

City of Coquitlam

Request for Expressions of Interest  
RFEI No. 16-09-01

Affordable Housing Development  
1358 Coast Meridian Road

Issue Date: December 8, 2016

## TABLE OF CONTENTS

	Page
<b>DEFINITIONS .....</b>	<b>3</b>
<b>1. REQUEST FOR EXPRESSIONS OF INTEREST .....</b>	<b>4</b>
1.1 Synopsis.....	4
1.2 Background .....	4
1.3 Property Description .....	5
1.4 Objectives and Desired Outcomes .....	5
1.5 Obtaining RFEI Documents .....	6
<b>2. INSTRUCTIONS TO RESPONDENTS .....</b>	<b>6</b>
2.1 Closing Date and Time .....	6
2.2 Instructions for Submission .....	6
2.3 Enquiries .....	7
2.4 Addenda .....	7
2.5 Freedom of Information and Protection of Privacy Act .....	7
2.6 Acceptance of Submissions.....	7
2.7 Respondent’s Expenses .....	8
2.8 No Claim.....	8
2.9 Conflict of Interest.....	8
2.10 Solicitation of Council Members and Staff .....	8
2.11 Not a Tender or Request for Proposals.....	8
2.12 No Obligation.....	9
<b>3. EVALUATION CRITERIA.....</b>	<b>9</b>
<b>4. SELECTION PROCESS.....</b>	<b>10</b>

### APPENDICES:

- [Appendix A – Site Plans](#)
- [Appendix B – Social Planning - Housing Affordability](#)
- [Appendix C - Zoning Bylaw](#)
- [Appendix D - Citywide Official Community Plan](#)

### [SUBMISSION FORM](#)

## DEFINITIONS

In this RFEI, the following terms will have the meaning set out below:

**“Affordable Housing”** means affordable and special needs housing because of income, age, or disability, suitable for low and moderate income households as described in the City of Coquitlam Housing Affordability Strategy dated December 2015.

**“City”** means the City of Coquitlam.

**“Contract”** means a formal written contract between the City and a firm selected to undertake the Services.

**“Developer”** means the firm that the City selects to provide the Affordable Housing Development.

**“Preferred Respondent”** means a Respondent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

**“Respondent”** means an entity that submits a response to this RFEI.

**“RFEI”** means this Request for Expression of Interest.

**“Submission”** means a response submitted for evaluation in response to this RFEI.

## 1. REQUEST FOR EXPRESSIONS OF INTEREST

### 1.1 Synopsis

Through this RFEI process, the City of Coquitlam (“City”) is seeking Expressions of Interest and Ideas from qualified and experienced for-profit and not-for-profit developers, or partnerships thereof (“Developer”), for their vision for delivering an affordable housing project on City-owned land at 1358 Coast Meridian Road.

The City is seeking to partner with one Developer that will design and develop new and innovative affordable housing solutions (including, but not limited to, such models as shared equity) at 1358 Coast Meridian Road. The City envisions an affordable housing project that includes affordable home ownership options and/or below-market rental units suitable for families, with an ultimate goal of sustaining affordability over time through suitable programs. To encourage such innovation, the City is open to considering a variety of proposed land tenures and land payment models.

### 1.2 Background

Safe, adequate, and affordable housing is a key component of a complete community. The City adopted a Housing Affordability Strategy (HAS) ([Housing Affordability Strategy](#)) in 2015 that outlines Coquitlam’s commitment to promoting housing affordability; set within the context of limited municipal mandate and resources, and outlining the essential need for other levels of government and other agencies to take a leading role in addressing housing challenges. Under four strategic objectives, the HAS lists 54 actions that represent a more deliberate and proactive approach by the City of Coquitlam to contribute to diverse housing solutions, while partnering with other groups to maximize success.

The City is actively addressing many of the HAS objectives through:

- 1) Strong uptake of density relaxation policies, facilitating the creation of a considerable number of new market rental units throughout the City; and
- 2) Direct access to the City’s Affordable Housing Reserve Fund that has facilitated the creation of below market units.

The development of the City-owned and designated affordable housing site at 1358 Coast Meridian Road as a pilot housing affordability project, in partnership with others, is a key action item in the City’s HAS. It reflects the City’s desire to use City assets to leverage investment from other levels of government, community/non-profit organizations and private partners for the development of new affordable housing projects (Policy Direction 3.2, HAS, page 27).

“Affordable Housing” for this project means affordable and special needs housing because of income, age, or disability, suitable for low and moderate income households as described in the City of Coquitlam Housing Affordability Strategy dated December 2015. The Housing Affordability Strategy defines low to moderate income households as those earning 50-80% of median household income for the urban area they live in.

### 1.3 Property Description

The site at 1358 Coast Meridian Road is in a recently developed neighbourhood included in the [Upper Hyde Creek Village Neighbourhood Plan](#) as part of the broader Northeast Coquitlam Area Plan in the City’s Official Community Plan (OCP). The site is located near a major transit route, and adjacent to green space, including Millard Orchard Park and the Watkins Creek and Ravine Natural Area.

The legal description of the site is as follows:

**Parcel Identifier: 026-092-336**

**Parcel A, Section 13, Township 39, New Westminster District, Plan BCP1277 except Plan EPP47065**

The site’s OCP Land Use Designation is for Street-Oriented Village Home(s), and it is zoned as RTM-1, Street-Oriented Village Home(s). The Street-Oriented Homes designation is intended to provide a ground-oriented, attached-housing option within the neighbourhood; contributing to a mix of compact housing types to foster community diversity. Traditionally, this land use designation results in average densities of approximately 37 units per hectare, though the maximum density range, as per the Zoning Bylaw description, is between 48 principal buildings per hectare (for-profit development) to a maximum density of 89 dwelling units per hectare (for affordable housing). However, given site constraints, the City does not necessarily expect to achieve maximum density.

As shown in Appendix A, the site has a total area of 9,836 square metres (105,874 square feet) and, due to site constraints, has an estimated net developable area of 5,276 square metres (56,790 square feet).

### 1.4 Objectives and Desired Outcomes

As per direction outlined in the 2015 Housing Affordability Strategy, the site at 1358 Coast Meridian Road offers a unique opportunity to increase the types of affordable housing units in the City, and inspire the development of affordability models that promote innovation and creative solutions.

The City is interested in receiving expressions of interest and ideas from potential partners for affordable housing projects that utilize this City-owned site that includes one of, or a combination thereof:

- Below market rental housing
- Affordable home ownership solutions suitable for families
- Seniors, special needs/accessible housing
- Innovative tenure/financing
- Sustainable, long-term affordability solutions

#### 1.5 Obtaining RFEI Documents

RFEI Documents are available for downloading from the City of Coquitlam's website: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Printing of RFEI documents is the sole responsibility of the Respondents.

## 2. INSTRUCTIONS TO RESPONDENTS

#### 2.1 Closing Date and Time

Submissions will be received on or before 2:00 pm local time:

**Thursday, January 19, 2017**

#### 2.2 Instructions for Submission

Submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

1. **In the "Subject Field" enter:** RFEI number and name
2. **Add files in .pdf format and Send**  
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Submissions shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Submissions not received.

The City at their sole discretion reserves the right to accept Submissions that are received after the Closing date and time but is under no obligation to evaluate.

Submissions will not be opened in public.

Submissions may be withdrawn upon request by an authorized representative of the Respondent sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Submissions.

### 2.3 Enquiries

All enquiries regarding this RFEI should be submitted in writing 3 business days prior to the Closing date, referencing the RFEI number and name sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

**Please note that the City of Coquitlam is closed for business at noon on December 23, 2016 to January 3, 2017. Queries will not be reviewed until January 3, 2017.**

If the City determines that an amendment is required to this RFEI, the City will issue a written addendum that will be incorporated into and become part of the RFEI. Respondents should acknowledge receipt of addenda in their Submission.

### 2.4 Addenda

Respondents are required to check the City's website for any updated information and Addenda issued before the Closing Date at the following website address: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Upon submitting a response to this RFEI, Respondents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in their Submission.

### 2.5 Freedom of Information and Protection of Privacy Act

Information received by the City will be held in confidence and will become the property of the City. The City is, however, bound by the provisions of the *Freedom of Information and Protection of Privacy Act*, and all parties are advised that Submissions will be treated as public documents and their contents may be disclosed, pursuant to the Act.

Respondents agree that by submitting a response to this RFEI, the City may disclose the name of their company.

### 2.6 Acceptance of Submissions

The City reserves the right to reject any or all Submissions or to accept any Submission received in response to this RFEI, should the City judge it be in the best interests of the City to do so. The City reserves the right to waive any irregularities in any Submission.

The City is under no obligation to select a Developer, or to proceed to negotiations to enter into an agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEI process.

## 2.7 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing Submissions, and for any meetings, negotiations or discussions with the City or its representatives and Developers, relating to, or arising from this RFEI.

## 2.8 No Claim

The City and its representatives, agents, Developers 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 as a result of or related to the RFEI, the preparation of a Submission, the evaluation of Submissions, the acceptance or rejection of any compliant or non-compliant Submission, breach of any obligations arising under the RFEI, negotiations for a Contract or the cancellation, suspension or termination of the RFEI, and by submitting a response to this RFEI, each Respondent will be conclusively deemed to waive and release the City and its employees, contractors, Consultants and agents, from and against any and all such claims.

By submitting a response to this RFEI, each Respondent shall be deemed to have agreed that it has no claim.

## 2.9 Conflict of Interest

Respondents shall disclose in their 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.

## 2.10 Solicitation of Council Members and Staff

Respondents will not contact any member of the City Council or staff with respect to this RFEI at any time prior to the award of a contract or the termination of this RFEI other than as permitted as an enquiry identified in this RFEI. The City may reject the Submission of any Respondent that makes any such contact.

## 2.11 Not a Tender or Request for Proposals

This RFEI is not a tender process and is not intended to create a contractual relationship between the City and the Respondent. By issue of this RFEI document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze

Submissions, select Preferred Respondents(s) and negotiate with or issue a Request for Proposals to Preferred Respondent(s) or cancel this RFEI process as the City considers desirable.

#### 2.12 No Obligation

The City reserves the right to accept or reject any or all Submissions or cancel this RFEI at any time.

### 3. EVALUATION CRITERIA

The criteria for selecting a Developer will consist of, but not be limited to the following (not in any particular order):

1. **Overall Project Vision:** the methodology, approach, and overall vision for the proposed affordable housing project. The Respondent's vision should demonstrate how their vision achieves the City's Goals and Objectives as outlined in the Housing Affordability Strategy, and demonstrate a willingness to collaborate with the City in the development phases.
2. **Project Feasibility:** the work plan, timeline and proposed budget by the Respondent to achieve the Scope of Services as described in this RFEI. This includes the Respondent's capacity to take on this project, the readiness of the Respondent to successfully undertake this project, the anticipated timeframe for completion, and the project's financial viability. The Respondent should demonstrate potential project financing, opportunities for funding partnerships, and sound organizational financial health.
3. **Appropriateness of Targeted Populations:** the submission should meet the project definition of "affordable housing". Projects should be able to demonstrate that they intend to "break the cycle" by providing an opportunity for greater self-sufficiency for the population served. Respondents are strongly encouraged to include some portion of units available for affordable home ownership.
4. **Sustainability of Affordability:** Projects should demonstrate how a high level of affordability can be achieved and maintained over time. This may include controlled costs of housing units over time, or contributions of revenue to the City's Affordable Housing Reserve Fund.
5. **Value-Added Benefits:** additional marks will be awarded for community fit; that the design promotes community-interaction, that the design is environmentally sustainable, or that the project achieves a high level of accessibility for those with varying accessibility considerations.

6. **Demonstrated experience:** the Respondent's record of success in the provision of market or non-market affordable housing for low to moderate-income households in Metro Vancouver, based on the quality of the Respondent's references, number of similar projects, type of projects, and how below market affordability was achieved.

#### 4. SELECTION PROCESS

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value.

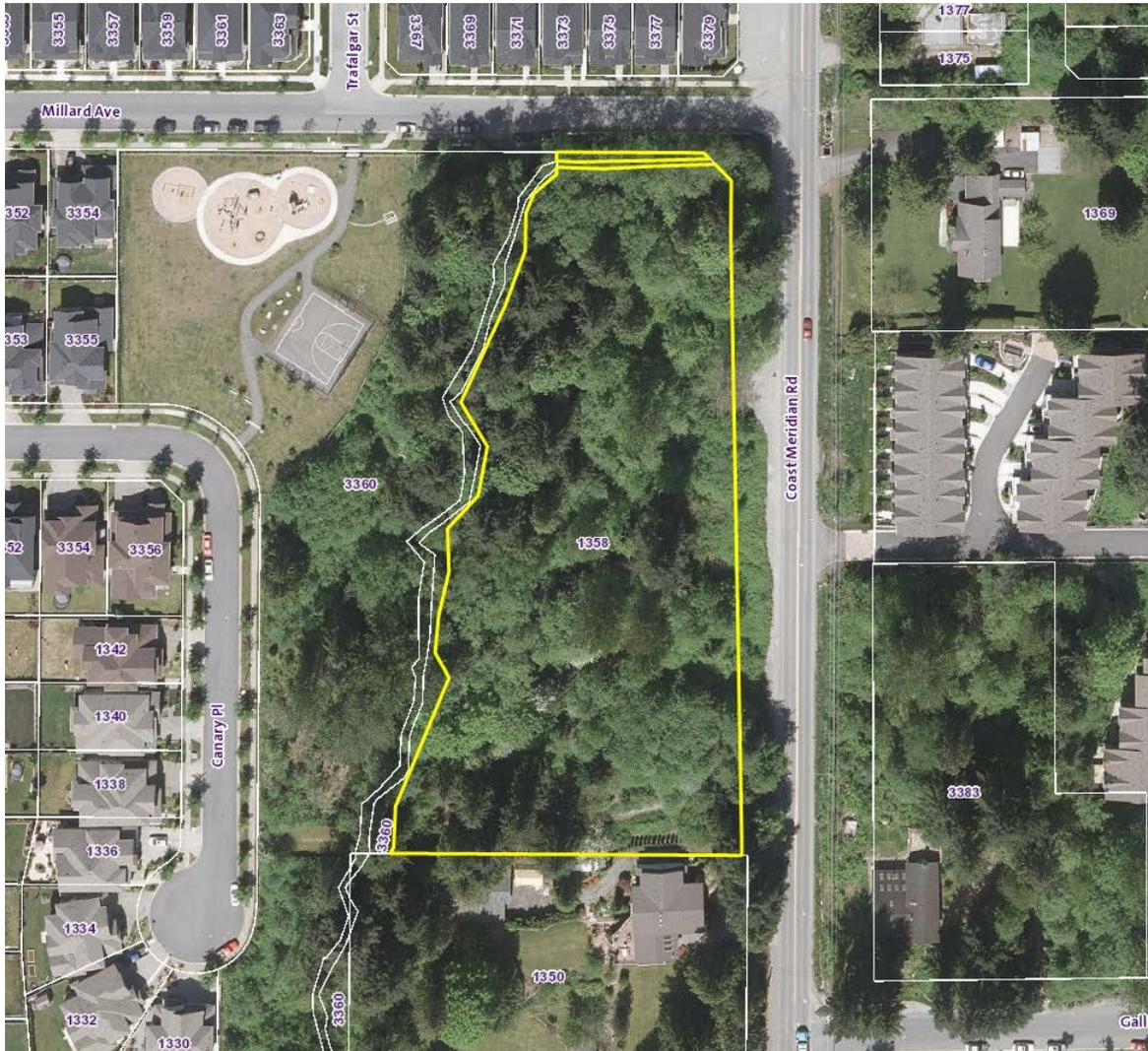
The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

Based on the evaluation results, the City may negotiate directly with the highest ranked Respondent, or request proposals from one or more of the selected Respondents to obtain more detailed information needed for selection, or cancel this RFEI process.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

# Appendix A Site Plans

## Arial







## **Appendix B**

# **Social Planning - Housing Affordability**

Links for the 2015 Housing Affordability Strategy (HAS), the Affordable Housing Reserve Fund (AHRF), and supporting HAS documents and discussion paper are listed under “Current Initiatives”.

[Social Planning - Housing Affordability](#)

## **Appendix C**

# **Zoning Bylaw**

A consolidated copy of the Zoning Bylaw, updated March 16, 2016, is available for reference.

[Zoning Bylaw](#)

## **Appendix D**

# **Citywide Official Community Plan**

Links to all sections, including the [Upper Hyde Creek Village Neighbourhood Plan](#) (Section 11.1), are available for reference.

[Citywide Official Community Plan](#)



**City of Coquitlam  
REQUEST FOR EXPRESSIONS OF INTEREST  
RFEI No. 16-09-01**

## **Affordable Housing at 1358 Coast Meridian Road**

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Submissions will be received on or before 2:00 pm local time

**Thursday, January 19, 2017**  
("Closing date and time")

### **INSTRUCTIONS FOR SUBMISSION**

Submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

1. In the "Subject Field" enter: RFEI number and name
2. Add files in .pdf format and "Send"  
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required, phone 604-927-3060.

### **SUBMISSION FORM**

Complete and return this section

**Proponents are invited to submit various options clearly identified as Option 1, Option 2, etc.**

Submitted By: \_\_\_\_\_  
(Company Name)

**1. CORPORATE PROFILE**

Provide a brief description of the current business, or non-profit agency.

<b>Corporate</b>		
<b>1.</b>	<b>Registered Business/Charity Name</b>	
<b>2.</b>	<b>Operating Business/Charity Name</b>	
<b>3.</b>	<b>Location and address of Head Office</b>	
<b>4.</b>	<b>Number of Years in Operation</b>	
<b>5.</b>	<b>Number of Employees</b>	
<b>6.</b>	<b>History of Organization in Coquitlam or Region</b>	
<b>7.</b>	<b>Organizational Mandate or Mission</b>	

**2. KEY PERSONNEL**

List your firm’s principal(s), managers, and key personnel who would be involved in the development of this property. (Add rows as needed).

<b>Name</b>	<b>Title/Position</b>	<b>Years with Firm</b>	<b>Qualifications and Experience</b>

**3. AFFORDABLE HOUSING VISION**

Describe the overall vision for an affordable housing project at 1358 Coast Meridian Road, with some consideration to how the project would complement the existing neighbourhood. The City will consider all forms of land tenure, noting that any projects including fee-simple ownership will require appropriate restrictions, as detailed by the City through further negotiation.

**4. METHODOLOGY**

Describe your methodology and approach for working with stakeholders such as the City, other levels of government, the target population, neighbourhood residents, and other groups as necessary.

**5. WORKPLAN AND TIMELINES**

Provide an estimated project timeline to demonstrate the progress of the project from initial planning to commencement of construction. Include any notable foreseeable milestones in the work plan.

**6. BUDGET**

Provide an estimated project budget, including proposed payment for the land, if any, proportionate to the contribution.

**7. FINANCIAL FEASIBILITY**

List any secured, or possible, financing support or opportunities from other levels of government, or additional agencies.

**8. TARGET POPULATION**

Outline the target population within the definition of affordable housing for this site in terms of maximum household income, the number of individuals who would be assisted and/or units created.

**9. HOUSING AFFORDABILITY**

For either owner-occupied units or rental units, provide an overview of the level of affordability of housing units and the method by which the cost of the housing will be restricted upon resale, the target housing cost, and length of time that price would be controlled. Please note that commitment of this site for an innovative housing affordability project is based on targeting low to moderate income households as definite previously as those earning 50-80% of median household income for this area of Coquitlam.

**10. AFFORDABLE HOME OWNERSHIP**

Provide an estimate for the number of units, if any, available for affordable home ownership opportunities.

**11. VALUE ADDED BENEFITS**

Provide any other project details that demonstrate innovation and are of added value to the City. This could include design that promotes community- interaction, shared spaces, design or construction that is environmentally sustainable or that lowers the future operating costs, or design that supports increased accessibility for residents with varied accessibility needs.

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**12. PROJECT EXAMPLES AND REFERENCES**

Respondents shall be competent and capable of developing the site. Projects indicated below should be related to development similar in size, scope or complexity:

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Project Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Project Value</b>	

**12. PROJECT EXAMPLES AND REFERENCES (cont'd)**

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Project Value</b>	

**15. CONFLICT OF INTEREST DECLARATION**

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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**16. ADDENDA**

We acknowledge receipt of the following Addenda related to this RFEI and have incorporated the information received in preparing this submission:

<b>Addendum No.</b>	<b>Date Issued</b>

**17. AUTHORIZATION**

We hereby submit our response as specified in this RFEI:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFEI</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
	<b>Signature:</b>
<b>Date:</b>	

The signature above is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFEI, electronic signatures will be accepted.