



VILLAGE of BLACKS HARBOUR
REQUEST FOR PROPOSAL 2022 - 2
FRENCH VILLAGE ROAD HOUSING DEVELOPMENT

The Village of Blacks Harbour invites developers to submit a Request for Proposal for the development of affordable residential housing on lands currently owned by the Village located off French Village Road having PID 01218205 with an area of up to, plus or minus, 1570 square meters.

The submission should include an offer to purchase all of the said lands from the Village. This Request for Proposal is not an offer to sell to the highest or any bidder.

Request for Proposal packages may be downloaded from the Village website:
www.blacksharbour.ca

The Village does not, by virtue of this Request for Proposal, commit to making an award or commit to the sale of its land, but reserves the right to reject all submissions not deemed to be in the Villages' best interest and dispose of its' lands by other means.

Proposals will be binding for 90 days unless otherwise specified. All proposals submitted shall be irrevocable for 90 calendar days following the opening date unless the respondent(s), upon request of the Village CAO, agrees to an extension.

Sealed submissions shall be endorsed:

REQUEST FOR PROPOSAL
FRENCH VILLAGE ROAD HOUSING DEVELOPMENT

and shall be addressed to:

VILLAGE OF BLACKS HARBOUR
65 WALLACE COVE ROAD
BLACKS HARBOUR, NB. E5H 1G9

OR,

s_frost@blacksharbour.ca
ATTENTION: Stacey Frost, CAO

Submissions must be delivered to this address by **1:00 PM, local time on July 12th, 2022**

INTRODUCTION

The Village invites developers to submit a Request for Proposal for the development of affordable multi-residential housing on lands currently owned by the Village located off French Village Road having PID # 01218205 with an area of up to, plus or minus, 1570 square meters.

GOALS AND OBJECTIVES

The vacancy rate for rental units in Blacks Harbour is very low. Consequently, there is a need for rental units within the area of the property. The Village is interested in encouraging high-density projects that provide a mix of affordable living units and market rate units. The Village will favour projects where at least 30% of the units have rents at less than 80% of the median market rent of the area. The rental units may include:

- Apartment units with some 2br+ units and accessible units
- Rental townhouses with some 2br+ and accessible units

In reviewing the proposals, the Village will favour designs that maximize density while still allowing for green space and buffers with adjoining properties.

Final proposals should meet all aspects of the Zoning By-law. The proposal must observe and comply with all other municipal requirements of the Village.

Recognizing that climate change is having an immediate and concerning effect in our region, the Village will also favour those proposals that incorporate green technologies into their use.

GENERAL INSTRUCTIONS

1. INSTRUCTION AND FORMS

The Request for Proposal document may be obtained online from www.blacksharbour.ca

- a. All proposals are to be submitted in accordance with the Request for Proposal document.
- b. All proposals are to be submitted in a sealed, plainly marked envelope.
- c. Additional information or clarification of any of the instructions or information contained herein may be obtained for the Village CAO.
- d. Any respondent finding any discrepancy in, or omission from, or in doubt as to their meaning, or feeling that this request for proposal is discriminatory, shall notify at once the Village in writing 5 days prior of the scheduled request for proposal closing date. The Village will then notify all respondents in writing, by addendum duly issued, of any interpretations made of the request for proposal instructions.
- e. The Village CAO or their designated representative will assume no responsibility for oral instructions or suggestions.

2. ELIGIBILITY

Respondents are not eligible to submit a proposal, if it gives rise to conflict of interest in connection with this project.

3. RESERVATION

- a. The Village reserves the right to reject or accept any or all proposals or parts of proposals, when in their reasoned judgment the public interest is best served.
- b. The Village may waive formalities or technicalities in proposals as the Village may require.
- c. The Village may waive minor differences in the proposal provided these differences do not violate the proposals intent.

4. DISPUTES

In cases of dispute as to whether or not an item or service quoted or delivered meets the proposal requirements, the decision of the Village CAO, or their designated representative, shall be final and binding on all parties.

5. RESPONDENTS EXPENSES

Respondents are solely responsible for any and all expenses incurred in preparing, delivering, or presenting the proposal or subsequent negotiations with the Village.

6. EXCEPTIONS

The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

7. CURRENCY AND TAXES

Prices are to be quoted in Canadian dollars, inclusive of duty, where applicable and exclusive of HST.

8. COMPLIANCE WITH LAWS

The respondent and or its contractor will give all the notices and obtain all the licenses and permits, required to perform the work. The same will comply with all the laws and bylaws applicable to the work or performance of the contract.

REQUIREMENTS**1. INTRODUCTION**

- a. The Village invites respondents to express interest in the purchasing and development of PID #01218205 for the purpose of creating an affordable multiple-unit residential housing project that will meet the Village's goals and objectives.
- b. The terms "Request for Proposal" will be referred to as RFP, the "Respondent" means those who respond to this RFP, "Preferred Respondent" means the respondent who has been recommended by the CAO to the council, to enter into agreements to purchase the land and develop the property and "Company" is the selected respondent after it has signed the agreements.
- c. The agreements referred to in this RFP are an Agreement to Purchase and develop the land.

2. BACKGROUND

- a. The parcel of land is located at the west end of the French Village Road directly behind 873 Main Street and across the road from the Cooke Aquaculture office Building.
- b. Existing developments in the area are commercial facilities and a mix of multi-unit apartments, or single-unit residential.
- c. The land is currently zoned Residential Mix (R-2) Zone.
- d. Currently the site has access off of French Village Road and municipal services are available to the site.
- e. The site is mostly cleared to accommodate the development. The Village desires that vegetation will be used for any required buffers between the proposed development and adjacent properties.
- f. Any merchantable wood will be the property of the Preferred Respondent.
- g. The Village is unaware of any contaminations or hazards on the parcels of land and offer the land on an **as is** basis.

3. DESIGN

The design, layout and construction of this development must conform to all applicable Village municipal standards and building inspections.

The post construction storm water leaving the site must remain at a zero net increase. Storm water generated from the site should be first reduced or limited with the use of

accepted storm water best management practices. Any additional storm water from the site is to be identified. Drainage plans are subject to the approval of the Village Public Works Department.

4. APPROVALS

After recommendations from the CAO the final decision for approval of any proposal will be required from the Council.

5. LAND USE BYLAWS

The land is currently zoned Residential Mix (R-2) Zone but the Preferred Respondent will be required to apply to the Council of the Village to rezone the property if necessary for their proposal.

6. RESPONDENTS QUALIFICATIONS

Respondents must be primarily engaged in providing the services as outlined in this RFP.

Respondents must have a comprehensive understanding of the work listed in this RFP. Understanding and previous experience in all aspects of the work and implementation is essential criteria in the evaluation process.

7. INDEMNITY

If the contract is awarded, the successful person or company ('the Preferred Respondent') will be required to indemnify and hold the Village harmless from and against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any persons arising out of or attributing to the person or company's performance of the contract awarded.

Any property or work to be provided by the person or company under this contract will remain at the person or company's risk until written acceptance by the Village; and the person or company will replace, at the person or company's expense, all property or work damaged or destroyed by any cause whatsoever.

8. SUBMISSION OF PROPOSAL DOCUMENTS

The submission of a proposal will be considered as a representation that the Respondent has carefully investigated all components of the purchase and development of the site, as outlined in the RFP and that the Respondent is fully informed regarding the conditions to be encountered, the quality and quantity of work to be performed and the materials to be furnished and other requirements of this RFP. In addition, the Respondent must be familiar with all Federal and Provincial laws, and all codes and by-laws of the Village, which in any way affect the development of the site and other works.

In responding to this RFP, each Respondent shall include as a minimum a Technical/Development proposal. The Technical/Development proposal shall include as a minimum:

- a. A statement of the Respondent's understanding of this project's objectives.

- b. A brief description of the Respondent's Project Team and each person involved including contact information such as title, address, telephone, fax, email, for all future communications between the Respondent and the Village.
- c. Related customer references of similar projects including location, contact information, value of development and photographs of the completed development.
- d. A brief outline of the Respondent's qualifications, accomplishments and development experience.
- e. A financial plan including stakeholders and the anticipated level of support from each.
- f. A conceptual plan (scale of 1:500) showing:
 - any and all phases of the proposed overall development
 - dimensions and site area
 - proposed buildings, driveways, walks, garbage storage, and parking areas
 - proposed landscaping
 - storm water management plan
- g. A timeline showing the start and completion date for the project and any other significant milestones.

9. **BID INSTRUCTIONS**

In responding to this RFP, each Respondent must complete and submit all the required information and an authorized Company official must sign it.

10. **AWARD**

The Village reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

This RFP should not be construed as a contract between the Village and the Respondent. The Village is not bound to accept any proposal of those submitted.

The Village will not be obligated in any manner to any Respondent whatsoever until a written contract has been duly executed relating to an approved proposal.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional service commission (including SNBSC), or municipal by-law.

11. **CONTRACT AGREEMENT**

The Preferred Respondent will be required to enter into an Agreement of Purchase and Sale with the Village containing such terms and conditions as are customarily used for Agreements of this type. The Agreement of Purchase and Sale shall close no later than thirty (30) days after approval and acceptance of a proposal has elapsed.

12. DISCLAIMER

The Village reserves the right to reject any and all proposals, for any reason. In addition, the Village may cancel this RFP, reject all the proposals, and seek to do the Project through a new Request for Proposal or other means.

All submissions become the property of the Village. The Village will not be liable for any costs incurred by a Respondent in responding to this RFP, regardless of whether the Village awards the Contract through this process, decides to not go forward with the project, cancels this RFP for any reasons, or contracts the Project through some other process or by issuing another RFP.

13. EVALUATION AND RECOMENDATION

All accepted proposals will be evaluated by the review committee using the Evaluation Criteria scoring as contained in the RFP. The respondents with the highest scoring proposal, and which best meets the criteria, will be recommended to the Council for an invitation to enter into an Agreement of Purchase and Sale.

Proposals will be evaluated on their technical and financial merit. For the purpose of evaluating proposals, the Evaluation Criteria will be given the following relative weights. (Please see Section 16 A & B for a more comprehensive breakdown).

- **Technical Merit (75 Points)**
 - Land Use 30 Points
 - Building Design/Functionality 45 Points

- **Financial Merit (25 Points)**

The Council of the Village is not bound by the CAO's recommendation and Council has final authority in determining to award.

14. FORMALITY CLAUSE

In order for the Village to consider any proposal submission as a legally binding offer, the Respondent is to communicate this formality to the Village in the form of an offer, prefaced by a cover letter that contains the original signature of the individual or representative of the firm who is authorized to act on behalf of the company.

The covering letter must be on official company letterhead, dated and be addressed to the attention of the Village representative specified in the request for proposal document. The letter must also state that the enclosed documents constitute a formal proposal offer. A signed covering letter is to be submitted for both the technical and financial portions of this proposal.

By submitting a response, the Respondent represents that it is a legal entity, duly authorized to negotiate and to bind itself and/or its constituent partners or members, contractually to perform the proposed work. Any Joint Venture respondent shall:

- Form and sign their proposal as a distinct legal entity, and
- Ensure that each member of the Joint Venture has read, understood, accepted and agreed to be bound by the terms of the proposal.

15. COLLECTION AND USE OF PERSONAL INFORMATION

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning their employees and employees of any Joint Venture (if applicable).

This RFP requires the respondent to provide the Village with personal information of the employees who have been included as resources in this response to the RFP. Respondents are to obtain written consent from each employee before forwarding the personal information in this proposal.

The RFP also requires private company financial information concerning the financing and operating of the development. Submission of this financial information will be restricted to only the CAO.

16. CONTENT OF PROPOSAL SUBMISSION DOCUMENTS

In responding to this RFP, each respondent must complete and submit all the following required information for both sections of this proposal. The respondent is to present a clear understanding of the requirements of this proposal. The submission must also demonstrate that the company and its team have recent and significant experience with this type of undertaking. When noting examples of previous projects, the proposal must also indicate which team member worked on what project and their respective roles. The company may not substitute the project team member noted in the proposal without permission of the Village.

The submission of a proposal will be considered as an acknowledgement that the respondent has carefully investigated all components of the purchase and development of the site, as outlined in the RFP and that the respondent is fully informed regarding the conditions to be encountered, the quality and quantity of work to be performed and the materials to be furnished and any other requirements of this RFP. In addition, the respondent must be familiar with all Federal and Provincial laws, and all codes and by-laws of the Village of Blacks Harbour which in any way affect the development of the site and other works.

A. TECHNICAL PROPOSAL: (75 Total Points)

The technical merit evaluation will be based on the owner's relative ranking of the quality of the submission with particular attention given to the following areas. The list below is to be used as a minimum guideline in the siting, building design and various phases of the development but is not exhaustive. It will also guide the review committee in their scoring.

Land Use: (30 points)

- Development density is proportional and suited to an efficient use of the land;
- Proposal clearly illustrates full buildout including timelines;
- Adequate screening (buffers) between adjacent properties;
- Adequate parking and general landscape features;
- Conceptual Plan (scale of 1:500) showing:
 - Dimensions and site area;
 - Proposed buildings and roadways including future phases;
 - Proposed locations of all underground infrastructure;
 - Proposed landscaping, paths, and amenity areas;
 - Storm water management options;

Building Design/Functionality: (45 points)

- Development is energy efficient;
- Building(s) have an attractive design;
- Development has a mix of 1,2- or 3-bedroom units
- Number of units in Building
- Building has required percentage of accessible units and additional units with the potential to be modified for specific mobility needs;
- Site has walking trails, gardens and general landscape features;
- Building has laundry and dishwasher hook-ups in each unit;
- Building has heat pumps in each unit;

B. FINANCIAL PROPOSAL: (25 Total Points) (*separate sealed envelope*)

The financial merit evaluation will be based on the owner's relative ranking of the quality of the submission with particular attention given to the following areas. The list below is to be used as a minimum guideline in the presentation of the project team and its experience and resources but is not exhaustive. It will also guide the review committee in their scoring.

• Project Team: (15 points)

- A statement of the respondent's understanding of the project's objectives.
- A description of the respondent's Project Team, Joint Partners and stakeholders with each person's involvement including experience working

on similar projects, contact information such as title, address, telephone, and email, for all future communications between the Respondent and the Village.

- Related client references of similar projects including location, contact information, value of development and also photographs of the completed development.
- A brief outline of the respondent's team members qualifications, accomplishments and development experience;
- A list of sub contractors to be used on this project.
- Demonstrate experience in the construction industry.
- Demonstrate experience in the management and overall daily operation, maintenance and upkeep of rental units.

- **Financial: (10 points)**

A financial plan including stakeholders and the anticipated level of support from each. Such items to be included are:

- Project funding sources;
- Project budget;
- Whether the respondent require any financial assistance from government sources;
- The anticipated rental fees/purchase price for the units;
- The anticipated occupancy date;
- Whether there are additional phases and when would they become a reality
- A timeline showing the start and completion date for the project (full build out) and any other significant milestones.

The points awarded for the Technical Merit will be added to the points awarded for the Financial Merit, to arrive at the respondent's total score. The Respondent with the highest number of total overall points will be the Village's Preferred Respondent.