

Request for Expression of Interest

City of Williams Lake

***Cariboo Lodge
Redevelopment Partnership***

Issue Date: November 15, 2014

Closing: 2:00 p.m. December 15, 2014

Please Email Submission to:

aburrill@williamslake.ca

Questions may be directed via email to:

aburrill@williamslake.ca

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EXECUTIVE SUMMARY

Cariboo Lodge is a municipally owned site in downtown Williams Lake which the City of Williams Lake wishes to re-develop. The site is occupied by a large building, approximately one-third of which is leased to a non-profit society for residential tertiary mental health services. The remaining portions of the building are uninhabited, aging, and in a generally poor state. A preliminary building audit identifies that the uninhabited portions of the building are likely too costly to renovate or repair and are best suited for demolition and redevelopment.

The City of Williams Lake is seeking a non-profit housing society to enter into partnership to develop a mixed use housing development on the Cariboo Lodge site. In 2012 and 2014 the City of Williams Lake conducted a Housing Need and Demand study to identify specific housing needs in the community. This document is available to proponents.

The vision of the partnership is for a non-profit society to work alongside the City of Williams Lake to vision and design the project. The Society would take on the role of managing the development process, including taking a lead role in identifying funding, and would eventually be responsible for operating the project under a long term lease arrangement with the City.

PROJECT OVERVIEW

Background

The City of Williams Lake acquired the Cariboo Lodge property in 2008 from Interior Health. It had been vacant for some time and there was considerable damage to the interior of the building. In 2009 a preliminary building audit identified substantial problems with the two older portions of the building (Building Audit is available to proponents), with limited options for renovation/repair. The newest portion of the building was leased in 2010 to the Canadian Mental Health Association Cariboo Chilcotin Branch for a tertiary mental health program (residential).

In 2011, the City retained City Spaces Consulting to conduct a Need and Demand Analysis for Williams Lake. The report was updated in early 2014 to provide additional information and up to date data analysis in preparation for next steps informing affordable housing needs in Williams Lake. The study process was overseen by the Cariboo Lodge Task Force, and managed by the City of Williams Lake's Manager of Social Development.

Purpose of the Proposal

This proposal requests a expression of interest from non-profit housing societies to work in partnership with the City of Williams Lake to plan, develop, and manage new mixed use housing on the Cariboo Lodge site. The City has no intention to be involved in the operational aspects of a housing development, nor do they currently have funds available for capital costs of the development. We anticipate that redevelopment of the site will require a creative approach to attracting funds for the capital costs required, including the exploration of a public-private partnership approach.

This EOI is being issued in tandem with a Request For Proposals for a Development Consultant to initiate a preliminary design and feasibility plan for the project.

Current Affordable Housing Situation

In Williams Lake, housing developments have primarily been single family, large lot developments both inside and outside city boundaries. Of the total housing stock in Williams Lake 63% of the housing is owner-occupied while 37% is rented. The average house price in Williams Lake is \$232,301 a decrease from 20130. There have been conversions of apartment units to strata units in at least two housing complexes. While many of those units have continued to be available on the rental market, there are additional restrictions as owners can displace tenants and move into the units themselves at any time.

Affordable housing is not only an issue for those who are not employed and are in receipt of government subsidies. While income assistance recipients find it nearly impossible to find rental housing that is within their shelter funds (maximum \$375 for a single person and \$570 for couples), many of those who are employed in the retail and service industries and in other low paid positions have problems finding affordable rents. Rental rates have generally increased since 2008 despite economic decline. Rental rates ranged from \$436 for a bachelor unit to \$586 for a one-bedroom apartment, and average \$825 for a three bedroom apartment. Vacancy rates have come down considerably from 2010.

Williams Lake does have emergency, affordable and subsidized housing options available which are described in Appendix A. Of note is the recent opening of the new Eagle's Nest building containing 33 units of affordable housing for First Nations through the Cariboo Friendship Society, as well as a 33 bed transitional housing facility, Jubilee Place. Emergency shelters are consistently full and are beyond capacity during winter months. There are no emergency facilities for youth under age 19 unless they are deemed "in need of protection" by the Ministry of Children and Families and are placed in foster care.

REQUEST FOR EXPRESSION OF INTEREST

The City of Williams Lake is seeking an existing non-profit housing society to partner with the City to lead the redevelopment of the Cariboo Lodge site and provide management of the housing facility once it is complete. The City has some limited funds for the initial project feasibility plan, and is also issuing a Request For Proposals for a development consultant for the first phase of this project. We are seeking a partner with experience developing and managing affordable and/or social housing projects.

The City of Williams Lake invites non-profit organizations to submit an Expression of Interest to enter into a Memorandum of Agreement (MOA) to work as a partner in this project. The MOA will be drafted and negotiated between the parties following the EOI process.

Organizations interested in this opportunity should submit the following information:

Overview and Background of Organization

- History and structure of the organization
- List of Board of Directors
- Outline of experience developing and/or managing housing services
- Any experience you have successfully developing a wide range of funding sources and/or developing funding partnerships for projects, including any experience working with private sector partnerships
- Experience in *rural British Columbia and/or Cariboo-Chilcotin region* if the organization is located outside of Williams Lake.
- Identify the lead staff person in your organization who will be responsible for the society's role in the project, and indicate the scope of their relevant background and experience

Identify Target Groups

Based on the Housing Need and Demand Assessment results, there are a variety of groups who are in need of affordable housing for Williams Lake. The site has a very key strategic location in the downtown core, with excellent accessibility to services, including proximity to a children's park, the recreation complex, and the Seniors Activity Centre.

- Outline your vision for the type of development and type of housing,
- Identify the potential target client group(s) for this site
- Identify how your vision and the target group you identify reflects the data from the Need and Demand Assessment, and any other data related to housing needs in Williams Lake

Community Engagement

There is significant public interest in the future redevelopment of the Cariboo Lodge site. The City of Williams Lake desires the engagement of community stakeholders in the project. Outline your approach to engaging the community to provide input into the project.

EVALUATION PROCESS

Submission Evaluation

The City of Williams Lake will review all submissions of Expression of Interest according to the following criteria:

- Completeness of information submitted
- Background and experience in development and management of housing
- Appropriateness of target clients group
 - Reflects current data on need
 - Suitability to the site profile and location
- Community Engagement Approach
- Familiarity with or experience with the community:
 - Williams Lake or Cariboo-Chilcotin specifically
 - Working in rural British Columbia
- Experience and success in large, multi-funder partnership projects
- Experience working with private-public partnerships

ADMINISTRATION

Freedom of Information

Submissions in response to this REOI will be treated in accordance with the relevant provisions of the Freedom of Information and Privacy Protection Act.

Expenses

Each proponent is responsible for bearing the costs, at their own expense, of preparing and submitting an Expression of Interest and any subsequent discussions. The City of Williams Lake is not liable to pay such costs and expenses or to reimburse or compensate a proponent under any circumstances.

Disclaimer

The City of Williams Lake reserves the right at their sole discretion to cancel this REOI or not to select any submission.

Discrepancies or Omissions

Proponents finding discrepancies or omissions in the REOI documents or having any doubts to the meaning or intent of any part thereof should immediately notify Anne Burrill by email. Anne Burrill will email and post instructions or explanations to all proponents on record. No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the REOI period shall be considered part of this document and become part of the final Contract documents.

Liability for Errors

While *the City of Williams Lake* used considerable efforts to ensure an accurate representation of the information in this REOI, the information contained in the REOI is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by *the City of Williams Lake*, nor is it necessarily comprehensive or exhaustive. Nothing in this REOI is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in the REOI.

Agreement with Terms

By submitting a proposal the Proponent agrees to all the terms and conditions of this REOI. Proponents who have obtained the REOI must not alter any portions of the document, with the exception of adding information requested. To do so will invalidate the proposal.

Modification of Terms

The City of Williams Lake reserves the right to modify the terms of the REOI at any time at its sole discretion.

Submission Protocol

All inquiries regarding this REOI should be directed to Anne Burrill by **email only** (**aburrill@williamslake.ca**) at least 10 days before closing.

Proponents are hereby warned that any attempt to solicit individual members of *the City of Williams Lake* and/or their appointed agents in regard to the award of the contract may jeopardize the favourable consideration of their proposals.

Responses to questions will be posted by email to registered proponents at least 5 days before closing.

Submissions MUST be sent to Anne Burrill as a PDF at:

aburrill@williamslake.ca

no later than 2:00 p.m. (Pacific Standard Time) December 15, 2014

Questions may be directed to:

aburrill@williamslake.ca

Submissions received after the specified closing time will be returned, unopened, to the consultant. Submissions submitted by facsimile will NOT be accepted.

APPENDIX A: CURRENT AFFORDABLE HOUSING UNITS

Facility	Non- Market			Market
	<i>Emergency Shelters</i>	<i>Transitional/ Supportive Housing</i>	<i>Subsidized Housing</i>	<i>Affordable Rental</i>
Emergency Shelter (CFS)	30 beds (funded), 2 family rooms, 3 unfunded			
Chiwid Transition House (CFS)	16 beds (women/children only)			
Eagle's Nest (CFS)				16 one bedroom and 17 two bedroom suites
Apartment Building at 99 South Third Avenue (CFS)				11 one-bedroom, 4 two bedrooms, 2 bachelor suites
Houses and duplexes (CFS)				45 various sized units
Glendale Place			20 units	14 units
Baker Manor			22 units (accessible units for people with disabilities)	
Jubilee Place (CMHA)		33 units (35 people)		
Jubilee House (CMHA)		8-10 beds (7 funded)		
Rental units – 2 trailers (CMHA)				2 trailer units
Knights of Columbus				
Assn. for Community Living		11 beds		

* CFS – Cariboo Friendship Society

* CMHA – Canadian Mental Health Association