

Request for Proposals For Small Capital Projects

**From Non-Profit Housing Providers
To Repair and Improve
Transitional and Supportive Housing**

Date Issued: August 18, 2021

Deadline for Submissions: September 27, 2021

Issued by

Housing Secretariat



General Instructions

Please ensure your submission:

- is complete, legible and organized (see section 4.1 of this RFP)
- addresses all requirements, and
- is emailed (NOT faxed).

Submission Deadline and Delivery Method

Your submission must be received via email by **12 p.m. (noon), September 27, 2021** at: **HousingSecretariatRFP@toronto.ca**

Contact:

Please direct inquiries to:

Sarah Power, Housing Development Officer

Housing Secretariat

E-Mail: Sarah.Power@toronto.ca

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Appendix A	Reaching Home Agreement
Appendix B	Proposal Summary Form
Appendix C	Quotation Summary
Appendix D	Project Work Plan
Appendix E	Capital Budget Form
Appendix F	RFP Terms and Conditions

1. BACKGROUND

1.1 Purpose

The City of Toronto is seeking proposals from non-profit corporations ("proponents") to renovate and improve existing transitional and supportive housing.

The City has funding to be used to preserve and improve housing which addresses the needs of people who are homeless or at risk of homelessness. By maintaining and upgrading the physical infrastructure of transitional and supportive housing, the living situation of residents will be enhanced and their housing stability improved.

1.2 Defining Transitional & Supportive Housing

Transitional housing is temporary housing with supports and services that bridge the gap from homelessness to permanent housing. Services depend on the clients' needs and are provided to help residents transition to independence and housing stability.

Supportive housing is permanent housing with supports and services, with no maximum length of stay. Residents in these accommodations have tenancy rights.

1.3 Available Funding

Up to \$500,000 is available as capital grants to be provided to Successful Proponents by way of forgivable loans. A maximum of \$75,000 is available for any one proposal. There is a limit of one proposal per proponent. At least 20% of the funding is allocated for projects to be carried out by qualifying Indigenous non-profit housing providers.

Proponents should be aware that they must agree to absorb any cost above the requested amount, if necessary, to complete the project. In addition, they should be prepared to assume any ongoing operational and maintenance costs related to the project following its completion.

1.4 Funding Priorities

Capital investments through this RFP are intended to improve the quality of transitional and supportive housing that addresses the needs of individuals and families who are

homeless or at imminent risk of homelessness.

Proposals selected for funding will support recommendations in the City of Toronto's *HousingTO 2020 – 2030 Action Plan* especially Key Strategic Action # 3 and commitments under the *Meeting in the Middle Engagement Strategy and Action Plan* between Shelter, Support and Housing Administration (SSHA) and Toronto's Indigenous community. Below is a link to the Action Plan:

<https://www.toronto.ca/community-people/community-partners/affordable-housing-partners/housingto-2020-2030-action-plan/>

1.5 Eligible Project Activities

Examples of the type of project (hereafter referred to as the "Project") for which funding assistance is available include:

- repairs or renovations to address the health and safety of residents and staff
- repairs and/or conversions of under-utilized or non-functional space
- improvement of physical accessibility
- inclusion of or upgrade to security systems
- improvements that increase the building durability, resulting in reduced maintenance and prolonged building life

NOTE: All eligible Project activities must be complete and all project costs must be incurred prior to March 31, 2022.

2.0 WHO SHOULD APPLY

The City is seeking proposals from non-profit corporations that own or lease the lands upon which the corporation operates existing transitional and/or supportive housing and that have experience working with persons who are homeless or those at risk of homelessness.

Proponents must also:

- provide supports so tenants can live independently;
- have the experience necessary to execute and manage the Project;
- house homeless individuals or those at risk of homelessness located in the City of Toronto;
- can undertake work so that the Project is started no later than November 29, 2021;
- can finish the approved work by no later than March 31, 2022;

- are prepared to enter into a legal agreement with the City in the form of the Reaching Home Agreement attached as Appendix A. This agreement sets out the terms and conditions of the grant, including the reporting requirements, conditions to advancing the grant, general obligations of the proponent, etc.;
- are prepared to assume any cost over and above the funded amount to complete the Project;
- are operating properties that are not shelters, nursing or retirement homes, crisis care centers or home ownership units; and
- can demonstrate that the necessary building permits have been issued or can be obtained for the Project to proceed within the program timeline

3.0 PROPOSAL EVALUATION AND SELECTION PROCESS

3.1 SCHEDULE OF EVENTS

Date	Milestone
August 18, 2021	RFP issued
September 27, 2021	Submission Deadline
Sept. 28-Oct. 8, 2021	Evaluation and selection of Successful Proponents
October 18, 2021	Applicants are notified of the decision
November 10, 2021	Successful Proponents to have signed Contribution Agreement
November 29, 2021	Last Date for Successful Proponents to commence projects

This Schedule of Events is subject to change and, prior to the Submission Deadline, any change will be confirmed by way of an Addendum . Following the Submission Deadline, changes may also be communicated proponents directly, by email, where feasible, or by way of an Addendum be. All addenda will be published at:

<https://www.toronto.ca/community-people/community-partners/affordable-housing-partners/open-requests-for-proposals/>

3.2 SELECTION COMMITTEE

All proposals will be evaluated through a comprehensive review and analysis by a Selection Committee, which will include staff from the City's Housing Secretariat and Shelter Support and Housing Administration divisions. The Selection Committee will

review, analyze and rate Proposals in accordance with the Selection Criteria set out below.

The Housing Secretariat may at its sole discretion retain additional Selection Committee members or advisors.

The Selection Committee will select the highest ranking proposals which meet the requirements set out under this RFP.

3.3 SELECTION CRITERIA AND SCORING

A. Proponent & Proponent's Team Qualifications	20 points
B. Repair and/or Improvement Plan	30 points
C. Financial Viability and Value for Money	30 points
D. Tenant Impact Plan	15 points
E. Meeting City Priorities	5 points
Total Points	100

3.4 SELECTION PROCESS

The Selection Committee will score proposals according to the criteria as set out above. Proposals that achieve the highest total scores will be ranked first, second, third, etc. In the event of a tie, the proponent achieving the higher score for Section C: Financial Viability and Value for Money, will be ranked higher.

Minimum Score: A proposal must score 70 points or higher to be considered for funding.

The City reserves the right to award financial assistance to none, one or more proponents based on the availability of funding.

3.5 CLARIFICATIONS

As part of the evaluation process, the Selection Committee may make requests of proponents to clarify information set out in their proposal. Requests for clarification will only be made to remove contradictions or ambiguity within a proposal in order to permit a fair evaluation. The clarification process shall not be used by a proponent to provide required information that was not submitted in the proposal or to promote the proponent's interests.

3.6 SITE VISITS

Site visits may be requested as part of the evaluation process.

3.7 REFERENCES

In order to complete its due diligence, the City reserves the right to use itself, other municipalities, other levels of government, and/or other funders as reference

3.8 EVALUATION RESULT

The Executive Director of the Housing Secretariat and General Manager of Shelter Support and Housing will make the final selection. All proponents will be notified in writing if they have been selected or not. There is no appeal process.

Proposal evaluation results shall be the property of the City and are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPA). Evaluation results may be subject to public release pursuant to MFIPA.

4.0 PROPOSAL SUBMISSION REQUIREMENTS

General Overview

Proposals should address all RFP content requirements as outlined herein, should be well ordered, detailed, and comprehensive. Clarity of language, adherence to suggested structuring, and adequate accessible documentation are essential to the City's ability to conduct a thorough evaluation.

Expertise from consultants such as engineers, architects, etc. should be retained for Projects requiring permits or major acquisitions connected to building infrastructure, changes or additions to life safety elements or other major items.

4.1 PROPOSAL STRUCTURE AND CONTENT REQUIREMENTS

The main proposal document should be limited to 8-10 pages, and minimum 11 point font. Unlimited appendices are permitted. Proposals must be submitted electronically to: **HousingSecretariatRFP@toronto.ca**

To assist the Selection Committee, all sections and appendices must be clearly labeled and be listed in the Table of Contents.

All proposals **must** contain:

a) **Proposal Summary Form**, in the form of **Appendix B**.

b) **Table of Contents**

Identify all included materials such as Appendices in the proposal submission

and include page number for each.

c) Letter of Introduction – Not Scored

Submit a brief letter introducing the proponent and signed by the person(s) authorized to sign on behalf of and to bind the proponent to statements made in response to this RFP. This should contain the same signature as the person signing the submission forms. The information in this proposal should be about the proponent which owns or leases and operates the housing on the property, not referral agencies or affiliated groups.

d) Executive Summary – Not Scored

Proponents are requested to provide a summary of a maximum of **one** page of the key features of the proposed project.

e) Property Status – Not Scored

Please provide:

- i. If the proponent leases the property, a copy of the lease together with written permission from the property owner for the organization to submit the proposal;
- ii. Submit the licensing status of the property, if it includes a rooming house or congregate living.

f) Proponent & Proponent's Team Qualifications (20 points)

Please provide:

- i. The name of the person on your staff team who will be responsible to implement the Project, as well as their relevant experience in implementing a project of a similar size and scope;
- ii. A description of your previous relevant experience implementing a project of a similar size and scope;
- iii. The name of any consultants hired to assist in designing and implementing the project such as an architect, engineer, project manager, etc. as well as their relevant experience in implementing a project of similar size and scope.

g) Repair and/or Improvement Plan (30 points)

Please provide:

- i. A scope of work for the Project, e.g. detailed list of the precise work that will be undertaken;
- ii. Three detailed, recent quotes on contractor letterhead showing the full scope of work for each piece of work to be undertaken. **Note:** quotes must represent a cost effective, value-for-money approach to the work. If

you are applying to renovate your building, three quotes from licensed general contractors must be submitted. If your proposal is for the purchase of equipment, appliances, or furniture, three quotes from reputable suppliers must be submitted.

- iii. A completed **Appendix C** – Quotation Summary
- iv. A rationale as to why you have selected each specific contractor/supplier;
- v. A completed **Appendix D** - Project Work Plan. Projects must start by **November 29, 2021 and work must be completed by March 31, 2022**;
- vi. An explanation of how the Project improves the function of the building. Provide photographs of existing conditions, proposed design drawings and/or other documentation to substantiate the need for the work;
- vii. Information on how maintenance costs will be reduced and/or the lifespan of the building prolonged (if applicable);
- viii. Information on any building permits required (e.g. demolition, plumbing, electrical, etc.) and explain how they will be issued within the timeline.

h) Financial Viability and Value for Money (30 points)

Please provide:

- i. A completed Capital Budget Form as set out in **Appendix E**;
- ii. A copy of your audited financial statements for the past 2 years;
- iii. Information on other funding or resources that will be used to complete the Project (if applicable);
- iv. The balance of all current capital reserve fund(s) and proposed repair and improvement use for these funds in 2021-2022. Clarify which reserve funds noted in the audits can be used for capital repairs and whether they are restricted or unrestricted funds. Do not include the reserves of a referral agency or group with whom you are affiliated. Donations should not be included under the restricted reserves category;
- v. Justification of your need for these funds by explaining why this work cannot be done with your reserves or other resources.
- vi. A copy of current rent levels for each room/unit;
- vii. Information on any yearly government program funding received that relates to the Project site and any anticipated funding for the Project.

i) Tenant Impact Plan (15 points)

Please provide:

- i. An explanation of how the Project once completed will improve the quality of life for the tenants in your building;

Information on how the Project will be managed to minimize and mitigate the disruption to tenants e.g. noise, dust, entry to units, et

j) Meeting City Priorities (5 points)

The Housing Secretariat and Shelter Support and Housing Administration (SSHA) deliver housing and homelessness services and programs that support the implementation of Key Strategic Action #3 *Prevent Homelessness and Improve Pathways to Housing Stability* identified in the *HousingTO 2020 – 2030 Action Plan*.

<https://www.toronto.ca/wp-content/uploads/2020/04/94f0-housing-to-2020-2030-action-plan-housing-secretariat.pdf>

Please provide:

- i. An explanation of how your organization responds to Key Strategic Action #3 by providing details of the support services offered to tenants of the Project site either by the proponent or partnership agencies to prevent homelessness and encourage housing stability and the ability to live independently;

- ii. Provide proof of mandate as an Indigenous non-profit housing provider by submitting articles of incorporation, annual report, and any other relevant documents.

5.0 DEADLINE AND SUBMISSION DETAILS

Proposals must be emailed no later than the Closing Deadline of 12 p.m. (noon) on Monday, **September 27, 2021**, to:

HousingSecretariatRFP@toronto.ca

Delays caused by any delivery service shall not be grounds for any extension of the Deadline. Proposals that arrive after the Deadline will not be accepted.

For any questions email: Sarah.Power@toronto.ca