



**REQUEST FOR PROPOSALS FOR:  
THE DEVELOPMENT AND OPERATIONS MANAGEMENT OF  
HOUSING AT THE OLD GRACE HOSPITAL SITE**

**RFP #:** HDB2015-001  
**Issued By:** Manitoba Housing  
**Issue Date:** April 13, 2015  
**Submission Deadline:** May 27, 2015  
4:00 p.m. Central Daylight Time

**Proposals should be enclosed in a sealed envelope addressed to:**

Manitoba Housing  
Housing Delivery Branch  
200 – 352 Donald Street  
Winnipeg, MB R3B 2H8  
Attn: Old Grace Hospital Site RFP

**The RFP #, Submission Deadline, and the Proponent's name and return address should appear on the face of the package.**

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## 1.0 INTRODUCTION

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### 1.1 Background

Manitoba Housing is continuing to work toward meeting the Province of Manitoba's commitment to add 500 new affordable housing units and 500 new social housing units.

To help reach this objective, Manitoba Housing released a Request for Expressions of Interest (REOI) in October 2014 to solicit ideas, concepts, or specific project proposals to create new housing at the Old Grace Hospital site inclusive of property located at 189 Evanson Street and 905 Preston Avenue in the Wolseley neighbourhood of Winnipeg, Manitoba.

As part of the REOI process, initial submissions were reviewed by Manitoba Housing to gauge 1) the general viability of the proposed housing initiative, 2) alignment with Manitoba Housing's mandate and strategic priorities, and 3) alignment with the needs of the Wolseley community. With this review now complete, Manitoba Housing is proceeding with Phase II of the selection process by issuing a Request for Proposals (RFP).

Detailed Proposals submitted under this RFP will be reviewed by Manitoba Housing with the intent to enter into an agreement for project development as well as an operating agreement for post-construction property management of the project with the Accepted Proponent.

As outlined in the original REOI documentation, the opportunity to re-develop the Site is informed by substantial input from the Wolseley community through the 2007 Old Grace Hospital Site Charrette and consultation with community stakeholders. Input received from the community has emphasized a desire to incorporate sustainable design practices, green building techniques as well as harmony with the existing neighbourhood in re-developing the Site. Manitoba Housing continues to support the vision put forward by the Wolseley community through this RFP. Further information on the Old Grace Hospital Site Charrette can be found online at: <http://www.cmhc-schl.gc.ca/odpub/pdf/65660.PDF?fr=1363650728183>.

### 1.2 Definitions

For the purpose of this RFP:

- **“Accepted Proponent”** means the Proponent whose Proposal provides high value in meeting the Evaluation Criteria and is selected to receive a Conditional Allocation from Manitoba Housing.
- **“Affordable Housing”** means permanent rental and/or cooperative housing units developed under this RFP for low- to moderate-income households which are modest in terms of floor area and amenities, and are initially leased at Affordable Rents and where rents will increase in accordance with the Project Operating Agreement.
- **“Affordable Rents”** mean the maximum monthly rent, inclusive of essential utilities (heat, hydro, and water), that can be charged for an Affordable Housing unit in the Project to a tenant household where total household income is at or below the applicable Program Income Limit as set out in Appendix “B”, with such rents being at or below those set out in Appendix “C”.
- **“Conditional Allocation”** means a specified amount of funding reserved by Manitoba Housing on a conditional basis for the Accepted Proponent to develop the Site.

- **“Coordinator”** means the individual who on Manitoba Housing’s behalf is responsible for the administration of the RFP process, and as of the date on which this RFP is issued, is the individual named in Section 4.2.
- **“Development Agreement”** means the contract to be entered into between an Accepted Proponent and Manitoba Housing setting out the terms and conditions under which any Financial Assistance will be provided to the Accepted Proponent.
- **“Eligible Project Capital Costs”** means the capital costs of a Project eligible for Financial Assistance, as set out in Appendix “A”.
- **“Evaluation Committee”** means the group of individuals brought together by Manitoba Housing for the purpose of assessing how well the Proposals meet the Evaluation Criteria.
- **“Evaluation Criteria”** means those criteria against which Proposals will be assessed to determine how well they meet Manitoba Housing’s requirements.
- **“Financial Assistance”** means a one time capital contribution that will be provided by Manitoba Housing to the Accepted Proponent towards the Eligible Project Capital Costs of the Project.
- **“Mandatory Requirements”** means the minimum elements that a Proposal must contain in order to receive further consideration, as set out in Section 5.3.
- **“National Occupancy Standard”** means the following criteria which must be met to ensure a household is not crowded:
  - Not less than one and not more than two persons may occupy a single bedroom.
  - Parents and children do not use the same bedroom.
  - Single persons 18 and over have a separate bedroom.
  - Children five and over do not share a bedroom with another person of the opposite sex.
- **“Notice of Conditional Allocation”** means notification in writing by Manitoba Housing to a Proponent of Proposal selection and Manitoba Housing’s issuance of a Conditional Allocation.
- **“Project”** means the social, affordable, and market housing units proposed to be developed at 189 Evanson Street and 905 Preston Avenue in Winnipeg, Manitoba by a Proponent responding to this RFP.
- **“Project Operating Agreement”** means the contract to be entered into between an Accepted Proponent and Manitoba Housing setting out the terms and conditions under which the Accepted Proponent will operate the Project.
- **“Proponent”** means the legal entity selected by Manitoba Housing to submit a Proposal to Manitoba Housing in response to this RFP.
- **“Proposal”** means a written submission by a Proponent in response to this RFP, which includes all of the documentation necessary to satisfy the submission requirements of the RFP.

- **“REOI”** means the Request for Expressions of Interest package in its entirety, issued by Manitoba Housing on October 9, 2014, inclusive of all schedules and appendices and all addenda that were issued by Manitoba Housing in respect of the REOI.
- **“RFP”** means this Request for Proposals package in its entirety, inclusive of all schedules and appendices and all addenda that may be issued by Manitoba Housing in respect of the RFP.
- **“Site”** means the land located at 189 Evanson Street and 905 Preston Avenue in Winnipeg, Manitoba.
- **“Shall”** and **“Must”** denote a requirement that Manitoba Housing regards as critical. Failure of a Proponent to acknowledge the requirement and affirm its ability to meet the requirement will result in a significantly reduced rating in the evaluation of the Proposal.
- **“Submission Deadline”** means the date and time set out in Section 4.1 of this RFP.
- **“Will”** or **“Should”** denote a requirement that Manitoba Housing regards as an important objective. Failure of a Proponent to acknowledge the requirement and affirm its ability to meet the requirement will result in a reduced rating in the evaluation of the Proposal.

## 2.0 DESCRIPTION OF THE SITE

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The Site includes two parcels of land:

1. 189 Evanson Street, Winnipeg  
Lot 1 Plan 3122 WLTO in RL 65 Parish of St James
2. 905 Preston Avenue, Winnipeg  
Lot 9, 10 and 11 block “H” Plan 327 WLTO in RL 65 Parish of St James

189 Evanson Street was home to a former hospital that was recently deconstructed. All structures and debris have been removed and the land has been fully remediated. The site is filled, graded, and leveled. 189 Evanson Street is a rectangular shaped parcel situated on the southeast corner of Evanson Street and Preston Avenue. The total gross area of 189 Evanson Street is approximately 49,000 square feet.

905 Preston Avenue had been used for surface parking. It is a rectangular shaped parcel on the northwest corner of Evanson Street and Preston Avenue. This parcel is available in an ‘as is’ state. The total gross area for 905 Preston Avenue is approximately 8,000 square feet. An Environmental Site Assessment has been completed and further soil investigation is underway. Results of the further testing will be communicated by way of an addendum at a future date.

The parcels have full municipal servicing. Both parcels are currently zoned Residential Two-Family (R2). Proponents are encouraged to consult with the City of Winnipeg on zoning requirements for proposed project concepts.

Beginning in April 2015, Manitoba Infrastructure and Transportation and Manitoba Conservation and Water Stewardship will use 189 Evanson Street as a temporary test area for a number of faux chimney prototypes. The former chimney located at 189 Evanson Street was inhabited by Chimney Swifts – a threatened species under the Province’s Endangered Species and Ecosystems Act. Due to the structural integrity of the chimney and safety concerns, an

exemption under the Act was granted to remove the chimney. Manitoba Housing must however ensure that a replacement habitat for the Chimney Swift is included in the redevelopment of the site. Prototype testing will occur until mid-to-late October 2015. This will involve the construction of three free standing faux chimney structures, two of which will measure 24' in height and will rest on 10' by 10' concrete pads. The other will measure 35' in height and rest on a 12' by 12' concrete pad. Following the testing, the chimney prototypes and concrete pads will be removed from the site. Development restrictions may be enforced until the prototype testing is concluded.

### **3.0 PROJECT SPECIFICATIONS**

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#### **3.1 Level of Assistance**

Manitoba Housing is prepared to provide Financial Assistance towards the capital costs of the Affordable Housing units based on Manitoba Housing's current cost and space benchmarks.

Manitoba Housing's current total cost benchmarks for wood framed buildings is \$229/sq.ft. based on Eligible Project Costs as outlined in Appendix "A". The total cost benchmark includes an allowance of \$196 per square foot for hard costs and a 17 per cent soft cost allowance based on total hard costs.

Allowance may be made for other factors that might influence these costs.

Proponents are encouraged to leverage as much equity and other funding sources as possible.

Manitoba Housing's current space benchmarks for affordable housing units sizes, circulation and services rooms, and amenity and programming/administration space are outlined in sections 3.3.1, 3.3.2 and 3.3.3 respectively.

Appendix "F" of this RFP provides further instruction on how to calculate the total eligible space and the total eligible Financial Assistance.

Additional financial assistance will also be made available for costs associated with incorporating a faux chimney structure as a replacement habitat for the Chimney Swift. Proponents are not expected to include costs associated with the construction of the faux chimney at this time.

Manitoba Housing shall also make available a limited amount of rent-geared-to-income (RGI) assistance to help further decrease rents so that they are affordable to lower-income households. Further information on such RGI assistance is outlined in Section 3.2.4.

#### **3.2 Eligibility Requirements**

##### **3.2.1 Proponent**

As outlined in the REOI documentation, proponent eligibility is limited to non-profits and cooperatives and these proponents are encouraged to pursue partnerships with other non-profit or private sector groups in order to leverage financing.

### 3.2.2 Location

The proposed Project must be located at 189 Evanson Street and 905 Preston Avenue. Responses to this RFP must include a plan to develop both sites.

### 3.2.3 Project Ownership Structure

189 Evanson Street and 905 Preston Avenue will continue to be owned in fee simple by Manitoba Housing and are being offered for redevelopment by means of a long-term ground lease for a minimum of 60 years to a maximum of 99 years. Manitoba Housing intends to retain ownership of the project to the extent of its capital investments.

### 3.2.4 Type of Development

Proposals must target the development of seniors housing or intergenerational housing that appropriately accommodates seniors and families.

The proposed Project must provide a mix of market and Affordable Housing units. At minimum, Manitoba Housing requires 50 percent of units to be developed as affordable rental or cooperative housing.

The market component, including residential units and any commercial space, should lease at full recovery rental rates and be financially self-sufficient (i.e. must not depend on ongoing operating assistance or public operating subsidies).

As part of the 50 percent affordable housing mix, Proponents may incorporate a number of units intended for households that are eligible for social or public housing. Rent-gear-to-income assistance may be available by Manitoba Housing to help further decrease rents or cooperative housing charges so that they are affordable to lower-income households. The amount of such assistance will be dependent upon an approach that best serves the target population and which addresses community need.

Projects not eligible under this RFP include supportive housing, nursing homes and other long-term care facilities, shelters and crisis care facilities.

Projects targeting the development of seniors housing which includes an assisted living component are eligible for Financial Assistance under this RFP. However, in such instances, Proposals must include the following:

- A clear breakdown of the proposed unit rents and service package fees;
- A detailed itemized list of all services included as part of the service package; and
- A description of how the services will be delivered and by whom.

In addition, the service package component needs to be priced at a level that, in combination with the cost of the shelter component, is affordable to eligible households as identified in Section 3.2.5.

Both the shelter and any service components of a Project must be independently self-sustaining, as no individual component can be used to subsidize the other to reach economic viability. This requirement also applies to situations where the Proposal includes the planned development of non-residential space, as both the shelter

component and any Non-Residential Portion of a Project must be independently self-sustaining.

### 3.2.5 Income Limits and Tenant Selection

Affordable Housing units must be leased to low- and moderate-income households in accordance with the Program Income Limits as set out in Appendix “B”.

Total income includes wages and salaries, net income from self-employment, investment income, retirement pensions, and miscellaneous income such as alimony or government transfer payments.

Proponents will be required to have procedures in place to ensure a fair and open process for tenant selection.

Accepted Proponents must verify the income of a prospective tenant as a condition of signing a lease with the tenant to ensure compliance with this requirement.

### 3.2.6 Rent Levels

Affordable Housing units must also be leased at the applicable Affordable Rents as set out in Appendix “C”.

Proponents may wish to incorporate a number of units intended for households that are eligible for social or public housing. A limited amount of rent-geared-to income (RGI) assistance is available from Manitoba Housing. Proponents must clearly identify the number and type of units that are proposed to receive RGI funding assistance.

Proponents should note that although Manitoba Housing will not favour Proposals one way or the other in terms of the requested RGI assistance level, the Evaluation Criteria for this RFP does include consideration of whether the Project (and its leasing strategy) is consistent with community need and the target market.

## 3.3 Physical Design

Project concepts should not substantially deviate from the Proponent’s response to the REOI.

All units must provide modest, self contained accommodation of suitable space and size to meet household needs. As Financial Assistance is capped based on Manitoba Housing cost benchmark and on the allowances with respect to unit sizes, circulation and service areas, and amenity and programming/administration space, Proponents are strongly encouraged to ensure a modest and efficient design in accordance with the following:

### 3.3.1 Affordable Housing Unit Sizes

The following unit sizes shall not be exceeded:

Unit Type	Size (m <sup>2</sup> )	Size (sq.ft.)
1-bedroom	55	594
2-bedroom	72	779



3-bedroom	89	960
4-bedroom	105	1,130

Floor areas for units designed for an individual living with a disability may exceed unit sizes consistent with Affordable Rents for that geographic area, to accommodate mobility requirements. As a guideline, accessible units should be no greater than 12% above the unit sizes identified above. Requirements related to Accessible Design can be found in Section 3.3.9.

Where a design incorporates stacked townhouses with grade access, the minimum gross floor area may be increased by the space required for the additional stairway.

### 3.3.2 Circulation and Service Rooms

The combined circulation and service room areas should not exceed 25% of the combined affordable housing unit areas. Circulation space includes areas such as lobbies, corridors, interior stairs, and elevators. Service rooms include areas such as electrical/mechanical rooms, garbage/recycling rooms and maintenance rooms.

### 3.3.3 Amenity and Programming/Administration Space

For basic rental or cooperative housing buildings that do not offer on-site programming to residents, the maximum allowance for combined amenity and administration space is 1.86 m<sup>2</sup> for every affordable residential unit (approximately 20 sq.ft. per residential unit).

For rental or cooperative housing buildings that offer on-site programming to residents, the maximum allowance for combined amenity and administration space is 4.65 m<sup>2</sup> for every affordable residential unit (approximately 50 sq.ft. per residential unit).

Amenity space includes common rooms such as a multi-purpose room, kitchenette, public washroom, laundry rooms, and resident storage space. Administration space includes office space and space for the delivery of on-site programming to support building residents.

### 3.3.4 Ineligible Features

The following features shall not be provided in areas where Manitoba Housing is providing Financial Assistance:

- Dishwashers
- Microwaves
- Central vacuum systems
- In-sink disposal units
- Motion activated sink faucets
- Skylights
- Jetted bathtubs
- Fireplaces (in units and common areas)
- Greenhouses
- In-suite laundry (not applicable for townhouses)

- Additional baths or half baths for 3-bedroom units; larger units may be allowed an additional half bath if it is not on the same floor level as the main bath.
- Non-standard wall, ceiling and floor finishes
- Common areas finished with costly detailing

### 3.3.5 Architectural Vision, Building Height, and Unit Density

The Project shall provide an architectural vision which complements the building styles and character of the surrounding neighbourhood and includes a variety of façade design.

The design should consider a building orientation that limits the Project's shading effect on adjacent properties. Building height(s) shall not exceed three storeys and density shall not exceed the maximum allowable density for each land parcel. The City of Winnipeg's Planning, Property and Development Department has confirmed the maximum density at 189 Evanson to be 60 residential units and the maximum density at 905 Preston Avenue to be 10 residential units.

### 3.3.6 Parking

In order to mitigate the potential for increased street parking in the neighbourhood, proposed projects should provide for additional on-site parking beyond the minimum parking requirements allowable by the City of Winnipeg.

### 3.3.7 Green Building

The design and construction of the Project must comply, at minimum, with Manitoba's Green Building Program for Housing Projects as outlined in Appendix "G". Participation in the Green Building Program is mandatory.

### 3.3.8 Unit Type Mix

Proposed projects may include a range of unit types. Manitoba Housing will not support the development of studio units, except in appropriately documented special circumstances.

Proponents are strongly encouraged to develop Proposals with a unit mix that is most desirable to serve the target population and which best addresses community need.

### 3.3.9 Accessibility Provisions

Manitoba Housing encourages the use of universal design and enhanced accessibility features. All units inclusive of market, affordable, and social housing units must be built in accordance with the following, which are considered the minimum requirements:

- Manitoba Housing's Visitable Design Standards as outlined in Appendix "D".
- 100% of all units intended for seniors housing must meet Manitoba Housing's Accessible Design Criteria as set out in Appendix "E".
- 10% of all non-seniors units must meet Manitoba Housing's Accessible Design Criteria as set out in Appendix "E".

### 3.3.10 Replacement Habitat for the Chimney Swift

Re-development of 189 Evanson Street shall incorporate a replacement habitat for the Chimney Swift. As part of this RFP, Proponents must confirm their willingness to work with the Province of Manitoba to ensure that a replacement habitat is incorporated into the final design of the Project.

As part of the Integrated Design Process, the Accepted Proponent must include representatives from the Province of Manitoba, including but not limited to Manitoba Housing, and Manitoba Conservation and Water Stewardship. The Province of Manitoba will provide instructions to the Accepted Proponent's design team regarding the requirements of the faux chimney structure. At this time the preferred approach involves a chimney that is attached to one of the buildings developed at the Site.

## 3.4 Procurement

Manitoba Housing requires a transparent procurement process. Proponents are encouraged to acquaint themselves with the Manitoba Housing procurement guidelines attached as Appendix "H". Contractual commitments made by a Proponent that are not consistent with these guidelines may not be accepted by Manitoba Housing.

## 3.5 Apprenticeship Training and Skills Development

The Province of Manitoba is committed to apprenticeship training and development to expand Manitoba's pool of skilled labour to meet the needs of our economy. Manitoba Housing recognizes the importance of apprenticeships in residential sector developments and encourages applicants to consider procurement practices as a means to support for the use of apprentices in projects that receive capital funding contributions from Manitoba Housing. To that end, Manitoba Housing will favour Proposals that demonstrate a commitment and practical approach to incorporating apprenticeship training and development as part of their tender evaluation process.

## 3.6 Project Development Schedule

As outlined in Section 5.6 of this RFP, it is anticipated that the Accepted Proponent will receive a Notice of Conditional Allocation from Manitoba Housing by late summer 2015. Manitoba Housing expects the Accepted Proponent to apply for a building permit within twelve (12) months of the issuance of the Notice of Conditional Allocation, with Project completion to occur within 30 months of permit approval.

Any delays with such Project milestones may result in Manitoba Housing withdrawing its Project funding commitment.

Proponents should note that its anticipated development schedule may be subject to adjustment by the Province of Manitoba to meet the legislative requirements under the Province's Endangered Species and Ecosystems Act.

An Audited Financial Statement is to be provided to Manitoba Housing within 90 days of Project completion. This shall include verification of the project capital cost expenditures based on the application for Financial Assistance.

### 3.7 Open House

Manitoba Housing will organize and host a public open house following the RFP Submission Deadline. The intent of the public open house is to solicit feedback from community members on proposed Project designs. Feedback received at this event will be taken into account during the evaluation of each Proposal.

Manitoba Housing will notify Proponents of the location and time of the open house by way of an addendum at a future date. It is expected that no more than two Proponent representatives shall be available at the open house to answer any questions from the public.

Manitoba Housing suggests that Proponents bring the following items to have on display at the open house:

- Coloured Renderings
- Floor Plans
- Unit Plans
- Site Plans – must show parking stalls to be included
- Shading Analysis
- Summary Board(s) for each site which lists the number of dwelling units, the building height(s), number of parking spaces, gross buildings area, a listing of common areas, anticipated green building features, and accessible design features.

Each item shall be of sufficient size to be displayed on an easel for viewing at the open house.

Manitoba Housing strongly encourages Proponents to proactively solicit community input on its proposed project design prior to the RFP Submission Deadline.

## 4.0 INSTRUCTIONS TO PROPONENTS

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### 4.1 Submission Address and Deadline

Proponents must submit five (5) hard copies and one electronic copy (a PDF document on CD ROM or Memory Stick) of their Proposal, addressed as follows and delivered to:

Manitoba Housing  
Housing Delivery Branch  
200-352 Donald Street  
Winnipeg, Manitoba R3B 2H8  
Attn: Old Grace Hospital Site RFP

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will ***not*** be accepted. **Proposals must be received no later than the Submission Deadline on Tuesday, May 27, 2015 at 4:00pm CDT** at the above address.

**Proposals received after the Submission Deadline will not be accepted and will be returned to the Proponent unopened.**

The Coordinator may extend the Submission Deadline by issuing an addendum at any time prior to the Submission Deadline or prior to the date and time previously specified in any addendum extending the Submission Deadline. Manitoba Housing will issue any addenda directly to a Proponent at the email address indicated in its Expression of Interest.

Proposals should be submitted in a sealed package and delivered, by mail or by courier to the above noted address. The package should be clearly marked with the RFP number, the Submission Deadline and the Proponent's name and return address.

The appropriate signing officer or officers of the Proponent must sign Proposals, in ink. Proposals, once submitted, become the property of Manitoba Housing. All Proposals will be kept in the strictest of confidence subject to such disclosure as may be required under the provisions of *The Freedom of Information and Protection of Privacy Act* or *The Personal Health Information Act*.

**It is solely the Proponent's responsibility to ensure that the Proposal is received at the designated location prior to the Submission Deadline.**

## **4.2 Proposal Inquiries**

Proponents shall be solely responsible for obtaining all information that may be necessary in order to understand the requirements of this RFP and submit a Proposal in accordance with the terms and conditions of this RFP. No allowance shall be made for the failure of a Proponent to obtain such information or to make such investigations.

Proponents shall examine the RFP as soon as possible after receipt. Should a Proponent discover any errors or omissions, the Proponent shall notify the Coordinator as soon as possible so further instructions may be issued to all Proponents before the Submission Deadline.

All inquiries related to this RFP are to be made, in writing, at least five (5) business days prior to the Submission Deadline. Inquiries received after this date may not be answered. Written inquiries are to be directed to:

Manitoba Housing  
Attn: Andrew Colli  
Housing Delivery Branch  
200-352 Donald Street  
Winnipeg, Manitoba R3B 2H8  
Fax: (204) 948-3035  
Email: [andrew.colli@gov.mb.ca](mailto:andrew.colli@gov.mb.ca)

Written inquiries submitted by fax or e-mail will be accepted.

## **4.3 Proposal Format**

Proponents must submit their Proposal setting out the information requested in Section 4.4 of this RFP and any relevant comments, according to, and in the order of, the various sections, subsections, and clauses presented in this RFP. Simplicity and clarity of responses are important. Proponents should avoid including extraneous or irrelevant information. Failure to respond to any section, subsection or clause will reduce the assessed value of the Proposal. Failure to respond to any of the Mandatory Requirements will result in the rejection of the Proposal.

All Proposals should be submitted in an 8.5" x 11" format and bound in such a manner as to lay flat when opened.

#### **4.4 Proposal Content**

Proposals must contain the following items:

*A. Letter of Introduction*

A letter introducing the Proponent and signed by the persons authorized to sign on behalf of and to bind the Proponent to the statements made in response to this RFP. The letter should contain the same signatures as on the Application for Conditional Allocation, which is found attached to this document as Appendix "F".

*B. Proponent Qualifications*

Information about the Proponent, including:

- An organizational profile that includes the applicant organization's origins and history, as well as the organization's experience and accomplishments in relation to the development and management of housing.
- The organization's mandate and its services provided to clients.
- Human resources (numbers and types).
- A copy of the organization's Articles of Incorporation, including any amendments, and current list of Board of Directors.
- A copy of the organization's latest annual report and audited financial statements for the parent company and any subsidiary housing corporation involved in the Proposal.
- An outline that demonstrates how the Proponent and consultants selected by the Proponent have the staff, organizational capacity, and housing development experience/expertise to project manage the design, financing and development of the Project.
- Documentation describing contractual relationships between the Proponent and all consultants selected by the Proponent.

*C. Project Concept*

A detailed overview of the proposed Project which includes:

- A narrative description of the overall project concept and development approach.
- A description of how the Project concept is suitable for the site, and how the design appropriately integrates with the Wolseley neighbourhood.
- Identification of the specific target population(s) to be served.
- Proposed number, type and size of units.
- Drawings including but not limited to, site plans, floors plans, unit plans, and building elevations as well as specifications for the entire Project.
- Special design, amenity considerations, and unit features.
- A description of community green space(s) and/or children's play space(s).
- Number and location of on-site parking spaces to be provided.
- A detailed description of any Non-Residential Portions of the Project, including the marketing plan for each use.

*D. Market Analysis and Identification of Housing Demand*

Proposals must clearly demonstrate that a need and demand exists for the Project as proposed. Evidence should be provided which supports the proposed monthly rent levels/cooperative housing charges for market rate units, the proposed unit type mix and

unit sizes, as well as the proposed level of any tenant/resident equity contributions. In addition, for co-operative housing, appropriate evidence should be provided demonstrating that sufficient demand exists, at the proposed share price, to achieve full occupancy at construction completion.

*E. Financial Viability and Value for Money*

- An overview of the capital budget, which addresses at minimum, the following items:
  - A description of the class of construction cost estimate.
  - The source of the construction cost estimate.
  - Evidence that the capital budget is supported by a construction cost estimate that has been prepared by a Quantity Surveyor or equivalent.
  - Describe the types and amounts of any contingencies included in the capital budget.
- Describe the amount of mortgage financing required, the proposed amortization period, the interest rate, and the mortgage term.
- Provide a letter from the primary lender regarding their intent to finance the Project.
- Describe all proposed capital funding sources including equity contributions, grants, etc., and all related funding amounts.
- Provide appropriate evidence that all equity contributions have been secured, or an explanation as to how and when such evidence will be available.
- Provide an overview of the operating budget, which addresses at minimum the following items:
  - Projected operating revenue, including a detailed breakdown of proposed rents/co-operative housing charges on a monthly basis for all Project units.
  - Projected operating costs and an explanation to support the reasonableness of the cost assumptions (e.g. operating cost data from other housing projects).
  - Provide a five year operating budget forecast demonstrating the ongoing financial viability of the Project.
  - Describe the types and amounts of any contingencies included in the operating budget.
- If applicable, include a description and a clear breakdown of the projected capital costs, operating costs, and revenues associated with any non-residential space on a prorated basis.
- Describe how the project is financially viable and how long-term viability of the project can be protected.

Proponents are encouraged to provide equity to reduce the loan amount and thereby improve the cost-effectiveness of their Project. As part of its Evaluation Criteria, Manitoba Housing will favour Proposals with higher Proponent equity contributions as a percentage of total Eligible Project Capital Costs.

Equity may take the form of unencumbered funds and/or tenant/co-op member contributions.

Manitoba Housing will give preference to Proposals that are able to appropriately demonstrate a high degree of cost certainty. Such evidence should come in the form of a construction cost estimate from a third-party cost estimator such as a Quantity Surveyor which clearly describes the class of construction cost estimate and the estimate's expected degree of accuracy.

**Prior to the issuance of a Development Agreement and within six (6) months of Manitoba Housing's Notice of Conditional Allocation, the Accepted Proponent will be required to demonstrate that funds are available to the Proponent, and that together with Manitoba Housing's commitment, are sufficient to complete the Project.**

*F. Management Plan*

Provide a detailed explanation of the post-construction property management plan. At minimum, this plan should include the following key elements:

- Identify who will carry out the property management function.
  - If property management will be contracted out, identify the person(s) or firm and describe their experience with providing the service.
  - If self-management is planned, the Proponent must demonstrate how they have the experience and capacity to self-manage the Project.
- Describe anticipated staffing levels.
- Describe the roles and responsibilities of those involved in the property management function, and describe any contractual relationships.
- Any additional information related to the management plan such as the proposed tenant selection process or marketing strategy.

*G. Development Plan and Timetable*

- An outline of the Proponent's anticipated project development work plan/approach that includes information on specific activities, tasks, key milestones, and allocated human and financial resources. This should also include a timetable that outlines proposed dates and durations for functions such as, but not limited to, the following:
  - Completion of 60% Design Development.
  - Completion of 90% Working Drawings.
  - Completion of tender documents.
  - Securing any necessary municipal approvals such as variances.
  - Project tender.
  - Application for the building permits.
  - Construction start date.
  - Start of Project occupancy.
- Proposals should also describe the overall approach to the design of the Project including details on the envisioned Integrated Design Process (as required by the Manitoba Green Building Program outlined in Appendix "G"), participation of key stakeholders in the design process, consistency of the design with any community plans and/or municipal planning requirements and how community input was factored into design decisions.
- Proposals should include drawings and specifications to the level of detail necessary to receive at minimum a Class C construction cost estimate from a qualified and experienced third-party cost estimator. Proponents are cautioned not to finalize their project designs as Manitoba Housing requirements may impact final design. Manitoba Housing shall not be responsible for any costs required to adjust project designs.
- Proposals should include shading analyses showing the shading effect of the Project on adjacent properties for all seasons of the year.



- Proposals shall provide any pertinent information that may impact rezoning or necessary variances.
- Information should also be provided in this section which confirms and details the Project's design consistency with the following Physical Design requirements outlined in Section 3.3:
  - Affordable Housing Unit Sizes
  - Manitoba Housing's Visitable Design Standards (as set out in Appendix "D")
  - Manitoba Housing's Accessible Design Criteria (as set out in Appendix "E")
  - Manitoba's Green Building Program for Housing Projects as outlined in Appendix "G"
- Information should also be provided outlining whether the Proponent intends to incorporate any other green building or sustainable design practices which go beyond Manitoba's Green Building Program for Housing Projects, and whether the Proponent has examined the feasibility of any such inclusion.
- Information should be provided on the anticipated Project procurement process.
- Proponents should clearly indicate any commitment they may have to incorporating procurement practices that support apprenticeship training and skills development as part of their tender evaluation process.

#### *H. Community Support & Engagement*

Manitoba Housing expects Proponents to proactively solicit input on its proposed Project plans from neighbouring residents and members of the broader Wolseley community.

Proposals should include the following:

- A community engagement strategy that details the approach used to engage community stakeholders in the design of the Project including the following:
  - the date, time and location of any events held to solicit feedback on the proposed Project.
  - how the community was notified about the event(s).
  - the type of information that was presented.
  - the level of community participation in the design process.
  - the type of feedback received and how it was incorporated into the overall design of the Project.
- Evidence of community support for the Project, including details and appropriate evidence of any established or potential partnership arrangements. Evidence may include:
  - Letters of support from residents, community organizations, and businesses located within the Wolseley neighbourhood. Letters must be signed, dated and on appropriate letterhead. Letters of support dated prior to the release of this RFP will not be considered.

- Letters supporting any established or potential partnerships with other organizations.

*I. Application for Conditional Allocation*

A completed and appropriately signed Application for Conditional Allocation (attached to this RFP as Appendix “F”). **Manitoba Housing will not accept any other format as a replacement to Appendix “F”.**

#### **4.5 Proposal Conditions**

A Proponent should clearly understand, and by submitting a Proposal agree, that its Proposal or any part of its Proposal is subject to the following conditions, in addition to any other terms and conditions set out in this RFP:

*A. Disqualification*

No Proposal will be considered which is received after the Submission Deadline. No Proposal will be considered from a Proponent where Manitoba Housing, in its sole discretion, determines that a potential conflict of interest exists. Manitoba Housing’s Conflict of Interest Policy and Guidelines can be found in Appendix “I” of this RFP. No Proposal will be considered that is in any way conditional or that proposes to impose conditions on Manitoba Housing that are inconsistent with the requirements of this RFP and the terms and conditions stipulated herein.

*B. Right of Rejection*

The submission of a Proposal, the receipt of a Proposal by Manitoba Housing and the opening of a Proposal, or any one of those, does not constitute acceptance, in any way whatsoever, of a Proposal.

A Proposal is not and shall not be deemed in any way to be a unilateral contract. It is an offer by the Proponent to Manitoba Housing to carry out the provisions set out in this RFP. A Proposal may be accepted or rejected by Manitoba Housing in Manitoba Housing’s entire discretion.

A Proposal, or any part of a Proposal, is not accepted unless Manitoba Housing accepts it in writing and the written acceptance has been delivered to the selected Proponent. Manitoba Housing reserves the right to waive deficiencies in any Proposal. The decision as to whether a deficiency will be waived or will require that a Proposal be rejected will be made by Manitoba Housing, in its sole discretion.

Manitoba Housing, in its entire discretion, may reject or accept all or any part of a Proposal or any of the Proposals submitted in response to this RFP. Manitoba Housing is under no obligation whatsoever to accept the Proposal with the lowest cost or any Proposal.

*C. Right to Re-issue RFP*

Manitoba Housing reserves the right to re-issue the RFP where, in Manitoba Housing’s sole opinion, it would be in the best interest of Manitoba Housing to do so.

*D. Cost of Proposal*

Manitoba Housing is not liable for any costs incurred by proponents in the preparation, presentation, or submission of a response to this RFP. Manitoba Housing shall not be responsible for any liabilities, costs, expenses, loss or damage occurred, sustained or suffered by any proponent, prior to or subsequent to, or by reason of any delay in the acceptance of a Proposal.

Proponents are cautioned not to finalize their project designs as Manitoba Housing requirements may impact final design. Manitoba Housing shall not be responsible for any costs required to adjust project designs.

*E. Decisions of Evaluation Committee*

All decisions on the degree to which a Proposal meets the stated criteria or the score assigned to a Proponent or to part of a Proposal will be determined solely by the Evaluation Committee. The Evaluation Committee's determinations in this regard are final and may not be appealed by a Proponent.

*F. Project Partnerships*

Project partnership responses will be accepted with the understanding that Manitoba Housing will regard only one of the parties of the partnership as the Proponent. Proposals must clearly indicate which party is the Proponent. The Proponent will be completely responsible for all additional parties.

#### **4.6 Amendment or Withdrawal of Proposal**

Proponents may amend Proposals submitted in response to this RFP prior to the Submission Deadline by submitting an amendment clearly identifying the change or by submitting a new Proposal that clearly indicates that it is to replace the Proposal previously submitted by the Proponent.

Amendments submitted after the Submission Deadline will not be considered by Manitoba Housing.

**It will be solely the responsibility of the Proponent that submits an amendment to ensure that the amendment is received prior to the Submission Deadline.**

All amendments or requests to withdraw a submitted Proposal shall be in writing submitted to Manitoba Housing at the address set out in Section 4.1 of this RFP. All such amendments or requests shall be submitted on the Proponent's letterhead and shall be signed by the persons authorized to sign on behalf of and to bind the Proponent.

## **5.0 PROPOSAL EVALUATION AND SELECTION**

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### **5.1 Evaluation Committee**

The Evaluation Committee will be made up of representatives from the Department of Manitoba Housing and Community Development. The Evaluation Committee will be responsible for reviewing and evaluating Proposals submitted in response to this RFP. Manitoba Housing may,

at its sole discretion, retain additional committee members or professional advisors as is determined to be prudent or necessary.

## 5.2 Evaluation Process

The RFP evaluation process is a selection procedure. It will be finalized through completion of the following stages:

- 1) Proponents to submit Proposals to Manitoba Housing in response to this RFP.
- 2) Manitoba Housing will screen each Proposal to ensure that the Proposals meet all the Mandatory Requirements of this RFP. At this stage, Proposals will be evaluated on a pass/fail basis. Any Proposal that fails to meet the mandatory criteria will not be considered further.
- 3) Proposals that meet the Mandatory Requirements of this RFP will be evaluated and ranked by the Evaluation Committee in accordance to the criteria identified in Section 5.4, to determine which Proposal is the most responsive to the requirements detailed in this RFP and provide the best overall value to Manitoba Housing.
- 4) Final project selection is based on the established Evaluation Criteria.

## 5.3 Mandatory Requirements

Proposals will be screened by reference to the Mandatory Requirements. The Mandatory Requirements are:

	Receipt of the Proposal prior to the Submission Deadline.
	Submission of five (5) hard copies and one electronic copy (a PDF document on CD ROM or Memory Stick) of the Proposal.
	The submission confirms an ownership structure that is based on a long term ground lease from Manitoba Housing and confirms that Manitoba Housing shall retain majority ownership of the Project units.
	Proposals must target the development of seniors housing or intergenerational housing that appropriately accommodates seniors and families.
	The proposed Project involves development of both 189 Evanson Street and 905 Preston Avenue.
	At least 50% of units to be developed are rental or cooperative Affordable Housing units.
	The proposed buildings are no more than three storeys in height.
	The proposed number of units at 189 Evanson Street does not exceed 60 units and the proposed number of units at 905 Preston Avenue does not exceed 10 units.
	The proposed Project does <u>not</u> include supportive housing, nursing homes and other long-term care facilities, shelters and crisis care facilities of any kind.
	The submission includes written confirmation of the Proponent's willingness to work in partnership with the Province of Manitoba to include a replacement habitat for the Chimney Swift at either 189 Evanson Street or 905 Preston Avenue.
	The submission includes confirmation of the Proponent's willingness to participate and meet all requirements related to Manitoba's Green Building Program for Housing.
	The Proposal must include submission of a completed Application for Conditional Allocation (Appendix "F") and signed by an appropriate signing authority. <b>Manitoba Housing will not accept any other pro forma as a replacement to Appendix "F".</b>

## 5.4 Evaluation Criteria

Proposals that meet the Mandatory Requirements of this RFP will be evaluated on the basis of the Evaluation Criteria outlined below. The Evaluation Criteria is the leading tool for evaluation, but is not the sole criterion for a decision.

**Proponents are advised to carefully review the Evaluation Criteria prior to preparing their Proposals in response to this RFP.**

1.	Proponent Qualifications	50 maximum points
2.	Market Analysis and Identification of Housing Demand	50 maximum points
3.	Project Concept	75 maximum points
4.	Financial Viability and Value for Money	100 maximum points
5.	Management Plan	25 maximum points
6.	Development Plan and Timetable	75 maximum points
7.	Community Engagement and Support	125 maximum points
<b>Total</b>		<b>500 maximum points</b>

Proposals will be scored using a point ranking system based on selection criteria 1 through 7 above. Proponents should note the following:

- **Proponent Qualifications** – Proposals will be evaluated on the demonstrated experience, expertise, capacity and track record of Proponents with developing and managing affordable housing projects. Consideration will be given to Proposals that link Proponents which have less experience with partners and/or consultants with more substantial experience if adequate documentation is provided describing the roles, responsibilities and contractual agreements between the partners. Maximum points will be awarded to Proponents with extensive and successful documented experience developing housing projects similar in scope and scale to the proposed Project. Some points will be awarded to Proponents with some experience with similar or somewhat different types of development. Minimal points will be awarded to Proponents that have little or no experience with the type of project being proposed.
- **Market Analysis and Identification of Housing Demand** - Proposals will be evaluated on the Proponent's level of marketing research conducted to support Proposal elements such as the unit type mix, unit sizes, the proposed prices such as market rental rates, and the level of any tenant/resident equity contributions. Consideration will be given to the methods used to conduct the analysis; the type, quality and breadth of information and data collected/analyzed; and the soundness of reported findings.
- **Project Concept** – Proposals will be evaluated on the clarity and soundness of the overall Proposal. This shall include, but not be limited to, consideration of whether the Project is adequately described, whether the overall logic of the Project is sound (and consistent with community need, and Project objectives), and whether there is any heightened risk or likelihood that the Project cannot be completed as proposed.
- **Financial Viability and Value for Money** – Proposals will be evaluated on the financial feasibility and sustainability of the Project. This will include, but not be limited to, such elements as evidence of positive project cash flow, demonstrated long-term viability of the Project, appropriate pro forma benchmarking, reasonableness of fundraising targets,

and documented availability/confirmation of all non-Manitoba Housing funding. In addition, Manitoba Housing will favour Proposals with higher Proponent equity contributions as a percentage of total Eligible Project Capital Costs, as well as Proposals requiring lower Financial Assistance relative to the maximum level of Financial Assistance available. Manitoba Housing will also give preference to Proposals that are able to appropriately demonstrate a high degree of cost certainty. Such evidence may come in the form of a construction cost estimate from a qualified and experienced third-party cost estimator such as a Quantity Surveyor which clearly describes the class of construction cost estimate and the estimate's expected degree of cost accuracy.

- **Management Plan** – Proposals will be evaluated on the overall quality of the proposed post-construction property management plan. Consideration will be given to the demonstrated level of experience and qualifications of the individual(s) or firm that will carry out the property management function.
- **Development Plan and Timetable** – Proposals will be evaluated on the appropriateness of the proposed project design and development plan relative to the intended target market's housing needs and conformity with Manitoba Housing requirements as outlined in Section 3.3 (particularly Affordable Housing unit sizes, Manitoba's Green Building Program for Housing, Accessible Design Criteria, Visitable Design Standards, and Manitoba Housing's Procurement requirements) of this RFP. In addition, Proposals will be evaluated on their planned development timetable, with preference given to Proposals which appropriately demonstrate a reasonable ability to commence construction within a short time period. Favoured Proposals will also include those which (a) incorporate green building practices which go beyond Manitoba Green Building Program for Housing Projects, yet balance Project feasibility and construction cost-efficiency, and (b) demonstrate a commitment and practical approach to incorporating procurement practices that support apprenticeship training and development as part of their tender evaluation process.
- **Community Support** – Proposals will be evaluated on the demonstrated level of community support for the Project. This will include consideration of evidence for any planned partnership arrangements and letters of support from the community. The quality, suitability and balance of the support type/source shall be considered more important than simply the overall volume of support. The evaluation will also consider the Proponent's community engagement strategy, including the methods used to solicit community participation in the design of the Project, the type of feedback received and how such feedback was considered in designing the Project. In addition, the evaluation will also consider comments received by Manitoba Housing from community members that attend a public open house as described in section 4.4 item J.

## **5.5 Acceptance of Proposal**

Upon Manitoba Housing accepting a Proposal, Manitoba Housing will signify its acceptance in writing to the Proponent by way of a Notice of Conditional Allocation. The Notice of Conditional Allocation will specify the maximum amount of time the Proponent will have to meet all specified conditions.

Once all conditions of the Conditional Allocation are satisfactorily met, a Development Agreement (DA) will be issued by Manitoba Housing for execution by the Accepted Proponent.

Manitoba Housing desires timely completion of an executed DA. The Accepted Proponent will

have a specified amount of time to fully execute the DA, after which Manitoba Housing may cancel the DA if not executed and engage in negotiations with another Proponent or reconsider other Proponents' submissions or cancel and re-issue this RFP, or any one combination thereof.

The Accepted Proponent must also enter into a Project Operating Agreement with Manitoba Housing. The Accepted Proponent may elect to engage a third-party professional property manager to manage day-to-day operation of the project.

Subject to the requirements of *The Freedom of Information and Protection of Privacy Act (Manitoba)*, no scores will be released to any party, other than the Proponent's own score being released to the Proponent, upon request.

Manitoba Housing reserves the right to not accept any Proposal. Proponents will be notified in writing should their Proposal not be accepted.

## **5.6 Estimated Timetable**

Proposals submitted under this RFP proceed through an application and review process as outlined below. The following dates are targets only and are subject to revision by Manitoba Housing.

<b>Milestone</b>	<b>Projected Date</b>
Release of Request for Proposals (RFP)	April 13, 2015
Last day for Proponents to submit inquiries	May 20, 2015
Submission Deadline for Proposals	May 27, 2015
Notice of Conditional Allocation to Accepted Proponents	Late summer 2015

## **5.7 Clarifications**

As part of the evaluation process, the Evaluation Committee may make requests for further information with respect to the content of any Proposal in order to clarify the understanding of the Proponent's response. The clarification process shall not be used to obtain required information that was not submitted by the submission deadline, provide new information or to promote the Proponent's submission. The Evaluation Committee may request this further information from one or more Proponents and not from others. Clarification requests may have a response time that must be met by the Proponent.

## **APPENDIX “A”: ELIGIBLE PROJECT CAPITAL COSTS**

The Project’s total eligible capital costs are defined by Manitoba Housing and include:

- Landscaping
- Construction
- Hard furnishings
- Net soft costs

Within the above categories, only those items in keeping with individual project requirements are used to determine eligible project capital costs.

Hard furnishings required for the operation of the eligible designated residential component are eligible costs. Hard furnishings generally include appliances, built-ins, non-movables and major pieces of maintenance equipment. Additional furnishings which are appropriate to the project may be eligible, such as lounge furniture and drapes. Soft furnishings such as bed linen, tablecloths, dishes and cutlery are not eligible.

Net soft costs include the following items, but less any revenue (e.g., rent, interest, etc.) received prior to the interest adjustment date (IAD):

- Architect and engineering fees
- Resource group fees
- Other consultants' fees
- The cost of permits, levies and impost charges
- Taxes
- Insurance during construction
- Interest on advances during construction
- Interest charges on interim financing
- Organization expenses
- Legal fees
- Audits
- Enrolment in recognized provincial warranty programs
- Advertising costs for tenders
- Lenders' and brokerage fees
- Other costs as deemed eligible by Manitoba Housing’s sole discretion

As Financial Assistance is capped based on the allowances with respect to affordable housing unit sizes, circulation and service areas, and amenity and programming/administration space, Proponents are strongly encouraged to ensure a modest and efficient design in accordance with Section 3.3 of this RFP.



## APPENDIX “B”: PROGRAM INCOME LIMITS

To ensure that affordable units produced as a result of this request for expressions of interest are made available to low and moderate-income households, tenants must have a total household income at or below the applicable Program Income Limit.

Household Type	Program Income Limit
<u>Rental/Cooperative Projects</u>	
Family households (with dependents/children)	\$64,829
Non-family households (no dependents/children)	\$48,622

Total income includes wages and salaries, net income from self-employment, investment income, retirement pensions, and miscellaneous income such as alimony or government transfer payments.

## APPENDIX “C”: AFFORDABLE RENTS

Affordable Rents refer to the maximum monthly rent, inclusive of essential utilities (heat, electricity, and water), for a designated market area and unit type.

Applicable affordable rental rates for Winnipeg are currently as follows:

<b>2015 AFFORDABLE WARM RENTS (includes heat, electricity, water)</b>				
	1 Bed	2 Bed	3 Bed	4+ Bed
Winnipeg	\$806	\$1,027	\$1,182	\$1,425

## **APPENDIX “D”: VISITABLE DESIGN STANDARDS**

Visitable housing is the concept of designing and building homes with a basic level of accessibility. Visitable homes provide independent access for everyone, including people with limited mobility for those with disabilities.

A level of entrance provides easier access to the home for all ages and abilities. People who may require the use of mobility aids such as wheelchairs, walkers or scooters, as well as seniors and families with small children, can benefit from visitable homes.

### **Visitable Design Features**

- One level, no-step entrance – minimum 36 inches (91.4 centimetres) wide – on an accessible route;
- Wider doorways – minimum of 32 inches (81.3 centimetres) clear passage throughout; and,
- A wheelchair accessible bathroom on the main floor.

### **Other Visitable Design Features that can be included to improve a home**

- Reinforced bathroom walls (for the installation of grab bars, if desired);
- Levered door handles and single-lever kitchen and bathroom faucets;
- Raised electrical outlets – 18 inches (45.7 centimetres) from the floor;
- Lowered climate controls; and,
- Lowered light switches – 48 inches (121.9 centimetres) from the floor.

## APPENDIX “E”: ACCESSIBLE DESIGN CRITERIA

While the following accessible design features are minimum mandatory requirements, Manitoba Housing encourages proponents to incorporate design initiatives that go beyond those listed below. The Manitoba Building Code, the National Building Code, the Fire Safety Code and municipal code/requirements take precedence over these requirements. Where there is a difference in requirements, the most stringent shall apply.

Required Features within Accessible Units (exclusive of common areas)		Minimum (mm)	Maximum (mm)	Preferred (mm)
Doorways	Clear Width	850		915
Door hardware	Height from floor	915	1220	
Lever handles on interior doors and unit entrance door				
Easily opened doors				
Second peep hole	Height from floor	1,100	1,100	
Hallways with the unit	Width	915		1,220
Turning radii (all rooms)		1,500		
Window sills	Height from floor	800	915	
Outlets (telephone, cable, etc.)	Height from floor	450		
Light switches and intercom	Height from floor		1,220	
Thermostat controls	Height from floor	450	1,220	
Rods in clothes closets/shelves	Height from floor	450	1,220	
Lateral transfer area – by toilet		915		
Bathroom sink	Height from floor	800	860	
Mirror	Height from floor		1,000 or tilted	
Medicine cabinet	Height from floor		1,220	
Pull-up space under bathroom sink				
Grab bars in bathroom (with reinforced bathroom walls)		2		
Hand-held shower on an adjustable rod				
Pull-down seat in shower				
Lever-type faucets				
Offset pipes under sinks				
Knock-out cupboards below kitchen sink				
Rocker-style or large knob light switches				
Flooring- securely fastened to floor – low level carpet				
Kitchen Counter	Height from floor	810	850	

**SECTION 1: PROPONENT INFORMATION**

Name of Proponent:			
Legal Name of Proponent:			
Contact Person Name:		Title	
Phone Number:		Alternate Phone Number:	
Email Address:			
Mailing Address			
Apt.	Street Number	Street Name	PO Box
Municipality		Province	Postal Code
Corporation Type:			
Private Non-Profit		Cooperative	Other (specify): _____
Corporate Status:			
Incorporated (attach articles)		Date: _____	
GST Registration Number:			

**SECTION 2: DEVELOPMENT TEAM**

Project Development			
Company Name		Contact Name	Title
Phone Number	Email	Mailing Address	
Architect			
Company Name		Contact Name	Title
Phone Number	Email	Mailing Address	
Law Firm			
Company Name		Contact Name	Title
Phone Number	Email	Mailing Address	
Other (specify):			
Company Name		Contact Name	Title
Phone Number	Email	Mailing Address	

**SECTION 3: SUMMARY OF PROPOSED PROJECT**

Please provide all known information

Project Name: \_\_\_\_\_

<b>189 EVANSON STREET</b>	<b>905 PRESTON AVENUE</b>
<b>Target Market:</b>	<b>Target Market:</b>
<p>Families                      Seniors</p> <p>Persons with Disabilities</p> <p>Other (specify): _____</p>	<p>Families                      Seniors</p> <p>Persons with Disabilities</p> <p>Other (specify): _____</p>
<b>Tenure Type:</b>	<b>Tenure Type:</b>
<p>Rental                      Cooperative</p> <p>Other (specify): _____</p>	<p>Rental                      Cooperative</p> <p>Other (specify): _____</p>
<b>Dwelling Type:</b>	<b>Dwelling Type:</b>
<p>Elevated apartments    # floors: _____</p> <p>Walk-up apartments    # floors: _____</p> <p>Townhouses              # floors: _____</p> <p>Other (specify):        # floors: _____</p> <p>_____</p>	<p>Elevated apartments    # floors: _____</p> <p>Walk-up apartments    # floors: _____</p> <p>Townhouses              # floors: _____</p> <p>Other (specify):        # floors: _____</p> <p>_____</p>
<b>Construction Method:</b>	<b>Construction Method:</b>
<p>Wood Frame</p> <p>Other (specify): _____</p>	<p>Wood Frame</p> <p>Other (specify): _____</p>
<b>Heating Fuel</b>	<b>Heating Fuel</b>
<p>Electricity                  Natural Gas</p> <p>Ground Source</p> <p>Other (specify): _____</p>	<p>Electricity                  Natural Gas</p> <p>Ground Source</p> <p>Other (specify): _____</p>
<b>Heating System</b>	<b>Heating System</b>
<p>Forced Air                  Radiant</p> <p>Geothermal              Other (specify): _____</p>	<p>Forced Air                  Radiant</p> <p>Geothermal              Other (specify): _____</p>

**SECTION 3: SUMMARY OF PROPOSED PROJECT (continued)**

Please provide all known information	
<b>189 EVANSON STREET</b>	<b>905 PRESTON AVENUE</b>
<b>Zoning</b>	<b>Zoning</b>
Current Zoning Required Zoning Rezoning Required Variances Required	Current Zoning Required Zoning Rezoning Required Variances Required
<b>On-Site Parking</b>	<b>On-Site Parking</b>
Surface Parking      # of stalls: _____  Underground Parking # of stalls: _____  Other (specify below) # of stalls: _____  _____  Total Number of Parking Stalls: _____	Surface Parking      # of stalls: _____  Underground Parking # of stalls: _____  Other (specify below) # of stalls: _____  _____  Total Number of Parking Stalls: _____

# APPENDIX "F": APPLICATION FOR CONDITIONAL ALLOCATION (page 4 of 11)

## SECTION 3: SUMMARY OF PROPOSED PROJECT (continued)

Functional Space Program - 189 EVANSON STREET				
Function	Description of units/spaces	sq.ft./unit or room	# of units	Total sq.ft.
<b>Residential Units</b>  Affordable/Social Units	1 Bedroom			
	2 Bedroom			
	3 Bedroom			
	4 Bedroom			
	1 Bedroom Accessible			
	2 Bedroom Accessible			
	3 Bedroom Accessible			
	4 Bedroom Accessible			
<b>Total Affordable/Social Units</b>				
Market Units	1 Bedroom			
	2 Bedroom			
	3 Bedroom			
	4 Bedroom			
	1 Bedroom Accessible			
	2 Bedroom Accessible			
	3 Bedroom Accessible			
	4 Bedroom Accessible			
<b>Total Market Units</b>				
<b>Grand Total Residential Units</b>				
<b>Residents Amenity</b>	Lounge			
	Multi-Purpose Room			
	Resident Laundry			
	Common Kitchen			
	Common Washrooms			
	Other:			
	Other:			
<b>Administration/Program Support</b>	Offices			
	Staff Washrooms			
	Other:			
<b>Total Resident Amenity &amp; Admin/Program Support</b>				
<b>Circulation</b>	Corridors and Lobby			
	Stairs			
	Elevators			
	Other:			
<b>Service Rooms</b>	Janitor's Room			
	Staff Laundry			
	Electrical/Mechanical			
	Refuse			
	General Storage			
	Other:			
<b>Total Circulation &amp; Service Rooms</b>				
<b>Non Residential Space</b>	specify:			
	specify:			
<b>Total Non-Residential Space</b>				
<b>Gross Building Area [(c) + (d) + (e) + (f)]</b>				

(a)

(b)

(c)

(d)

(e)

(f)

(g)



# APPENDIX "F": APPLICATION FOR CONDITIONAL ALLOCATION (page 5 of 11)

## SECTION 3: SUMMARY OF PROPOSED PROJECT (continued)

Functional Space Program - 905 PRESTON AVENUE				
Function	Description of units/spaces	sq.ft./unit or room	# of units	Total sq.ft.
<b>Residential Units</b>	1 Bedroom			
	2 Bedroom			
	3 Bedroom			
	4 Bedroom			
	1 Bedroom Accessible			
	2 Bedroom Accessible			
	3 Bedroom Accessible			
	4 Bedroom Accessible			
<b>Total Affordable/Social Units</b>				
<b>Market Units</b>	1 Bedroom			
	2 Bedroom			
	3 Bedroom			
	4 Bedroom			
	1 Bedroom Accessible			
	2 Bedroom Accessible			
	3 Bedroom Accessible			
	4 Bedroom Accessible			
<b>Total Market Units</b>				
<b>Grand Total Residential Units</b>				
<b>Residents Amenity</b>	Lounge			
	Multi-Purpose Room			
	Resident Laundry			
	Common Kitchen			
	Common Washrooms			
	Other:			
	Other:			
<b>Administration/Program Support</b>	Offices			
	Staff Washrooms			
	Other:			
<b>Total Resident Amenity &amp; Admin/Program Support</b>				
<b>Circulation</b>	Corridors and Lobby			
	Stairs			
	Elevators			
	Other:			
<b>Service Rooms</b>	Janitor's Room			
	Staff Laundry			
	Electrical/Mechanical			
	Refuse			
	General Storage			
	Other:			
<b>Total Circulation &amp; Service Rooms</b>				
<b>Non Residential Space</b>	specify:			
	specify:			
<b>Total Non-Residential Space</b>				
<b>Gross Building Area [(j) + (k) + (l) + (m)]</b>				

(h)

(i)

(j)

(k)

(l)

(m)

(n)

**SECTION 3: SUMMARY OF PROPOSED PROJECT (continued)****Eligible Space for Financial Assistance**

Total Number of Affordable/Social Housing Units:	_____	(o)
Gross Building Area [(g) + (n)]	_____ sq.ft.	(p)
Total Area of Affordable/Social Housing Units: [(a) +(h)] =	_____ sq.ft.	(q)
Allowance for circulation and service room area [(q) x 0.25] =	_____ sq.ft.	(r)
Allowance for amenity & admin/program support [line (o) x 20 sq.ft. or 50 sq.ft.*] * (refer to section 3.3.3 of the RFP for instructions)	_____ sq.ft.	(s)
<b>Total Eligible Space for Financial Assistance [lines (q) + (r) + (s)] =</b>	_____ sq.ft.	<b>(t)</b>

**Non-Residential Space**

Non-Residential Portion of Building Area [(f) + (m)]	_____ sq.ft.	(u)
Gross Building Area (line p)	_____ sq.ft.	(v)
Non-Residential Portion of Building Area [(u) / (v) x 100]	_____ %	<b>(w)</b>

**SECTION 4: OPERATING BUDGET**

Estimated Annual Operating Revenue (189 Evanson & 905 Preston)					
Residential Portion - Rental Revenue				Proponent Estimate	MHRC Use
<b>Market Units</b>	# of Units	Rent / Co-op Charge Includes	Monthly Rent / Co-op Housing Charge	Annual	
1 Bedroom					
2 Bedroom					
3 Bedroom					
4 Bedroom					
<b>Total Market</b>					
<b>Affordable Units</b>	# of Units	Rent / Coop Charge Includes	Monthly Rent / Cooperative Charge	Annual	
1 Bedroom					
2 Bedroom					
3 Bedroom					
4 Bedroom					
<b>Total Affordable</b>					
1. Base Rents (Market Units + Affordable Units)					
<b>Residential Portion - Non-Rental Revenue</b>					
2. Parking (        spaces @ \$        /month)					
3. Laundry					
4. Surcharges, user fees, etc.					
5. Other (specify):					
<b>6. Total Annual Revenue for Residential Portion (lines 1 to 5)</b>					
<b>Non-Residential Portion</b>					
7. Specify:					
8. Specify:					
<b>9. Total Annual Revenue for Non-Residential Portion (lines 7 to 8)</b>					
<b>10. Total Annual Revenue (line 6 + 9)</b>					

**SECTION 4: OPERATING BUDGET (continued)**

<b>Estimated Annual Operating Costs (189 Evanson &amp; 905 Preston)</b>		
<b>Maintenance</b>	<b>Proponent Estimate</b>	<b>MHRC Use</b>
11. Maintenance and Repairs		
12. Elevator		
13. Snow and Waste Removal		
14. Grounds Maintenance		
15. Other (specify):		
<b>16. Subtotal Maintenance</b>		
<b>Utilities</b>		
17. Heating		
18. Lights and Power		
19. Water/Sewer		
20. Janitorial		
21. Security		
22. Other (specify):		
<b>23. Subtotal Utilities</b>		
<b>Administration</b>		
24. Management		
25. Audit and Legal		
26. Property Taxes		
27. Insurance		
28. Contingency for Vacancies and Bad Debts		
29. Other (specify):		
<b>30. Subtotal Administration</b>		
<b>31. Annual Operating Costs - net debt servicing (lines 16 + 23 + 30)</b>		
<b>32. PLUS: Annual Loan Repayment (line 80 "iv")</b>		
<b>33. Total Annual Operating Costs (line 31 + line 32)</b>		
<b>34. Pro-Rated Non-Residential Portion of Operating Costs</b> (line 33 x line "w" of section 3)		
<b>35. Total Operating Costs Related to Residential Portion</b> (line 33 - line 34)		
<b>36. Cash Flow (line 10 - line 33)</b>		

**SECTION 5: ESTIMATED CAPITAL COSTS**

**Class of Construction Cost Estimate Used (select which class applies):**

Class D                      Class C                      Class B                      Class A

Property Acquisition and Servicing Costs	Proponent Estimate	MHRC Use
37. Land Cost		
38. Off-site Servicing		
39. Legal Fees for Land Acquisition		
40. Surveyor's Fees		
41. Land Transfer Tax		
42. Zoning/Variance Fees		
43. Appraisal Fees		
44. Environmental Site Assessment		
45. Other (specify):		
<b>46. Subtotal Property Acquisition and Servicing Costs</b>		
<b>Development Fees and Charges</b>		
47. Architect/Engineering/other Consulting Fees		
48. Legal Fees (excluding land acquisition)		
49. Development/Project Management Fees		
50. Insurance During Development		
51. Property Taxes During Development		
52. Utilities During Development		
53. Permits/Other Development Fees		
54. Rent Up Costs		
55. Interest Charges		
56. Audit		
57. GST		
58. Other (specify):		
<b>59. Subtotal Development Fees and Charges</b>		
<b>Building and Landscaping Costs</b>		
60. Building Construction Costs		
61. Rehabilitation/Conversion/Demolition Costs		
62. Onsite Servicing		
63. Landscaping		
64. Stoves, Refrigerators and Laundry Equipment		
65. Hard Furnishings		
66. Maintenance Equipment		
67. Contingency		
68. Other (specify):		
<b>69. Subtotal Building and Landscaping Costs</b>		
<b>70. Total Project Capital Cost (line 46 + 59 + 69)</b>		
<b>71. Total Pro-Rated Non-Residential Portion</b> (if applicable, line 70 x line "w" from section 3)		
<b>72. Total Residential Capital Costs</b> (line 70-71)		

**APPENDIX "F": APPLICATION FOR CONDITIONAL ALLOCATION (page 10 of 11)**

**SECTION 6: FINANCING PLAN**

Proponent Equity and Funding Details	Proponent Estimate	MHRC Use
73. Proponent Equity (unencumbered funds)		
74. Capital Grants (non-Manitoba Housing)		
75. Other (specify):		
76. Other (specify):		
<b>77. TOTAL EQUITY AND OTHER FUNDING</b> (sum of lines 73 to 76)		
<b>Project Financial Details</b>		
78. Total Residential Capital Costs (line 72)		
79. Total Proponent Equity and Funding (line 77)		
80. (i) Total Mortgage Financing (ii) Mortgage Term: _____ years (iii) Interest Rate: _____ % (iv) Annual Loan Repayment \$ _____ (v) Amortization Period _____ years	= _____	
<b>81. Total Funding Request to Manitoba Housing*</b> <i>*Should not exceed the amount generated by the following calculation:</i>  \$229 per sq.ft. x Line "t" in section 3 = _____	= _____	
<b>82. Total Funding and Financing</b> (line 79 + 80 + 81)		

**SECTION 7: DECLARATION**

I/We have carefully examined the Request for Proposal (RFP) documents and have a clear and comprehensive knowledge of the requirements under the RFP. By this submission, I/we agree and consent to the terms, conditions and provisions of the RFP.

I/We hereby confirm that the proposal submission contains all information necessary to address the requirements and eligibility of this RFP.

I/We hereby confirm the information in this Proposal as well as any attachments are to the best of my/our knowledge, accurate statements of fact.

**Authorized Signing Authority**

(Party or Parties who will represent the Proponent in all contractual matters requiring a signature and have the authority to bind the Proponent)

Name (print)	Name (print)
Position	Position
Signature	Signature
Date	Date
Address	Address
Telephone Number	Telephone Number
Name of Witness	Name of Witness
Signature of Witness	Signature of Witness



GBP Form 3: HOUSING Project Information

Manitoba’s Green Building Program applies to building construction, major renovation and building addition projects owned or funded by a Manitoba government organization. Government organizations require:

- Confirmation The Green Building Program (GBP) criteria will be incorporated into the project, and
- Project reporting using GBP Forms 3 & 4.

**INSTRUCTIONS TO BUILDING OWNER<sup>1</sup>**

Complete the GBP Forms and return to FUNDER<sup>2</sup>:

1) GBP Form 3 must be returned before completion of schematic design, prior to construction.

GBP Form 3 has two sections. Complete both sections.

**Section A: Building Information**

**Section B: Green Building Program Criteria**

2) GBP Form 4 must be returned to the FUNDER at substantial completion of the building.

*Descriptions of the program criteria for housing projects is provided in the housing section of the GBP Manual at <http://www.gov.mb.ca/mit/greenbuilding/index.html>*

Section A: Building Information

<b>Project Name:</b>				
<b>Project Address:</b>				
Street:				
City:		Postal Code:		
<b>Part 3 Building<sup>6</sup></b> (as described in the Manitoba Building Code):				
Number of Units	Building Area <sup>3</sup>	(m <sup>2</sup> )	Number of Storeys	Number of Buildings
Description of Building:				
<b>Part 9 Building<sup>7</sup></b> (as described in the Manitoba Building Code):				
Number of Units	Building Area <sup>3</sup>	(m <sup>2</sup> )	Number of Storeys	Number of Buildings
Description of Building:				
<b>Project Type:</b>				
New Construction		Major Renovation		
<b>Contribution from Government Organization: \$</b>				
<b>Estimated construction cost<sup>4</sup>:</b>				
<b>Estimated total capital cost<sup>5</sup>:</b>				
<b>Property Legal Description:</b>				
<b>Estimated Construction Start</b>		<b>Estimated Occupancy</b>		
MM/YYYY		MM/YYYY		
<b>Building Owner:</b>				
Organization/Other:				

<sup>1</sup>**BUILDING OWNER:** The legal owner of the property. May be an individual or an organization. To complete these forms, the owner may assign a delegate<sup>8</sup>.

<sup>2</sup>**FUNDER:** Government organization that provides funds for the project.

<sup>3</sup>**Building Area:** The greatest horizontal area above ground within the outside surface of exterior walls or within the outside surface of the exterior walls and the centre line of firewalls. Provide the total building area if there is more than one building.

<sup>4</sup>**Construction Cost:** The direct costs related to construction. Does not include design fees or land. Construction costs include materials, labour and installation.

<sup>5</sup>**Capital Cost:** Includes construction costs, design and other professional fees plus other costs related to the project.

<sup>6</sup>**Part 3 Building:** Residential occupancy where the building area exceeds 600m<sup>2</sup> or 3 storeys in building height.

<sup>7</sup>**Part 9 Building:** Residential occupancy 3 storeys or less in a building height, with a building area not exceeding 600m<sup>2</sup>.

<sup>8</sup>**Delegate:** Person who completed Forms on Owner's behalf.





Section B: Green Building Criteria

The green building criteria identified in Section B are achievable by Manitoba projects however; the BUILDING OWNER has options if the green building criteria are impracticable relative to the building’s budget, size, complexity or function. Review concerns with the FUNDER.

The following program criteria are labeled MANDATORY or RECOMMENDED. Review the criteria for Part 3 or Part 9 Buildings and mark with a “✓” the ones that apply to the building project. Some criteria have reporting requirements on GBP Form 4. Review GBP Form 4 and assign the reporting responsibilities before returning this form to the FUNDER.

NOTE: The FUNDER will consult with Manitoba’s Green Building Coordination Team (GBCT) and obtain an opinion if a MANDATORY criteria is not selected. The FUNDER will convey the opinion to the OWNER and convene a meeting if required.

Each item “✓” in the following list of Green Building Criteria must be transferred to the owner’s project requirements (OPR). Review the OPR with your project team.

1. Energy Design and Testing

Protects the owner’s investment, proves delivery of green building criteria and provides quality assurance. Check the box next to each criteria that will be included in the project.

	Part 3	Part 9
<b>Part 3 Building Design Standards</b> Building must be designed to meet the Manitoba Hydro Power Smart New Buildings Program - Prescriptive Path or Custom Design Path. A New Buildings Program application form must be submitted and be approved, and a Power Smart designation letter from Manitoba Hydro is required.	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 1</i>	n/a
<b>Part 3 Building System Commissioning</b> Building must be commissioned by a commissioning professional. At minimum the professional will confirm the building’s Mechanical/Electrical systems, envelope and windows were designed and constructed to the Owner’s Project Requirements (OPR), calibrated to the specifications, and building staff received training and systems manuals.	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 2</i>	n/a
<b>Part 3 Building Window Testing</b> Window testing must be performed in accordance with Manitoba’s Green Building Program Guideline 3.7 Window Testing , found at <a href="http://www.gov.mb.ca/mit/greenbuilding">www.gov.mb.ca/mit/greenbuilding</a> . Window performance must be within the acceptable range of the guideline. Results must be reported to the FUNDER.	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 1</i>	n/a

<b>Part 9 Building Design Standards</b> Building must be designed using the Manitoba Hydro New Homes Standards. A letter must be obtained from Manitoba Hydro confirming use of the New Homes Standards (or better).	n/a	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 1</i>
<b>Part 9 Building System Commissioning</b> Air balance testing is required for ventilation and heating systems. Testing is to be performed to the design requirements and adjusted for proper operation. The Heating, Refrigeration and Air Conditioning Institute of Canada (HRAI) worksheet must be completed. Test results must be reported to FUNDER.	n/a	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 1</i>
<b>Part 9 Building Blower Door Testing</b> Blower door test must achieve an overall tightness of less than or equal to 1.5 air changes per hour @ 50 pascals. Testing must be performed by a qualified testing professional in accordance with Manitoba’s Green Building Program Guideline 3.8 Blower Door Testing, found at <a href="http://www.gov.mb.ca/mit/greenbuilding">www.gov.mb.ca/mit/greenbuilding</a> . Results must be reported to the FUNDER.	n/a	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 1</i>

2. Project Planning & Design

Maximizes potential for occupant comfort, community infrastructure and financial/environmental sustainability. Check the box next to each criteria that will be included in the project.

<b>2.1</b> Use an integrated design approach throughout the project and confirm the appropriate project stakeholders are engaged.	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 3</i>	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 3</i>
<b>2.2</b> Perform life cycle cost analysis to select/determine envelope, windows, heating systems and fuels. Evaluate energy options that are appropriate for building type, site and location. The evaluation should consider availability, long term cost implications and initial capital cost. Results must be reported.	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 4</i>	<b>Mandatory</b> Reporting Required <i>GBP Form 4, Table 4</i>
<b>2.3</b> Provide a permanent space that is suitable for sorting and storage of recyclables.	<b>Mandatory</b>	<b>Mandatory</b>
<b>2.4</b> Provide active transportation facilities (for example interior bicycle storage or outside cages or racks).	<b>Recommended</b>	<b>Recommended</b>



	Part 3	Part 9
<b>2.5</b> Apply low water landscaping principles and practices and give consideration to storm water management and occupant accessibility requirements.	Recommended	Recommended
<b>2.6</b> Design ventilation in accordance with ASHRAE 62.1-2007 (sections 4-7, Ventilation for indoor air quality) for Part 3 buildings and to the Can-CSA F326 M91 for Part 9 buildings. Indicate preference for the following Part 9 requirements. Part 9: All heat recovery ventilators (HRVs), exhaust fans and kitchen ranges must be certified by the Home Ventilating Institute (HVI). Part 9: Ventilation systems shall be designed, installed and commissioned by certified Ventilation Designer or Ventilation Installer. Part 9: Ventilation system must be controlled by an adjustable humidistat that is capable of being overridden by separate occupant-activated controls for bathrooms and kitchens. Part 9: Heat recovery unit must be installed in an accessible location.	Mandatory	Mandatory
<b>2.7</b> Install a permanent meter(s) to measure potable water use for the building and grounds. (Indicate owner's requirements.) Require building to have a single meter that records water use for the building and grounds. Require meters for all units. There must be the ability to measure water consumption of each unit.	Mandatory	Mandatory
<b>2.8</b> Install a permanent meter(s) to measure each energy source used in the building and grounds. (Indicate owner's requirements.) Require building to have a single meter that records energy use for the building and grounds. Require meters for all units. There must be the ability to measure energy consumption of each unit.	Mandatory	Mandatory
<b>2.9</b> Locate the building close to community amenities.	Recommended	Recommended
<b>3. Future Proofing</b> <i>Reduces potential risks associated with climate change and energy supply volatility. Check the box next to each criteria that will be included in the project.</i>		
<b>3.1</b> Design the main heating system to accommodate integration or conversion to other energy sources in the future.	Recommended	Recommended
<b>4. Use of Sustainable Materials</b> <i>Augments occupant health, supports resource conservation and supports a green economy in Manitoba. Check the box next to each criteria that will be included in the project.</i>		
<b>4.1</b> Select low-emitting finishes, furnishings, products and materials.	Mandatory	Mandatory
<b>4.2</b> Select water efficient fixtures and fittings. Consider fixtures and fittings that are more efficient than the requirements of the Manitoba Plumbing code.	Mandatory Reporting Required <i>GBP Form 4, Table 5</i>	Mandatory Reporting Required <i>GBP Form 4, Table 5</i>
<b>4.3</b> Report products manufactured in Manitoba.	Mandatory Reporting Required <i>GBP Form 4, Table 6</i>	Mandatory Reporting Required <i>GBP Form 4, Table 6</i>
<b>4.4</b> Give preference to materials with recycled content. Report products having recycled content (example: steel, concrete).	Mandatory Reporting Required <i>GBP Form 4, Table 7</i>	Mandatory Reporting Required <i>GBP Form 4, Table 7</i>
<b>4.5</b> Consider the reuse of existing buildings and salvaged building components.	Mandatory Reporting Required <i>GBP Form 4, Table 8</i>	Mandatory Reporting Required <i>GBP Form 4, Table 8</i>



<b>5. Responsible Construction</b> <i>Protects community and the environment by using construction practices that avoid waste and pollution. Check the box next to each criteria that will be included in the project.</i>		
<b>5.1</b> Require plans for Erosion and Sedimentation Control during construction.	<b>Mandatory</b>	<b>Mandatory</b>
<b>5.2</b> Require plans for Air Quality Management during construction.	<b>Mandatory</b>	<b>Mandatory</b>
<b>5.3</b> Divert construction and demolition waste from landfills.	<b>Mandatory Reporting Required</b> <small>GBP Form 4, Table 9</small>	<b>Mandatory Reporting Required</b> <small>GBP Form 4, Table 9</small>
<b>6. Transition to Occupancy</b> <i>Ensures persistence of green building investments during occupancy. Check the box next to each criteria that will be included in the project.</i>		
	<b>Part 3</b>	<b>Part 9</b>
<b>6.1</b> Purchase energy efficient electronics and appliances.	<b>Mandatory</b>	<b>Mandatory</b>
<b>6.2</b> Purchase low emitting products and furnishings when doing building maintenance or renovation. Indicate requirement for the following at minimum. Flooring and adhesives (examples: luxury vinyl tile, rubber sheet or vinyl tile). Carpet, underlay and adhesives that meet the Canadian Carpet Institutes's Green Label or equivalent. Paints and decorative or protective coating shall be certified by EcoLogo or equivalent. Cabinet and vanities will be sealed with an Ecologo or low-toxicity sealer. Report if formaldehyde is present in a product or furnishing.	<b>Recommended</b>	<b>Recommended</b>
<b>6.3</b> Use green cleaning methods, equipment and products	<b>Recommended</b>	<b>Recommended</b>
<b>6.4</b> Develop a non-smoking policy for in-and-around the building.	<b>Recommended</b>	<b>Recommended</b>
<b>6.5</b> Participate in local recycling programs, where feasible.	<b>Mandatory</b>	<b>Mandatory</b>
<b>6.6</b> Monitor building energy and water use during occupancy to ensure building is operating optimally.	<b>Mandatory Reporting Required</b> <small>GBP Form 4, Table 10</small>	<b>Mandatory Reporting Required</b> <small>GBP Form 4, Table 10</small>
<b>6.7</b> Set up a building profile in Energy Star Portfolio Manager and ensure entry of water and energy consumption data quarterly.	<b>Recommended</b>  <small>GBP Form 4, Page 1</small>	<b>Recommended</b>  <small>GBP Form 4, Page 1</small>
<b>6.8</b> Provide occupant with an "energy and water use" education package.	<b>Mandatory</b>	<b>Mandatory</b>
<b>Acknowledgment by Building Owner</b>		
<b>Check the boxes that apply and sign below.</b>  I will convey the selected criteria in Section B to the project team.  I am providing GBP Form 3 to the FUNDER before completion of schematic design, prior to construction.  I will provide GBP Form 4 and supporting documentation to the FUNDER at substantial completion of the building.  I will distribute an "energy and water use" education package to building occupants.  <b>Print Name:</b>  <div>SIGNATURE OF BUILDING OWNERDATE</div>		
<b>Delegate<sup>s</sup> Name:</b>  <div>Phone:Email:</div>		



GBP Form 4: HOUSING Project Report

TO BE COMPLETED BY THE BUILDING OWNER.  
Provide GBP Form 4 to the FUNDER at substantial completion.  
This information is used by the GBCT for program evaluation and analysis. GBCT may request proof of performance for any GBP criteria in addition to the following reports (Tables 1–10).

Use the following chart to assign reporting responsibilities to the members of your project team when completing GBP Form 3 and to perform a completeness check before submitting GBP Form 4 to the FUNDER.

Completeness Check			
Verify that the table or template and letter are completed/attached			
	Assign reporting responsibilities for each Table. <small>(Typical assignments in grey)</small>	Table	Template in Lieu of Table <small>(Ensure the template provides all the information requested in the Table)</small>
Table 1: Energy Design & Testing	Mechanical Engineer		
Obtain Power Smart designation letter (Part 3 & Part 9) Iterative window testing (Part 3) HRAI Worksheet (Part 9)	Architect	Letter Attached Result of iterative window test HRAI worksheet	
Table 2: Building Commissioning	Commissioner		
Table 3: Integrated Design Process	Architect		
Table 4: Energy Sources	Mechanical Engineer		
Table 5: Water Efficient Fixtures and Fittings	Mechanical Engineer		
Table 6: Manitoba Manufactured Products	Architect or Contractor		
Table 7: Products with Recycled Content	Architect or Contractor		
Table 8: Use of Salvaged Building Materials	Architect or Contractor		
Table 9: Waste Diversion	Contractor		
Table 10: Acknowledgment by Owner	Owner		

TAKE ADVANTAGE OF THIS OPPORTUNITY

Buildings that receive funding from government organizations are encouraged to enroll in a free online energy and water management program (Energy Star Portfolio Manager) supported by Natural Resources Canada. The program monitors building performance and helps building owner’s identify opportunities that could save money and protect the environment. Complete this section and the GBCT will show key members of your organization how to register and use Portfolio Manager.

I want GBCT to show us how to use Portfolio Manager. Contact the following person and arrange a meeting.

Name:

Position:

Phone:

Email:

We do not require training in Portflio Manager

We are not interested in Portfolio Manager.

Please visit the Natural Resources Canada website for information about Portfolio Manager:  
<http://www.nrcan.gc.ca/energy/efficiency/buildings/energy-benchmarking/whypm/3733>



**Table 1: Energy Design and Testing**  
Complete the column for Part 3 or Part 9 buildings.

Part 3 Building	Part 9 Building
Power Smart Designation obtained. Letter attached.	Power Smart Designation obtained. Letter attached.
Commissioning professional was independent of the firm providing design or construction.  Commissioning services were provided by the design or construction firm involved with the project.	Commissioning professional was independent of the firm providing design or construction.  Commissioning services were provided by the design or construction firm involved with the project.
The commissioning professional verified the following systems were designed and constructed to the Owner's Project Requirements (OPR) and calibrated to the specifications. Identify the systems that were verified by the commissioning professional.  Mechanical systems Electrical systems Building envelope Windows Other: <i>Describe</i>	Ventilation systems were air balance tested to the design requirements and adjusted for proper operation.  Heating systems were air balance tested to the design requirements and adjusted for proper operation.  HRAI worksheet is attached.  Ventilation system test results were reported to Building Owner.  Heating system test results were reported to Building Owner.
Building staff received training and systems manuals.	Building staff received training and systems manuals.
Iterative window testing was performed. Report is attached.	Blower door testing was performed by a qualified testing professional. Test results are as follows:  Overall tightness of 1.5 air changes per hour @ 50 pascals.  Other: <i>Describe</i>

**Table 2: Building Commissioning**

<i>Indicate the activities performed by the commissioning professional.</i>  Participated in the development of the Owner's Project Requirements (OPR) Developed the building commissioning plan Reconciled the Basis of Design (BoD) to the requirements of the OPR Conducted a design review Included the commissioning requirement in the project specifications Developed construction checklists and functional test requirements Verified /spot checked project submittals Conducted commissioning team meetings Conducted periodic site visits with team members for review of construction Verified /spot checked the completion of construction checklists by the trades Witnessed start up and execution of functional testing Verified that training and manuals were provided to building operator, maintenance and building occupants Coordinated the provision of training for building operator, maintenance and building occupants Assembled the systems manual Issued a commissioning report to the owner Reviewed the commissioning report with the owner and project team.
--



Table 3: Integrated Design Process

		<div>IDP Meeting Types (indicate participation in meetings with a ✓ )  Refer to IDP Guideline in Manitoba GBP Manual Section 3 for definition of meeting types.</div>							
Major Stakeholders <i>(Note: all stakeholders are not required by all projects)</i>	Company or Organization	Development and Review of Owner's Project Requirements	Comprehensive Project Planning Meetings	Programming Meetings	Facility Performance Meetings	Multi disciplinary Team Meetings	General Contractor and Sub Contractor Meetings	Construction Meetings	Post Occupancy Meetings
Building Owner or delegate									
Architect									
Commissioning Professional									
Landscape Architect									
Interior Designer									
Mechanical Engineer									
Electrical Engineer									
General Contractor									
Building Operator									
Sustainability Consultant									
Project Manager									
IDP Facilitator									
Construction Manager									
Civil Engineer									
Structural Engineer									
Energy Modeller									
Specialized Consultants									
Occupant Representative									
Other disciplines and stakeholders <i>(add to list as required)</i>									

Table 4: Energy Sources  
*(for example: wind, solar, ground source, electricity, natural gas, diesel, bio-mass, etc.)*

Purpose	Primary Energy Source	Secondary	Considered
Heating			
Cooling			
Service Water			
Power <i>(non-emergency)</i>			
Power <i>(emergency)</i>			
Other			



Table 5: Water Efficient Fixtures and Fittings

Fixture/Fitting	Lavatory & hand faucet	Shower Head	Pre-rinse spray valve	Water closet (toilets)	Urinals	Other	Other	Other
Quantity								
Flow Rate								

Table 6: Manitoba Manufactured Products  
(List of up to 7)

Product	MB Manufacturer
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Table 7: Products with Recycled Content  
(List of up to 7)

Product	Manufacturer
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Table 8: Use of Salvaged Building Materials  
(List of up to 7, indicate NA under product if none were used)

Product	Source (Dealer/Distributor)
1.	
2.	
3.	
4.	
5.	
6.	
7.	





### Table 9: Waste Diversion

Description of Material	Tonnes	Destination (landfill, recycler or other (specify))
1.		
2.		
3.		
4.		
5.		
6.		
7.		

**Table 10: Acknowledgment by BUILDING OWNER**

Project Name:							
Is the property address or project name different than reported on GBP Form 3?						Yes	No
If Yes – provide new address or name.							
Is the building Total Floor Area <sup>1</sup> (m²), building type or project type different than reported on GBP Form 3?						Yes	No
If Yes – provide new information.							
Actual Construction Start Date:  MM/YYYY				Date of Substantial Completion:  MM/YYYY			
Construction Cost <sup>2</sup> \$							
Total Capital Cost <sup>3</sup> \$							
Contact: The GBCT may request additional information about this project or conduct follow up surveys. Do you consent to a follow up by the GBCT?      Yes      No  If yes, provide a name and the contact's information for future correspondence. Name:  Title:  Phone:  Email:							
Check the boxes that apply and sign below.  I have reviewed Tables 1-10 provided by the Project Team and deem them to be complete and accurate to the best of my knowledge.  Letters or documents identified in the completeness check are attached.  I am providing this Form to the FUNDER at substantial completion of the building.  I will distribute an “energy and water use” education package to building occupants.  Our organization will monitor the water and energy consumption of the building to detect inefficiencies.							
SIGNATURE OF BUILDING OWNER				DATE			

<sup>1</sup>**Floor Area:** Total of each horizontal floor area where each floor above grade is measured to the outside face of the exterior wall. Where a floor is partially below grade (e.g. “walk out basement”) and area is to be occupied, floor area is to be included in total. Where exterior envelope is complete but interior is left unfinished for future occupancy, area is to be included in total.

<sup>2</sup>**Construction Cost:** Costs related to construction. Does not include design fees or land. Construction costs include materials, labour and installation.

<sup>3</sup>**Capital Cost:** Includes construction costs, design and other professional fees plus other costs related to the project.



## APPENDIX “H”: PROCUREMENT GUIDELINES

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While Manitoba Housing will consider a number of procurement techniques under specific circumstances, the standard and preferred technique is public general tender. Any departure from public tendering shall require the proponent to provide a thorough rationale for their intended method and requires approval by Manitoba Housing.

### 1) For General Contract

- A minimum three week public tender period is required.
- At least three (3) bona fide bids must be received (see definition of bona fide Construction Manager, below).
- A 10% Bid Bond and a 50% Performance Bond, in favour of the owner, is required.
- The Contractor shall be experienced and capable of performing the work under the contract, satisfactory to Manitoba Housing.
- The Contract shall be reviewed by and acceptable to Manitoba Housing prior to tendering.

### 2) For General Contract (Invitational Tender)

- Requirements are the same as above except the tender would be invitational to at least five (5) bidders acceptable to Manitoba Housing.
- Manitoba Housing approval is required prior to tender.

### 3) For Construction Management

- A minimum of 75% of the total construction budget shall be fixed prices based on signed contracts with sub-trades/suppliers prior to commitment.
- No advances for any portion of the work shall be made unless signed contracts are in place.
- All sub-trades shall be competitively tendered. A minimum of three bona fide bids shall be received for each sub-trade tender.
- Fee proposals from at least two bona fide construction managers must be received. Fee proposals should be based on complete working drawings and specifications but must be based on at least completed preliminary drawings and outline specifications for the project, which include the designs of all major systems and subsystems, as well as the results of all site/installation investigations.
- Construction managers shall have completed at least two projects of comparable scale and complexity on time and within budget as indicated by evidence satisfactory to Manitoba Housing. Projects would generally be deemed comparable if they involve the same building technique and/or housing form and are at least 75% of the scale of the proposed project. The time period of the previous experience is relative only to the degree that the firm still has the skills and adequate staff available with the skills which were applied in the previous comparable projects.
- The Management Fee shall be within current market limits and acceptable to Manitoba Housing.
- Fee structure shall be:
  - 25% pre-construction stage;
  - 65% construction stage: fee divided by number of months in schedule and if project falls behind, then monthly fee is postponed;

- 10% post construction stage.
- The Construction Manager shall have no more than (0.15% x construction budget) autonomous signing authority.
- The Site Supervisor's remuneration shall be specifically identified and acceptable to Manitoba Housing.
- All sub-trades with contract values over \$25,000, or 5% of the construction budget, shall provide a 50% Performance Bond or a 50% unconditional irrevocable Letter of Credit approved as to form and held by the owner's Lawyer. The owner may choose to require more Surety from Sub-Contractors.
- Sub-trades with prices less than 90% of the next lowest bid must be bonded.
- The construction budget shall be acceptable to Manitoba Housing and shall consist of a minimum 5% contingency (new construction) or 10% contingency (rehab or conversion). General Conditions shall represent 5% of the total construction budget, unless otherwise accepted by Manitoba Housing.
- The total construction budget (including the above noted requirements) shall not exceed the project's valuation as determined by a registered quantity surveyor appointed by Manitoba Housing at their option.
- Conflicts of interest are disallowed; for example, the architectural firm cannot act as construction manager, the construction management firm cannot be a tendered sub-trade or supplier, the development consultant cannot be either a sub-trade or construction manager, etc.

### INTRODUCTION

The Manitoba Housing and Renewal Corporation (MHRC) in coordination with the Province of Manitoba is charged with the responsibility of protecting the public interest, particularly in regards to accountability for the spending of tax dollars. External agencies are perceived by the public as extensions of government. As such, boards of directors and employees of external agencies delivering services on behalf of government are accountable to the public and are particularly vulnerable to charges of conflict of interest. As a funder of many external agencies, the Province of Manitoba expects agencies to adopt the following conflict of interest policy and guidelines for their boards of directors and employees.

By stating clearly the standards of conduct expected of board members and employees, the guidelines serve as a preventative measure so board members and employees do not inadvertently place themselves in a position of perceived, potential or actual conflict of interest. Furthermore, the sections dealing with disclosure and appeals provide for avenues to clarify and resolve issues before they become a problem.

The aim of the conflict of interest guidelines is to strike a balance between legitimate protection of public interest and the protection of the board members’ and employees’ personal and professional interests.

It is the responsibility of the board of directors to ensure that these guidelines are communicated to all board members and employees of the individual external agencies and to establish procedures for ensuring compliance with the standards set out in the policy and guidelines.

### POLICY STATEMENT

The Province of Manitoba expects boards of directors and employees of external agencies which it funds to maintain high standards of integrity, impartiality and ethical conduct. Board members and employees must be constantly aware of the need to avoid situations which might result either in actual, potential or perceived misconduct, or conflicts of interest and to conduct themselves in a manner which commands the respect and confidence of their fellow citizens.

This policy, including disclosure requirements, applies to all members of the boards of directors and all employees of external agencies. The policy and guidelines contained herein should complement rather than replace the provisions of relevant legislation, or any other statute, collective agreement, rule or statement which applies to boards of directors or employees of external agencies, and in the event of a conflict, relevant legislation shall govern and supersede this policy.

### DEFINITION

**A conflict of interest is any situation in which a board member or employee of an external agency has an employment, business or personal interest which results or appears to result in:**

- (a) an improper material interest or an advantage by virtue of the person's position;
- (b) an interference with the objective exercise of the person's duties.

A material interest includes any matter or situations where a board member or employee has a direct or indirect financial or other interest beyond the interest of an ordinary citizen.

#### REQUIREMENTS FOR DISCLOSURE

**Members of the boards of directors and employees of external agencies are responsible for disclosure of any situation or matter where they have an actual or perceived conflict of interest or the potential for a conflict of interest.**

**Conflict of interest declarations should be filed annually at a minimum or updated immediately where:**

- (a) an actual, potential or perceived conflict situation arises where none existed previously;
- (b) change occurs which alters the nature or degree of the conflict, subsequent to a declaration being made.

Where a conflict of interest has been found to exist, the board member or employee, if necessary, will be required to take steps to avoid the conflict of interest. As well, where a perceived or potential conflict situation may exist, the board member or employee will be provided with advice on what steps need to be taken to remove the perception of or other potential for a conflict of interest.

Where a board member is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the board of directors.

A board member shall disclose in writing to the board of directors, or request to have entered in the minutes of meetings of the board of directors, the nature and extent of his/her interest.

The board of directors shall decide by majority vote of other members at the meeting whether a perceived or actual conflict of interest exists in the case of a board member.

No board member shall be present during any discussions of the board or vote on any matter where it has been decided that a material interest exists. The minutes of the board meeting shall in each case record the member's disclosure of interest and the fact he/she took no part in the discussion or decision. In addition, the board member must refrain from attempting, directly or indirectly, to influence the decision of the board.

The board of directors may choose to delegate to an executive committee of the board, the authority to decide whether a material interest exists for board members.

If the executive committee of the board cannot decide, the matter shall be referred to the full board for decision.

Where an employee is unsure whether any conflict of interest may exist, it is his/her responsibility to seek clarification from the board of directors or the board's delegate.

An agency employee shall disclose in writing to the board of directors, or the board's delegate, the nature and extent of his/her interest.

The board of directors shall decide by majority vote whether a perceived, potential or actual conflict of interest exists in the case of an employee.

The board of directors may choose to delegate to the executive director or executive management committee, the authority to decide whether a material interest exists for employees, subject to a quarterly review and ratification of those decisions by the board.

If the board's delegate cannot decide, the matter shall be referred to the board of directors for decision.

No employee shall participate in negotiations, decision-making or activities where it has been decided that a material interest exists.

## GUIDELINES

The range, complexity and unique nature of individual external agencies' activities are such that it is not possible to outline all conflict of interest situations.

Board members and employees shall not engage directly or indirectly in any personal business transaction or private arrangement for personal profit which accrues from or is based upon their official position or authority or upon confidential or non-public information which they gain by reason of such position or authority.

Board members and employees shall not divulge confidential or restricted information to any unauthorized person or release such information in advance of authorization for its release.

Board members and employees shall not act in any official matter where there is a personal interest which is incompatible with an unbiased exercise of official judgement.

Board members and employees must declare where they have direct or indirect personal business or financial activities which conflict with their official duties and responsibilities.

Board members and employees shall not place themselves in a position where they are under obligation to any persons who might benefit from special considerations or favours on their part.

## APPEALS

A board member who disputes the manner of application of these guidelines within his/her agency may appeal such application to an independent arbitrator agreed to by both parties.

An employee who disputes the manner of application of these guidelines may appeal such application to the board of directors.

A board member or employee, at his/her option, may have a representative present at the appeal.

## DISCIPLINARY ACTION

Departure from any of these rules by board members, without the specific prior approval of the majority of board members, may be cause for dismissal from the board.

Departure from any of these rules by employees, without the specific prior approval of a board of directors, or board's delegate, may be cause for disciplinary action.

## SPECIFIC PROVISIONS FOR AGENCIES

While the guidelines mentioned above should be sufficient to protect against conflict of interest in a vast majority of cases, individual agencies may wish to develop additional more specific conflict of interest guidelines. In certain cases, the Minister may request more specific conflict of interest guidelines. These additional guidelines may also be necessary in response to particular statutory requirements, specific operational requirements, problems unique to a particular agency or at the request of Government.

On request, any additional guidelines developed for an organization should be made available to Government for approval prior to distribution and implementation.