

## APPENDIX 'B'

# Proposal Summary Form

|  |
|--|
| Organization Name: _____ Ward # _____  |
| Organization Address: _____  |
| Contact Person:(Name and Title) _____  |
| Tel: _____ Email: _____  |
| Project Address:(if different from organization's address) _____   |
| Staff Person Managing the Project ( Name and Position) _____   |
| <b>Amount of Funding Requested:</b> _____  |
| <b>Type of Project</b> <i>(check all applicable)</i><br><input type="checkbox"/> Needed upgrades <input type="checkbox"/> Renovation/Repair/Conversion of under-utilized space <input type="checkbox"/> Accessibility<br><input type="checkbox"/> Safety and security systems <input type="checkbox"/> Improvements that increase durability, reduce maintenance and prolong building life |
| <b>Project Approvals</b><br>Are any building permits required? Yes _____ No _____<br>If so, please explain which ones and show the organization's ability to secure them in time to complete the project work before the deadline of March 31, 2021: <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>  |
| <b>Project Consultants</b><br>List the name(s) of the person and firm(s) that will be assisting e.g. architect, engineer, project manager: <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>  |

**Brief Project Description**

Provide details of each piece of work to be done:

**Property Information**

Existing number of Dwelling Rooms: \_\_\_\_\_ Existing number of self-contained Units: \_\_\_\_\_

Rents: room \_\_\_\_\_ studio \_\_\_\_\_ 1 bedroom \_\_\_\_\_ 2 bedroom \_\_\_\_\_

3 bedroom \_\_\_\_\_

Existing number of tenants who will benefit from the work: \_\_\_\_\_

Is the property leased: YES \_\_\_\_\_ NO \_\_\_\_\_

**Client Group(s)**

**Describe who lives in the Project property:** (e.g. Indigenous, Black, people of colour, refugees, youth, women etc.)

## APPENDIX 'C' Quotation Summary

**You should have at least three (3) current, comparable and competitive quotes for each component of the Scope of Work.**

**Use the format below to list the quotes, specifying company and amount.**

**ATTACH COPIES OF ALL QUOTES RECEIVED.**

| <u>Name of Contractor</u>   | 1 <sup>st</sup> / Preferred Quote | 2 <sup>nd</sup> Quote | 3 <sup>rd</sup> Quote |
|---|-----------------------------------|-----------------------|-----------------------|
| <b>Component #1 :</b>   |                                   |                       |                       |
| 1.  |                                   |                       |                       |
| 2.  |                                   |                       |                       |
| 3.  |                                   |                       |                       |
| <b>Component #2:</b>  |                                   |                       |                       |
| 1.  |                                   |                       |                       |
| 2.  |                                   |                       |                       |
| 3.  |                                   |                       |                       |
| <b>Component #3</b>   |                                   |                       |                       |
| 1.  |                                   |                       |                       |
| 2.  |                                   |                       |                       |
| 3.  |                                   |                       |                       |
| <b>Rationale for Preferred Quote for each component of work:</b>        |                                   |                       |                       |
|   |                                   |                       |                       |
|   |                                   |                       |                       |
|   |                                   |                       |                       |
|   |                                   |                       |                       |
| <b>License # of preferred Contractor(s) for each component of work:</b> |                                   |                       |                       |
|   |                                   |                       |                       |
|   |                                   |                       |                       |
|   |                                   |                       |                       |

## APPENDIX 'D'

## PROJECT WORKPLAN - to be completed

| Scope of Work | 2021       |            |            | 2022       |            |            |
|---------------|------------|------------|------------|------------|------------|------------|
|               | <i>Oct</i> | <i>Nov</i> | <i>Dec</i> | <i>Jan</i> | <i>Feb</i> | <i>Mar</i> |
|               |            |            |            |            |            |            |
|               |            |            |            |            |            |            |
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|               |            |            |            |            |            |            |

## Example of typical renovation PROJECT WORKPLAN

| Scope of Work                  | 2021       |            |            | 2022       |            |
|--------------------------------|------------|------------|------------|------------|------------|
|                                | <i>Oct</i> | <i>Nov</i> | <i>Dec</i> | <i>Jan</i> | <i>Feb</i> |
|                                |            |            |            |            |            |
| <i>Hiring of contractor</i>    | x          |            |            |            |            |
| <i>Notification to tenants</i> |            | x          |            |            |            |
| <i>Construction start</i>      |            | x          |            |            |            |
| <i>demolition</i>              |            | x          |            |            |            |
| <i>plumbing</i>                |            |            | x          |            |            |