

REQUEST FOR PROPOSAL

DATE OF ISSUE: MARCH 29, 2021

RFP # 2021-04

Consulting Services for South Cariboo Housing Needs Assessment

1. INSTRUCTIONS TO PROPONENTS

The District of 100 Mile House (District) in partnership with the Cariboo Regional District (CRD) invites qualified consultants to submit proposals on the development, analysis, and delivery of the South Cariboo Housing Needs Assessment. A boundary map for the South Cariboo can be found in the Appendices.

Details of the scope of work and the District's objectives to which the RFP relates are set out in this document.

The District currently intends that proposals will be evaluated by the District and the CRD in relation to their overall value, which will be assessed in the District's sole and absolute discretion.

No proposal will be deemed to be an irrevocable or otherwise binding legal offer by a proponent to the District.

Proposal documents are available for download on the District's website at: <https://www.100milehouse.com> under Business and Development – Bid Opportunities.

Proposals with the South Cariboo Housing Needs Assessment as the subject line and in PDF format can be emailed to jdoddridge@100milehouse.com or are to be addressed and delivered to:

District of 100 Mile House
1 - 385 Birch Avenue, PO Box 340
100 Mile House, B.C. V0K 2E0

On or before 2:00 p.m. April 21, 2021

1.1 Cover Letter and Signature

The Proposal should include a cover letter summarizing your proposal and highlighting the reasons why the selection committee should select your firm for this assignment. The letter should be signed by a person authorized 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 District of 100 Mile House website at: <https://www.100milehouse.com> 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 District 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 4:00 PM Friday, April 12, 2021.

Joanne Doddridge
Director of Economic Development and Planning
District of 100 Mile House
jdoddridge@100milehouse.com

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 District contact.

1.4 Unsuccessful Vendors

The District will notify all proponents by mail or email advising whether their proposal was or was not successful; but the District will not offer debriefings to unsuccessful proponents.



2. PROJECT OVERVIEW

2.1 Community Profile

The District of 100 Mile House is in the Cariboo region in the central interior of the province. 100 Mile House has a population of approximately 1,811 and an area of 53.29 km². The South Cariboo, represented by Cariboo Regional District (CRD) Electoral Areas G, H and L is the trading area for 100 Mile House. It has an area of 6,556 square kilometers and a population of 11,144 in 2016. There has been a history of in and out migration in the area, based on the strength or weakness of the resource-based, and tourism economies. The South Cariboo also attracts retirees and seasonal residents.

100 Mile House is the service centre hub for retail, commerce, and government services in the South Cariboo region. Prince George, about 320 kms to the north, and Kamloops, 200 kms to the south are the nearest large urban centres, with Williams Lake only 95 km north of 100 Mile House. As the service area hub, 100 Mile House services a large rural and recreational surrounding area with a whole range of retail services, like groceries, building supplies, automotive sales and services, professional services and much more. It is also an education centre, with the South Cariboo's only high school, and offers a variety of health services for residents in the outlying areas.

The median age of 100 Mile House is 51.5. As such our population is one of the oldest in the province, and the 65+ age group is one of the fastest growing in the province. The number of seniors is projected to grow by 59% by 2036, where more than 40% of 100 Mile House's population will be over the age of 65.¹ CRD Areas G, H and L have a median age of 49.7, more closely mirroring the provincial average.

2.2 Current Situation

100 Mile House has a surprisingly diverse housing mix. But anecdotally, we know there is a shortage of affordable housing, rental housing and seniors housing, whether market or non-market housing. This supply shortfall has resulted in some marginalized individuals living in completely unsuitable conditions.

House prices have climbed for several years and are reaching record highs. Home ownership levels are high throughout the region. Rental housing is very challenging to find, whether single family homes or smaller units. Vacancy rates are extremely low, according to several rental property owners, and there are typically waiting lists. The

¹ Community Development Institute. (October 2016). *100 Mile House Housing & Community Profile*



same is true for seniors housing, where waiting lists can be lengthy. There is one privately owned seniors care housing facility in 100 Mile House, with a recognized need for additional units.

BC Housing has recently acquired an apartment building in 100 Mile House and they continue to look for affordable housing opportunities in town. The BC Housing complexes in town are always generally at full capacity.

We know there is a growing need across all areas of the housing spectrum. Building permit values (related largely to housing starts) in the Cariboo are consistently highest in the South Cariboo and they remain strong despite forestry restructuring, the global pandemic, and other shifts in the local and regional economy. For this reason, the availability of qualified residential contractors can be challenging. A few developers have started to build senior-friendly homes and neighbourhood developments, and new homes in these settings are selling well. But more affordable options, including housing forms and tenures, are not yet keeping pace with demand.

2.3 Study Area

The study area for the project is the South Cariboo. This is broadly defined as 100 Mile House and Cariboo Regional District Electoral Areas G, H and L, which includes the following communities: Lac La Hache, 103/105 Mile House, 108 Mile Ranch, Horse Lake, Canim Lake and Canim Lake Band, Interlakes, Lone Butte, Forest Grove, and 70 Mile House (Appendix 2). The scope of this project shall have a focus on the community of 100 Mile House along with an analysis of the impact of population flow from communities and the broader region which feed into and move between 100 Mile House and the outlying areas.

2.4 Primary Objectives

As of April 16, 2019, the Province of BC requires all local governments to collect data, analyze 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 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;



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

2.5 Project Scope/ Methodology

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

- a) General demographic information, population and household projections over next 10 years, household characteristics, composition and economic indicators;
- 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;
- 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, District, 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 and gap analysis findings;
- o) Work with a technical committee and community stakeholders to obtain data and provide check on data; and
- p) Pending Public Health Orders, at least 2 on-site visits are expected.

3. DELIVERABLES

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

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

3.1 Needs Assessment and Gap Analysis Report:

- a) Baseline data on the demographics and socioeconomic characteristics;
- 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;
- 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 up to three (3) potential market housing developments within the District of 100 Mile House and up to three (3) pro forma for potential market or non-market housing developments in the outlying area;
- 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 District and other communities could consider to help address 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 \$85,000 inclusive of travel. Identify how this budget will be directed towards actions required to complete the needs assessment.

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.



6. PROJECT SCHEDULE

Milestones	Schedule
Post the RFP	March 29, 2021
RFP Closing date	April 21, 2021
Award contract (anticipated)	April 30, 2021
Initiate project (on-site or virtual meeting with staff to review workplan)	Week of May 10, 2021
Proponent presentation to steering Committee of methodology and stakeholder consultation	Week of May 24, 2021
Preliminary results/ first draft of findings to be reviewed by steering committee	July or August, 2021
First draft presentation to the Council, Board or Joint Committee	Week of September 13, 2021
Second draft (staff and stakeholder feedback), presentation to Steering Committee	Week of October 18, 2021
Final Housing Needs Assessment presentation to Council, Board or Joint Committee	Week of November 8, 2021
Final Report	November 30, 2021

The project schedule above is subject to adjustment. The consultant shall provide a project schedule indicating key project milestones and project activities.

7. PROPOSAL SUBMISSIONS

Please follow the following format for proposal submissions:

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 the District should retain their firm.

7.3 Experience in 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.

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 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.

7.6 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.

7.7 References

References from three sources on similar projects are required.

7.8 Team Member Resumés

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



7.9 Supplementary Information

Supplementary information is not required but may be submitted.

8. EVALUATION PROCESS

8.1 Submission Evaluation

The District of 100 Mile House will choose a consultant based upon an evaluation of the submission using the Evaluation and Scoring Matrix included in Appendix 1. References will be contacted for shortlisted submissions.

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

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. OWNERSHIP OF PRODUCT

All documents submitted by proponents and work performed shall become the property of the District of 100 Mile House.

10. RELATED DOCUMENTS

- [2017 South Cariboo 55+ Seniors Housing Report](#)
- [2016 District of 100 Mile House Official Community Plan](#)
- [2016 100 Mile House Housing & Community Profile – Community Development Institute](#)
- [2020 Cariboo-Chilcotin Labour Market Study – Local Impact Collective Action](#)
- [2018 Cariboo Regional District Lac La Hache Area Official Community Plan](#)
- [2019 Cariboo Regional District South Cariboo Area Official Community Plan](#)
- [2004 Cariboo Regional District Interlakes Area Official Community Plan](#)
- [2012 Cariboo Regional District Green Lake and Area Official Community Plan](#)

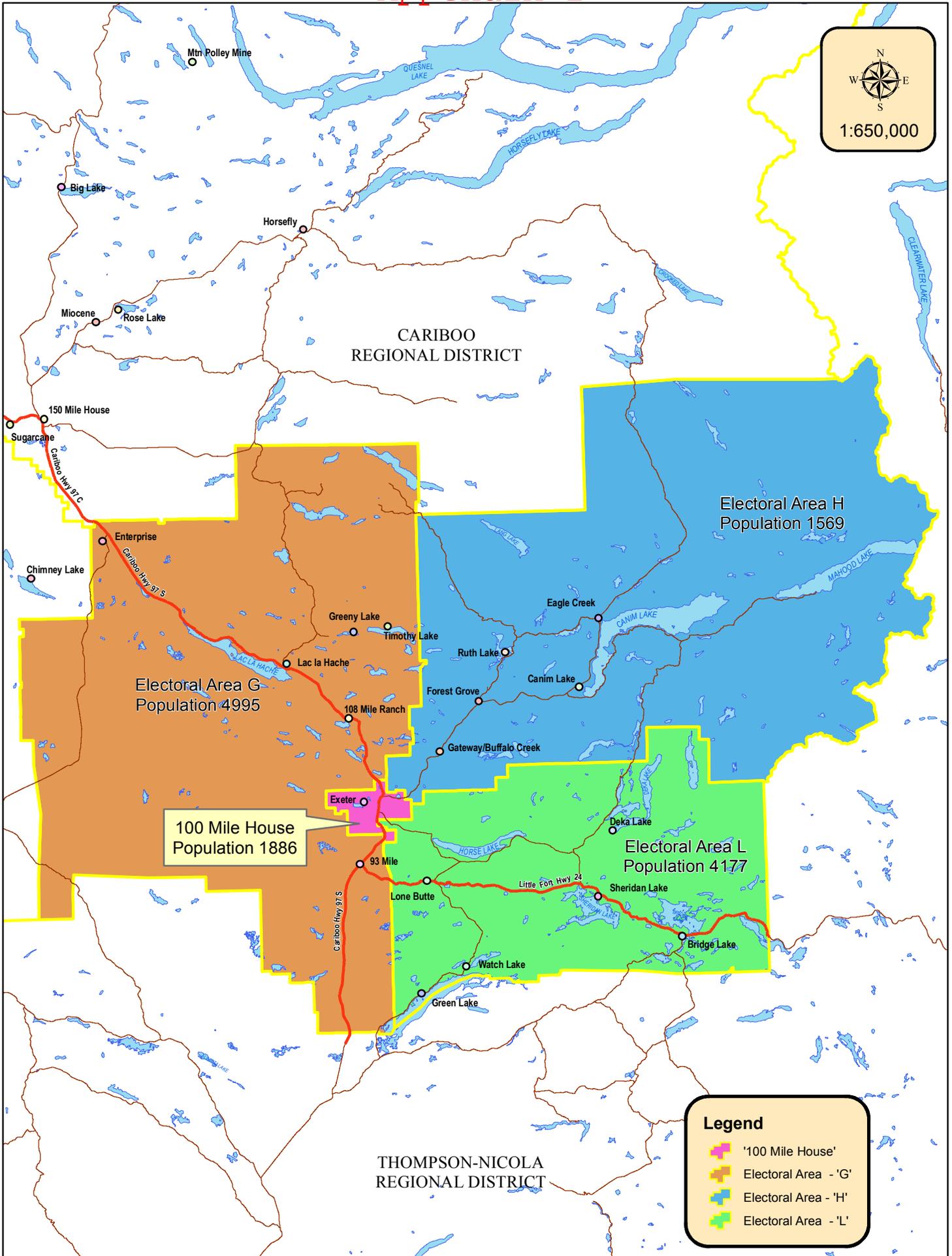


APPENDIX 1 EVALUATIONS AND SCORING

	Max Assigned Weight
Proposal	
Understanding of project objectives	2
Comprehensiveness	5
Clarity of proposal	3
Total for Proposal	10
Methodology	
Detailed	15
Realistic – shows how proponent will go beyond statistics to provide an understanding of local market	15
Demonstrates how project goals and objectives will be met and presented	15
Total for Methodology	45
Detailed Project Budget	
Payment schedule aligned with deliverables and timelines	20
Clearly show all costs in budget	10
Total for Budget	30
Project Personnel	
Proven qualifications	3
Experience	6
Quality of similar projects completed	6
Total for Personnel	15
Total	100



Appendix 2





South Cariboo Housing Needs Assessment Technical Committee Terms of Reference

Effective: *May XX, 2021*
Authorized by Council: *May XX, 2021*

The goal for this project is to establish data to understand the true supply and demand for the full spectrum of housing types in the South Cariboo and to ensure policies and initiatives are developed to supply the appropriate housing for the changing demands of our community (urban and rural). This includes structure type (ie. single dwelling unit, apartment, etc.), tenure type (rental, market, subsidized, etc.) and land availability to meet needs for new development.

To promote development and/or redevelopment of properties to meet changing demands, this project must also identify costs of construction and property values to support investment decisions.

The District is in the process of selecting a consultant to carry out this work. The Steering Committee may receive information directly from the consultant or the District's Project Manager in the completion of this project.

TECHNICAL COMMITTEE

The Steering Committee is a select committee of Council that provides advice and recommendations to the consultant on the development of the South Cariboo Housing Needs Assessment.

COMMITTEE MEMBERSHIP (TO BE REQUESTED by District Council)

- Up to 2 District of 100 Mile House Councillor representatives (one CHAIR)
- Up to 2 Cariboo Regional District Board representative
- Up to 2 staff representatives from District
- Up to 2 staff representatives from CRD

COMMITTEE RESPONSIBILITIES

As a select Committee of Council, the Technical Committee will keep their respective sectors informed with updates and will take an active role to move the project forward by encouraging their sectors to complete surveys, attend focus groups, etc. and will bring sector issues and concerns forward to the steering committee.

STAFF SUPPORT

Staff support for the committee will be directed by and provided for by the District of 100 Mile House CAO. Additionally, the CAO for the Cariboo Regional District will direct staff support of the Cariboo Regional District. The Project Manager is: Joanne Doddridge, Director of Economic Development & Planning, District of 100 Mile House.

PROJECT OBJECTIVES

The primary objectives of the study are to:

- provide an overview of the current housing availability, suitability, and affordability across the entire housing continuum from basic shelter to high-end real estate;
- identify the current and anticipated housing need for market and non-market housing stock for the next 10 years. The market housing stock shall identify the need for different forms and tenures of housing;
- evaluate the housing supply to identify gaps in housing across the housing continuum;
- compare housing supply with housing demand to determine the ability to meet future needs;
- assessment of net migration into the community from other communities and its impact on the housing market. It is expected that the Steering Committees contributions will support the development of the North Cariboo Housing Needs Assessment, Gap Analysis and Action Plan; and
- Identify strategies to fill gaps and housing supply.



ANTICIPATED SCHEDULE

Although there may be some shifting of the following dates to accommodate meeting schedules, it is anticipated that the Steering Committee will meet 3 times on these approximate dates.

- Proponent presentation to Steering Committee of methodology and stakeholder consultation – Week of May 24, 2021
- Preliminary results/ first draft of findings to be reviewed by Steering Committee – July or August, 2021
- Second draft (staff and stakeholder feedback), presentation to Steering Committee – week of Oct. 18, 2021

