

Request for Expressions of Interest

May 27th, 2024

Project: Constructing a Tiny Home Village in the City of Thunder Bay consisting of 15-20 tiny homes on a single plot of land. Each tiny home is to be a small, private and self-contained dwelling unit with living and dining areas, kitchen and bathroom facilities, and a sleeping area. They must have all necessary servicing, such as water and sewage, and are intended for year-round use. They must comply with all health and safety requirements, municipal zoning and other local by-laws.

Lead Organization: Alpha Court Non-Profit Housing Corp. (Alpha Court) is the lead organization for this project. Alpha Court's mandate is to provide housing and support to people ages 16 and over who are experiencing mental health and/or drug or alcohol addiction in the City of Thunder Bay. Alpha Court has 36 years of experience in property management. We manage two of our own apartment buildings and over 120 rent supplements throughout the city. We are currently looking to expand our housing portfolio by developing new affordable housing options for the people we serve.

Once the project is completed, Alpha Court will be assuming responsibility for property management of the tiny homes.

Primary Alpha Court Contact: Nicole Latour, Executive Director, Alpha Court

Email: nlatour@alphacourt.ca

807-683-8200 ex. 3131

Expressions of Interest: The purpose of this Request is to identify and qualify reputable, financially sound companies with a good track record (hereafter referred to as Companies, Applicants or Contractors) that have the breadth, depth of experience, capability, capacity and knowledge to provide the following services on its behalf:

- Create and manage project budget
- Assist Alpha Court in securing funding for the project
- Aid Alpha Court with land acquisition
- Provide coordination of consultants and trade contractors
- Provide coordination of permits and approvals with authorities having jurisdiction
- Review construction drawings and report on constructability options

- Produce tender documents, cost estimates, recommendations, construction and as built drawings and project close out
- Review and coordination of geotechnical assessments
- Advise on site amenities and improvements
- Other related construction management services

Companies with specific prior experience constructing tiny homes will be given preference.

The Company selected for the project will be expected to deliver the project on time and at or below the forecasted cost, as specified in a full-in project budget. A *pro forma* budget should be included in the EOI submitted, together with a detailed list of the assumptions and/or projections, if any, made when preparing the budget. The budget is to include all costs directly related to the project and will be assessed for its reasonableness in comparison to similar projects and the budgets prepared by other Applicants. The costs included in the budget should include professional fees, carrying costs, site works and serving, construction costs etc. to the point of occupancy of the development. Construction costs can be summarized/submitted on a per square foot basis.

As part of its submission, Applicants should also provide the timeline and milestones for the project, including details of any required permitting processes. Preference will be given to Applicants who propose the most credible and defensible project schedule information. Priority will be given to projects that can be completed by Fall 2025. A Gantt chart will be requested at the RFP stage.

If the Applicant is a partnership or joint venture (JV), the members of the partnership or JV should be disclosed.

The project will include aiding Alpha Court with the land acquisition.

As of the date of this Request, funding for the project has not been obtained. Alpha Court will also require assistance from the successful Applicant in securing funding for the project.

Selection Process: Contractors that submit EOIs will be shortlisted by an *ad hoc* committee of Alpha Court's Board of Directors (the Ad Hoc Committee). Alpha Court will then solicit project proposals from short-listed Contractors through a Request for Proposals (RFP) process. Alternatively, Alpha Court may enter into direct contract negotiations with one of the shortlisted Companies.

Only Companies submitting EOIs will be invited to submit proposals in response to an RFP, or will be eligible to enter into direct negotiations with Alpha Court.

Notice in writing to a Contractor that it has been identified as a shortlisted Contractor will neither constitute a contract nor give the Contractor any legal or equitable rights or privileges relative to the service requirements set out in this Request. Only if a Contractor and Alpha Court enter into a subsequent full written contract will a Contractor acquire any legal or equitable rights or privileges.

Alpha Court has no obligation to enter into a contract with any one or more Contractors, or invite any one or more Contractors to participate in a RFP process for a contract.

If only one Contractor is shortlisted, Alpha Court may directly invite that Contractor to provide a proposal based on their availability and on specified requirements for the project (eg., deliverables, milestones, term, etc.).

An invitation to proceed to the RFP or negotiation stage does not in any way guarantee that the project will ultimately be recommended for funding.

Companies submitting EOIs must be legally entitled to carry out construction in Ontario. They must also have a working knowledge of Ontario's Building Code, the *Occupational Health and Safety Act* (Ontario), the *Environmental Protection Act* (Ontario), local municipal zoning requirements and by-laws, and suitable ways for managing risk on construction projects, including the purchase of insurance products.

Members of the Ad Hoc Committee will evaluate Contractors on their ability to satisfy the following criteria, among others:

- Establish a collaborative working relationship with Alpha Court
- Design and construct a project that will achieve design excellence
- Maintain a safe, injury free work site
- Develop a reasonable budget for the project
- Deliver the project on time and within budget
- Past record and experience for executing and completing similar projects in the City of Thunder Bay or Northwestern Ontario (please indicate the type of project, the start and completion dates, and the location of each project)
- Current workload and projected future commitments
- Qualified management and professional staff capable of delivering the project
- Experience working with the City of Thunder Bay planning and by-law/zoning departments
- Financial stability
- Relationships with suppliers and subcontractors

- Equipment and staff needed to complete the project in agreed-upon timeline

Three references from previous clients should be provided.

In addition to the criteria set out above, please provide answers to the following questions in your submission:

1. Will the tiny homes be built by you on site or built in a factory and then brought to the site?
2. The anticipated start date of the build is late Spring 2025. The anticipated completion date is Fall 2025. In your opinion, are the project activities achievable within the start and end dates?
3. Is any in-kind or procedural support anticipated of the City of Thunder Bay as part of the project, such as fee relief, zoning change facilitation, or land severance?

Supplemental Documentation: Please include the following in your EOI submission:

- Direct email address for your primary contact (do not use a generic email address)
- Proof of registration to do business in Ontario
- Relevant safety certifications and documentation
- Proof of insurance
- Proof of registration with Tarion, if applicable

Instructions for Submission: All EOIs must be submitted electronically or in hard copy by 4:30 pm on June 28th, 2024 (the EOI Deadline) in confidence to:

Katelyn Rantala, Executive Assistant
221 Wilson Street
Thunder Bay ON
P7B 1M7
reception@alphacourt.ca

Tele.: 807-683-8200

All EOIs shall be labeled as follows: EOI – Tiny Home 2024. Hard copy EOIs must be in a sealed envelope and clearly marked. It is the Applicant's responsibility to verify that any submission made by email is received by the closing date and time.

For any questions surrounding the EOI process, please do not hesitate to contact Nicole Latour by email at nlatour@alphacourt.ca.

All Applicants who submit an EOI will be contacted and advised of the outcome. Decisions will be communicated to Applicants as they become available.

There may be instances when it is considered necessary to hold meetings at Alpha Court's offices prior to the close of the Request process to assist potential Applicants' understanding of the project requirements. Information on any meeting will include the date and time of the meeting, and whether the meeting is optional or mandatory. When mandatory attendance is required, EOIs submitted by Applicants who fail to attend may be passed over.

Each EOI submitted shall be valid for 180 days from the EOI Deadline (the Effective Period).

At any time during or after the Effective Period, Alpha Court may, in its sole and absolute discretion, consider unsolicited EOIs delivered to it. Any EOI, whether pursuant to this Request or otherwise, delivered to Alpha Court before the EOI Deadline will be evaluated in the manner described in this Request. Any EOI delivered to Alpha Court after the EOI Deadline, may either be rejected by Alpha Court outright or, at Alpha Court's discretion, evaluated in the manner Alpha Court sees fit.

Alpha Court reserves the right to reject any or all EOIs, as a whole or in part, and waive formalities as the interests of Alpha Court and its member or [clients] may require, without stating reasons. EOIs that are submitted incomplete in any material respect are likely to be rejected.

Multiple EOIs from any one party are acceptable, provided each EOI is complete as specified herein and packaged separately.

Liability: Alpha Court reserves the right at any stage of the process to accept or reject an EOI for any reason in its sole and absolute discretion. Every EOI submitted is non-binding on Alpha Court.

Alpha Court will not be liable to any EOI Applicant for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Applicant in preparing an EOI, participating in negotiations, or for any other activity related to or arising out of this Request. By providing an EOI, each Applicant is deemed to have agreed that it has no claim against Alpha Court or its directors, officers, members or employees.

Miscellaneous: The Applicant should provide concise information in its EOI with sufficient details to ensure a complete and accurate understanding by reviewers.

The cost of preparing an EOI will not be refunded to Contractors under any circumstances.

Alpha Court may choose to issue addenda, to provide clarification or additional information. Addenda will only be sent to parties that have submitted an EOI by the EOI Deadline.

In case of any dispute or clarification relating to an EOI, a decision by Alpha Court shall be final.

In its EOI, the Company must disclose any potential conflict of interest that might compromise the performance of the services, and must also disclose whether it is aware of any Alpha Court employee, or member of the Alpha Court Board having a financial interest in the Applicant and the nature of that interest. If such conflict of interest exists or arises in the future, Alpha Court may, at its discretion, refuse to consider the Applicant's EOI.

All correspondence, documentation, and information provided by Alpha Court staff to any Contractor in connection with, or arising out of this Request or the acceptance of any submission shall remain the property of Alpha Court, must be treated by Contractors as confidential, and must not be used for any purpose other than for replying to this Request.

Submissions will be made available to members of the Alpha Court Board. The documentation comprising any submission submitted in response to this Request, along with all correspondence, documentation, and information provided to Alpha Court by any Contractor in connection with or arising out of this Request, once received by Alpha Court, shall become the property of Alpha Court. All financial information will be held in confidence as a part of the submission process, assuming it contains trade secrets/commercially sensitive information and will only be used for the purpose of EOI evaluation and negotiation.

An Applicant and its affiliates, associates, third-party service providers, and sub-contractors shall not release for publication any information in connection with this Request without prior written permission of Alpha Court.

Attestation: By submitting an EOI, the project Applicant:

1. Attests that the information provided in their EOI is accurate to the best of their knowledge.
2. Understands that the information provided in their EOI will be used to screen Applicants on eligibility prior to submitting their proposals pursuant to a RFP.
3. Attests that approval, from any affected parties, has been obtained to share any confidential information that is included in the submission.
4. Agrees that Alpha Court may share EOI information provided to it with prospective funders of the project.