposed Project Manager and Key Team Members are committed for this project.** | **45** |
|  | **TOTAL:** | **100** |

1. **Basis of Selection**

This RFQ is the first stage of a two-stage process. This stage involves the short-listing of the most qualified Respondents. Up to **ten (10)** submissions scoring the highest point totals (per the weighting provided in the previous section) will be short-listed and invited to respond to a detailed Request for Proposals (RFP) document.

The City will organize an evaluation committee to review all submissions received and score the submissions using a “***consensus***” approach, in relation to the criteria and points that are identified.

**Evaluation Strategy for Request for Qualifications**

The evaluation strategy for this stage of this two stage process will consist of 100 points for rated criteria as described in Section 9. Only proposals achieving a minimum pass grade of **75% (75 of 100 points)** on the rated criteria will be considered for the short-list of up to ten (10) Respondents invited to respond to a detailed RFP document. Proposals that do not meet the minimum pass will be deemed non-responsive and will be given no further consideration.

1. **Submission of Response to RFQ:**

Please provide **ten (10)** copies of your qualifications submission, clearly identified as to contents and addressed to:

Attn: Saide Sayah

RE: 2013 Action Ottawa RFQ

City of Ottawa

Finance Department, Supply Branch

100 Constellation Crescent, 4th Floor, West

Ottawa, ON K2G 6J8

Submissions in response to the RFQ **MUST** be received at this location **NOT LATER THAN 3:00 P.M.** **LOCAL TIME, Thursday, 25 July 2013.**

Submissions received after the above due date and time will not be considered and will be returned unopened to the Respondent.

**Contracting Authority:**

For further information regarding all aspects of this RFQ, please contact:

Saide Sayah   
Program Manager, Affordable Housing Unit   
Housing Services Branch

Phone: (613) 580-2424 ext. 43083

Email: saide.sayah@ottawa.ca

**Note to Respondents:**

It is essential that the elements contained in the response be stated in a clear and concise manner. Failure to provide complete information as requested will be to the Respondent’s disadvantage.

Responses should be submitted in the format requested, with an index and including the criteria subject to point rating in a clear identifiable location. It is the responsibility of the Respondent to obtain clarification of the requirements contained herein, if necessary, prior to submitting a response.

Each submission will be evaluated solely on its content. Assessment of the response commences immediately after closing date.

The City does not accept responses submitted by facsimile transfer machine or electronic mail.

This Request for Qualification does not commit the City to award a contract or to pay any costs incurred in the preparation of a response, or attendance at a meeting with City staff.

The City reserves the right to accept or reject any or all proposals received or to cancel the RFQ in its entirety, all without any right of recourse on the part of any Respondents, and to seek clarification from one or more Respondent on the contents of their submission.

Respondents are advised that all communications with the City related to this RFQ during the bidding process must be made directly and only with the Contracting Authority.

The Contracting Authority will only make official modifications to the RFQ process, or to the actual “terms of reference” through official addendum issue. Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum.

**Definitions**

*Acquired Brain Injury*: A diagnosis of damage to brain tissue caused by traumatic injury resulting in signs and symptoms of neurological impairment which may cause partial or functional disability or psychosocial maladjustment

*Concurrent Disorders:* Refers to the co-occurrence of mental illness and addiction

*Dual Diagnosis:* Refers to the simultaneous occurrence of a mental illness and developmental disability

*Housing with Supports*: Housing in which supports that do not originate on site, are offered to residents, including physical, mental health and social supports

*Long Stay Shelter Clients:* The term is used in this document to refer to shelter clients who have a cumulative stay of two or more (2+) years in the emergency shelter system

*Self-contained:* A building or community that provides individual dwelling units in a single or cohesive group of buildings where the individual or community has ability to provide for all the necessities and amenities of daily living and necessary support services are provided.

*Social Enterprise:* Taking an entrepreneurial or business approach to addressing social issues and creating positive community change. Examples include involving residents in day to day operation activities and in revenue generating programs re-invested in the community

*Supportive Housing:* Housing with 24/7 on-site staff providing supports and/or treatment options for persons with any combination of mental illness, addiction, developmental disability and/or physical disability