

Community Housing for the Town of Port Hawkesbury

REQUEST FOR PROPOSALS

June 13, 2022

Submitted by:

Strait Area Chamber of Commerce

In partnership with the:

Town of Port Hawkesbury

Contact:

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APPENDICES

Appendix A 2021 Cape Breton Partnership Housing Survey

1.0 Introduction

The Strait Area Chamber of Commerce has received funding through the Community Housing Capacity Building Program (CHCBP) to undertake activities to build long-term capacity and growth in the housing sector. The Strait Region is well known in Atlantic Canada as a main industrial corridor that has drawn large national industries and is the base for numerous successful Nova Scotia grown companies. The Town of Port Hawkesbury is a primary retail and service hub for the Strait Region servicing a year-round catchment area of 50,000 people (Cape Breton Partnership, 2020).

The Town of Port Hawkesbury is experiencing a significant housing shortage in all categories from suitable low-income housing units, second stage housing for people fleeing domestic abuse, affordable senior's apartments, accessible units, student housing, to general housing needed to address labour shortages. This need is based on evidence gathered in a housing survey conducted in 2021 by the Cape Breton Partnership on behalf of the Town (Appendix A). Accessible housing has been identified as an urgent need and a local search of the area indicates there are no other forms of housing available. The town currently services a diverse population and the need for housing is anticipated to grow.

2.0 Request for Proposals

The Strait Area Chamber of Commerce is soliciting proposal submissions from qualified consultant teams to administer the Port Hawkesbury Housing Development Pilot. The following Request for Proposals is intended to establish key points and terms to be addressed within proposal submissions.

2.1 Key Objectives of the Port Hawkesbury Housing Development Pilot

The objectives of the are to:

- 1) Create organizational and governance capacity to ensure long-term sustainability and promote sector growth
- 2) Ensure the community housing organization is well positioned to leverage existing and new federal funding opportunities
- 3) Improve housing outcomes for underserved communities (racialized and marginalized groups)

3.0 Project Description

A qualified consultant team is required to design and develop a focused Housing Strategy that will consider the diversity of stakeholder groups who are impacted by housing shortages in the region. The establishment of a governance structure will allow partner organizations to formalize a strategy to enable an increased supply of housing in the area. The strategy will:

- Identify a chosen governance structure that best fits the goals of the organization,
- Investigate and recommend best practices for community-based housing models,
- Identify potential funding streams for housing development projects,
- Investigate the opportunities and challenges in establishing a land trust,
- Engage and consult with community and partners,
- Implement next steps based on approved recommendations.

3.1 Timeline / Activity

The consultant work is planned for Fall/Winter 2022 with a target completion of the project by March 31, 2023. The following provides a potential timeline:

June/July 2022	Request for Proposals
July 2022	Selection of Consultant Review project objectives Background research
September 2022	Formation of Governance Body
October 2022	Research establishment of Land Trust and other proven models
Jan/Feb 2020	Development of Foreign Direct Investment (FDI) Tools & Materials (Branding, Prospectus, Collateral, Website)
Jan/Feb 2020	Development of Lead Handling Protocol
Feb/Mar 2023	Development of Communication Strategy

4.0 Scope of Work

The following provides a summary of the scope of work to be included in proposal submissions:

- Provide legal and management services required to ensure organizational capacity through the establishment of an appropriate governance structure,
- Provide dedicated staff or consultant to co-ordinate and support the work of the group,
- Explore funding opportunities
- Consult with the Eastern District Planning Commission regarding land use rules,
- Engage in community outreach activities; including information and education events organized in the community,
- Assist with data collection as identified by the new organization, partners, and stakeholders,
- Research, analyze data and make recommendations regarding establishing a land trust for affordable accessible housing projects

5.0 Reporting

The successful consultant will report to the Strait Area Chamber of Commerce and work in conjunction with the to-be-formed Housing Development Group as a steering committee.

6.0 Proposal Submissions

The consultant's proposal submission must include the following information:

- Individual or Corporate name and company profile;
- A statement of the consultant's understanding of the scope of the project;
- A description of the consultant's project team including a representation of their experience and their curriculum vitae (proposals must clearly identify qualifications and experience of the proposed individuals or team members and demonstrate a proven track record of skills to develop the requirements of a comprehensive plan);
- A schedule of fees and expenses, setting out rates of remuneration for consultant team members and an estimate of time each member will devote to the project;
- A project review schedule;
- A maximum price for the project including all expenses and HST; and
- A listing of similar projects undertaken with client references.

6.1 Ownership of Information

All information collected and developed marketing materials and tools shall be the property of the Strait Area Chamber of Commerce and the Town of Port Hawkesbury. The consultant will not be permitted to publish or in any way use the said information, materials, and reports without the express and prior approval of the Strait Area Chamber of Commerce.

6.2 Proposal Evaluation Criteria

The level of effort for this project should be a maximum of \$50,000., including fee, all expenses and HST. It is noted that not necessarily the lowest or any bid for the work will be accepted.

Proposals shall be evaluated on the following criteria:

- Relevant skills possessed by the consultant and team
- Relevant experience related to work
- Comprehension of project objectives
- Understanding of local market
- Quality of proposal approach
- Cost and conformation to budgeted amounts
- Project Total

6.3 Sub-Contracting

Subcontracting / partnerships are encouraged and should be outlined clearly. Subcontracting must be mutually agreed upon with the Strait Area Chamber of Commerce.

6.4 Billing

Billing will be according to funding partner's requirements. Once the final proposal is selected, the contract with specifics and terms will be presented to the successful individual/company.

6.5 Inquiries and Proposal Submission

Inquiries concerning these Terms of Reference shall be directed by email to:

Misty MacDonald
Executive Director
Strait Area Chamber of Commerce
info@straitareachamber.ca

6.6 Deadline for Proposal Submission

Please forward an electronic copy of proposal submissions to the above contact. **Proposals will be accepted until 5pm on Monday, July 4, 2022.**

APPENDIX A

Port Hawkesbury Housing Survey : [Data_All_220530](#)