



Portage la Prairie
Community
Revitalization
Corporation

Request for Proposal

April 22, 2022

Affordable Housing Construction Project

Portage Community Revitalization Corporation

Return Completed Proposal to:

Portage Community Revitalization Corporation

56 Royal Rd. N., Portage la Prairie, MB R1N 1V1

Attention: Victoria Espey

Issue Date: April 22nd, 2022

Closing Date: May 31st, 2022

Closing Time: 4:00 pm

1.0 Program Background

The Portage Community Revitalization Corporation is a Neighbourhood Renewal Corporation which represents local interests by coordinating community engagement activities and involving the community in developing neighbourhood plans and setting neighbourhood priorities. As such, and in keeping with that mandate, the Portage Community Revitalization Corporation is constructing an affordable housing complex in Portage la Prairie to help alleviate the affordable housing related needs of our growing community.

Project Background

The Government of Manitoba released funds to the City of Portage la Prairie for addressing affordable housing challenges in some select communities across the province. The Portage Community Revitalization Corporation was tasked with using this money in an effective way and launched a threefold approach. The first step was the commissioning of a housing study, which is ongoing, the second step was the creation of the Community Roots First Time Homebuyer Program, and third is the construction of an affordable multi-unit housing complex in Portage la Prairie.

2.0 Project Objective

The objective of this project is to create an affordable multi-unit rental housing complex on RL 68 and 69 of parish Portage la Prairie that will be suitable for vulnerable residents of Portage la Prairie, including but not limited to, people with disabilities, indigenous people, people living in poverty, newcomers, seniors, youth aging out of care, and others. The goal of this construction project is to be finished by Spring 2023, however that timeline can be flexible.

3.0 Scope of Work – Roles and Responsibilities

a) Developer

The developer will be responsible for all aspects of overseeing and managing the construction of the affordable housing complex.

This work will include, but not be limited to, the following:

- Obtaining permits, re-zoning, and land studies, if required
- Developing a relevant and functional design that suits the community of Portage la Prairie, and achieves the goals of the Portage Community Revitalization Corporation
- Report progress updates to Portage Community Revitalization Corporation on an ongoing basis
- To track, maintain, and report on budget items

b) Portage la Prairie Community Revitalization Corporation

- To monitor the work of the developer
- To provide support to the developer in the form of, but not limited to, the following:
 - Provide input on design choices
 - Facilitating connections between the developer and vulnerable people for input on design features
 - Monitoring of the process in conjunction with the developer
- To provide some administrative support

4.0 Proposal Requirements

As part of this RFP, applicants will be required to submit a detailed work plan, including key milestones, suggesting how the affordable housing construction will be developed and implemented within a realistic timeline. The proposal should include basic design drawings of the housing units, as well as the design of the outdoor space around the building(s), including a proposed budget. It should identify what, if any, work is required to be done by the Portage Community Revitalization Corporation or its partners and any innovative approaches being considered. This work plan must include a budget along with an expected payment schedule.

4.1 Proposed Plan and Budget

Total budget for this project is not to exceed \$750,000 broken out into an outline of your proposed plan.

4.2 Proposal Due Date

Proposal, including total budget, to be received by mail, hand delivered, or emailed and addressed to the following by **4:00 pm on May 31, 2022.**

56 Royal Rd. N.
Portage la Prairie, MB
R1N 1V1

Email to: v.espey@portagecrc.com

5.0 Evaluation Criteria

The following criteria will be used in the selection of the successful consultant:

- 1. Project Timeline (Weight 10%)**
How quickly the project will be completed.
- 2. Comprehension of Project (Weight: 20%)**
Demonstrated understanding of the project requirements.
- 3. Relevant Experience/Qualifications (Weight: 15%)**
Previous experience, including references, managing a similar project (in terms of scope and complexity)
- 4. Presentation of Proposal (Weight: 25%)**
Clarity of written proposal
Thoroughness of proposal
Creative and innovative approaches to the project
Commitment and availability to work within the timelines of the project.
- 5. Value for Dollars (Weight: 30%)**
Number of units
Quality of units
Innovative designs that encourage the creation of community

6.0 Terms and Conditions

6.1 Questions Pertaining to RFP

Applicants will be able to submit questions pertaining to this RFP **by e-mail only to v.espey@portagecrc.com.**

6.2 Cancellation

The Portage Community Revitalization Corporation reserves the right to amend terms of this RFP, to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort applicants have spent on their responses.

6.3 Applicant's Acceptance of RFP Terms and Conditions

Each applicant, by submitting a proposal, signifies that the applicant has read, completely understands, and accepts the terms and conditions of the RFP in full.

6.4 Rejection of Proposal

The Portage Community Revitalization Corporation reserves the right in its sole discretion to reject any or all proposals which do not adhere to the rules, schedule, or any other part of this RFP.

6.5 Irrevocable

All proposals will be irrevocable for a period of thirty (30) days from the closing date of the RFP, or until the RFP is counter-signed and returned to the successful applicant, whichever comes first.

6.6 Conflict of Interest

Each applicant must include in its proposal submission confirmation of the following:

- (i) That the applicant does not and will not have any conflict of interest (actual, perceived, or potential) in submitting its proposal or, if selected, with the contractual obligations of the applicant as contractor under this agreement.
- (ii) Where applicable, an applicant must declare in its proposal submission any situation that may be a conflict of interest in submitting its proposal or, if selected, with the contractual obligations of the applicant as contractor under the agreement.

The proposal submission of any applicant may be disqualified where the applicant fails to provide confirmation of the foregoing or makes misrepresentations regarding any of the above. Further, the Portage Community Revitalization Corporation shall have the right to rescind any contract with the selected applicant in the event that the Portage Community Revitalization Corporation, in its sole discretion, determines that the selected applicant has made a misrepresentation regarding any of the above, in addition to or in lieu of any other remedies that the Portage Community Revitalization Corporation has in law or in equity.