

**Request for Proposals  
For the Repair and Renovation of Social Housing**

**ADDENDUM #3  
Questions and Answers from the Information Session  
October 20, 2020 10:00 A.M.**

**Issued: October 23, 2020**

**NOTE:** There are outstanding questions from the Information Session that staff are confirming responses to. Responses will be posted shortly.

Please monitor this website regularly for additional Addendum.

**1. What does it mean to say the funding under this Request for Proposals (RFP) is a forgivable loan? Does that mean it is a grant?**

**Response:** The funding is provided in the form of a loan that is fully forgiven after ten years. The City does not expect the loan to be repaid.

The only situation in which the City would require repayment would be if the Proponent defaulted on the terms of the Contribution Agreement with the City, and the situation causing the default was not remedied in a timely manner. For example, should the Proponent not continue to operate as social housing for the minimum 5 years, or start to charge rents above the allowable 100% of average market rent, this would be a default that, if not remedied, could result in a request for loan repayment.

The forgivable loan has no principle or interest payments and has a 10 year term, with 10% of the funds forgiven each year. Please refer to Section 4 of the Contribution Agreement for full details.

**2. Who pays for the upfront costs of hiring a consultant such as an engineer, lawyer or architect to help in the preparation of the proposal?**

**Response:** If the proposal is funded, the cost of consultants may be included in the project costs. It is just part of the consultant's fee to support the project from design through to completion. It can be included in the project capital budget. If the proposal is not successful, the organization applying has to pay the consultant fees to prepare the proposal.

**3. What if we are not able to obtain 3 quotes before the deadline for proposals?**

**Response:** The RFP requests that you provide 3 quotes, but make your proposal with as many as you can and explain why you were not able to submit 3. For example, let us know if you have requested and are waiting on a quote from a particular company. Please remember that this is a competitive process, so providing all 3 quotes will result in a higher score in the evaluation.

**4. Is the RFP for supportive and transitional housing providers?**

**Response:** This RFP for Canada-Ontario Community Housing Initiative (COCHI) funding is strictly for social housing providers or urban native housing providers. The City recently closed an RFP for transitional and supportive housing providers with funding from the federal Reaching Home program.

**5. What options do we have to apply for funding if we operate multiple buildings or sites across Toronto?**

**Response:** Due to the demand from the large number of social housing providers in Toronto for a limited amount of funding, each organization can only submit one proposal. There may be more than one building at a location or site - such as a multi-tower apartment complex and/or townhouses - but for the purposes of this RFP this will be considered to be one location. COCHI is a multi-year funding program so there will be opportunities in the next few years to be considered for funding for other buildings. This year please submit a proposal for the location with the most urgent repairs.

**6. When you say that work has to be complete by March 31, 2022 does that include the lien holdback period?**

**Response:** No, we are considering the time of substantial completion when the lien holdback period starts to be March 31, 2022. Funding can only be advanced for work that is place at March 31, 2022 so all the work you described in your proposal should be complete at March 31, 2022. Please apply for work that can realistically be finished by that time.

**7. Is asbestos abatement work eligible for funding?**

**Response:** Yes, asbestos abatement work is eligible but please explain why it is urgent or required to be completed at this time.

**8. Do you require a competitive process to select any consultants?**

**Response:** No, the City does not require a competitive process to select consultants. We appreciate that the time period before the deadline for

submissions is short and you may already be working with a consultant for similar work.

- 9. What do you mean by applying for work that is not under the capital reserve fund plan? And what if the reserve fund for the building we are applying for is low but we have several buildings and there are adequate reserve funds for those other buildings?**

**Response:** With the limited amount of funding available The City is trying to ensure that the funds go to organizations with the highest need, not those that have sufficient monies in their capital reserve funds to cover the costs of the repairs they are applying for. So in your proposal provide us with documents such as your capital spending plan, audits etc. to demonstrate the funding is needed.

In the case of an organization with a portfolio of buildings, we will assess the reserve fund for the building as well as the overall organization. Your capital spending plan should take into consideration the needs for the whole portfolio and the resources to meet those needs.

- 10. Is it ok to have more than one consultant as well as the property manager involved in the project?**

**Response:** Yes, it is acceptable to have more than one consultant depending on the parts of the work you are proposing. For instance, elevator repairs and boiler replacement would require different consultants to help you assess what repair work should be done or what would be the best system to install. Criteria 1 of the RFP asks for a description of the organizations qualifications, which would include those of your property manager and your team of consultants.

- 11. What do you mean by saying we may not be funded to the amount requested?**

**Response:** The City will assess each proposal in detail to ensure all work is necessary. The cost of any unnecessary work will be deducted from the amount requested. For instance, if you request funds for work that is you have not proven is urgent, or is not in your capital plan for several years, the City may deduct the cost of that work from your request.

- 12. Is it possible to combine these COCHI funds with Ontario Priorities Housing Initiative (OPHI) funding?**

**Response:** Yes, the two funding streams can be combined as OPHI is for the creation of new affordable housing and COCHI is for the repair of existing social housing. For instance, if you intended to add units to an existing building, the addition could be funded by OPHI, while repairs to the existing building could be funded by COCHI under this RFP.

**13. Can fire sprinklers be considered for funding under this RFP?**

**Response:** Yes, fire sprinklers can be considered for funding. Please support the need for the sprinklers and the method of installation, e.g. provide a fire safety study.

**14. If our agreement with the City expires in 2028 are we still eligible to apply?**

**Response:** Yes, you are eligible to apply if your agreement with the City expires before the 10 years of the funding agreement for this funding ends. However, as the RFP and the COCHI Guidelines state, you must operate as social housing for five years from the time of signing the Contribution Agreement and operate with rents at or below 100% AMR for the full 10 year term of the Contribution Agreement.

**15. Will this funding pay for any costs incurred prior to being approved for funding?**

**Response:** No, the City cannot pay for any capital expenses paid before you have signed a Contribution Agreement with the City, except for costs as mentioned in Question 3 above.

**16. How many hours should we plan for our consultant such an engineer or architect to complete all the forms of the RFP?**

**Response:** Your consultants are not required to complete the RFP's forms. The RFP submission and its forms can be completed by consultants or the Proponent. However, the Proponent must sign a number of the forms, such as the Proposal Submission Form and City Mandatory Forms.

**17. You are asking for quotes so does that mean a tender process is not required?**

**Response:** Yes, you can decide whether you want to request quotes or go to a tender process depending on the complexity of the repairs or renovations you are under taking to get the best price and contractor for the work.

**18. What if the Board does not want to select the lowest quote, is that permitted?**

**Response:** Yes, Proponents can decide not to select the lowest quote but must provide an explanation why they have chosen not to do so. The Quotation Summary form provides space to detail that information. For instance, you may want to go with the contractor that you have worked with before or has more familiarity with the system you want to install, despite their providing a somewhat higher quote.

**19. Should the project you propose be linked to your Building Condition Assessment (BCA)?**

**Response:** Yes, linking your proposed work to your BCA is helpful as it provides a justification of the need for the repairs, assuming the repairs are assessed as high need.

**20. Is this funding available to Toronto Community Housing?**

**Response:** No, this funding is not available to Toronto Community Housing.

**21. If you have money in your capital reserve fund but the fund would be depleted if the proposed repairs were done, do you still qualify for this funding?**

**Response:** Yes, you would qualify as your reserve funds should not be depleted. Reserves should have sufficient funds in them to provide for major repairs and replacement work in the years ahead.

**22. What if unexpected costs come up as we are completing the proposed work? Will these be paid for separately?**

**Response:** No, there is no additional funding to pay for unexpected costs. The RFP states that contingency costs should not be included in capital budgets. It is the responsibility of Proponents to pay for any unexpected costs.