

City of Coquitlam

Request for Proposals

RFP No. 26-008

Non Market Housing Development
Opportunity at 1013 & 1025 Brunette
Avenue

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KEY DATES

RFP Issue Date	Friday, March 6, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Monday, April 6, 2026
Submission Deadline	2:00 PM (local time) Friday, April 17, 2026

PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City’s website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the Preferred Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are outlined below in Instructions to Proponents.

The Preferred Proponent will be required to provide the following upon request:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- b) A City of Coquitlam or Tri Cities Intermunicipal Business License

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both **“Contractor”** and **“Proponent”** are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

“Development Application” means an **“Application”** as defined in the City of Coquitlam’s Development Procedures Bylaw.

“Development Permit” means a Development Permit as authorized by the *Local Government Act*.

“Ground Lease Agreement” - contract between the City (lessor) and a Tenant (lessee) that grants the tenant the right to use and develop the parcel of land on a long term nominal rent term;

“Memorandum of Understanding” “MOU” means a non-binding agreement between the City and the Preferred Proponent that expresses a convergence of wills and an intended common line of action leading to a 60-year ground lease for the Site;

“Non Market Housing” means self-contained, independent, living dwelling units targeted to low and moderate income households such as housing co-operatives and seniors and family non profit projects;

“Preferred Proponent” means a Proponent selected by the Evaluation Committee to enter into negotiations for a Land Lease Agreement;

“Site” means City owned lands located at 1013 and 1025 Brunette Avenue, Coquitlam;

“Non-Profit Society” includes any non-profit organization, housing co-op, or municipal housing provider that is wholly government owned and controlled; is registered under the *Societies Act* of British Columbia; and has Constating Documents in compliance with BC Housing requirements. (Constating documents govern an organization’s purpose, decisions, and general business conduct; for example, the constitution and bylaws of a society or the memoranda and rules of a cooperative association);

INSTRUCTIONS TO PROPONENTS

1.1 Land Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmińəh́ (HUN-kuh-MEE-num) word kwíkʷə́łəm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́łəm traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

1.2 Purpose, Objectives and Process

a) Purpose and Objectives

The purpose of this RFP is to identify a Non-Profit Society to enter into a Ground Lease Agreement and related project agreements to develop and operate **Non Market Housing Development Opportunity at 1013 and 1025 Brunette** (the “Site”). As part of the Proposal Submission, Non-Profit Societies are to provide a certificate of status. The City’s primary objectives for the Site is to select a non-profit housing provider who has the experience, expertise, and capacity to construct and operate a non-market housing building with commercial use(s) through a long-term lease with the City.

The Proposal should be sensitive to neighbouring properties and deliver a program and project design that supports the health and well-being of the project’s residents while also meeting the objectives for the Site.

The City has not defined a target population. Proponents are encouraged to submit Proposals that align with their experience and capacity, meet the community’s diverse housing needs as identified in the City’s Housing Needs Report, and are economically viable.

i. Commercial Strategy

(a) Minimum Commercial Space Requirements: As a secondary objective, the City is requiring the inclusion of commercial space as per the Zoning Bylaw and other applicable policies to activate and animate the frontage along Brunette Avenue of **0.15 Floor Area Ratio (FAR)**. The City expects proponents to include their commercial tenant mix strategy and/or commercial use objectives associated with the required commercial space and experience with managing commercial real estate.

(b) Additional Commercial Space - Proponents that propose a greater amount of commercial/employment space beyond the required minimum FAR, have a health-related user, and/or a strong tenant mix strategy will receive additional consideration in their submission, which is outlined in the Evaluation Criteria and Points Allocated below.

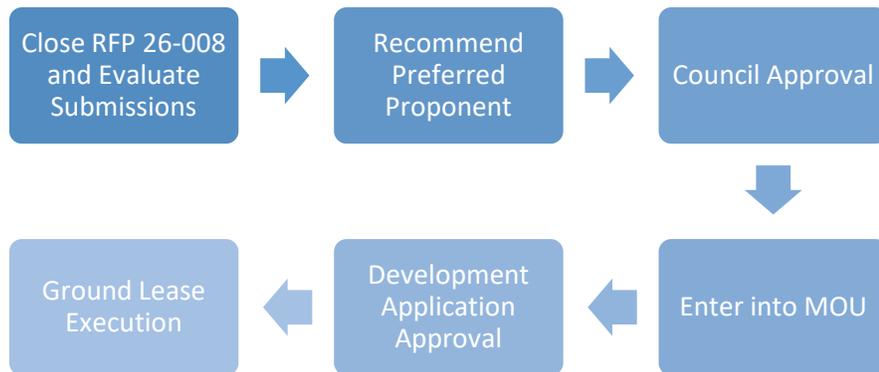
The City recognizes that any such component may introduce additional considerations for project delivery and invites proponents to comment on these, where relevant, as part

of their Proposal. Further details on this objective are provided in the RFP and proposal submission form.

b) Process

Following the evaluation of RFP responses and Council’s selection of a Preferred Proponent, the City will enter into an Memorandum of Understanding (MOU) with the Proponent (in general accordance with **Appendix A – Draft Memorandum of Understanding**). Prior to entering into a Ground Lease with the City, the Preferred Proponent will pursue available funding opportunities and advance a Development Application with the City.

Figure 1: Proponent Selection and Approval Process



1.3 Evaluation Criteria

a) Mandatory Criteria (Pass/Fail)

Mandatory Requirements	Pass Fail
Compliance with the terms of this RFP	Pass/Fail
Proponent is a registered Non-Profit Society, housing cooperative or government controlled housing provider	Pass/Fail
Inclusion of a board resolution authorizing the proposal	Pass/Fail
Experience constructing and operating similar non-profit affordable housing projects	Pass/Fail

b) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

c) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms are:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see Section X in the attached document" without providing summaries.

- II. Authenticity
 - The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive content may receive a lower score.
 - Proponents must demonstrate a clear understanding of the City’s needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

d) Evaluation Criteria and Points Allocation

Each Proposal will be evaluated based on the related segments outlined in the Proposal Submission Form - Section 2.0 and onwards:

Proponents who meet the Mandatory Requirements will be evaluated on:	Maximum Points to be Awarded
Introduction and Key Proposal Attributes	5
Proponent Capability	10
Operations Planning and Capacity	30
Project Development Experience and Capacity	25
Additional Commercial Space & Tenant Mix Strategy	10
Contributions, Equity and Levels of Support	20
Total	100

As outlined, evaluation criteria will consider:

- Experience with design, development, construction management, property management, commercial real estate, and operational budgeting of market rental, and Non Market Housing;
- Demonstrated experience in housing market rental and non market housing tenants, operating housing facilities and familiarity with the *Residential Tenancy Act*;
- Capacity to develop mixed-use affordable housing projects with management of commercial space;
- Prioritization of Coquitlam residents in the tenant selection process;
- Ability to deliver resident engagement programs and supporting services to address resident needs, either directly or through community-based partnerships; and

- Knowledge of Provincial and/or Federal affordable housing funding/financing programs and ability to creatively leverage financing streams.

e) Proposal Comparison

The listed criteria will be used to determine best overall value to the City. Proposals will be compared to select the most advantageous candidate.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted

Interviews may be conducted as part of the evaluation of Corporate Experience. The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

g) Additional Evaluation Considerations

The above criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission Form may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where an insufficient number of Proposals is received, the City may reject such and re-issue the RFP on a selected basis.

i) Disclosure of Information

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

SITE INFORMATION

1.4 Site Context

The Site is approximately +/- 1.13 acres in gross area with a net area of +/- 1.0 acres, after dedications; at the time of this RFP the subdivision is not completed which may impact the net area. The Site is located in the Maillardville Neighbourhood Plan and designated Neighbourhood Centre.

1.5 Zoning

The Site was recently rezoned to Comprehensive Development Zone 56 (CD-56) based on the C-5 zone to accommodate a Non Market Housing project. CD-56 provisions include, but not limited to:

- Maximum density of 3.5 FAR
- Minimum commercial density of 0.15 FAR
- Off-street parking requirement of 0.55 spaces per dwelling unit; 0.10 spaces of visitor parking per dwelling unit

Rezoning documentation, including the CD-zone are provided in **Appendix E – Rezoning and Subdivision Documents**.

Proponents should complete all necessary due diligence and review of the documentation to understand the development opportunity.

Concept plans used in the rezoning application are provided in **Appendix D – Site Concept Plans**, however they are provided for information and illustrative purposes only. It is up to each proponent to complete all necessary works and due diligence in understanding the development potential with the Site.

Note: While intended to assist in the preparation and evaluations of Proposals, the 1013 and 1025 Brunette Avenue Concept Plans are provided “as is” without any guarantee, representation or warranty of any kind, whether express, implied or statutory. The City assumes no liability whatsoever with respect to use of the study or any errors or omissions therein. Any reliance on the accuracy, suitability, currency or completeness of the information contained in the study is entirely at the Proponent’s own risk.

1.6 Transportation and Utility-Related Requirements

The Preferred Proponent would be responsible for undertaking frontage and servicing works as part of the development. To inform concept development and project planning, anticipated requirements are outlined below.

Category	Location / System	Anticipated Requirements
Transportation Improvements	Nelson Street	Sidewalk, interim boulevard, and asphalt curb; cash-in-lieu for the remaining ultimate half-local street standard.
	McBay Lane	Improvements consistent with the approved 209 Lebleu project.
	Brunette Avenue	Sidewalk, boulevard, and street lighting generally in accordance with the Maillardville Streetscape Design Guidelines; reduced dedication requirements established through the proposed zone.
Utility Improvements	Water	Capping existing services and establishing new metered services.
	Sanitary	Replacement of sewer under McBay Lane in conjunction with required laneway improvements.
	Drainage	Capping and potential removal of existing drainage main between 1013 Brunette and 209 Lebleu.

MUNICIPAL SUPPORTS

Coquitlam has long been a proactive partner in the development of affordable housing and offers a variety of supports to help advance non-market opportunities. The City will support this project in the following ways:

- a) *Prezone the Site to decrease costs for the Preferred Proponent and increase access to funding [COMPLETE]*
- b) *Subject to Council approval, enter into a 60-year ground lease at a nominal rate to the Preferred Proponent*
- c) *Consider a request for [Affordable Housing Reserve Fund \(AHRF\)](#)*
 - o Applications for AHRF funding must include information as requested by staff, including a response to the AHRF evaluation criteria. These criteria, based on two tiers of funding, are used to evaluate grant applications and make recommendations to Council. Eligibility is among the criteria used to evaluate AHRF applications. Notably, projects that have received other City support, such as City land, are eligible but not prioritized for AHRF funding.
- d) *Consider a request for the [Child Care Partnership Reserve Fund \(CCPRF\)](#), if applicable and subject to separate Council approval.*
 - o Should the Proponent advance a Development Permit that proposes a child care component, the project could be eligible for a CCPRF grant. Projects that include a child care component should refer to the City’s Child Care Partnership Strategy, which provides data on child care needs in Coquitlam.

- e) *Expedite the eventual Development Application and Building Permit Application as per the City's [Priority Review Policy \(2025\)](#);*

APPROVALS AND AGREEMENTS

1.7 Municipal Approvals

All municipal permits are subject to City approval and the provision of such approval is at the absolute discretion of the City. Required approvals include, but are not limited to, the following at minimum:

- Development Permit (Form and Character)
- Development Permit (Watercourse Protection)
- Subdivision Approval (for lot consolidation, road dedication and offsite works)
- Building Permit Approval

The applicant may also choose to seek a Development Variance Permit.

1.8 Agreements

- a) *Memorandum of Understanding (MOU)*- The Preferred Proponent will be required to sign a MOU with the City immediately following the City's intent to award. The MOU will form the foundation of the relationship and expectations for the Preferred Proponent and the City for the period up until the Ground Lease Agreement is in effect. A draft MOU is provided in **Appendix A – Draft Memorandum of Understanding** .
- After two years following the execution of the MOU, should the site not have received full conditional approval for financing and substantively moved through the development application process (i.e. Building Permit issuance), the City may, at its sole discretion, review the circumstances and consider granting an extension or otherwise terminating the MOU .
- b) *Ground Lease*
- Required to be executed prior to Building Permit issuance, which would govern the Preferred Proponent's use and responsibilities pertaining to the Site over the term of the lease.
- c) *Indemnity and Assumption Agreement*
- Required prior to execution of the lease.
- d) *A Housing Agreement may be required*
- e) *Potential City-owned Commercial Space*
- The Preferred Proponent will be required to grant an option in favour of the City to exclude a portion of the required commercial space (a base building shell ready for fixturing) from the ground lease. Should the City exercise such an option, the Proponent and the City would negotiate the preferred legal designation of the excluded commercial space (e.g. air space parcel, strata or surveyed lease plan).

CONTEXT

1.9 Policy Overview

The [Official Community Plan](#) (OCP) includes policy direction to support housing that reflects community needs and provides housing choice through a range of housing options. One of the CWOCP's housing objectives is "to address housing cost issues by ensuring a diverse range of lower cost market and government-subsidized housing options and identifying opportunities for collaboration in achieving these

The [Housing Affordability Strategy](#) (HAS) outlines Coquitlam's commitment to promote housing affordability. The HAS' broad objectives, as provided below, should be considered in the context of this RFP:

- Foster housing affordability through innovation,
- Promote affordable living,
- Leverage the City's affordable housing reserve fund; and
- Build strategic partnerships.

1.10 Maillardville Neighbourhood Plan

The local area plan pertaining to the Site, the [Maillardville Neighbourhood Plan](#), provides policy direction to encourage "a range of housing types, unit sizes and tenures that accommodate Maillardville's character". The Site is located in Maillardville Neighbourhood Centre which is subject to specific policy direction aimed at revitalizing and activating Brunette Avenue as a commercial "main street" that provides a variety of neighbourhood-serving commercial uses.

1.11 Understanding Coquitlam's Housing Needs

Coquitlam is the largest of the Tri-Cities with more than 150,000 residents. The Tri-Cities (which includes Coquitlam, Port Coquitlam and Port Moody) cover approximately 208 square kilometers and are situated in the northeastern part of Metro Vancouver. As per the *Metro 2050: Regional Growth Strategy*, the northeastern part of the region is expected to grow to approximately 363,800 residents by 2040.

It is within this context that Coquitlam continues to be a housing leader in the Region. Previous affordable housing sites in the City, such as 290 Laval Square and 443 Clayton Street which will provide 158 units of much-needed non market seniors' rental housing, continue to support our housing needs. However, despite ongoing progress, Coquitlam's 2022 Housing Needs Report identifies significant and growing pressures across Coquitlam's housing continuum. Renter households are projected to increase by 28% between 2021 and 2031. Affordability remains a key issue, with 35% of renters in core housing need and 15% in extreme core housing need, particularly affecting single-income households and lone-parent families. Home ownership is also increasingly out of reach for many median-income households.

The report further notes a shortage of family-sized rental housing, with few three-bedroom purpose-built units available. Demand for non-market and supportive housing is high, including for people with disabilities and seniors, while shelter capacity remains limited relative to the estimated 80–140 people experiencing absolute homelessness. Overall, the findings point to the need for expanded rental supply, improved affordability, and additional housing options across the housing continuum.

The Key Statements of Need from the City's [2022 Housing Needs Report](#) are provided in full in **Appendix F - 2022 Housing Needs Report – Key Statements of Need** and may inform the Proponents of their proposed target population.

KEY CAPITAL AND OPERATING COST ASSUMPTIONS

1.12 Government Subsidies and Rental Rates

Coquitlam's Housing Affordability Strategy relies on partnerships and the City acting within the scope of municipal responsibility. The responsibility of senior levels of government includes provision of affordable housing, including Non Market Housing, through funding and financing. The availability of capital grants and/or operating subsidies from the Province and Federal governments is a highly competitive process.

This RFP assumes the Preferred Proponent will be prepared to assess the viability of the development based solely on the City's land contributions, recognizing that applications for senior government funding could delay the project. Any other sources of equity the Proponent can contribute to increase affordability will be an important consideration during the evaluation of Proposals. The City recognizes that if senior government funding is not available, the development may proceed with a broader mix of rents that are accessible to households with low to moderate incomes, in accordance with the ground lease, with affordability improving over time, as is typical in non market housing.

Notwithstanding the availability of senior government funding, the City is assuming that the Preferred Proponent will vigorously pursue favorable financing from a senior level of government and apply for any funding programs that may become available during the project development process.

1.13 Operating Budgets

Proponents are asked to complete **Appendix B – Operating Budget Template** to demonstrate how the building will operate at occupancy. Recognizing that the level of affordability will be influenced by the availability of funding opportunities, Proponents may fill out more than one copy of **Appendix B – Operating Budget Template** and are encouraged to demonstrate different budgets and rent structures based on alternative funding scenarios.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 26-008

Non Market Housing Development Opportunity at 1013 & 1025 Brunette Avenue

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

In the "Subject Field" enter: RFP Number and Proponent Name

Add files and "Send Files"

(Ensure your web browser remains open until you receive two (2) emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Organization	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. MANDATORY REQUIREMENTS

Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:

1.1 LETTER OF COMMITTAL

Proponent is to include a letter from the Non-Profit Society committing to the terms of this RFP:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no why:	

1.2 BOARD RESOLUTION

Proponent is to include a copy of a resolution by the Society's Board of Directors authorizing the Proposal:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no why:	

1.3 STATUS OF PROPONENT

Is the Proponent a Society that is a non-profit organization, housing co-op or municipal housing provider that is wholly government owned and controlled?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Identify Proponent status (provide a certificate of status):	

1.4 EXPERIENCE

Does the Proponent have experience developing and operating affordable housing projects at a similar scale and form as the Site?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If not why should the Proponent be considered:	

2. PROPOSAL QUESTIONS

2.1 INTRODUCTION AND KEY PROPOSAL ATTRIBUTES

Please limit response to this section to no more than 1,500 words.

- | |
|--|
| a) Provide an overview of the key attributes of the Proposal, including but not limited to: target population and affordability levels; proponent’s vision for achieving affordable Non Market Housing on the Site unique, tangible impacts on the Society’s ability to deliver its mission through the addition of the Site to its portfolio. |
| |

2.2 PROPONENT CAPABILITY

- | |
|---|
| a) Identify the organizational structure using the template provided in Appendix C – Organizational Structure . Include the Society’s Board Members, Directors and senior staff and any external individuals (e.g. consultants, contractors, etc.) involved in delivering the project. |
|---|

2.3 OPERATIONS PLANNING, CAPABILITY AND CAPACITY

Please limit response to this section to no more than 1,500 words.

- | |
|--|
| a) Describe the Society’s approach to the following based on past experiences with designing, building and operating Non Market Housing projects. Please specify past relevant projects where applicable, and the type of housing designed, built and/or operated. |
|--|

I. Property Management & Maintenance
II. Managing Commercial Real Estate, including tenant selection, leasing and property management.
III. Capital Asset Management
IV. Resident Selection, Prioritization of Coquitlam Residents:

b) Provide an Operating Budget using the template provided in **Appendix B – Operating Budget Template** to identify how the project will be operated by the Society post-construction.

c) Describe the Society’s overall capital funding strategy for the development of the project and the implications of different funding approaches on the future operations.

d) Describe the portfolio impact of integrating the project into the Society’s existing operations.

e) Identify and describe how the Society will achieve positive social impact among residents and the community (e.g. tenant engagement models addressing social isolation among seniors, project integration with the surrounding community). Ensure that this is reflected in the Other Administrative Expenses in **Appendix B - Operating Budget Template**.

f) Identify what request may be made to the Affordable Housing Reserve Fund (AHRF), considering the City’s prior land contribution; and note the expected impact on the project achieved by the AHRF contribution.

g) If applicable, identify-third party entities that would be involved in operations of housing.

h) Describe how the Society will manage operating surpluses to improve affordability for tenants.

2.4 PROJECT DEVELOPMENT EXPERIENCE AND CAPACITY

Please limit response for this Section to no more than 1,200 words.

a) Describe the Society’s experience developing projects of a similar scale using examples of past projects. (Duplicate the following 8 lines for additional projects you may want to showcase)	
Project Name	
Address	
Web Link	
# of Units	
Other Uses (if applicable)	
Total Capital Cost	
Target Population	
Completion Date	
Project Partners	
b) Identify all development projects (including stage of development) the Society has underway that will coincide with the anticipated time frame of this project. Identify the key personnel within the Society that would be responsible for leading the project, and their experience and capacity to do so. Outline the strategy for ensuring sufficient resources, both external and third party, to support the development process.	
c) If applicable, identify known third-party entities that would be involved in the development of the project, including their role relative to the Proponent.	
d) Identify anticipated development approval and construction timelines.	

2.5 ADDITIONAL COMMERCIAL SPACE & TENANT-MIX STRATEGY

Please limit response for this Section to no more than 1,200 words.

a) Describe the vision for the required commercial component in the development? Include a description of the commercial tenant mix strategy/commercial use and whether there is consideration to a health-related user in the development.
b) The City has rezoned the site to require a minimum of 0.15 commercial FAR but encourages a greater amount of commercial/employment space where possible. What level of commercial density are you proposing? What additional considerations does increased commercial density introduce for project delivery, and how is your proposal weighing these factors in determining the appropriate amount of commercial density?

2.6 CONTRIBUTIONS, EQUITY AND LEVELS OF SUPPORT

Please limit response for this Section to no more than 1,200 words.

a) Identify any partnerships, assets or other sources of equity that the Society would bring to this project to maximize the level of affordability, outside of applying for federal or provincial funding. Provide a detailed capital stack for the development and construction of the mixed-use Non-Market housing project.
b) If applicable, identify any letters of intent and their status (confirmed or conditional) and any other commitments of financial support / other contributions from community entities (e.g. service clubs, foundations, senior government, other organizations).
c) Describe any financial and/or in-kind contributions the Society proposes to commit toward pre-construction and pre-development activities, including preliminary design, cost estimating, civil engineering drawings, and other pre-development costs.

ACKNOWLEDGEMENT AND SIGNATURE

Attention Manager Procurement:

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.

I/We agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.

I/We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ___ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.