



Central North Cariboo Housing Capacity and Gap Analysis

Closing Date: [day] [month], 2020

**RFP – Central Cariboo Housing Capacity and Gap
Analysis**

Invitation to Submit Proposals



CITY OF WILLIAMS LAKE

**City of Williams Lake
450 Mart Street
Williams Lake, BC V2G 1N3
Request for Proposals**

SEALED REQUEST FOR PROPOSALS FOR SERVICES INDICATED BELOW, CLEARLY MARKED ON THE ENVELOPE, RFP FOR **CONSULTING SERVICES EVACUATION ROUTE PLANNING**, ADDRESSED TO THE PURCHASING AGENT AND DELIVERED TO CITY HALL AT 450 MART STREET, WILLIAMS LAKE B.C. V2G 1N3. REQUEST FOR PROPOSALS WILL BE ACCEPTED UNTIL **2:00 P.M. ON October 2, 2019.**

Request for Proposals are subject to the attached Instructions, General Conditions, Special Conditions and Specifications, as appropriate.

We: _____

Company Name

Hereby offer to enter into Contract to perform the Work required by the RFP Documents.

All Request for Proposals must be signed in the places provided and on the final page by an officer or employee having authority to bind the RFP by their signature.

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Request for Proposal Document**

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REQUEST FOR PROPOSAL

DATE OF ISSUE:

PROJECT NO.

Consulting Services for Central North Cariboo Housing Capacity and Gap Analysis

1. INSTRUCTIONS TO PROPONENTS

The City of Williams Lake in partnership with the Cariboo Regional District (CRD) invites qualified consultants to submit proposals on the development, analysis, and delivery of the Central Cariboo Housing Capacity and Gap Analysis Study. A boundary map for the Central Cariboo can be found in the Appendices.

Details of the scope of work and the City's objectives are set out in the RFP. The City currently intends that proposals will be evaluated by the City and CRD in relation to their overall value, which will be assessed in the City's sole and absolute discretion.

NO BID SECURITY IS REQUIRED FROM PROPONENTS IN CONNECTION WITH THE SUBMISSION OF PROPOSALS BECAUSE NO PROPOSAL WILL BE DEEMED TO BE AN IRREVOCABLE OR OTHERWISE BINDING LEGAL OFFER BY A PROPONENT TO THE CITY.

Proposal documents can be obtained by submitting an e-mail to hnadvi@williamslake.ca. When requesting a document, please include your company's name, mailing address (including street address and postal code), e-mail address, phone and fax numbers. Also, please include the RFP number and title.

Proposals with the Central North Cariboo Housing Capacity and Gap Analysis as the subject line and in PDF format can be emailed to hnadvi@williamslake.ca or are to be addressed and delivered to:

City of Williams Lake
Reception Desk – Main Floor
450 Mart Street
Williams Lake, B.C. V2G 1N3
On or before 2:00 P.M. **PST [Month] [Year].**

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1.1 Cover Letter and Signature

The Proposal should include a cover letter summarizing your proposal and highlighting the reasons why the combined selection committee should select your firm for this assignment. The letter should be signed by a person authorised to legally bind the respondent to the statements made in the Request for Proposal (RFP).

1.2 Addenda

It is the sole responsibility of the Proponent to regularly check the City of Williams Lake's website at: [\[insert hyperlink\]](#) for addenda, questions/answers, and amendments related to this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum, and the City will not be responsible for ensuring any addenda has been successfully received by Proponents. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are issued.

All RFP technical inquiries are to be directed in writing, by e-mail, to the project manager prior to 2:00 PM PST Friday, [\[date\] \[month\] \[year\]](#). [Week before due](#)

Hasib Nadvi
Manager of Planning and Development
hnadvi@williamslake.ca

1.3 Withdrawal of Proposals

The proponent may withdraw their proposal at any time prior to the Proposal closing date and time by submitting a written withdrawal letter or email to the named City contact.

1.4 Unsuccessful Vendors

The City will offer debriefings to unsuccessful proponents, on request, at a mutually agreeable time.

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2. PROJECT OVERVIEW

2.1 Community Profile

The City of Williams Lake is located in the Cariboo region in the central interior of the province. Williams Lake city has a population of approximately 11,000. The Williams Lake census agglomeration (from Wildwood to South Lakeside and from Fox Mountain to Dog Creek Road) has an area of 2,656 square kilometers. The population of this area was 18,945 in 2016. Between 2013 and 2015, the census agglomeration area grew by 0.6% and the population in the City of Williams Lake increased by 2.4%.¹ There has been a history of in and out migration in the area, based on the strength or weakness of the resource-based economy.

The population of the Cariboo-Chilcotin region for the purposes of this study is 26,651 (2016 Census) spread over 43,800 sq. kilometers. Because of its geographic location, Williams Lake is the hub for commerce and government services in the region. Prince George, to the north, and Kamloops, to the south, are equal distances away, and there are no large centres between Williams Lake and the coast to the west, or between Williams Lake and the mountains to the east. As the largest urban centre in this area, Williams Lake is a point of destination for shopping and recreation for many people from the outlying area. It is also an education centre for youth from the Chilcotin, who do not have access to high school in their home community. Health services for LHA 27 (Cariboo-Chilcotin) are provided out of Williams Lake as well, so most people must travel to Williams Lake to access these services.

The median age of the area (41.1) shows that our population tends to be younger than the provincial average, despite the fact that approximately 83% of the population is over the age of 15.² Population projections show only slight overall increases over the next 25 years, with a decline in the number of children and youth and significant increase in the senior's population. Over the next two decades, the seniors' population is estimated to grow double the size regionally.³

The Cariboo-Chilcotin offers a different ethnic picture than most of the population centres in BC. In the whole of BC, the Aboriginal population is 4.8%, where as in Cariboo-Chilcotin, it is 16.3% of the population. The majority of First Nations people live on the fifteen Secwepemc, Carrier and Tsilhqot'in communities in the area, but a growing number are choosing to live in the City of Williams Lake. Other visible minorities make up 24% of the population of BC but are only 3.3% of the population in the Cariboo-Chilcotin. These figures appear to be fairly static.⁴

¹ Community Development Institute. (October 2016). *Williams Lake Housing & Community profile*

² Statistics Canada. (2017). Williams Lake [Population centre]. Accessed June 28, 2019

³ Community Development Institute. (October 2016). *Williams Lake Housing & Community profile*

⁴ BC Stats (2008) School District 27- Cariboo-Chilcotin Statistical Profile.

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The 2016 Census shows that the income levels in Williams Lake is slightly lower than the province. The Williams Lake median household income is 67,440, compared to the BC median income of \$69,995.⁵ However, individual incomes are similar to the provincial median. The median income for male (\$46,482) is significantly higher than female (\$25,762). The bottom half of all households in the Cariboo-Chilcotin share only 22% of the total income, indicating a large gap between the top and bottom earners.

2.2 Current Situation

The 2012 Williams Lake Housing Need and Demand Study and the 2014 Housing Study update confirmed the supply shortfall for various user groups and affordable housing types (e.g. seniors, youth shelters, students, and low-income singles). Since then there have been two significant affordable housing investments. One is the 72-bed Senior's Care Facility which hosts 70 fully funded beds and the second one is the 39-unit affordable market and non-market rental apartment building funded by BC Housing. The Census data still identifies a growing need for such housing. Despite the recent investments in affordable housing, the supply shortfall remains.

There is also a growing need or gaps in other areas of the housing spectrum. The 2016 Community Development Institute's "Williams Lake Housing & Community Profile" report have identified that the housing stock is primarily large single-family homes and/or are buildings that are in a state of significant disrepair (see attached). As of 2011, 60% of the housing stock within the City was over 35 years old and 10% homes required significant repairs.⁶ The rest of the region shows a similar picture. For example, approximately 9% of the homes require major repair in 150 Mile House.⁷ One of the major challenges by the employers in the region is the supply shortfall of market housing which deters young professionals from locating to the community. For Williams Lake, this is in part due to decrease of the housing starts by 11.3% every year since 2009. One of the primary reasons behind such shortfall as identified by the developers in the community is the low to moderate population growth and low property values coupled with slightly higher cost of construction in comparison with other jurisdictions. This report needs to identify the housing forms and tenures and provide recommendations to allow these important population groups to continue to live in or be attracted to individual communities and the overall region.

⁵ Statistics Canada. (2017). Williams Lake [Population centre]. Accessed June 28, 2019

⁶ Community Development Institute. (2016). *Williams Lake Housing & Community Profile*. Northern BC Housing Study. Accessed from <https://www.unbc.ca/sites/default/files/sections/community-development-institute/williamslakereport.pdf>

⁷ Statistics Canada. 2017. 150 Mile House. Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. Accessed from <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E> (accessed July 19, 2019).

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In Williams Lake, shifts in the economy and community demographics have had a significant impact on the housing situation. There has been a shortage of market housing across the spectrum. It is speculated that shortage of housing coupled with a low influx of developable land has resulted in a vacancy rate of 1.5%.⁸

2.3 Study Area

The study area for the project is the Central Cariboo Region. This is broadly defined as the area from Anahim Lake in the west, Likely/Horsefly in the east, McLeese Lake in the north and 150 Mile in the south (*Appendix 3*). The scope of this project shall have a focus on the community of Williams Lake (broadly defined as the census agglomeration area) along with an analysis of the impact of population flow from communities and the broader region which feed into and move between Williams Lake and the outlying areas (*Appendix 2*).

2.4 Primary Objectives

As of April 16, 2019, the Province of BC requires all local governments to collect data, analyse trends, and present reports that describe current and anticipated housing needs. All proposals must meet the requirements listed under Division 22 — Housing Needs Reports of the *Local Government Act*. The content of the report must be based on the following data at the least:

- a) statistical information about current and projected population;
- b) statistical information about household income;
- c) information about significant economic sectors;
- d) information about currently available housing units and housing units that are anticipated to be available, including information about types of housing units; and
- e) data from the undergoing labour market study data of the Cariboo Region.

(N.B. please note that the Cariboo Region is currently undergoing a labour market study, thus detailed demographic information is not part of the scope of this project)

The primary objectives of the study are to:

- a) provide an overview of the current housing availability, suitability, and affordability across the entire housing continuum from basic shelter to high-end real estate;

⁸ CMHC. (2018). Rental Market Statistics Summary by Metropolitan Areas, Census Agglomerations and Cities

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- b) identify the current and anticipated housing need for market and non-market housing stock for the next 10 years. The marker housing stock shall identify the need for different forms and tenures of housing;
- c) Establish baseline data on the supply of market and non-market housing of various housing types and tenures;
- d) evaluate the housing supply to identify gaps in housing across the housing continuum;
- e) Understand the cost of development/construction and market values of land and improvements in the community;
- f) compare housing supply with housing demand to determine the ability to meet future needs; and
- g) Assessment of net migration into the community from other communities and its impact on the housing market.

2.5 Project Scope

The final report for this project is to be framed by BC Housing's Need and Demand Study Template, Provincial Legislative, and build on past housing study and related reports on the region⁹.

The analysis should include, but it is not necessarily limited to the following areas or themes:

- a) General household projections over next 10 years, household characteristics, and composition based on economic indicators;
(N.B. please note that the Cariboo Region is currently undergoing a labour market study, thus detailed demographic information is not part of the scope of this project)
- b) An analysis of the housing market indicators which include a comparison of historic sales values and reported dwelling values, and projected property values;
- c) An update of the housing inventory by structure types, age of housing stock, housing starts and completion, average rental rates, and examination of the vacancy rates by type and barriers to accessing vacant units;
- d) An analysis of the housing supply indicators which include home purchase and rental options, vacant units, units under construction, available lands for development, units completed and projected to be completed;

⁹ BC Housing Needs Assessment Template can be accessed at www.bcnpha.ca/pages/housing-development/housing-development-templates-guides.php

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- e) Current housing market demand information (i.e. local real estate demand, vacancy rates, waitlists;
- f) An analysis of the current housing needs of residents through examining data such as shelter to income ratio and shelter need by household type and tenure. It should also identify housing market potential considering provincial market needs (i.e. persons relocating from larger centres due to affordability);
- g) An analysis of available statistics to determine what local data/surveys are needed to supplement statistics in order to provide a true picture of housing need in the community;
- h) Meaningful consultation with First Nations, City, and Regional District representatives serving both residential and business needs;
- i) Consultation with real estate professionals and developers regarding housing gaps and supply shortfall;
- j) Determination of the housing shortfall, prioritize needs, and define the key issues.
- k) Compilation of a list of funding/financial options aimed at addressing the identified housing needs and gaps.
- l) Document and report on the current state of attainable housing and future attainable housing need by age and household formation types by community;
- m) Identify strategies to fill gaps and housing supply;
- n) Prepare a report on Needs Assessment findings; and
- o) Work with a technical committee and community stakeholders to obtain data and provide check on data.

3. DELIVERABLES

As part of the scope of work, the successful proponent shall be required to prepare and submit the City with the following deliverables:

- a) Two (2) hard copies and one (1) digital copy of the completed Central Cariboo Housing Needs Assessment and Gap Analysis that covers all the topics addressed in the Scope of Work Required section.
- b) Interim and draft report submissions
- c) Presentations to Council and staff
- d) Meeting minutes with the City, the stakeholders, and the Technical Committee

3.1 Needs Assessment and Gap Analysis Report:

- a) Baseline data on the demographics and socioeconomic characteristics (data from labour market study to be provided);

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- b) Assessment of relevant housing data, including housing mix, tenure, rental prices, housing sale prices, household income, vacancy rates, and inclusion of an affordability analysis (at 30% income);
- c) Update the housing inventory. It can be built on previous Housing Studies;
- d) Evaluation of housing demand, supply and needs against the housing continuum through data analysis and stakeholder input. This should also include recommendation for resident attraction with respect to housing;
- e) Assessment of future housing needs for all types and tenures of housing. This shall include an overview of target population, dwelling unit sizes and types;
- f) Assessment of available and potential developable lands to increase the housing supply in different communities;
- g) Create detailed pro forma for five (5) potential market housing developments and redevelopment within the City of Williams Lake and for potential market or non-market housing developments in CRD (Areas A, B, C, D, and E);
- h) Identify what types of housing should be most actively pursued given market conditions, housing demand, available funding, and land availability;
- i) A consultation summary report that provides insights into the community stakeholder consultation;
- j) A list of potential funding opportunities that the City and other communities could consider addressing the identified housing needs and gaps; and
- k) Identify incentives, partnerships and policy recommendations to facilitate housing development/redevelopment.

4. PROJECT BUDGET

The project budget is not to exceed \$100,000. Identify how this budget will be directed towards actions required to complete the needs assessment, gap analysis and action plan.

5. ADDITIONAL SERVICES

Consultants may identify any additional work that is not specified in this Scope of Work, however, would be necessary to complete the project. Consultant may propose additional work or services that must be included in this proposal but separated out in the Consultant's Fee Schedule.

6. PROJECT SCHEDULE [to be amended entirely prior to RFP]

| Milestones | Schedule |
|------------|----------|
|------------|----------|

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| | |
|--|-------------------|
| Post the RFP | October 2, 2019 |
| RFP Closing date | October 23, 2019 |
| Award contract (anticipated) | November 15, 2019 |
| Initiate project (onsite visit, meeting with staff to review workplan) | December, 2019 |
| Preliminary results/ first draft (requires a second site visit for developable land analysis) | February 2020 |
| First draft submission to staff and presentation to the Steering Committee | April 2020 |
| Second draft submission (Steering Committee Feedback) | May 2020 |
| Council and Board Presentations and/or Joint Committee Presentation <ul style="list-style-type: none">• Focused on the action plan | July/August 2019 |
| Final Report | September 2019 |

The consultant shall provide a project schedule indicating key project milestones and project activities.

7. PROPOSAL SUBMISSION REQUIREMENTS

Information required in the Submission is summarized below:

7.1 Contact Information

Proponents are to provide specified contact information identifying the project manager, the primary consultant, and undertaking consultants.

7.2 Company Profile

Proponents are to provide information on the history of the company, its size and purpose. Proponents are to describe their team and explain why *your organization* should retain their firm.

7.3 Experience in e.g. Rural British Columbia

Proponents are to explain their experience working in rural British Columbia generally and specifically the Cariboo Region. Experience working with First Nations communities will also be an asset.

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7.4 Proposal

Proponents are to include their proposed work program and the methodology used to accomplish the work plan and deliverables. At a minimum, the proponent should identify the project constraints and challenges, the sequence and timing of milestones, the respective expertise involved, their time allocation for each and charge out rates.

7.5 Competency

BC Housing, BCNPHA and the Development Consultant Sector have developed a draft set of Development Consultant competencies. The August 2012 report on sector capacity is specifically relevant to this project. The full set of reports on the review can be accessed at:

- https://bcnpha.ca/wp_bcnpha/wp-content/uploads/2014/05/Hiring-and-Working-with-Development-Consultants-Guide.pdf

7.6 Schedule

- Submit a schedule of key tasks and milestones with dates and sufficient detail for the Evaluation Team to assess the reasonable ability of the Proponent achieving the results in the time stated.
- Indicate when work would commence and approximately how long it would take to complete the assignment.
- Proposed start dates, progress meeting dates, milestones, other key events, and major project deliverables shall be clearly identified on the project schedule. The schedule shall identify the critical path, delineate what resources will be required, and when they will be required.
- Indicate post-project completion, support and de-brief offered.

7.7 Fees

Proponents are required to submit a fee proposal based upon the scope of work defined in the RFP and any adjustments recommended by the proponent.

7.8 References

References from three sources on similar projects are required.

7.9 Team Member Resumés

Resumés of team members who are actively engaged in the project are to be included.

7.10 Supplementary Information

Supplementary information is not required but may be submitted.

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8. EVALUATION PROCESS

8.1 Submission Evaluation

The City of Williams Lake will choose a consultant based upon an evaluation of the submission using the Evaluation and Scoring Matrix included in **Appendix 1**.

The following criteria will be used to evaluate all proposals:

- Response to RFP
- Company Profile
- Familiarity with or experience working in rural British Columbia
- Work Program and Community Engagement Approach
- Attributes
- Skills
- Technical Ability
- Fee Proposal including travel costs

References will be contacted for shortlisted submissions.

8.2 Interviews

Proponents may be contacted to clarify their submission information. Shortlisted proponents may be invited to an interview to further assess suitability as part of the evaluation process.

9. RELATED DOCUMENTS

- a) 2012 Williams Lake Housing Need & Demand Assessment
- b) Williams Lake Housing Need and Demand Assessment Update 2014
- c) City of Williams Lake Official Community Plan, 2011
- d) 2016 Williams Lake Housing & Community Profile
- e) Preliminary Labour Market Study Data

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FORM OF PROPOSAL

Project Title: Consulting Services for Central North Cariboo Housing Capacity & Gap Analysis

1 WE, THE UNDERSIGNED

- 1.1 have received and carefully reviewed all the Contract Documents, including the Instructions to the Bidder, General Conditions, Specifications and the following Addenda:

(ADDENDA, IF ANY)

- 1.2 have full knowledge of the Place of Work, or the Work required

- 1.3 have complied with all the Instruction to Bidders

2 ACCORDINGLY, WE HEREBY OFFER

- 2.1 to perform and complete all the Work as set out in the Contract Documents, in strict compliance with the Contract Documents.

- 2.2 to do the Work for the price specified in the Request for Proposal document

3 WE AGREE

- 3.1 Execution of Contract – the successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents' submission and any modifications thereto.

- 3.2 No Collusion – except as otherwise specified or as arising by reason of the provision of the Contract Documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the contents of other proposals and has made no

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comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

- 33 Withdrawal of RFP – A bidder may amend or revoke a bid by giving written notice, delivered by hand, mail or fax to the Purchasing Agent, at any time up to the RFP closing date and time. Any amendment or revocation that is received after the RFP closing date and time shall not be considered and shall not affect a RFP as submitted.
- 34 Acceptance of RFP – The acceptance of the Request for Proposal by the City shall be made only by the notice in writing from the Purchasing Agent to the successful firm at the address given in this RFP form.
- 35 Failure or Default of Proponent – If the Contractor for any reason whatsoever fails or defaults in respect of any matter or thing which is an obligation of the Proponent under the terms of this proposal, the City at its option may consider the Proponent has abandoned the offer made or the contract if the offer has been accepted, whereupon the acceptance, if any, of the City shall be null and void and the City solution of its choosing.

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STANDARD CONDITIONS

1. INTERPRETATION

1.1 Definitions

- 1.1.1 "Request for Proposal" includes the documents listed in the index of the Request for Proposal and any modifications thereof or additions thereto incorporated by addenda before the close of Proposals.
- 1.1.2 "RFP" means Request for Proposal
- 1.1.3 "City" and Successful Proponent" means the parties so designated in the Request for Proposal.
- 1.1.4 "Owner" shall mean the City of Williams Lake.
- 1.1.5 "Special Conditions" means the special terms and conditions, which are included in the RFP.
- 1.1.6 "Specifications" means the specifications which are included in the RFP.
- 1.1.7 "Work" means any labour, duty and/or efforts to accomplish the purpose of this project.
- 1.1.8 "Best Value" is the value placed upon quality, service, past performance and price.

1.2 General

- 1.2.1 Headings are for convenience only: Headings and titles in the RFP are for convenience only and are not explanatory of the clauses with which they appear.
- 1.2.2 Applicability of law: All references in the RFP to statutes and regulations

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thereto and City By-laws shall be deemed to be the most recent amendments thereto or replacements thereof.

The contract documents represent the entire Agreement between the City and the successful Proponent and supersedes all prior negotiations, representations or Agreements either written or oral. The contract documents may be amended only by written instrument agreed and executed by both parties.

2. PRE-PROPOSAL INFORMATION

2.1 Cost of Preparation

Any cost incurred by the Proponent in the preparation of this Proposal will be borne solely by the Proponent.

2.2 Intention of the City

The Proponent that submits to the City the most advantageous Proposal and which represents the interests of the City, best overall, may be awarded the contract. The City reserves the right to accept or reject all or part of the Proposal, however, the City is not precluded from negotiating with the successful Proponent to modify its Proposal to best suit the needs of the City.

2.2.1 The Proponent is requested to submit a name and telephone number of a contact who the City may contact regarding any questions or clarifications relating to Proponent's response on the RFP.

2.2.2 All Proposals submitted shall be in enough detail to allow the City to determine the Proponent's position from the documents received. Therefore, every effort should be made to include with your Proposal, complete details of services your firm could provide.

2.2.3 Rejection of RFP

The City reserves any right to reject any or all RFPs, without limiting the foregoing, any RFP which either:

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- a) is incomplete, obscure, irregular, or unrealistic
- b) has non-authorized (not initialed) erasures or corrections in the RFP offer or any Schedule thereto:
- c) omits or fails to include any one or more items in the RFP offer for which a price is required by the RFP;
- d) fails to complete the information required by the RFP to be furnished with a Proposal or fails to complete the information required whether the same purports to be completed or not;

may at the City's sole discretion be rejected. Further, a Proposal may be rejected on the basis of the Proponent's past performance, financial capabilities, completion schedule and compliance with Federal, Provincial, and Municipal legislation. As it is the purpose of the City to obtain a Proposal most suitable to the interests of the City and what it wishes to accomplish, the City has the right to waive any irregularity or insufficiency in any Proposal submitted and to accept the Proposal which is deemed most favourable to the interest of the City.

2.2.4 Confidentiality

The City will endeavor to keep all Proposals confidential. The material contained in the successful Proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the City contract shall not be released if the Purchasing Agent deems such releases inappropriate.

2.2.5 Clarification

The City reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.

2.2.6 Gifts and Donations

Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the City. The successful Proponent shall report to the Purchasing Agent any attempt by City employees to obtain such favours.

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2.2.7 Acceptance of Proposal

The City of Williams Lake shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

No act of the City other than a notice in writing signed by the Chief Administrative Officer or the Purchasing Agent shall constitute an acceptance of a Proposal. Such acceptance shall bind the successful Proponent to execute in a manner satisfactory to the Chief Administrative Officer the Contract Documents constituting the Agreement, to furnish insurance material required by the Contract Documents. Where applicable, the other rights and obligations contained in the provisions of RFP Documents shall insure for the benefit of and be binding upon the parties only with the formal execution of the Agreement.

2.2.8 Legal Agreement

The successful Proponent may be required to enter into the legal agreement with the City. Such legal agreement will be prepared by the Chief Administrative Officer or the Purchasing Agent and will embody terms of the Proposal and any subsequent written amendments.

2.3 City's Right to Terminate the Contract

2.3.1 Any of the following occurrences or acts shall constitute an event of default by the successful Proponent under the Agreement.

- a) Failure to make full payment of the obligation(s) in the Agreement or any other sum required to be paid by the successful Proponent hereunder for thirty (30) days after the due date.
- b) Non-performance or non-observance of any of its other covenants, Agreements, or obligations hereunder, express or implied, continuing for thirty (30) days after the City has given to the successful Proponent notice in writing. If the failure cannot be

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remedied within thirty (30) days, then the City at its discretion may extend the time period.

- c) If the term hereby granted shall at any time cease or be taken in execution or in attachment by any creditor of the successful Proponent, or if the successful Proponent shall make any assignment for the benefit of creditors or, becoming bankrupt or insolvent proponents, the then current rate (if not then paid) shall immediately become due and payable to the City, and said contract hereby granted shall immediately become forfeit and void.

2.3.2 If sufficient cause exists to justify such action, the City may without prejudice to any other right or remedy which the City may have at law or in equity, by giving the Proponent written notice, terminate the Agreement. The City shall nevertheless be entitled to recover any monies then owing. Similarly, if a court of competent jurisdiction on account of the Proponents insolvency appoint a receivership, the City may take the same action in the same manner.

2.3.3 Notwithstanding anything contained herein, the City may, at any time during the term of the Agreement, upon giving thirty (30) days' notice to the successful Proponent, terminate the Agreement, if the City is of the opinion that the services supplied by the successful Proponent are not of a standard satisfactory to the City. Further, the City at its sole discretion may terminate the Agreement for reasons including but not limited to unethical or criminal activities upon giving seven (7) days' notice to the successful Proponent.

3. INSTRUCTIONS TO PROPONENTS

3.1 Assignment

The successful Proponent may not assign the Agreement with the City without the written consent of the City.

3.2 Law

3.2.1 The law applicable to this Proposal shall be the law in effect in the Province

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of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this Proposal shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.

- 3.2.2 Method of payment is governed by City policy as well as applicable Federal and Provincial laws.

3.3 Disclosure of Interest

- 3.3.1 All Proponents shall, as a condition of supplying good or services to the City, make full disclosure of any of the following existing business relationships with any members of City Council, City employees or immediate relatives of any members of City Council and City employees.

- 3.3.2 If a private company – details of ownership of shares by any of the above.

If a public company – details of ownership of shares, in excess of 1% to total shares by any of the above.

If partnership – details of any partnership arrangement of any of the above.

- 3.3.3 Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.

- 3.3.4 Proponents must make full disclosure of any relationship of any employee of the City who makes recommendations concerning the award of the Proposal or any employee who may allot work to or order supplies from the successful Proponent. In addition, Proponents are to reveal details of ownership or partnership arrangements of any immediate relative employed by the City of whom alone with other relatives hold more than a 25% interest.

- 3.3.5 Disclosure, if any, shall be made in writing at the time of submitting Proposals.

- 3.3.6 If the Proponent fails to disclose an interest and/or the interest is falsely or insufficiently reported, the City reserves the right to terminate or cancel any

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Agreement of any kind which may have been entered into with a Proposal.

3.4 Proposals Irrevocable

3.4.1 The Form of Proposal provided in the Proposal Documents is to be executed as a specialty instrument and once the Proposals have been officially opened, the Proposal shall be irrevocable until it is considered and awarded by the Purchasing Agent, the Chief Administrative Officer, or by the Council of the City of Williams Lake.

3.4 Application of Commodity Taxes to Contracts

Any applicable taxes shall be excluded from all pricing unless otherwise indicated in the Special Conditions.

3 OBLIGATIONS OF SUCCESSFUL PROPONENT

4.1 Indemnification

The selected Proponent shall indemnify, defend and save harmless the City and all of its employees or authorized representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, legal fees, costs and expenses of whatsoever kind or nature whether arising before or after completion of the contract and any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, error, omission or fault whether active or passive of the Proponent, sub-contractor, or of anyone acting under its direction or control or on its behalf in connection with or incidental to the performance of the Agreement.

4.2 Time of the Essence

Unless otherwise provided, time shall be of the essence.

4.3 Acts and Regulations

4.3.1 The successful Proponent shall comply with all requirements of those federal, provincial, municipal, or other governmental bodies, agencies, tribunals or authorities having jurisdiction and lawfully empowered to make and/or impose laws, bylaws, rules, orders or regulations with

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respect to the Proponent's obligations hereunder, including without limitation the following:

- a) Workers' Compensation Act
- b) Labour Act
- c) Occupational Health and Safety Act
- d) Health Act
- e) Environmental Protection and Enhancement Act
- f) Freedom of Information and Protection of Privacy

4.3.2 The successful Proponent shall abide by all reasonable rules and regulations adopted by the City and communicated from time to time in writing to the successful Proponent during the term of the Agreement.

5 NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these instructions to Proponent, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposal, and by submitting a bid each Proponent shall be deemed to have agreed that it has no claim.

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GOVERNING REGULATIONS

1. **Permits, Notices, Laws & Rules:**

The Contractor shall apply and pay for all necessary permits or licences, including the City of Williams Lake's business licence, required for the execution of the Work (but this shall not include the obtaining of permanent easements or rights of servitude). The Contractor shall give all necessary notices, pay for all fees required by law, and comply with all laws, ordinances, rules and regulations relating to the Work and to the preservation of the public health. The Contractor shall be responsible for the safety of all workmen and equipment on the project in accordance with all applicable safety legislation passed by Federal, Provincial and local authorities governing safety

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SPECIAL CONDITIONS

1. A qualified proposal is one which meets the needs and specifications of the City, the terms and conditions contained in the proposal, as well as the cost expectations of the City for this RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the City.
2. The City will decide whether a RFP is qualified by evaluating all of the proposals based on the needs of the City, specifications, terms and conditions and price. The City Purchasing Agent and/or Department Head will examine all RFPs and recommend which Proposal is in the City's best interest.
3. A RFP which is unqualified is one that exceeds the cost expectations of the City and/or does not meet the terms and conditions contained in the RFP and/or do not meet the needs and specifications of the City. The City reserves the right to reject any or all unqualified RFPs.
4. "Request for Proposals that contain qualifying conditions or otherwise fail to conform to these instructions to bidders may be disqualified or rejected. The Owner, however may at its sole discretion, elect to retain for consideration and for contract award RFPs which are non-conforming because they do not contain the content or form required by these instructions to bidders or because they have not complied with the process for submission set herein".
5. The City reserves the right to cancel this RFP at any time.
6. The City recognizes that **"best value"** is the essential part of purchasing a product and/or service and therefore the City may prefer a Proposal with a higher price, if it offers greater value and better serves the City's interests, as determined by the City, over a Proposal with a lower price. The City's decision shall be final.
7. The City of Williams Lake reserves the right to negotiate with the preferred Proponent, or any Proponent, on any details – including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the City Purchasing Agent and/or Department Head.

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8. The successful Proponent, herein named the Consultant, shall guarantee that their Proposal will meet the needs of the City and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Consultant and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Consultant.
9. The City reserves the right, at its sole discretion, to disqualify any Consultant for past work history or reputation.

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FORM OF AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN

City of Williams Lake

450 Mart Street

Williams Lake, BC

V2G 1N3

(hereinafter called "the City")

OF THE FIRST PART

Consultant: _____

Address: _____

(hereinafter called "the Consultant")

OF THE SECOND PART

This agreement is made on the _____ day of _____, 20____.

Whereas the Client intends to (describe project generally):

_____ ,

(Project)

hereinafter called "the Work", to be completed at _____

(Project Address)

_____ ,

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between the dates of _____ and _____, the Consultant agrees to the following:

1. Agrees to supply goods or services as described in the accepted proposal dated _____:

Contract price: \$_____

Billing dates (i.e. monthly, progress payments) _____

Time-Based Compensation: In order to provide data for the calculation of fees on a time basis, the Consultant shall keep a detailed record of the hours worked by staff employed for the Project. The City may inspect timesheets and record of expenses and disbursements of the Consultant during regular office hours with respect to any item which the City is required to pay on a time scale or disbursement basis as a result of this agreement. The Consultant, when requested by the City, shall provide copies of receipts with respect to any disbursement for which the Consultant claims payment under this Agreement.

When requested by the City, the Consultant shall provide, for approval by the City:

- a) An estimate of the total fees to be paid for the Services
- b) A Schedule showing an estimate of the portion of the Services to be completed in each month and an estimate of the portion of the fee which will be payable for each month.
- c) A Staff list showing the number, classifications and hourly rates for staff, principals and executives, for which the Consultant will seek payment on a time basis. The Consultant shall relate such information to the particular type of work that each staff is to perform, while employed on the project. Such list shall designate the member of the Consultant's staff who is to be the liaison person between the Consultant and the City.

2. The Consultant has, or shall obtain before commencing the Work, a valid City of Williams Lake Business License.

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(Name of Firm holding Business License if different than name of Consultant above.)

3. The Consultant has current Workers' Compensation Board coverage. (Please attach Clearance Letter confirming WCB compliance.) The Consultant shall be deemed to be the Principle Consultant within the meaning of the WCB.
4. The Consultant has professional liability insurance, naming the City as an additional insured, in the amount of \$3,000,000 (please attach Certificate of Insurance).
5. The Consultant shall indemnify and save harmless the City from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the City, its employees, officers or agents may suffer, to the extent the Consultant is legally liable as a result of the negligent acts of the Consultant, his employees, officers or agents in the performance of this Agreement

Accepted by the City, dated _____

City of Williams Lake

Accepted by the Consultant

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CONSULTANT'S INFORMATION

DATE OF REQUEST FOR PROPOSAL

NAME OF FIRM

ADDRESS

CITY

POSTAL CODE

TELEPHONE

FAX

FOR INDIVIDUAL OF PARTNERSHIP:

SIGNATURE

NAME

ADDRESS

CITY

POSTAL CODE

OCCUPATION

FOR A LIMITED COMPANY:

AUTHORIZED SIGNING OFFICER AND TITLE

AUTHORIZED SIGNING OFFICER AND TITLE

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APPENDICES

APPENDIX 1 EVALUATIONS AND SCORING

| | |
|--|------------------|
| Submissions will be evaluated and scored on their relative merits compared to the other submissions, using the following scoring matrix. | Weighting |
| Response to RFP | |
| <ul style="list-style-type: none"> • Proposal Presentation • Clarity of Response • Quality of Submission | |
| Scoring sub-total | 5 |
| Company Profile | |
| <ul style="list-style-type: none"> • Development Firm and Team | |
| Scoring sub-total | 10 |
| Familiarity with or experience working in rural British Columbia and specifically the Cariboo-Chilcotin Region | |
| Scoring sub-total | 5 |
| Work Plan and Community Engagement | |
| <ul style="list-style-type: none"> • Completeness of Work Program • Methodology • Community Engagement Approach • Previous completed report showing communication and presentation abilities | |
| Scoring sub-total | 20 |
| Attributes | |
| <ul style="list-style-type: none"> • Leadership and Initiative • Vision and Strategic Thinking | |
| Scoring sub-total | 10 |
| Skills | |
| <ul style="list-style-type: none"> • Analysis and Critical Thinking Skills | |

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| | |
|--|------------|
| <ul style="list-style-type: none"> • Consultation Skills | |
| Scoring sub-total | 15 |
| Technical <ul style="list-style-type: none"> • Needs Assessments • Housing Knowledge • Municipal Tools | |
| Scoring sub-total | 20 |
| Fee Proposal <ul style="list-style-type: none"> • Completeness • Budget | |
| Scoring sub-total | 15 |
| | |
| Total | 100 |

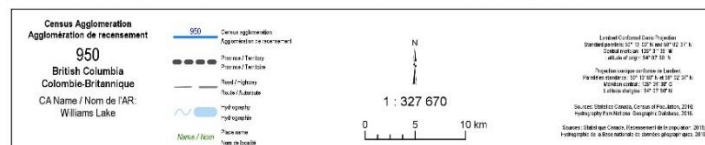
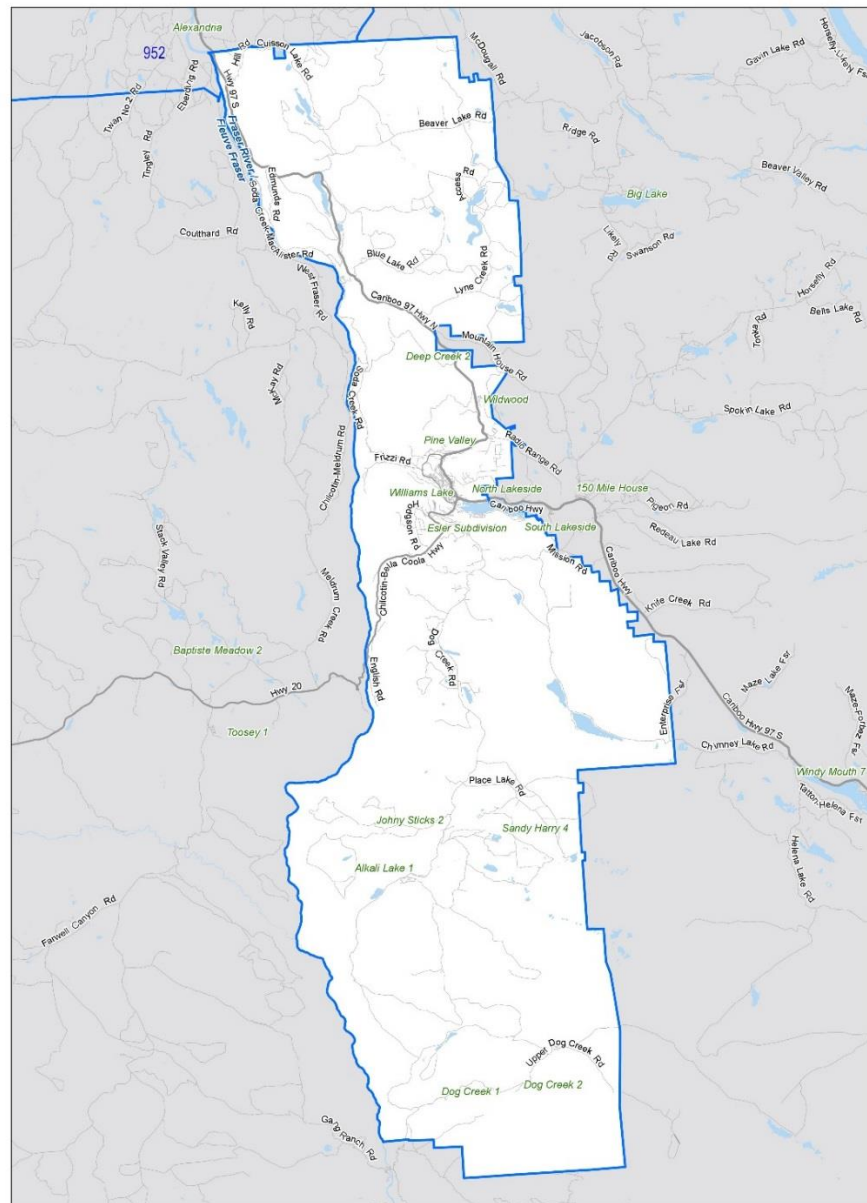
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APPENDIX 2: Census Agglomeration Area



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APPENDIX 3: Central Cariboo Map

