CHANNEL
PORT AUX BASQUES
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REQUEST FOR PROPOSALS

Terms of Reference: Consulting Services for Immediate Housing Needs

Purpose

Town of Channel-Port aux Basques is seeking Consultation Services to evaluate the current housing needs since hurricane Fiona hit the community on September 24, 2022. There are 64 homes that will be removed leaving a greater impact on the community. The town is seeking a consultant with experience in housing development and knowledge of housing policies and programs to work with the economic development committee to address the current state of living in the community.

Deliverables

*Determine strategies to improve Municipal access to programs and/or funding for the development of affordable housing

*Research effective models of affordable housing and best practices found in other municipalities, including secondary dwelling housing, coach houses, redevelopment, and mixed housing in new developments

*Identify potential partners and partnership strategies with the private, non-profit and government sectors to assist in the development of affordable housing

*Identify vacant land including crown land within the Municipality with the potential to be used for the development of affordable housing

*Identify strategies to promote the conversion of non-residential and residential buildings for use as affordable housing

*Review the Federal Government's National Housing Strategy and identify opportunities to seek funding through the National Housing Co-Investment Fund

*Identify current and projected needs for affordable housing within the Municipality

* Explore availability of multi-residential buildings in the community

Timeline

The work will take place between January 2023 to September 2023. Please provide a schedule of events including timelines. The closing date for submissions is Monday January 9, 2023 @ 5:00pm and to be clearly marked **Consultation Services for Immediate Housing Needs.**

Meetings

The Economic Development Committee will meet with the consultant to ensure the objectives are clearly outlined and on schedule.

A schedule of meetings will be conducted through a combination of in-person and online zoom meetings.

Consultant Qualifications

The consultant team should demonstrate an in-depth experience in the housing market, housing policies, best practices and working with municipalities of similar size with experience in similar situations.

Selection Criteria

The lowest priced or any submission will not necessarily be accepted.
All information gathered, material collected and reports produced will become the property of each municipality involved. No information shall be published or distributed without prior written consent of the committee as a whole.

Proposal Requirements

Proposals are expected to include:

- A covering letter briefly summarizing who the Project Manager and Team Members are, the firms/sub-contractors involved and total budget.
- Description of the project organization and management system.
- A minimum of three references from any applicable projects involving similar scope and scale.
- A schedule of project activities in chronological order which shows each activity and its duration.
- Itemized project costs including fee structure, staff cost, overhead and other related expenses, including HST, as well as, a suggested/preferred payment schedule.

Budget

a) A detailed cost estimate, including an itemized budget for the tasks outlined with anticipated number of hours/days required, with taxes, expenses and overhead.
b) A payment schedule.

c) Please note there will be a 10% holdback for the final invoice pending acceptance of the database and corporate profile.

Evaluation

All proposals will be evaluated using specific criteria, attributes and characteristics which have been generated by a comprehensive process in the preparation of this RFP and will be used to evaluate all proposals.

The Town of Channel-Port aux Basques will enter into a contract with the primary bidder/consultant only. There will be no contracts entered into between the Town of Channel-Port aux Basques and any sub-contractors.

Implementation

Given the requirements of the overall implementation schedule, extension options are not available.

All potential bidders/consultants who have requested or known to have obtained copies of this RFP will be notified of any changes should they occur after its publication.

Communications

All bidders/consultants who have questions concerning the RFP should contact the following via email. A copy of the terms of reference can be found on the town website www.portauxbasques.ca. Submissions must be received by close of business on Monday January 9, 2023 @ 5:00pm

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