

Request for Proposals

City of Toronto

Opportunity to Develop and Operate Affordable Rental Housing

The Parkdale Hub - West Block (Block A)

April 22, 2025



NOTICE TO POTENTIAL PROPONENTS

REQUEST FOR PROPOSALS

City of Toronto
Opportunity to Develop and Operate Affordable Rental Housing:
The Parkdale Hub, Phase 1 – West Block (Block A)

Please review the attached document and submit your Proposal to the address below by the closing deadline of **12:00 noon (local Toronto time) on July 18, 2025**

Proposals will not be considered unless received by the date and time specified above and received by the Housing Secretariat as specified below.

INFORMATION SESSION

Date and time to be confirmed by addendum

Online

DEADLINE FOR QUESTIONS (in writing only)

July 3, 2025

All questions should be submitted in writing by email to
HousingSecretariatRFP@Toronto.ca

Addenda will be issued with answers to questions raised in the Information Session and questions received in writing.

ADDENDA

Addenda will be posted on the Housing Secretariat Website under Open Calls for Affordable Housing Initiatives at:

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

CLOSING DEADLINE

July 18, 2025, 12:00 pm (noon, local Toronto time)

Submit proposals to HousingSecretariatRFP@toronto.ca

The City of Toronto will not be held responsible for submission documents that are not submitted in accordance with the instructions below.

Request for Proposals

City of Toronto

Opportunity to Develop and Operate Affordable Rental Housing: The Parkdale Hub, Phase 1 – West Block (Block A)

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Request for Proposals

City of Toronto

Opportunity to Develop and Operate Affordable Rental Housing: Parkdale Hub, Phase 1 – West Block (Block A)

1.0 INTRODUCTION

The City of Toronto's Housing Secretariat is pleased to offer this Request for Proposals ("RFP") for the lease and development of 1337-1345 Queen Street West and a portion of 1325 Queen Street West ("West Block (Block A)") by a non-profit corporation, with a focus on affordable rental housing.



Figure 1: Existing Site Context

The Parkdale Hub is a transformational city-building initiative that will deliver a wide range of social, cultural, and economic benefits to the Parkdale community. The Parkdale Hub includes a three-phase improvement and expansion of important City-owned facilities at the intersection of Queen Street West and Cowan Avenue. This intersection is a focal point of municipal and community activities and home to an important cluster of City-owned facilities, properties, and community services, all of which need significant capital investment over the next ten years to meet their projected service delivery levels.

The City's objective for the West Block (Block A) centers on maximizing the potential of its resources to create a transformative development. By leveraging a comprehensive

package of municipal support – including land value, exemptions, waivers, and grant funding – the City aims to facilitate the creation of a mixed-use, mixed-income community. This development will prioritize purpose-built rental housing with a strong emphasis on affordable homes, all while maintaining high standards of design and seamlessly integrating both new and existing community services and amenities.

A cornerstone of this development is the commitment to long-term affordability. The affordable housing units within the development will remain affordable for 99 years, ensuring that quality housing options are available for generations to come. This approach not only addresses immediate housing needs, but also establishes a legacy of community support and sustainable urban development.

The provision of purpose-built rental and affordable rental units on the West Block (Block A) will provide more housing for equity-deserving groups and households of low to moderate incomes in proximity to public transportation and City facilities. As part of a mixed-use community, the subsequent phases of Parkdale Hub will include the construction of a new library, redeveloped community recreation centre and a range of new and existing community agency spaces.

The Parkdale Hub was rezoned in 2023 through the adoption of City of Toronto By-laws 1145-2023 (Site Specific ZBA) and 1146-2023 (OPA 659). These by-laws are in full force and effect. Zoning permissions enable the comprehensive development of the future Parkdale Hub, which is comprised of three redevelopment blocks:

- West Block (Block A): Residential uses (approximately 171 total market and affordable rental homes) & community agency space (approximately 1,130 m²);
- Centre Block (Blocks B1 and B2): Library and community recreation centre; and
- East Block (Block C): Residential uses (approximately 60 total market and affordable rental homes) and community agency space.

Through this RFP, the City is seeking a Community Housing Provider or Indigenous Housing Provider as a development partner to deliver and operate the **West Block (Block A)**, as the first phase of the hub initiative with the following minimum requirements:

- Delivery of up to 171 residential rental homes, of which a minimum 50% (85) must be net-new affordable rental homes. The rents for such affordable rental homes are required to maintain monthly shelter costs at or below the lesser of the City's Affordable Rent definition and the Provincial Affordable Rent definition in accordance with the Rental Housing Supply Program and as further described in section 3 of this RFP;
- Compliance with Replacement Rental Housing Terms and Conditions in [2023.PH7.5 Report for Action, pages 38-41](#);
- Construction of 23,300 square feet of community space according to the key terms as set out in Appendix 11, Schedule C for new and replacement community agencies to minimize the displacement of existing community services at the property and enhance access to new services;

- Coordinated design with the future east-adjacent Centre Block and parking space improvements south of the site.

The deadline for Proposals is July 18, 2025 at 12:00 p.m. All the terminology and definitions used in this RFP are in Appendix 2 and key dates in the decision-making process are on page 1 of this RFP.

1.1 Background

In 2017, through [MM27.3](#), City Council directed staff to convene an Inter-Divisional Working Group to engage with the local community, develop a coordinated area-wide plan to enhance programming and service delivery spaces, and help shape and define the revitalization efforts for the Parkdale Hub.

Comprehensive engagement with stakeholders and community members resulted in a shared vision and guiding principles for the Parkdale Hub summarized as: "a complete cultural hub with vibrant public realm that will improve connectivity within the community, be built in a contextually sensitive way that celebrates heritage and supports diverse housing choice."

In 2019, the City adopted the [HousingTO 2020-2030 Action Plan](#) ("HousingTO Plan"), and in 2023 City Council adopted [EX9.3 – Generational Transformation of Toronto’s Housing System to Urgently Build More Affordable Homes](#), which now sets a target of approving 65,000 new rent-controlled homes, including 41,000 new affordable homes, 6,500 new Rent-Geared-to-Income homes and 17,500 new market rent-controlled homes. The Plan also has a target of 18,000 new supportive homes by 2030.

In May of 2023, City Council approved the Parkdale Hub site to be included as a City-owned property to be developed and advance the affordable rental housing component of the project. This project will achieve key city-building outcomes in partnership with the private and non-profit sectors to deliver mixed-income, transit-oriented, livable and complete communities. Investment in these sites also contributes to the broader community by providing new amenities, revitalized public spaces, and improved access to transit.

In October 2023, City council approved Official Plan and Zoning By-law Amendments encompassing the three blocks of the Parkdale Hub: the West Block (Block A) as a 16-storey mixed-use building, the Centre Block (Blocks B1 and B2) as the location of the renovated and expanded Masaryk-Cowan Community Recreation Centre integrated with the relocated Toronto Public Library Parkdale branch, and the East Block (Block C) as a six-storey mixed-use building. This project will create new affordable and rent-controlled housing units, as well as inclusive and accessible community spaces where diverse residents can access services from the City and local agencies.

The City looks forward to receiving proposals that will increase social and economic opportunities for structurally vulnerable and marginalized individuals, including Indigenous Peoples, Black and other racialized people, seniors, women and members of the 2SLGBTQ+ community. Beyond anti-displacement strategies, the goal is to create opportunities for all to live and thrive in the new cultural hub.

1.2 City Priorities and Resources

The City's priorities are to select the best Proposal that:

- 1) provides high-quality, purpose-built, mixed-income rental housing;
- 2) provides good value for the land and incentives offered;
- 3) ensures the community use spaces are delivered;
- 4) ensures construction starts in a timely manner; and
- 5) coordinates effectively with stakeholders delivering the future phases of the Parkdale Hub.

1.3 City Resources to be Provided

The following resources are being offered as part of this RFP:

1.3.1 Land at the West Block (Block A) at nominal rent for 99 years
A long term lease will ensure that the West Block (Block A) is secured as a stable mixed-use residential project, intended to last for generations. Additional details on the terms of the land transaction can be found in the Key Terms Sheet as Appendix 11.

1.3.2 Zoning of the mixed-use development
The West Block (Block A) is being offered with zoning approvals in place, providing an expedited development approval timeline. Upon obtaining site plan approval and construction financing in principle, the Lease will be signed. All zoning-related information can be found in the Links to Background Information in City Council's adoption of [2023.PH7.5](#). Note: the City will seek zoning relief for parking requirements to further enable development of the West Block (Block A).

1.3.3 Development review supports and services
The site plan application for the development will be supported through a prioritized development review process. The City has taken various steps to improve the development review process, to improve the speed, flexibility and predictability of how the City processes rental housing applications and is targeted to affordable housing and other high priority projects. The Successful Proponent will be required to complete a pre-submission meeting with the City prior to the submission of the site plan application.

1.3.4 Exemption of City fees and charges

City Council authorized, through the adoption of [2023.PH3.6](#) and [2024.PH13.8](#) City incentives under the Rental Housing Supply Program . The authorized incentives include the following:

Net-New Affordable Rental Homes

- Waiver of Planning Application Fees, unless already paid
- Waiver of Building Permit Fees, unless already paid
- Exemption from Residential Property Taxes from the commencement date of the Lease for the homes to be operated as affordable

Rent-Controlled Homes (see definition for Rent-Controlled Homes in Appendix 2)

- Waiver of Planning Application Fees, unless already paid
- Waiver of Building Permit Fees, unless already paid
- Exemption from Residential Property Taxes from the commencement date of the Lease for the homes to be operated at no more than 150% of Average Market Rent and with rent-control

Note: proponents must meet the Provincial definition of a “non-profit housing development” under the *Development Charges Act* and as a result will be eligible for statutory exemptions from Development Charges, Parkland Dedication Fees, and Community Benefits Charges for all rental homes. The proponent is responsible for corroborating their eligibility for exemptions under the *Development Charges Act*.

1.3.5 Eligibility for Capital Funding under the Rental Housing Supply Program (RHSP)

City Council authorized, through the adoption of [2024.PH13.8](#), the creation of the RHSP to support the City in achieving its approved rent-controlled, affordable and rent-geared-to-income rental housing targets. Proposals that anticipate needing capital support to deliver the affordable housing requirements of this RFP must meet the requirements of the RHSP with a demonstrated financial need shown in the Budget Form (Appendix 9). Proposals that require less capital grant support from the City will score higher.

1.3.6 Community Space Contribution

The City has approved \$17.7M in capital funding to support the community space component of the West Block. If Proponents believe additional financial contributions are required to successfully construct and/or operate the building, these should be detailed and fully supported with relevant information in their Proposal, along with any strategies to secure the additional necessary contributions.

1.4 Eligibility - Who Should Apply

The City is seeking Community Housing Providers and Indigenous Housing Providers with:

- A demonstrated track record of developing good quality affordable rental housing on time and on budget;
- Demonstrated ability to respond to the diverse affordable rental housing needs and demands of low- and moderate-income Toronto residents, including Indigenous residents, and those from equity deserving groups, including Black and other racialized people, seniors, women and 2SLGBTQ+ people;
- Demonstrated experience operating affordable rental housing, providing sound property management and appropriate supports to residents, and integrating housing successfully into the surrounding community;
- Demonstrated financial track record of operating affordable housing and capacity to create a sound financial plan for the affordable rental units, either independently or as part of a non-profit led consortia/partnership;
- Demonstrated experience securing financing for affordable housing similar in scope to the financing requirement for the West Block; and
- Demonstrated experience in either owning or leasing affordable residential housing.

This RFP requires that the Proponent is an incorporated Non-Profit Housing Co-operative, Non-Profit Housing Organization, or Indigenous Housing Provider. The Proponent, or where the Proponent has been formed specifically for the purposes of this RFP, another Non-Profit Corporation that directly or indirectly controls the Proponent, must meet the following criteria:

- Meets the definition of a “non-profit housing development” pursuant to the Development Charges Act, and in accordance with the City’s Rental Housing Supply Program;
- Has owned or leased property(ies) on which it has operated affordable or social housing;
- Has operated affordable or social housing for a minimum of 10 years;
- Has operated affordable or social housing of 40 units or more;
- Is not and never has been in default under the terms of any financing or operating agreement with any government, ministry, municipality or financial institution, and
- Has secured approval from its Board of Directors for the submission of this Proposal.

2.0 SITE INFORMATION AND PROJECT REQUIREMENTS

2.1 Existing Site Context

The Parkdale Hub is a cluster of five City-owned properties at the southwest and southeast corners of the Queen Street West and Cowan Avenue intersection. The proposed development concept for the Parkdale Hub is made up of three blocks referred to as the West, Centre, and East Blocks.

The West Block (Block A) consists of 1337-1345 Queen Street West and a portion of 1325 Queen Street West. The main parcel to be developed is 1337 Queen St. W. which currently has a commercial tenant (Dollarama).

The Centre Block (Blocks B1 and B2) consists of 1313 Queen Street West, 220-224 Cowan Avenue and portions of 1325 Queen Street West and 212 Cowan Avenue. This block currently contains heritage designated buildings which host community agency spaces, the Masaryk-Cowan Community Recreation Centre, and nine residential rental units. Note that nine replacement units are to be provided on the West Block.

The East Block (Block C) consists of 1303 Queen Street West on which the Toronto Public Library Parkdale Branch is located.

Please see Appendix 7 for site details.

2.2 Approved Zoning

In October 2023 ([2023.PH7.5](#)), City Council approved the Official Plan, Zoning By-law Amendments, and Rental Housing Demolition Applications for the Parkdale Hub.

Under the approved zoning conditions, the demolition of 1313 Queen Street West is subject to the City's rental replacement policies where tenants in the nine existing rental homes will have the right to occupy a replacement unit constructed on the West Block (Block A) at similar rents. The Successful Proponent is expected to work with the City to implement a tenant relocation and assistance plan, as referenced in [2023.PH7.5 Report for Action, page 40](#).

The West Block (Block A) is planned for a 16-storey tower containing approximately 171 purpose-built rental homes, including nine rental replacement units.

Table 1: Summary of the Parkdale Hub Proposal, OP and ZBA, 2023

	West Block (Block A)	Centre Block*	East Block
Gross Floor Area Site Total: 23,567 m²	Residential: 12,887 m ² Non-Residential: 1,130 m ² Total: 14,017 m ²	Combined CRC/Library: 7,008 m ²	24 m (6-storeys)

Maximum Building Height (to top of Mechanical Penthouse)	54.5 m (16-storeys)	20 m (4- storeys)	24 m (6-storeys)
Residential Dwelling Units (estimate) Total: 231 units	1-Bedroom: 94 units (55%) 2-Bedroom: 61 units (35%) 3-Bedroom: 16 units (10%) Total: 171 units (100%)* *Includes 9 rental replacement units (five one-bedroom units, and four two-bedroom units)	N/A	1-Bedroom: 33 units (55%) 2- Bedroom: 20 units (33%) 3-Bedroom: 7 units (12%) Total: 60 units (100%)
Vehicular Parking Spaces	N/A	N/A	Accessible Parking (at grade): 1 space
Loading Spaces	1 Type "G"	1 Type "G"	1 Type "G"
Residential Amenity Space	Indoor Amenity Space: 372 m ² Outdoor Amenity Space: 330 m ²	N/A	Indoor Amenity Space: 155 m ² Outdoor Amenity Space: 99 m ²

*GFA of Centre Block will be determined in consultation with City Divisions, service providers and design consultants during the Second Phase of Parkdale Hub.

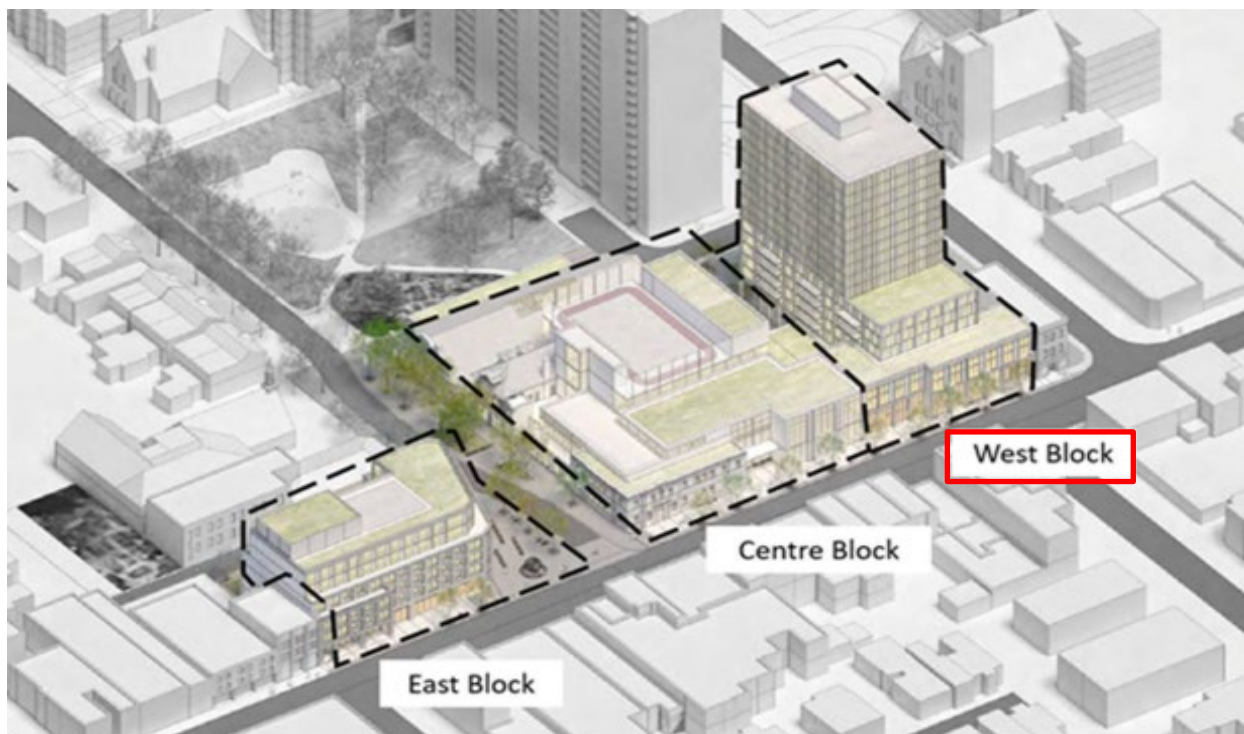


Figure 2: Proposed Three-Phase Redevelopment

It is expected that Proposals submitted to this RFP conform to the parameters of the current zoning permissions and all applicable policy frameworks for the West Block (Block A) with the exception of parking requirements. Notwithstanding the current zoning permissions, proponents may assume that no parking is required to be delivered for the West Block (Block A) and that the City will secure zoning relief necessary for parking requirements. Any other suggested minor variances anticipated should be outlined in the Proposal. The policy framework applicable to the site includes OPA 445 and Site and Area Specific Policy 566 and will be applied to the review of development proposals while the appeals to these policies are resolved.

Associated planning and design-related documents are available to download on the City site for [2023.PH7.5](#) in Background Information. It should be noted that these are provided for information purposes only and it is recommended that the appropriate stakeholders consult with the City Planning Division and the Development Review Division when conducting due diligence.

Loading access to the site will be over a shared driveway located on the south-abutting lands at 245 Dunn Avenue, owned by Toronto Community Housing Corporation. The driveway will serve the West and Centre Blocks of the Parkdale Hub.

Note that the Successful Proponent will not be required to provide parking for the West Block as part of this RFP. For further clarity: Proposals will not be scored higher if parking is included in their proposal.

2.3 Environmental

The City is currently in the process of completing an environmental due diligence package for the site and these materials will be made available in their entirety upon completion of the work. All current documents are available for download on the City's site for [Open Calls for Affordable Housing Partners](#).

The City is completing a Tier 3 Risk Assessment (RA), a Certificate of Property Use (CPU) and a Record of Site Condition (RSC). The Proponent must comply with all obligations of the "Owner" pursuant to the Risk Assessment, Certificate of Property Use and Record of Site Condition.

2.4 Timelines

The anticipated timelines for development of the three block developments are:

	Construction Start	Occupancy
West Block (Block A)	Q4 2026	2028/2029
Centre Block	2028	2031
East Block	2031	2032

The City will work with the Proponent to ready the West Block (Block A) for groundbreaking by Q4 2026. Timelines for the Centre and East Blocks will be adjusted pending progress on the West Block (Block A). Construction start for the Centre Block will not commence until the West Block (Block A) reaches substantial completion and the spaces are occupied.

2.5 Engagement on Three-Phased Block Development

The Centre Block of the Parkdale Hub will be occupied by the expanded and relocated Parkdale Library and redeveloped Masaryk-Cowan Community Recreation Centre. Toronto Public Library (TPL) and Parks & Recreation (P&R) staff are working on a financial agreement that outlines the roles and responsibilities of the parties as well as the high-level timelines of the project overall. After the financial agreement is signed, TPL and P&R will work together on public consultation and retain an architectural consultant to develop the design for the Centre Block. Design development will start in late 2025/early 2026. Construction start for Center Block will be predicated on the completion of West Block (Block A).

The East Block construction start will be predicated on the completion of the Centre Block. The Successful Proponent will be expected to provide input into the design and consultation process for Centre Block and East Block to ensure consistency and a

collaborative design for all blocks. The City will work with all stakeholders, including the Successful Proponent and the Operator for the affordable rental units at West Block (Block A), to realize a complete block-wide revitalization that will improve the public realm and enhance connectivity across the three Blocks.

Dates proposed for the work on Centre Block are tied to the West Block (Block A) schedule.

2.6 Delivery Model

The City will lease the West Block (Block A) to the Successful Proponent of this RFP under a 99-year lease at nominal rent. The Successful Proponent is responsible for designing and constructing the entire project on the West Block (Block A), including all residential rental homes and community spaces.

There will be several agreements between the owners, lenders and operators to define relative rights and responsibilities.

The capital cost of the project may be funded through a combination of sources, including:

- Construction financing to be obtained by the Successful Proponent with Canada Mortgage and Housing Corporation (CMHC) and as applicable, with a third party lender;
- Capital contribution from the Successful Proponent, if any;
- Grants from other sources identified by the Successful Proponent, if any;
- Capital contribution from the City of Toronto through the Rental Housing Supply Program;
- Applicable fee exemptions and waivers (e.g. planning fees, building permit fees); and
- Grants, financial contributions and fee exemptions from other levels of governments, if any (e.g. development charges).

Proponents are required to provide in their submission details of any financial contributions and their sources that would be applied to the project pro forma. Note that this information will be scored.

The Successful Proponent is responsible for the construction loan and any financing for the project on the West Block (Block A). The City will work with the Successful Proponent to apply to CMHC for the appropriate funding program.

CMHC offers multiple programs under the National Housing Strategy with funding and favourable financing to support the creation of affordable rental housing. It is anticipated that the Successful Proponent will apply to the Affordable Housing Fund. This program provides low-cost loans and forgivable loans to support the development of affordable rental housing. Units must be designed to reflect CMHC's accessibility and energy-efficiency requirements to qualify for funding and/or financing.

2.7 Key Terms Sheet for the Development and Operation of Affordable Housing Units

The Parkdale Hub, Phase 1 - West Block (Block A), Key Terms Sheet is included in Appendix 11. The Key Terms Sheet provides mandatory terms and conditions that will be incorporated into the following Agreements:

- 1) Offer to Lease between the Proponent(s) and the City;
- 2) Lease between the Successful Proponent and the City;
- 3) Contribution Agreement between the Successful Proponent and the City;
- 4) Project Agreement between the Successful Proponent and the City;
- 5) Sublease for Community Use Spaces to be entered into with the City.

Proponents responding to this RFP are required to sign the Offer to Lease, attached to Appendix 12.

The Lease will include terms and conditions as set out in the Key Terms Sheet, including securing the Project Agreement which includes terms relating to the rental replacement homes.

The Contribution Agreement sets out the terms and conditions of the City for providing the funding and resources to support the development, including project timing and construction milestones, reporting requirements, marketing, rent levels and all obligations related to new rental housing on the leased premise. The Proponent will be required to secure the obligations under the Contribution Agreement by registering a City Charge on the Leasehold title to the West Block (Block A).

The Project Agreement sets out the terms for delivering the following items as part of the development as contemplated through the rezoning process:

- Community Space;
- Publicly Accessible Pedestrian Connection;
- Rental Replacement provisions

The Sublease will set out the terms of the Proponent subletting the Community Space in the West Block (Block A) back to the City.

Proponents will be required to enter into agreements, or assume the City's obligations under such agreements, with the relevant parties as necessary, including TCHC, that

will set out obligations regarding access, servicing and other amenities located on TCHC property required for the operation of the West Block (Block A). Proponents should assume this arrangement will include a proportionate share of maintenance costs relating to the use of such amenities such as the servicing driveway to the West and Central Blocks from Dunn Avenue.

All City agreements are subject to Council Approval.

2.8 Operating Model Assumptions

Proponents are expected to submit the Parkdale Hub West Block Project Assumptions ('Budget Forms' Appendix 9) that outlines all assumptions.

The income stream of the budget may assume that up to 20% of all net-new affordable rental units will receive housing benefits from the City to deepen the level of affordability.

For the purposes of creating a proposal, an assumed initial rent level for the Rental Replacement Units has been set in Appendix 9. See Section 3.1.1 below for more detail on the Rental Replacement Unit requirements.

The budget must include a mandatory 5% Reserve Fund for maintenance expenses and in accordance with the Key Terms Sheet as set out in Appendix 11. The Proponent is encouraged to review the pro forma assumptions and requirements for qualifying for the Affordable Housing Fund under CMHC (refer to CMHC's Project Assessment Workbook).

Affordable rental homes will be exempted from residential property taxes from the commencement date of the Lease for the duration of the affordability period of ninety-nine (99) years, subject to the terms of the Contribution Agreement.

2.9 Design and Accessibility Guidelines, Energy Efficiency and Other Regulations

In addition to meeting City Planning, Development Review and Toronto Building requirements, there are several guidelines and regulations that the Successful Proponent will be required to comply with and must be addressed in the Proposals. Links to the following guidelines and regulations can be found in Appendix 6 and are summarized below:

- 2.9.1** The City of Toronto Affordable Housing Design Guidelines for affordable rental housing address recommendations regarding unit mix, size and location, durability, design of common spaces, finishes, accessibility and adaptability, site features, landscaping and other items.

2.9.2 Proposals must comply with Toronto Green Standard Version 4 Tier 2 for energy performance levels.

2.9.3 To be consistent with CMHC requirements, the following minimum should be met:

- Tier 2 of 2020 National Energy Code of Buildings (NECB);
- 20% of all rental units are required to be accessible. Common areas are required to be fully barrier free.

2.9.4 The Energy Consumer Protection Act 2010 and Ontario Regulation 389/10 require that suite meters be installed.

2.10 Community Economic Benefits Plan

2.10.1 Requirements for a Community Economic Benefits Plan as per Council direction under [2021.EX20.7](#). The City's Community Benefits Framework aims to maximize the City of Toronto's levers to create inclusive and equitable economic opportunities, such as hiring and workforce development opportunities, local procurement, and supply chain diversity. The Successful Proponent will develop a unique Community Economic Benefits Plan jointly with the City prior to construction tendering, which will outline the project's objectives and targets when it comes to hiring and workforce development opportunities, local procurement, supply chain diversity, and also include, tracking and monitoring protocols. The Successful Proponent will work with a City of Toronto Workforce Intermediary to receive support on the achievement of targets, including with forecasting upcoming workforce development opportunities and connecting with local employment service providers to facilitate community benefits hiring and recruitment.

3.0 RENTAL HOUSING (RH)

The City requires at least 50% of the residential units (85 residential units) at the West Block (Block A) to be dedicated to net-new affordable rental housing for 99 years.

3.1 Residents, Rent Levels and Marketing

3.1.1 Residential Replacement Homes

The delivery, operation and maintenance of nine rental replacement homes at the West Block (Block A) is required pursuant to the approved Official Plan and Zoning By-law Amendments and Rental Housing Demolition Application for the Parkdale Hub.

These homes must have a total gross floor area of at least 682 m² and must be comprised of:

- five one-bedroom homes, which shall have a minimum size of 68 m²
- four two-bedroom homes, which shall have a minimum size of 81 m².

Note that the requirements for the delivery and operation of the rental replacement homes are distinct and separate from the net-new affordable housing. Please refer to the Replacement Rental Housing Terms and Conditions in [2023.PH7.5 Report for Action, pages 38-41](#) for further detail on the rental replacement requirements, including rents, tenure, amenities and reporting and monitoring. Rental replacement homes are not eligible for City funding or Incentives under the RHSP.

3.1.2 Residents and Marketing

The City's intention is to create a mixed tenant community at the West Block (Block A), and as such, the Successful Proponent will be expected to undertake marketing and outreach to potential tenants.

The Successful Proponent will be required to provide an Access Plan for the net-new affordable rental homes at least six months prior to occupancy. The Access Plan will set out in advance the approach to renting the building units to new eligible applicants. The Successful Proponent will also be required, at the City's option, to participate in the City's co-ordinated housing access system, or any other process as approved by the City. Prospective residents with approved City housing allowances will be provided with the opportunity to apply.

It will be the Successful Proponent's responsibility to ensure all prospective residents are income-tested on first occupancy in order to meet the requirement of the City's Municipal Housing Facility By-law 713-2024 or its successor by-law.

3.1.3 Rent Levels

Subject to City Council approval being obtained, the affordable rental homes for this project are required to maintain monthly shelter costs at or below the lesser of the City's Affordable Rents and the Provincial Affordable Rents.

The following is the City's Affordable Rental Housing Definition as adopted by City Council ([2021.PH28.4](#)):

"Housing where the total monthly shelter cost (gross monthly rent, inclusive of utilities for heat, hydro, hot water and water) is at or below the lesser of one time the average City of Toronto rent, by dwelling unit type, as reported annually by the Canada Mortgage and Housing Corporation (CMHC), or 30% of the before-tax monthly income of renter households in the City of Toronto as follows:

- *Studio units: one-person households at or below the 50th percentile income;*
- *one-bedroom units: one-person households at or below the 60th percentile income;*
- *Two-bedroom units: two-person households at or below the 60th percentile income;*
- *Three-bedroom units: three-person households at or below the 60th percentile income.”*

The City requires that rents include heat, water and hydro. Where one or more utility is paid directly by the resident, the Proponent shall deliver an allowance for utilities (as set by the City) by way of off setting the amount of the Utility Allowance against the monthly rental payable.

Provincial Affordable Rents means the affordable rents by bedroom type set out in the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin”, as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing pursuant to section 4.1(2) of the Development Charges Act, 1997, S.O. 1997, c. 27, or successor legislation.

Proponents are expected to model their operating budgets using the RHSP Current Rent Levels as set out in Appendix 8. The City will use the affordable rents in effect for the year of occupancy to approve initial rents at that time.

In addition to the above requirements, 10% of the net-new affordable homes must be provided at a maximum monthly shelter cost of 40% AMR.

3.1.4 Rent Increases (Affordable Rental Homes)

Rent increases for the Affordable Rental Homes will be the lessor of the provincial rent increase guideline set each year under Ontario’s *Residential Tenancies Act* (the “Rent Increase Guideline”) and the Affordable Rents for the year. The Rent Increase Guideline will apply to the Affordable Rental Homes and such terms will be set out in the Contribution Agreement to be executed between the City and the Successful Proponent, despite the normal exemption for new buildings under the legislation.

3.1.5 Rent Increases (Rent-Controlled Homes)

Rent increases for the Rent-Controlled Homes will be limited to the Rent Increase Guideline plus 2%. The Rent Increase Guideline will apply to the Rent-Controlled Homes and such terms will be set out in the Contribution Agreement to be executed between the City and the Successful Proponent, despite the normal exemption for new buildings under the legislation. On turnover, the new starting rent cannot exceed 150% of average market rent for Toronto.

3.1.6 Rent Increases (Market Homes)

Rent increases for in-situ tenants of Market Homes will be limited to the Rent Increase Guideline plus 2% and will comply with the Rental Tenancies Protocol, which is the protocol governing rent increases for existing residential tenancies of Market Homes and will form part of the Lease and is located at Schedule E of the Key Terms Sheet of this RFP.

3.1.7 Rent Supplements and Housing Benefits

If required by the City at any time during the Affordability Period, the Proponent will make up to 20% of net-new affordable homes available to tenants who are the recipients of Housing Benefits or other housing assistance from the City. The availability of City housing benefits or other housing assistance will be confirmed in the Access Plan.

Additional rent supplements may be supplied by the Proponent and are encouraged through other government programs or a referring agency to deepen the affordability of the units.

4.0 ROLES AND RESPONSIBILITIES OF THE PARTIES

4.1 The City of Toronto

The City will maintain public ownership of the land and act as the Lessor in the executed Lease with the Successful Proponent. The City will take responsibility for the following roles:

- Approval of the size, location and specifications of the Affordable Rental Housing including unit mix, sizes and layouts;
- Monitor the development and construction of the West Block (Block A) to ensure it meets agreed upon specifications and requirements;
- Develop all legal documents necessary to lease the West Block (Block A) and secure the City Benefits under the Rental Housing Supply Program (RHSP) to the Successful Proponent;
- Provide support for the creation of net-new affordable and rent-controlled homes through the RHSP, which may include capital funding and fee waivers and exemptions in accordance with the RHSP requirements. Note: the proponent is not required to submit a separate RHSP application for consideration;
- Implement the tenant relocation and assistance plan in accordance with the City's process and provide funding towards relocation of the existing tenants at 1313 Queen Street West;

- Coordinate the collaboration required between the Successful Proponent, funding agencies, and City-affiliated agencies to make progress on the next phase of Parkdale Hub.

4.2 Successful Proponent

The Successful Proponent will take responsibility for the following roles:

- Ensure that it carefully reviews all key terms of the agreement and form of agreements attached to this RFP before submitting a proposal. By submitting a proposal, Proponents will be deemed to have agreed to the mandatory requirements set out in this RFP and the Key Terms Sheet as set out in Appendix 11;
- Work in co-operation with the City to enter into and execute the required Agreements, based on the form of agreements provided with the RFP substantially in accordance with the Key Terms Sheet set out in Appendix 11 and pursuant to the Offer to Lease set out in Appendix 12;
- Assume the obligations under all other Agreements as required, including any rental replacement obligations set out in Appendix 11, Schedule B;
- Secure the construction loan and take-out financing;
- Contribute capital to qualify for construction loan and to ensure long-term financial viability;
- Construct, manage and operate the affordable rental housing according to the terms and conditions outlined in the Lease, the Project Agreement, and the Contribution Agreement, including selection of tenants;
- Collaborate with City Divisions for future design and development of Centre Block;
- Secure the necessary permissions such as easements or tie-back agreements to develop the West Block, except for access easements required over TCHC's lands at 245 Dunn Avenue. Note that the City will: (1) secure the access easement(s) over TCHC's lands and (2) will not accept any encumbrances on its fee simple interest to facilitate the development.

5.0 MAKING A PROPOSAL

Proponents must fully respond to all sections as outlined in this section. To assist in the preparation of Proposals, Appendix 5 contains a Submission Checklist of all required submission documents.

5.1 General Overview

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

Each proposal should:

1. be limited to 24 pages, minimum 11-point font, with unlimited appendices;
2. be submitted electronically, following instructions in Section 5.0 Making a Proposal; and
3. include a table of contents, page numbers and delineating tabs identifying all contents.

5.2 Mandatory RFP Submission Requirements (Stage 1)

Each Proposal must include the Stage 1 Submission Requirements Form in Appendix 3 and the Mandatory Submission Forms in Appendix 4 containing the following:

- Proponent Information
- Organizational Status
- City Policies
- Operator Code of Conduct
- Declaration of Compliance with Anti-Harassment/Discrimination Policy
- Declaration of Compliance with the City's Fair Wage and Labour Trades Policy
- Declaration of Compliance with Accessible Customer Service Training Requirements
- Environmentally Responsible Procurement Statement
- Gender Diversity
- City of Toronto Grant Principles
- Disclosure of Information

5.3 Main Proposal Document (Stage 2)

5.3.1 Executive Summary (Not Scored)

5.3.1.1 Letter of Introduction

The Letter of Introduction will introduce the Proponent to the City by setting out a brief outline of the Proponent and the members of the team making the Proposal. The Letter of Introduction should be signed by the person(s) authorized to sign on behalf of, and to bind the Proponent to,

statements made and information contained in the Proposal to this RFP. The Letter of Introduction should contain the same signature as the person signing the Proposal Submission Form.

5.3.1.2 Table of Contents

Include page numbers and identify all included materials in the Proposal submission including appendices and their tab numbers.

5.3.1.3 Summary of Proposal

The summary should outline in a clear and concise manner the key qualifications of the Proponent and the key features of the Proposal.

5.3.2 Offer to Lease (Not Scored)

Proponents responding to this RFP are required to sign the Offer to Lease, attached to Appendix 12. All Proposals must include a certified copy of a resolution of the Proponent's board of directors authorizing the Offer to Lease and the transaction. The Offer to Lease signed by the Successful Proponent will be countersigned by the City.

5.3.3 Vision and Community Building Capacity (10% Weighting)

Proponents are required to submit the following:

5.3.3.1 Explain your organization's mandate, why you are interested in participating in the Parkdale Hub, West Block, and how participation will advance your mandate/strategic plan, making reference to the tenant group(s) you intend to house.

5.3.3.2 The Parkdale Hub will feature residential, institutional, and commercial/retail uses. Explain how your organization's mandate will generate complement and enhance these other uses.

5.3.3.3 Provide details of past community-building involvement outlining your success working with various types of organizations to integrate affordable housing into the larger community. Provide a plan that indicates how you propose to apply this experience to enabling the integration of affordable housing units with the rest of the community. Summarize the opportunities and challenges that you think would apply to your proposal and indicate how your organization intends to address them.

5.3.3.4 Provide a summary of previous community economic benefits and workforce development experience that includes two (2) examples of hiring and procurement programs, initiatives, or outcomes achieved by the Proponent in the past. Where possible, each example should include the details of the program or initiative, an overview of

measurable targets set in advance, how outcomes were achieved, a description of populations who benefited and impacts on local community (include outcomes data – disaggregated and broken down where possible);

Note: Toronto City Council adopted the [Community Benefits Framework](#) in 2019. This site falls within the Community Benefits Framework and are required to meet measurable targets related to community economic benefits hiring and workforce development opportunities, local procurement, and supply chain diversity. The Successful Proponent will be required to develop a Community Economic Benefits Plan jointly with the City prior to construction tendering and once finalized, comply with all requirements in the Community Economic Benefits Plan such as measurable targets and quarterly reporting schedules. The Successful Proponent will have access to and use the City's Community Economic Benefits implementation toolkit which includes an employment service provider directory to help reach community benefits hires, as well as various templates, data collection forms, and guiding resources.

- 5.3.3.5 Propose a target number of 'person year' jobs / full time equivalents for community benefits hiring and workforce development opportunities to be generated by the project, striving to exceed a minimum target of 10% 'person year' jobs / full time equivalents for community benefits hiring and workforce development opportunities;

Note: Community benefits hiring refers to targeted recruitment efforts that aim to hire people from Indigenous, Black and equity-deserving communities that face systemic, institutional, and societal barriers to equitable access and opportunities due to histories of colonization, racism, and discrimination in Canada. Eligibility for Community Benefits Hiring includes people who are from the local community and/or Indigenous and/or Black and/or identify with an intersectionality of equity-deserving identities including women, 2SLGBTQ+ communities, youth (16-29), racialized communities, newcomers/recent immigrants (less than 5-years in Canada), persons with a disability including mental health, persons with low income or living in a Neighbourhood Improvement Area postal code, and persons who have been in conflict with the law. Community Benefits Hires may be recruited with the support of employment service providers or community partners. Community benefits hiring and workforce development targets are not intended to displace existing employees who are already employees of the Proponent or its affiliates prior to the start of this project and Lease.

- 5.3.3.6 Propose a local procurement target for local business and supply chain diversity, striving to exceed a minimum target of 10% of total procurement to be from local business.

Propose a supply chain diversity target, striving to exceed a minimum target of 10% of total procurement to be from diverse suppliers.

5.3.4 Development Qualifications (15% Weighting)

Demonstrate the Proponent's experience and capacity to build high-quality, purpose-built, affordable rental housing in accordance with the terms and conditions outlined in this RFP, by providing the following:

- 5.3.4.1 An outline that demonstrates the Proponent (including all partnership or related entities if applicable) has a robust development management and construction team - the staff, organizational capacity, housing development experience and construction capability to design and develop a project to completion on the scale and complexity required by this RFP.
- 5.3.4.2 Details of housing developments completed in past years by the Proponent, with respect to the size, complexity, location, resident demographic, tenure, specific features, etc. Note any specific difficulties which were encountered and outline how they were overcome. Also note the extent to which projects were completed and are operating successfully.
- 5.3.4.3 References for housing projects developed over the past years by the Proponent must include:
 - i. name of the reference and relationship to the Proponent;
 - ii. a contact name and title, postal address, telephone number, e-mail and website, if any;
 - iii. a description of the project - highlighting its date, scale and whether it was completed on schedule and on budget;
 - iv. the timing and duration of the involvement in the project; and
 - v. services provided to or by the reference (i.e., construction, project management or architectural services).
- 5.3.4.4 A list of the Proponent's key consultants and individuals on the proposed development and construction team (e.g., builder, general contractor, development manager, project manager, environmental consultant, architect, cost consultant, etc.), citing their experience and expertise in relation to similar projects and indicating the duties and

responsibilities to be assumed in the development of the proposed project.

- 5.3.4.5 Resumes for key consultants and individuals as an appendix to the Proposal with a limit of one resume per consulting firm. Include a signed consent form authorizing the disclosure of personal information to the City, or its designated agent(s), for each resume that is submitted. However, the Proponent will accept all liability for disclosure if any consent is not provided to the City.

5.3.5 Management Qualifications (15% Weighting)

The Proponent must demonstrate their experience in operating good quality affordable rental housing, providing sound property management, maintaining a portfolio of rental housing in a state of good repair and the ability to provide appropriate supports to residents, by providing the following:

- 5.3.5.1 An outline that demonstrates the Proponent has the experience to effectively manage the affordable rental housing over the term.
- 5.3.5.2 References for housing projects managed over the past 10 years by the Proponent including:
 - i. name of the reference and their relationship to the Proponent;
 - ii. a contact name and title, postal address, telephone number, e-mail and website, if any;
 - iii. a description of the project, highlighting the number of units, location, type of residents, tenure, age of building, specific features, etc.; and
 - iv. services provided to the reference and for what period. Note any specific difficulties encountered in the management of the project, if applicable, and outline how they were overcome.
- 5.3.5.3 A list of key consultants, organizations and individuals known at this time that would be involved in property management and support services, if any, their experience and expertise in relation to similar projects and an outline of the duties and responsibilities to be assumed in the operation and management of the units and/or building.
- 5.3.5.4 Resumes for the consultants and individuals involved in property management and any proposed support service provision as an appendix to the Proposal, with a limit of one resume per consultant or management group. Proponent may include a signed consent authorizing the disclosure of personal information to the City, or its designated agent, for each resume that is submitted. If consent is not provided to the City the Proponent will accept all liability for disclosure.

5.3.6 Corporate Financial Viability, Capital Funding and Financing Plan (20% Weighting)

The Proponent must demonstrate that they are a financially sound and viable organization that has the experience and capability to obtain the necessary financing to complete the proposed work at the West Block (Block A) by providing the following:

5.3.6.1 Proof of corporate financial viability:

- i. Audited financial statements or annual report for the three (3) most recent years available showing the status of reserve funds;

OR

- ii. A letter from its financial institution or accountant providing assurance to the City that the Proponent has been, and is:
 - financially viable and solvent;
 - confirmation that the Proponent will have the financial capacity to secure construction and take-out financing to support the delivery of the affordable rental units the Proponent is submitting a proposal for; and,
 - that the undertaking of work for this Project will not put any undue financial burden on the Proponent.

5.3.6.2 Copies of the organization's Articles of Incorporation or Letters Patent, the general and borrowing bylaws, as well as a list of the directors.

5.3.6.3 If the Proponent has been formed to respond to this RFP and manage the affordable units over the term, required items under 5.3.4 and 5.3.5 should be provided by each member organization. Describe the legal nature of the relationship and the roles and responsibilities of each party. Provide details of how and when the parties have worked together in the past.

5.3.6.4 If a related corporation is to be used for financing or management purposes, information on both corporations should be provided and how they are related.

The Successful Proponent is expected to design and construct the project on the West Block (Block A) and secure the necessary funding and financing to complete the project. The Successful Proponent may proceed under the assumption that the City will provide \$17.7M in capital support for the development cost of the fit-up of community space to base-building standards to be stipulated in future Project Agreement. When estimating design and construction costs, the Proponent should base calculations on approximately 23,300 square feet of community space, with the understanding that the City will be an equity contributor. As shown in the Built Form in Appendix 7 Site Details, the commercial tenancy for this community space will be distributed across multiple floors, including portions of the basement, ground floor, and mezzanine level.

The Proponent is to provide details on the capital funding and financing plan which includes the following:

- 5.3.6.5 Details of the proposed breakdown of residential homes, inclusive nine (9) rental replacement homes. At least 85 (50%) of the total residential rental homes must be net-new Affordable Rental Homes.
- 5.3.6.6 Details of the equity contribution by the Proponent and the funding source. Note that proponents who provide a larger equity contribution will be scored higher.
- 5.3.6.7 Details of all other capital funding sources proposed for the development, such as contributions or grants from other sources. Provide an indication as to how financial contributions will be secured, when confirmation of support will be provided.
- 5.3.6.8 Details of all assumptions on soft costs and hard costs, construction type, duration, and costs.
- 5.3.6.9 Completed Budget Forms (in the form attached as Appendix 9) with detailed notes on assumptions used to arrive at cost figures. Include cost figures for the entire development and describe the method used to estimate the costs.
- 5.3.6.10 A monthly cash flow plan for all sources of capital funding in keeping with the anticipated development schedule from Section 5.3.8.9 which indicates the major development milestones.

5.3.7 Operating Plan (20% Weighting)

The Proponent must demonstrate that their Proposal is financially viable for the term of the Lease with the City, in addition to keeping the affordable rental units or residential building in a state of good repair and continuing to provide quality, affordable, rental housing throughout the term, by providing the following:

- 5.3.7.1 A completed Operating Budget (in the form attached as Appendix 9) with detailed notes on assumptions to arrive at cost figures.
Note: All Affordable Housing in the development will receive a property tax exemption for the term of the Lease. Rent Controlled Homes are eligible for property tax exemptions provided the rent level is within 150% AMR and in compliance with the terms of the Contribution Agreement.
Note: Operating budgets are to be based on 2024 costs, showing assumptions for escalation until the time of occupancy.

- 5.3.7.2 A completed 10-year Operating Budget (in the form attached as Appendix 9) to show the sustainability of the model over time with anticipated inflationary costs.
- 5.3.7.3 A summary chart of the type of units being offered to tenants. Specify demographic groups being targeted if applicable.
- 5.3.7.4 An explanation of the roles and relationships of the various parties involved in the proposed project's operation, including what organization will be responsible for property management and any support services, if applicable.
- 5.3.7.5 The way in which deeper levels of affordability may be achieved, if possible, which will obtain greater consideration.

5.3.8 Development Plan and Schedule (20% Weighting)

Demonstrate that the proposed building incorporates sound planning principles in its design, exemplifies good architecture, fits within the neighbourhood context, takes into account the Affordable Rental Housing Design Guidelines (see list of links in Appendix 6), and accords with the Design Brief endorsed by City Council at their meeting on November 8, 2023 (PH7.5), by providing the following:

- 5.3.8.1 Concept drawings that clearly illustrate the site plan context, main floor level, typical and unique floors, including parking level(s), if applicable, with building sections and elevations. Provide dimensioned unit plans and size (metric units only).
- 5.3.8.2 An illustration of how the design addresses the needs of the resident groups described in the Proposal. Discuss any design features being incorporated. For units with sizes significantly above or below the City's Affordable Housing Design Guidelines, provide a rationale for the variance.
- 5.3.8.3 A description of the overall approach to the design of the development and how it integrates with the immediate neighbourhood i.e. how the design and massing will fit harmoniously into the existing context while minimizing impacts on neighbouring streets, parks, open spaces and properties.
- 5.3.8.4 An outline of how the durability and quality of the building will be achieved in order to reduce maintenance costs and prolong the life of the building.
- 5.3.8.5 An explanation of the approach taken to achieve an integrated green building design; design must comply with the Tier 2 requirements of the Toronto Green Development (TGS) Version 4 Standards.

- 5.3.8.6 Information on any anticipated minor variances if sought, from the current, approved zoning and other related development plan information. Include information that highlights the Proponent's ability to achieve the potential variances if proposed, such as details of any Committee of Adjustment applications in the last five years and the results of the applications.
- 5.3.8.7 A greater number of adaptable, accessible units and as many universal design features as possible in both the market and affordable rental components.

Demonstrate that the Proponent can begin work and start construction in a timely manner, by providing the following:

- 5.3.8.8 A description of how and when staff, consultants and other resources will be hired and/or mobilized to begin work at the West Block (Block A).
- 5.3.8.9 A legible Gantt Chart (or similar) indicating specific dates for the development milestones, including, but not limited to, contract tendering and closing, Site Plan application and approval, building permit approvals including, specifically, first permit and full building permit, start of construction, mortgage commitment, completion of structural framing, substantial completion and occupancy of the units.

6.0 THE RFP AND SELECTION

6.1 The RFP Process

The RFP process is governed by this Section 6 and by the RFP Process Terms and Conditions set out in Appendix 1 as well as the applicable by-laws, policies and procedures established by the City.

6.2 Schedule of Events

Milestone	Date
RFP issued	April 22, 2025
RFP information session	TBC by addendum
Deadline for questions from Proponents	July 3, 2025
Release of Last Addendum	July 10, 2025
Submission deadline (Closing Deadline)	July 18, 2025, 12:00pm Noon
Completion of evaluation process	August 31, 2025
Anticipated Award and Execution of Offer	November 14, 2025

This schedule is subject to change and appropriate written notice of any changes will be provided in accordance with the RFP Terms and Conditions set out in Appendix 1.

6.3 Information Session

A virtual information session will be held following the publishing of the RFP. Details on how to participate will be posted in advance on the "Open Requests for Proposals" page of the City's Affordable Housing Partners website at: <https://www.toronto.ca/community-people/community-partners/housing-partners/open-requests-for-proposals/>.

The information session is not mandatory.

6.4 City Contact

All communications and questions regarding this RFP should be sent by email before the deadline for questions from Proponents to HousingSecretariatRFP@toronto.ca to the attention of the following City Contact:

Nuri Chang, Housing Development Officer, Housing Secretariat

In accordance with sections 2 and 4 of the Terms and Conditions set out in Appendix 1, only communications received by the City Contact in this manner will be considered in the RFP process.

6.5 Addenda

If it becomes necessary to revise any part of this RFP, post questions and answers or clarify aspects of the RFP, the revisions will be done in accordance with section 3 of the Terms and Conditions set out in Appendix 1.

The City will make all reasonable efforts to issue the final Addendum (if any) no later than five (5) days prior to the Deadline.

6.6 Evaluation Criteria

Proposals will be assessed based on the criteria set out below. A successful Proposal must score a minimum of 70 points in each category and in total. Proposals achieving the minimum points required will then be ranked based on their total score.

The City shall not be obliged to accept any Proposal in response to this RFP.

Evaluation Criteria

Stage 1 – Mandatory Forms (compliance with RFP requirements)	PASS/FAIL	
Stage 2 – Main Proposal Documents	Total Points Available	Minimum Points Required
Vision and Community Building Capacity	10	5

Development Qualifications	15	10
Management Qualifications	15	10
Corporate Financial Viability, and Capital Funding and Financing Plan	20	15
Operating Plan	20	15
Development Plan and Schedule	20	15
TOTAL	100	70

6.7 Proposal Evaluation Process

- 6.7.1** The Selection Committee will be comprised of members from the Housing Secretariat and other relevant City staff as determined by the Executive Director, Housing Secretariat. The Selection Committee may at its sole discretion retain additional committee members or advisors.
- 6.7.2** The Selection Committee will evaluate Proposals based on the information provided by the Proponents in their submissions and will score Proposals using the above Evaluation Criteria.
- 6.7.3** Proposals which meet the minimum scoring requirements to pass will then be ranked based on their total score.
- 6.7.4** Proponents may be required to attend an interview with the Selection Committee. The interview will be used to clarify information in Proposals only. No new information is permitted. The interview will be used to confirm or revise the Proponent's score before the Selection Committee makes a final decision.
- 6.7.5** Interviews may be conducted in person, by video conference or by phone.
- 6.7.6** The representatives of a Proponent who attend an interview are expected to be knowledgeable in the content of the RFP and the Proposal. The Selection Committee may interview any Proponent(s) without interviewing others, and the City will be under no obligation to notify those Proponents not receiving an invitation for an interview. No Proponent will be entitled to be present during, or otherwise receive, any information regarding any interview with any other Proponent.
- 6.7.7** The Selection Committee may also ask Proponents for clarification in writing. A request for clarification is only intended to remove contradictions or ambiguities in a Proposal to permit a fair evaluation. No new information is allowed. The Selection Committee may request this further information from one or more Proponents and not from others. Any information provided in writing by a Proponent in response to a request for clarification will form part of their formal Proposal.

- 6.7.8** By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Selection Committee will be final and binding.
- 6.7.9** To complete its due diligence, the City reserves the right to use itself, other municipalities, other orders of government, and/or other funders as references. References will be checked for only the top-scoring Proponents.
- 6.7.10** In the event of a tie among top-scoring Proposals, the proponents of the tying proposals will be invited to a second stage of evaluation consisting of an evaluated interview with the Selection Committee. The Proponent with the highest scoring evaluated interview will be considered the top-ranked Proponent. The second stage evaluation will be assessed based on the evaluation below:

EVALUATION CRITERIA	Points Available
Capital Funding and Financing Plan	10
Development plan and experience in building design and development	10
Operating Plan	5
Vision and Community Building Capacity	5
TOTAL	30

The proponent with the highest scoring evaluated interview or the top-ranked Proponent will be invited to enter into contract negotiations with the City as further described below.

- 6.7.11** Evaluation results shall be the property of the City and are subject to *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Evaluation results may be subject to public release pursuant to MFIPPA. Proponents should be aware that City Council and individual Councillors have the right to view the Proposals, provided their requests have been made in accordance with City procedures. Other than distribution of proposals to members of the Evaluation Committee, proposals will not be made available to others until the conclusion of the evaluation process.

6.8 Contract Award and Execution

- 6.8.1** The City intends to finalize the agreement(s) with the top-ranked Proponent in accordance with the timelines set out in the Offer to Lease (the “Contract Negotiation Period”). Proponents are reminded that there is a question and answer period available if they wish to ask questions or seek clarification about

this RFP and the agreement(s). The City will consider such requests for clarification at that time, and will not make any substantive changes to such terms in the RFP and agreement(s) after the Closing Deadline during the Contract Negotiation Period.

- 6.8.2** The terms located in the Key Terms Sheet set out in Appendix 11 are mandatory and non-negotiable. Unless otherwise appended to this RFP or issued by way of addenda, the selected Proponent will be provided with each draft form of agreement described in Section 2.7 of this RFP which incorporates the terms set out in the Key Terms Sheet.

The City may make limited adjustments to the form of agreements as may be desirable to facilitate the delivery of the project described in this RFP. More specifically, the City will only entertain deviations to key terms that are, in the City's opinion, necessary for (1) financing arrangements with CMHC or (2) to accommodate matters of design or construction of the West Block (Block A) or future blocks of Parkdale Hub. It does not intend to entertain substantial changes to the principal terms contained in the Key Terms Sheet and the form of agreements provided as part of this RFP.

- 6.8.3** A staff report will be presented to the Planning and Housing Committee and Toronto City Council recommending property tax waivers for the affordable housing units and that the City enter into the Lease with the Successful Proponent.
- 6.8.4** After award, the failure of the Successful Proponent to execute the agreement(s) as finalized, or submit any required security or insurance certificates, shall constitute sufficient grounds to rescind the award and may constitute grounds to suspend the Successful Proponent from further procurements for such period of time as may be determined by the Operator Code of Conduct attached as Appendix 10. The City may then invite the next top ranked Proponent to enter into negotiations to finalize the agreement(s) or the City may elect to cancel the RFP process.

6.9 Notification to Other Proponents

Once the City has successfully awarded and executed the agreement(s) with the Successful Proponent, the other Proponents will be notified by the City in writing of the outcome of the RFP process, and the results will be available on the Housing Secretariat website: www.toronto.ca/affordablehousing.

6.10 Debriefing

Unsuccessful Proponents may request a debriefing after receipt of a notification of the outcome of the selection process. All requests must be in writing to the Contact through the City Contact above and must be made within sixty (60) days

of notification of the outcome of the selection process. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is at the sole and absolute discretion of the City, and not for the purpose of providing an opportunity to challenge the RFP process.

7.0 SUBMITTING YOUR PROPOSAL

Background documents will be provided to Proponents to help prepare Proposals following a request emailed by Proponents to: housingsecretariatrfp@toronto.ca, as referenced on the website.

Each Proposal must be by digital submission only. The following process is in place for digital submissions:

- Proposals can be accepted via email to: housingsecretariatrfp@toronto.ca. Proponents will receive a notification e-mail confirming file receipt.
- A maximum of 45MB can be accepted in each email to housingsecretariatrfp@toronto.ca so multiple, sequential emails will be accepted if required to create a complete Proposal.
- If the 45MB maximum size cannot be accommodated for a Proposal using multiple, sequential emails:
 - i. Send an e-mail to housingsecretariatrfp@toronto.ca by July 14, 2025 at 12:00 p.m. to provide time for staff to confirm alternative digital solutions with the City of Toronto, Technology Services.
 - ii. Within 24 hours, staff will send a response e-mail from housingsecretariatrfp@toronto.ca outlining the method in which the Proponent can complete the submission of the Proposal.
 - iii. Proponents will receive an e-mail confirming file receipt.

Proponents are recommended to submit Proposals well in advance of the deadline. Delays caused by any electronic delivery or technical issues shall not be grounds for an extension of the closing deadline, and Proposals that are received after the closing deadline will not be accepted.

The City requests that Proponents planning to make a Proposal to this RFP send a brief email to housingsecretariatrfp@toronto.ca stating their intent to make a Proposal. There will be no obligations associated with this email, nor any implications for Proponents that do not respond to this request. The intent is to gauge interest in the RFP and plan for the Proposal review process.

