



Family and
Human Services

Services à la famille
et à la personne



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**REQUEST FOR
EXPRESSIONS OF INTEREST**

FOR

AFFORDABLE HOUSING - NEW DEVELOPMENT

For Department of Family and Human Services

Request Number:	5136
Date Issued:	October 2, 2018
Submission Deadline:	October 23, 2018

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1.0 Introduction

1.1 Background

In July 2018, the Government of Prince Edward Island released the *Housing Action Plan for Prince Edward Island 2018-2023* (the “Plan”). The Plan outlines 56 different action items that support people and sustainable communities with affordable and available housing by working with all housing providers in a coordinated and collaborative manner.

One action item will address the housing needs of low-to-moderate income households through the creation of 1,000 new affordable housing units while preserving and retaining existing affordable housing.

Government is looking to explore how it may partner with housing providers to develop long term housing solutions and partnerships to support Islanders who have identified a need for social housing.

For more information on the Plan, please visit our website at

<https://www.princeedwardisland.ca/en/information/family-and-human-services/housing-action-plan>

1.2 Intent

The intent of this Request for Expressions of Interest (the Request) is to seek submissions from interested parties (Proponents) for their ideas, concepts, or specific responses to create new affordable housing for low and moderate income households.

Concepts may include new construction, conversion of non-residential units to residential units, and/or renovation of existing units across the province in support of Islanders needing social housing. Proponents can indicate their interest to be considered to develop long term housing accommodations for applicants of Government’s Seniors Housing Program and Family Housing Program.

It is expected that proponents will bring forth a wide range of ideas that will support the development of affordable, sustainable housing solutions that are holistic in their approach considering factors such as environment, economic development, accessibility, transportation, location, and provision of support services, in addition to amenities that support Islanders in need.

Solutions should also address social inclusion and healthy communities including a range of market, mixed market, and affordable units, in addition to units that appeal to various population groups including singles, families, seniors, persons with disabilities, and newcomers, as examples.

Proponents should consider how they could use effective partnerships across all levels of government and / or the community, and/or equity contributions that reduce the cost of financing and required debt service costs, thereby increasing the affordability of units to low and moderate income households in the form of reduced rents. Proponents should clearly identify what financing supports will be needed to ensure projects are financially viable.

Proponents may then be invited to participate in a subsequent process that will determine projects that will receive government support to support development.

1.3 Eligible Proponents

- Not-for-profit organizations
- Private sector landlords/rental property owners
- Developers/Contractors
- Investors in general
- Any other interested parties

1.4 Timetable

- Issuance of the Request for Expressions of Interest – October 2, 2018
- Closing Date – October 23, 2018

2.0 Submission Instructions

2.1 Timing

All submissions in response to this Request must be received by 2:00 p.m. Atlantic Standard Time on the closing date of October 23, 2018.

2.2 Number of Copies

Three (3) copies of your sealed submission should be clearly marked and provided to:

“Affordable Housing - New Development Expression of Interest – Family and Human Services”

Procurement Services Section

95 Rochford Street

P.O. Box 2000

Charlottetown, PE

C1A 7N8

General Inquiries: (902) 368-4040

Please note: faxed or emailed submissions will NOT be accepted.

2.3 Process

All submissions will be stamped with the date and time received.

2.4 Communication

All questions or clarifications related to this Request must be directed through the contact listed below:

Ms. Wendi James-Poirier

Community Housing Liaison

Department of Family and Human Services

Phone: 902-368-5636

E-mail: wjamespoirier@ihis.org

No other employee of Government should be contacted with respect to this Request or the submission.

Any and all information, knowledge or data made available by Proponents shall be treated as confidential information, subject to the *Freedom of Information and Protection of Privacy Act*, R.S.P.E.I. 1988, Cap. F-15.01.

Verbal answers to questions raised by Proponents will be limited to citing or clarifying the original Request text. Any question that cannot be answered with clarification will be reviewed by Government then responded to in written form to all Proponents responding to the Request.

No inquiry will be responded to after October 18, 2018.

In responding to the Request, Proponents must designate a responsible member of their organization as the primary point of contact for communication of additional information, and questions and clarification, if any, during the review of submissions.

2.5 Right to Amend

Government reserves the right to amend or supplement this Request, giving equal information and cooperation to all Proponents, as a result of any amendments before the closing date. Proponents are responsible to revisit the website to obtain any amendments or supplements to this Request.

2.6 Disclaimers

For greater certainty:

- i. by issuing this Request, Government makes no representations that submissions to this Request by Proponents will result in any obligation for Government to provide funding to any Proponents or to enter into any contractual arrangements with any Proponent;
- ii. issuing this Request does not in any way whatsoever create any obligation on Government, contractual or otherwise, to take any further action with respect to submissions to this Request, or to issue any further Expressions of Interest or Request for Proposals with respect to the subject matter of this Request.

Government reserves the right to obtain any information required to clarify Proponent submissions.

All costs incurred by Proponents to develop and prepare their submissions are at the sole cost of the Proponents.

Government makes no representation or warranties, expressed or implied, as to the accuracy and/or completeness of the information provided in this Request.

3.0 Specifications

3.1 Purpose

This Request will create a list of Proponents who may be willing to develop safe, secure units for long term rentals for individuals with low-to-moderate income (“Tenants”). Submissions to this Request may provide

Government with an indication of desired rental rates, assist Government to identify when units will be available, assist Government to define what types of units will be available, and identify what financial supports are needed to ensure projects are financially viable.

Under Government's Senior Housing Program and Family Housing Program:

- i. Tenants accessing the units would be identified by Government through application and assessment processes for Government's Seniors Housing Program and Family Housing Program;
- ii. Government would be responsible for the collection of rent from the Tenants and would be responsible for payment of rental rates to Proponents;
- iii. Government would work with Proponents and Tenants to ensure the best fit of unit to need and may inspect units once developed to ensure they will meet Tenant needs.

Proponents may provide units that provide modest, self-contained accommodation of suitable space and size to meet household needs including:

- apartments
- houses
- other as appropriate

Proponents should provide information to describe proposed amenities available at their locations that would support social housing clients and also provide any other information they deem relevant to their submission. Proponents should include, as best as possible, information to support the project outline:

1. per unit cost of construction or purchase/renovation;
2. size for each type of unit(s);
3. number of accessible units;
4. green technology/energy efficiency utilized;
5. pre-construction requirements (for example, title, zoning, development, permits, drawings);
6. previous development experience;
7. projected commencement and completion date of project;
8. financial Supports needed to ensure project sustainability; and
9. other such information to demonstrate intent of project.

4.0 Submission Format and Content

4.1 Submission Format

Proponent submissions must be less than five pages in length but contain sufficient detail to provide an appropriate understanding how the Proponent would address the Specifications outlined in *Section 3.0 Specifications*. Proponent submissions must include Attachment A, completed, signed and dated.

Attachment A

Affordable Housing - New Development Expression of Interest – Family and Human Services

Please fill out this form, naming one person to be the Proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number (if any):	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax (if any):	
Proponent Contact Email:	
Signature:	Date:
By signing this form and responding to this request, I understand that Government is under no obligation, contractual or otherwise, to take any further action with respect to my submission. This form must be included in Proponent submissions.	