



**NEGOTIATED REQUEST FOR PROPOSALS FOR:**

**DEVELOPMENT OF AFFORDABLE HOUSING  
IN THE PAS, MANITOBA**

**NRFP #:** MHHD2023-001  
**Issued By:** Manitoba Housing  
**Issue Date:** January 27, 2023  
**Submission Deadline:** April 11, 2023  
4:00 p.m. Central 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: Sandra Oberdorfer, NRFP Administrator

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

## TABLE OF CONTENTS

	<u>PAGE</u>
<b>1.0 INTRODUCTION .....</b>	<b>3</b>
<b>1.1 Background .....</b>	<b>3</b>
<b>1.2 Financial Assistance .....</b>	<b>3</b>
<b>1.3 Project Specifications .....</b>	<b>4</b>
<b>1.4 Definitions .....</b>	<b>5</b>
<b>2.0 PROPONENT’S INSTRUCTIONS .....</b>	<b>7</b>
<b>2.1 Submission Address and Deadline .....</b>	<b>7</b>
<b>2.2 Proposal Inquiries .....</b>	<b>8</b>
<b>2.3 Proposal Format .....</b>	<b>9</b>
<b>2.4 Proposal Content.....</b>	<b>9</b>
<b>2.5 NRFP Terms and Conditions.....</b>	<b>14</b>
<b>2.6 Amendment or Withdrawal of Proposal .....</b>	<b>16</b>
<b>3.0 PROPOSAL EVALUATION AND SELECTION.....</b>	<b>17</b>
<b>3.1 Evaluation Committee .....</b>	<b>17</b>
<b>3.2 Evaluation Process.....</b>	<b>17</b>
<b>3.3 Mandatory Requirements.....</b>	<b>17</b>
<b>3.4 Evaluation Criteria .....</b>	<b>18</b>
<b>3.5 Negotiation of Agreement .....</b>	<b>20</b>
<b>3.6 Notification to Proponents .....</b>	<b>21</b>
<b>3.7 Estimated Timetable.....</b>	<b>21</b>
<b>3.8 Clarifications .....</b>	<b>21</b>
<b>APPENDIX “A” – DESCRIPTION OF MANITOBA HOUSING OWNED LAND.....</b>	<b>22</b>
<b>APPENDIX “B” – VISITABLE &amp; ACCESSIBLE DESIGN CRITERIA .....</b>	<b>25</b>
<b>APPENDIX “C” – ELIGIBLE PROJECT CAPITAL COSTS .....</b>	<b>26</b>
<b>APPENDIX “D” – APPLICATION FOR CONDITIONAL ALLOCATION .....</b>	<b>27</b>
<b>APPENDIX “E” – PROCUREMENT GUIDELINES .....</b>	<b>34</b>

## 1.0 INTRODUCTION

### 1.1 Background

Manitoba Housing is issuing this Negotiated Request for Proposals (“NRFP”) directed to municipalities, private and public/municipal non-profit housing corporations, housing cooperatives, and private developers interested in constructing affordable rental or cooperative housing in The Pas, Manitoba.

Affordable Housing is a key priority for the Province of Manitoba. The Manitoba Government recognizes that housing is central to achieving positive outcomes in the lives of families and individuals, and is committed to pursuing a cost efficient mix of programming to help meet the housing needs of low and moderate-income Manitobans. To achieve this, Manitoba Housing, with funding support from the Canada Mortgage and Housing Corporation (CMHC), via the Investment in Affordable Housing (IAH) partnership agreement, is prepared to offer Financial Assistance to help meet the continued need and demand for affordable housing in The Pas. The intent of this NRFP is to solicit proposals from qualified Proponents for construction ready projects for the development of Affordable Housing and for Manitoba Housing to subsequently enter into a Financial Assistance Agreement (FAA) with an accepted Proponent.

The amount of potential Financial Assistance through this NRFP includes a maximum of \$100,000 per residential unit in the town of The Pas.

Although this NRFP is open to any lands within the town of The Pas, Manitoba Housing owns land that can be made available at a price to be determined by Manitoba Housing, for development under this NRFP (See Appendix “A”, Description of Manitoba Housing Owned Land).

Manitoba Housing is using a competitive project selection process to ensure that the most appropriate, sound and cost-effective Project proceeds to commitment. Further details on the selection process can be found in Section 3 of this NRFP document.

### 1.2 Financial Assistance

Financial Assistance from Manitoba Housing is a capital contribution toward the project in the form of a fully forgivable loan that does not have to be repaid if the terms and conditions are adhered to. A FAA approved by Manitoba Housing must be executed by the accepted Proponent(s) to ensure, amongst other requirements, the units remain affordable for a minimum twenty (20) year period.

Housing units eligible for Financial Assistance from Manitoba Housing must follow the Affordable Housing Rental Program Guidelines and must be leased to individuals with low to moderate incomes in accordance with the Program Income Limits and the units must lease at or below the applicable Affordable Rents. The Affordable Housing Rental Program Guidelines are reviewed annually by Manitoba Housing and published on the Manitoba Housing website at: <https://www.gov.mb.ca/housing/progs/pil.html#affordable>

The level of Financial Assistance available is intended to assist the project to charge Affordable Rents. The level of Financial Assistance available through this NRFP includes a maximum of \$100,000 per residential unit.

Manitoba Housing will strive to maximize the amount of Financial Assistance that is **available under this NRFP**. Proposals requiring a lower per unit funding contribution are encouraged. Proponents are also encouraged to leverage as much equity and other funding sources as possible to extend Manitoba Housing's funding capacity and to increase housing volumes.

Proponents may incorporate units that shall be leased above applicable Affordable Rents into a project's development plan; provided appropriate need/demand exists to support an approach. However, Financial Assistance from Manitoba Housing, if applicable, will only be provided on a prorated basis to units which shall be leased at or below applicable Affordable Rents.

Financial Assistance will be secured by way of a mortgage between Manitoba Housing and the Proponent, with the principal due reduced on an annual basis over a twenty (20) year period. No payment of the principal and interest is due provided all obligations of the accepted Proponent under the FAA are met.

### **1.3 Project Specifications**

Eligible Proponents include municipalities, private and public/municipal non-profit housing corporations, housing cooperatives and private developers.

Projects eligible for Financial Assistance under this NRFP include new construction, conversion from non-residential to residential housing, or rehabilitation of vacant, derelict residential buildings, to permanent multiple unit rental or cooperative housing projects with modest, self contained units. Projects must be comprised of a minimum three units. The proposed Project must be financially self-sufficient and must not depend on ongoing operating assistance or public operating subsidies.

Projects not eligible under this NRFP include supportive housing, nursing homes, and other long-term care facilities, shelters and crisis care facilities and ownership of any kind. Other projects not eligible under this NRFP include Life Lease, or similar models where tenant equity is leveraged as a funding source.

Proponents are strongly encouraged to include a unit mix that is most desirable to serve the target population and which best addresses community need. Manitoba Housing will not provide Financial Assistance to support the development of studio units, except in appropriately documented special circumstances deemed satisfactory at Manitoba Housing's sole discretion.

Proponents shall ensure project designs meet Manitoba Housing's applicable Visitable and Accessible Design Criteria, as outlined in Appendix "B". All Affordable Housing units intended for seniors must meet the Accessible Design Criteria.

The design and construction of Projects must comply, at minimum, with the current requirements of the Efficiency Manitoba's New Buildings Program Performance Path or other applicable programming. More information on the New Buildings Program can be found by visiting Efficiency Manitoba's website at: <https://efficiencymb.ca/business/new-buildings/>

To ensure that units produced as a result of the NRFP are made available to low to

moderate-income households, tenants must have a total household income at or below the Affordable Housing Program Income Limits for Manitoba. The Affordable Rental Housing Program guidelines, including Program Income Limits and affordable rents for The Pas can be found by visiting the Manitoba Housing website at: <https://www.gov.mb.ca/housing/progs/pil.html#affordable>

Proponents will be required to have procedures in place to ensure a fair and open process for tenant selection. For example, Proponents may not rent Affordable Units to themselves, their shareholders or directors. The accepted Proponent must verify the income of a prospective tenant as a condition of signing a lease with the tenant to ensure compliance with this requirement.

It is anticipated that the Accepted Proponent will received a Notice of Conditional Allocation from Manitoba Housing by June 2023. Manitoba Housing expects the Accepted Proponent to apply for building permits within six (6) months of the issuance of Notice of Conditional Allocation, with project completion to occur within 21 months of permit approval. Any delays with such project milestones will result in Manitoba Housing withdrawing its project funding commitment.

An Audited Financial Statement is to be provided to Manitoba Housing within 90 days of Project Completion. This shall include verification of the expenditures of the housing project based on the application for financial assistance.

#### **1.4 Definitions**

For the purpose of this NRFP:

- **“Accepted Proponent”** means a Proponent that has been selected after the evaluation process to enter into negotiations with Manitoba Housing.
- **“Affordable Rents”** means the Affordable Housing Rental Program Rents inclusive of essential utilities (heat, hydro, and water), and is the maximum monthly rent that can be charged to a tenant household for units receiving Financial Assistance from Manitoba Housing. The Affordable Housing Rental Program Rents are reviewed by Manitoba Housing annually and published on the Manitoba Housing website at: <https://www.gov.mb.ca/housing/progs/pil.html#affordable>
- **“Affordable Housing”** means permanent rental and/or cooperative housing units that operate under the Affordable Housing Rental Program guidelines. Including renting to households who meet the Program Income Limits and providing rents that are at or below the Affordable Housing Rental Program Rents. Information on the Affordable Housing Rental Program can be found on the Manitoba Housing website at: <https://www.gov.mb.ca/housing/progs/pil.html#affordable>
- **“Conditional Allocation”** means a specified amount of funding reserved by Manitoba Housing on a conditional basis, which conditions shall include the execution of an FAA, for an Accepted Proponent.

- **“Coordinator”** means the individual who on Manitoba Housing’s behalf is responsible for the administration of the NRFP process, and as of the date on which this NRFP is issued, is the individual named in Section 3.2.
- **“Eligible Project Capital Costs”** means the capital costs of a Project eligible for Financial Assistance, as set out in Appendix “C”.
- **“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 capital contribution through a forgivable loan that will be provided by Manitoba Housing to an Accepted Proponent towards the Eligible Project Capital Costs of their Project.
- **“Financial Assistance Agreement”** or **“FAA”** 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.
- **“Mandatory Requirements”** means the minimum elements that a Proposal must contain in order to receive further consideration, as set out in Section 3.3.
- **“National Occupancy Standard”** means the following criteria which must be met to ensure a household is not crowded:
  - a maximum of two (2) and minimum of one (1) person per bedroom.
- **“Non-Residential Portion”** means public space, recreation facilities, or associated hard furnishings, commercial facilities, community multi-purpose space, or other built areas or non- residential space appropriate to the Project but which do not form part of the components of residential accommodations related to living facilities, shared or otherwise, and a modest amount of amenity space which may be shared with other occupants of a Project. The non-residential component includes a prorated share of the land value, structure, mechanical systems, and soft costs.
- **“Notice of Conditional Allocation”** means notification in writing by Manitoba Housing to a Proponent of Proposal approval and Manitoba Housing’s issuance of a Conditional Allocation.
- **“Program Income Limit”** – means the Affordable Housing Rental Program Income Limits for families and households without children. These are reviewed annually by Manitoba Housing and published on the Manitoba Housing website at:

- **“Project”** means the Affordable Housing proposed to be developed by a Proponent responding to this NRFP.
- **“Proponent”** means an individual, partnership, non-profit or for-profit corporation, or any other legal entity that submits a Proposal to Manitoba Housing in response to this NRFP. This may include municipalities, private and public/municipal non-profit housing corporations, housing cooperatives, and private developers.
- **“Proposal”** means a written submission by a Proponent in response to this NRFP, which includes all of the documentation necessary to satisfy the submission requirements of the NRFP.
- **“NRFP”** means this Negotiated 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 NRFP.
- **“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 2.1 of this NRFP.
- **“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 PROPONENT’S INSTRUCTIONS

### 2.1 Submission Address and Deadline

Proponents must submit four (4) hard copies of their Proposal and one copy in Adobe PDF format on a USB stick, addressed as follows and delivered to:

Manitoba Housing  
Housing Delivery Branch  
200-352 Donald Street  
Winnipeg, Manitoba R3B 2H8  
Attn: Sandra Oberdorfer

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 (as indicated on the front page of the NRFP)** 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. Addenda will be posted on Manitoba Housing's website at <https://www.gov.mb.ca/housing/progs/nrfp-the-pas.html>. It is the responsibility of Proponents to check Manitoba Housing's website for any addenda.

Proposals should be submitted in a sealed envelope and delivered, by mail or by courier to the above noted address. The envelope should be clearly marked with the NRFP 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. MHRC is not responsible for lost Proposals.**

## **2.2 Proposal Inquiries**

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

Proponents shall examine the NRFP 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. Manitoba housing endeavours to provide accurate information however it is not responsible for errors or omissions.

All inquiries related to this NRFP are to be made, in writing, at least 5 business days prior to the Submission Deadline as noted above. Inquiries received after this date may not be answered. Written inquiries are to be directed to:

Housing Delivery Branch  
200-352 Donald Street  
Winnipeg, Manitoba R3B 2H8  
Email: [housingprograms@gov.mb.ca](mailto:housingprograms@gov.mb.ca)  
Attn: Sandra Oberdorfer, NRFP Administrator



Written inquiries submitted by e-mail will be accepted.

**Proponents are responsible for ensuring that MHRC has received their inquiries at least 5 business days prior to submission deadline.**

### **2.3 Proposal Format**

Proponents must submit their Proposal setting out the information requested in Section 2.4 of this NRFP and any relevant comments, according to, and in the order of, the various sections, subsections, and clauses presented in this NRFP. 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 within the rectification period 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.

### **2.4 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 NRFP. The letter should contain the same signatures as on the Application for Conditional Allocation, which is found attached to this document as Appendix "D".

#### *B. Proponent Qualifications*

Information about the Proponent, including:

- An organizational/firm 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), this refers to individuals employed by the Proponent, organization or professionals hired to provide a service, not the Board of Directors.
- If presently incorporated, a copy of the organization's Articles of Incorporation, including any amendments and/or relevant corporate by-laws, and current list of Board of Directors.
- If not incorporated, details on current group membership and prospective plans for incorporation.
- 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.

Proponents should submit three (3) project references if available where they acted as a housing developer and/or a housing operator on an ongoing basis. References should include how the Project is comparable in size, scope, nature and complexity to what is being proposed. Proponents should include successful projects that demonstrate the Proponents ability to successfully complete the Project and manage the ongoing operations. For each project reference, the following information should be provided:

- A brief description of the Project;
- Name of the entity whom owns the Project, if not the Proponent;
- The year the project was started and completed, or when the Proponent became owner;
- Role or involvement of the Proponent;
- Identify which of the proposed team members, if any, were involved in each project, and identify what their roles and responsibilities were;
- Size of the project (number of units);
- Starting budget and final budget;
- Operating budget if an existing project.
- Contact information of individuals who may be contacted by Manitoba Housing for information on the Proponents performance as a housing developer or property manager.

Proponent's status in relation to Manitoba and record of past performance may be a factor in Manitoba's determination of the Proponent's capacity. Proponents should provide contact information for any Provincial contacts that may speak to past or current delivery performance.

### *C. Project Concept*

A detailed overview of the proposed Project which includes:

- A narrative description of the overall project concept and development approach.
- Identification of the specific target population(s) to be served, as well as details on the plans for tenant selection and project rent-up.
- Proposed number, type and size of units.
- Size, design and construction specifications for the entire Project.
- Special design and amenity considerations.
- A detailed description of any Non-Residential Portions of the Project, including the marketing plan for each use and a clear breakdown of the projected capital costs, operating costs, and revenues associated with such space on a prorated basis.

### *D. Site Details*

Proponents who intend to use the land owned by Manitoba Housing, identified in Appendix "A", should clearly indicate this in their Proposal. Proponents identifying

Manitoba Housing owned land, should include a detailed overview of the proposed site plan which includes:

- How the proposed project concept is suitable for the site.
- How the proposed project and building design is compatible with the neighbourhood, any other community plans and/or municipal planning requirements.
- A description of services and local public amenities available to the site relevant to target clientele.
- Any required site zoning, including any known pertinent information that may impact rezoning or necessary variances.

Proponents who are providing their own land or have identified a different parcel of land, should include a description of the proposed site for the Project which includes attention to the following:

- Current ownership and use.
- Evidence of Proponent control (e.g., status of title, purchase/sale agreement, option to purchase) or evidence that the site is being offered for sale by the land owner to the Proponent (e.g. letter from the land owner stating its intent to transfer/sell land to the Proponent with disclosure of terms and conditions).
- Monetary value of the site (e.g., municipal assessment, recent market price, appraisal).
- Current and required zoning.
- Consistency with any other community plans and/or municipal planning requirements.
- A description of services and local public amenities available to the site relevant to target clientele.
- Include a map of the neighbourhood highlighting the Project site.
- Soil conditions and a statement on the results of any past environmental site assessment work.
- A description of whether or not there are any encumbrances registered on title restricting use of the site for residential purposes, or any other existing encumbrances and when and how they will be discharged.

Proponents should exercise caution if entering into agreements or options for site acquisition at this stage, as the development schedule of potential Projects may not proceed on a timetable dictated by site acquisition requirements and Manitoba Housing will not be responsible for costs incurred by Proponents in securing or holding land.

#### *E. Financial Viability and Value for Money*

A clear breakdown of all projected capital costs, operating costs and operating revenues for the Project, including a description of the class of estimate provided and who provided the estimate i.e. consultant, quantity surveyor, project manager etc. A clear breakdown of all Project capital funding such as mortgage financing, equity contributions by the Proponent or others, income from any Non-Residential Portions, and grants. Appropriate evidence should be provided that the financial contributions have been secured, or an

explanation as to how and when such evidence will be available.

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.
- Real property.

**Prior to the issuance of a FAA and within six (6) months of Manitoba Housing's Notice of Conditional Allocation, Proponents 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. Failure to demonstrate that funds are available may result in Manitoba Housing withdrawing its Project funding commitment, including availability of the Site.**

#### *F. Property Management Plan*

A detailed explanation of post-construction property management plans. This should include details on how property management will be carried out and by whom. If self-management is planned, the Proponent must demonstrate how they have the experience and capacity to self-manage the Project.

Proponents must also include a detailed explanation of how management of any non-residential spaces will be carried out and by whom. Including how the non-residential space will be self-sustaining and not negatively impact the viability of the residential portion.

#### *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:

- Transfer of ownership of the Project site to the Proponent if not already owned by the Proponent.
- Securing necessary zoning/variances.
- Preparation of final working drawings and specifications.
- Construction start date.
- Project completion date.

If Proponents have not secured all project capital funding and/or financing from others, Proponent's should include an outline of the work plan/approach for fulfilling obligations required by any lenders in order to access capital funds for the project, including

information on specific activities, tasks, key milestones, and allocated human and financial resources.

Information should be provided on the anticipated project procurement process. It should be recognized that Manitoba Housing requires a transparent procurement process and Proponents are encouraged to acquaint themselves with the Manitoba Housing procurement guidelines attached as Appendix “E”. Contractual commitments made by a Proponent that are not consistent with these guidelines may not be accepted by Manitoba Housing.

Proposals should include any preliminary conceptual drawings, including site plans, if available. 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 also describe the overall approach to the design of the development and how it meets the housing needs of the target clientele. Unit design features should also be highlighted, as should how the overall Project integrates with the immediate neighbourhood and/or community.

Information should also be provided which confirms and details the Project’s consistency with the following:

- Manitoba Housing’s visitable and accessible design criteria (as set out in Appendix “B”).
- Applicable Efficiency Manitoba’s New Buildings Program standards.

As outlined in Section 3.6 of this NRFP, it is anticipated that Accepted Proponents will receive a Notice of Conditional Allocation from Manitoba Housing by June 2023. Manitoba Housing expects Accepted Proponents to apply for building permits within six (6) months of the issuance of the Notice of Conditional Allocation, with Project completion to occur within 21 months of permit approval.

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

#### *H. Risk Management Plan*

Proponents should provide a detailed assessment of potential risks and a mitigation plan for ensuring the Project can be delivered in accordance with the requirements of this NRFP. Proponents should pay special attention to potential risks for achieving the delivery timeline required, and include details on how they will mitigate these risks should they arise.

#### *I. Community Support*

Proposals should include evidence of community support for the Project, including details and appropriate evidence of any established or potential partnership arrangements.

Letters of support submitted as evidence of community support must be signed, dated and on appropriate letterhead. Proponents should include a letter of support from the municipality or evidence the municipality supports the Project.

*J. Identification of Housing Need and Demand*

Proposals must clearly demonstrate that a need and demand exists for the Project. This must include a thorough need and demand analysis and market analysis of the target area. Such work should include a detailed review of the availability and distribution of all rental housing suitable for the target clientele in the target area, including a review of the rental market as a whole.

Proponents are cautioned to give careful consideration not just to the need and priority for the Project in the target area, but to also acknowledge the impact their Project may have on existing local housing projects, including applicable local Manitoba Housing assets.

*K. Application for Conditional Allocation*

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

## **2.5 NRFP Terms and 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 NRFP:

*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. 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 NRFP 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. Selection of a Proposal after an evaluation process shall be deemed to only be an opportunity to enter into negotiations with the Proponent.

*C. Conflict of Interest*

Manitoba Housing may reject any Proposal if Manitoba Housing, in its sole discretion, determines that an actual or potential conflict of interest exists.

*D. Amendment of NRFP*

Manitoba Housing may amend or clarify this NRFP by one or more addenda issued before the Submission Deadline. Manitoba Housing will not issue an addenda later than 48 hours before the Submission Deadline except for an addenda which extends the Submission Deadline.

*E. Right to Reissue NRFP*

Manitoba Housing reserves the right to reissue the NRFP where, in Manitoba Housing's sole opinion, an insufficient number of Proposals submitted in response to the NRFP warrant acceptance or where it would be in the best interest of Manitoba Housing to do so.

*F. Cost of Proposal*

All costs incurred in the preparation, presentation and submission of a Proposal and all related costs, including, without limitation, rectification and providing additional information, shall be borne entirely by the Proponent.

*G. Cancellation of NRFP*

Manitoba Housing may cancel this NRFP at any time, with no liability whatsoever to any Proponent.

*H. No Contract A and No Claims*

This NRFP is not intended to create and shall not create a formal, legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

(a) this NRFP shall not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and

(b) neither the Proponent nor Manitoba Housing shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the outcome of the NRFP process, including any decision by Manitoba Housing to enter into an Agreement with a Proponent, any decision by Manitoba Housing not to enter into an Agreement with a Proponent or a decision by a Proponent to withdraw its Proposal.

*I. No Contract until Execution of Written Agreement*

This NRFP process is intended to identify prospective service providers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and Manitoba Housing by this NRFP process until the successful negotiation and signing of a written Agreement for the acquisition of the Services.

*J. Non-binding Price Estimates*

While pricing information, if any, provided in Proposals will be non-binding prior to the signing of a written Agreement, such information will be assessed during the evaluation of the Proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of Manitoba Housing to enter into an Agreement for the Services.

*K. 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.

*L. 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.

*M. Interpretation and Governing Law*

These NRFP Terms and Conditions (Section 4.0):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Manitoba and the federal laws of Canada as applicable.

## **2.6 Amendment or Withdrawal of Proposal**

Proponents may amend Proposals submitted in response to this NRFP 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 2.1 of this NRFP. 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.

### **3.0 PROPOSAL EVALUATION AND SELECTION**

#### **3.1 Evaluation Committee**

The Evaluation Committee will be made up of representatives from Manitoba Housing. The Evaluation Committee will be responsible for reviewing and evaluating Proposals submitted in response to this NRFP. Manitoba Housing may, at its sole discretion, retain additional committee members or professional advisors as is determined to be prudent or necessary.

#### **3.2 Evaluation Process**

The NRFP evaluation process is a selection procedure to determine the ranking of Proposals to determine the Proponent(s) to invite to enter into negotiations to finalize a FAA. It will be finalized through completion of the following stages:

- 1) Proponents to submit Proposals to Manitoba Housing in response to this NRFP.
- 2) Manitoba Housing will screen Proposals to ensure that the Proposals meet all mandatory requirements of this NRFP. If a Proposal fails to satisfy any of the mandatory submission requirements, Manitoba Housing will issue a rectification notice to the Proponent. The rectification notice will identify the deficiencies and provide the Proponent with a period of three (3) business days (the Rectification Period) to rectify the identified deficiencies. If the Proponent fails to satisfy these mandatory submission requirements within the Rectification Period, its Proposal will not be considered further.
- 3) Proposals that meet the Mandatory Requirements of this NRFP will be evaluated and ranked by the Evaluation Committee in accordance to the criteria identified in Section 3.4, to determine which Proposals are most responsive to the requirements detailed in this NRFP and provide the best overall value to Manitoba Housing.
- 4) Final project selection is based on the established Evaluation Criteria, as well as other factors such as Manitoba Housing's strategic priorities.

#### **3.3 Mandatory Requirements**

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

- Receipt of Proposal prior to the Submission Deadline.
- Submission of four (4) hard copies and one electronic copy in Adobe PDF format on a USB of the Proposal.
- Proposals target the development of Affordable Housing within The Pas, as defined in this NRFP.
- The proposed Project location is within the Province of Manitoba but not in a recognized or designated First Nation community (for projects not identifying Manitoba Housing owned land).
- Evidence of Proponent Project site ownership or evidence that the site is being offered for sale by the land owner to the Proponent (for projects not identifying Manitoba Housing owned land).
- Proposals include submission of a completed Application for Conditional Allocation (Appendix “D”) and signed by an appropriate signing authority. **Manitoba Housing will not accept any other pro forma as a replacement to Appendix “D”.**

### 3.4 Evaluation Criteria

Proposals that meet the Mandatory Requirements of this NRFP will be evaluated on the basis of the Evaluation Criteria outlined below. The Evaluation Criteria is a 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 NRFP.**

#### Step One: Business Case

1. Proponent Qualifications	100 maximum points
2. Project Concept	35 maximum points
3. Project Site	25 maximum points
4. Financial Viability and Value for Money	100 maximum points
5. Property Management Plan	50 maximum points
6. Development Plan and Timetable	100 maximum points
7. Risk Management Plan	50 maximum points
8. Community Support	20 maximum points
9. Need and Demand	20 maximum points

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500 maximum points

Proposals will be scored using a point ranking system based on selection criteria 1 through 9 above, referred to as the Business Case for the Proposal. Total points will be calculated for each Proposal and Proponents will be ranked in order from highest to lowest points. 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.

Proponent's who provide three (3) references for projects that are comparable in size, scope, nature and complexity to what is being proposed will be awarded maximum points. Scoring will be reflective of the quantity AND quality of the project references in relation to Proponent's ability and capacity as a housing developer and/or housing operator.

Proponent's status in relation to Manitoba and record of past performance may be factored into Manitoba's determination of the Proponent's qualifications to provide the Services. The status in relation to Manitoba and record of past performance of the top-ranked Proponent will be assessed.

- **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 and within the timeline presented within this NRFP.
- **Project Site** – Proposals will be evaluated on the appropriateness of the proposed development for the site, taking into account such issues as proximity of services and amenities (appropriate to target clientele), and compatibility with adjacent land uses, environmental conditions, and any other land-related factors which may hinder development of the Project as proposed. Preference will also be given to Proposals that satisfactorily demonstrate that the land is already appropriately zoned for the Project, including any variance considerations.
- **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, 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 requiring lower per unit Financial Assistance relative to the maximum level of Financial Assistance available through this NRFP. Proponents who can provide confirmation of external funding will score higher.
- **Property Management Plan** – Proposals will be evaluated on the proposed post-construction property management plan, including management of any non-residential spaces. Preference will be given to Projects which plan to engage experienced, qualified property management services, or where evidence is provided that the Proponent is already a well-established Property Manager.

- **Development Plan and Timetable** – Proposals will be evaluated on the appropriateness of the proposed project design and development plan relative to affordable housing needs and conformity with Manitoba Housing requirements as outlined in this NRFP (e.g., , Manitoba Housing’s visitable and accessible design criteria, Manitoba Housing’s procurement guidelines, and applicable Efficiency Manitoba’s New Building Program standards). 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.
- **Risk Management Plan** – Proposals will be evaluated on the appropriateness and awareness of potential project risks and a plan to mitigate identified risks, ensuring the Project is delivered on time and in accordance with this NRFP. Manitoba Housing is looking for proposals that outline realistic project risks and mitigation plans that make it clear the Proponent has a clear understanding of new housing developments. Proponents should pay special attention to risks associated with achieving the delivery timeline set out by Manitoba Housing.
- **Community Support** – Proposals will be evaluated on the demonstrated level of community support for the Project. This will include consideration of appropriate evidence of any planned partnership arrangements. The quality and suitability of the support shall be considered more important than the overall volume of support.
- **Need and Demand** - Proposals will be further evaluated on the demonstrated need and priority for the Project in the community. Consideration will be given to such elements as the methods used to conduct the need and demand analysis, the types of information and data collected/analyzed, and the soundness of reported findings.

Proposals will also be evaluated using additional criteria relating to an impact on current Manitoba Housing delivery and alignment with Manitoba Housing strategic priorities. This will include detailed internal consideration of how the proposed Project impacts existing local Manitoba Housing assets. Preference will be given to Projects which are unlikely to directly or indirectly compete with existing Manitoba Housing projects and program delivery.

### **3.5 Negotiation of Agreement**

Manitoba Housing may invite the top-ranked Proponent, as determined through the evaluation process, to enter into negotiations to finalize the FAA. Negotiations may include requests by Manitoba Housing for supplementary information from the Proponent to verify, clarify or supplement the information provided in its Proposal or to confirm the conclusions reached in the evaluation, and may include requests by Manitoba Housing for improved pricing or performance terms from the Proponent.

Manitoba Housing intends to conclude negotiations with the top-ranked Proponent within a period of seven days commencing from the issuance of the invitation to enter negotiations. If the parties cannot conclude negotiations and finalize the FAA within that time period, Manitoba Housing may discontinue negotiations with the top-ranked

Proponent and invite the next-best-ranked Proponent to enter into negotiations. This process shall continue until:

- (a) an FAA is successfully negotiated and finalized;
- (b) there are no more eligible Proponents remaining; or
- (c) Manitoba Housing elects to cancel the NRFP process.

If Manitoba Housing and a Proponent successfully negotiate the FAA, Manitoba Housing will prepare the finalized FAA for signing by both parties. There will be no legally binding relationship created with any Proponent prior to the signing of the FAA, and the performance of any work will not commence until the FAA is fully signed by both the Proponent and Manitoba Housing. Manitoba Housing is not responsible for any costs incurred prior to the execution of the FAA.

Manitoba Housing may, in its sole discretion, decide to enter in an FAA with more than one Proponent. If so, the negotiation process will repeat with the next-best-ranked Proponent.

### **3.6 Notification to Proponents**

Manitoba Housing will notify all Proponents of the outcome of the NRFP process, after the FAA or FAAs is/are signed. If Manitoba Housing decides not to enter into an FAA with any Proponent, all Proponents will be given written notice of the decision.

### **3.7 Estimated Timetable**

Proposals submitted under this NRFP 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 (NRFP)	January 27, 2023
Last day for Proponents to submit inquiries	March 30, 2023
Submission Deadline for Proposals	April 11, 2023
Review and evaluation of Proposals by Evaluation Committee	April 2023
Manitoba Housing selection of Accepted Proponents	May 2023
Notice of Conditional Allocation to Accepted Proponents	June 2023

### **3.8 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” – DESCRIPTION OF MANITOBA HOUSING OWNED LAND

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Manitoba Housing owns land in The Pas that may be available at a price determined by Manitoba Housing, further described as follows:

Description of Site	”Proposed Lot” as described herein
Estimated Land Value	\$22,500
Present Use	Vacant
Current Zoning	Multi-family
Estimated Parcel Size	1.26 Acres

The Proposed Lot is described in the Subdivision Application Map provided below as Part of River Lots 2 and 3, The Pas Settlement, located in the Town of The Pas. The map is not intended to depict actual property boundaries or the exact size and location of the Proposed Lot or site services and is provided for context only. There is no formal site visit planned for this NRFP but Proponents are encouraged to investigate the Proposed Lot. Further details of the land being made available by Manitoba Housing will be finalized through the negotiation process with the Accepted Proponent(s).

The neighbourhood is partially developed and is comprised of residential and institutional properties to the west, and vacant properties to the north, east and south.

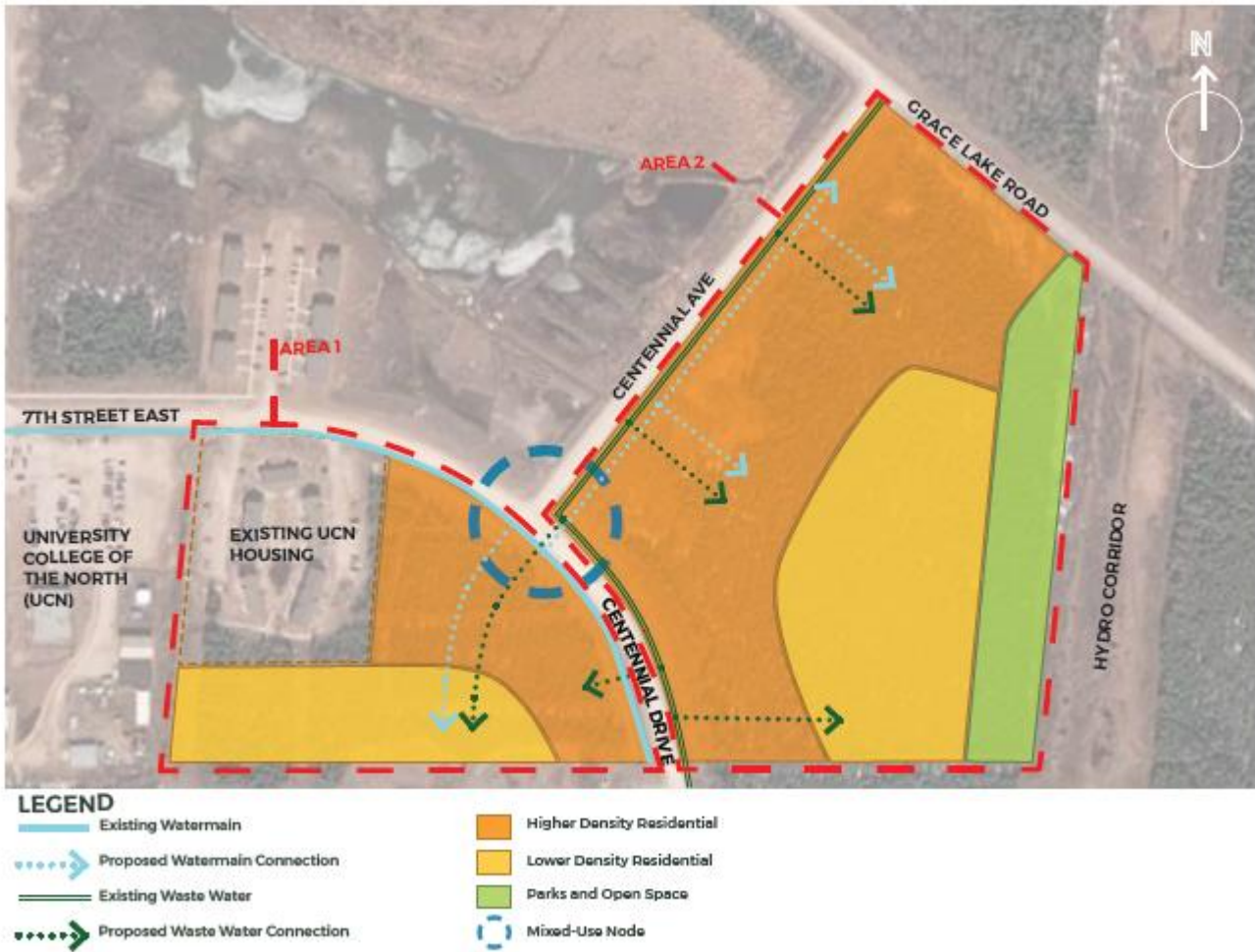
The Proposed Lot is undeveloped and has no existing access points or services. Site access and service installations will be the responsibility of the Proponent, any authorizations and costs associated with the development of the Proposed Lot should be factored into the project timeline and cost estimates.

The Proposed Lot is zoned residential mixed zone and is in a newer development. This zone permits the development of high-density residential buildings including triplexes, four-plexes, town houses, and apartment buildings. Proponents are encouraged to consult with the Town of The Pas Planning Department on zoning and development requirements for their proposed concept.

Water mains run from 7<sup>th</sup> Street East through Centennial Drive, on the south side of the street, along the property line at the Proposed Lot. Sewer mains run from Centennial Ave through the north side of Centennial Drive. Sewer mains will need to be run across the street to connect to the Proposed Lot. No water and sewer connections exist on the Proposed Lot. Sewer and water remain public. The Proponent should consult with the Town of The Pas regarding development plans for sewer and water connections onto the Proposed Lot. A map showing the existing sewer and water mains can be found attached below.

Manitoba Housing may, at its sole discretion, make available additional properties at prices that it determines to be fair market value.

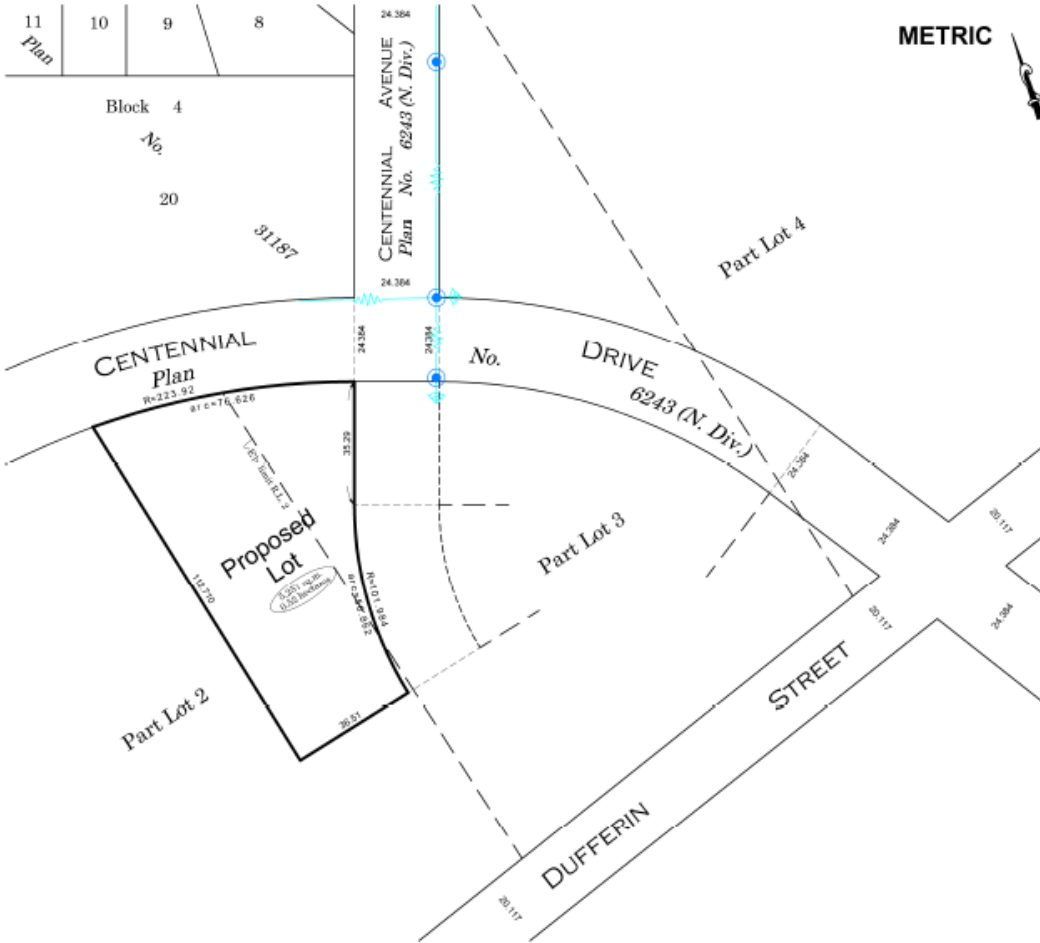
## Map of Site Services



MAP 3 - Water and Wastewater Servicing Concept Plan

Map of Manitoba Housing property.

**Site Plan – Proposed Lot**



METRIC



**Subdivision Application Map**  
of part of  
River Lots 2 and 3,  
The Pas Settlement

**TOWN OF THE PAS  
MANITOBA**



Note:  
All distances are in metres and decimals thereof.  
Portions to be approved to shown  
bordered thus: . . . . .  
Survey monuments are under review  
and are not shown at this time.  
All areas are in hectares (ha.) and may be  
converted to acres by multiplying by 2.47105  
All plans referred to are on record  
in the Portage La Prairie Land Titles Office

Subdivision Application Map was prepared  
under the supervision of Boyne Balden, M.L.S.  
Dated November 15, 2019

This Map has been prepared  
for Subdivision Application  
purpose only.  
This is not a final survey.

**BALCHEN AND KULCHYCKI SURVEY**  
Box 778, 1550 Main Street S.  
Dauphin, Manitoba  
RTN 3B3 19C36



## APPENDIX “B” –VISITABLE & ACCESSIBLE DESIGN CRITERIA

Required Features for Accessible Units*		Minimum (mm)	Maximum (mm)
Doorways	Clear Width	850	915
Peep Hole	Height from floor	1,100	
Hallways	Width	915	1,220
Window Sills	Height from floor	800	915
Outlets (telephone, cable, etc.)	Height from floor	450	
Light switches, Intercom, thermostat	Height from floor	1,220	
Turning Radii (all rooms)		1,500	1,525
Rods in Clothes Closets/shelves	Height from floor	450	1,220
Kitchen Counter	Height from floor	810	850
Lateral transfer area – by toilet		915	
Bathroom Sink	Height from floor	800	860
Level threshold at entrance			
D-type handles			
Lever-type faucets			
Easily opened doors			
Grab Bars in Bathroom		2	
Hand-held shower on an adjustable rod			
Pull-up space under bathroom sink			
Pull-down seat in shower			
Mirror	Height from floor	1,000 or tilted	
Medicine cabinet	Height from floor		1,220
Rocker-style or large knob light switches			
Flooring- securely fastened to floor – low level carpet			
Offset pipes under sinks			
Knock-out cupboards below kitchen sink			

\*All housing being developed for Seniors must incorporate the accessible design features.

### **Visitable Design**

Visitable Design refers to the accessibility of the main floor of a residential unit and any main floor common areas. Projects should include an accessible path of travel from the street, sidewalk or driveway to a main entrance of the building and/or main floor entrance of the dwelling unit(s). Visitable units include a no-step entry access to the dwelling unit, interior doorways on the main floor with a minimum clear width of 32 inches, and a minimum clear width of 36 inches to access all main floor activity areas including the washroom. Access to main floor washrooms that shall enable a person using a mobility device, such as a wheelchair, to enter, close the door and use the facilities.

## APPENDIX “C” – ELIGIBLE PROJECT CAPITAL COSTS

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

- Land acquisition
- Municipal servicing
- Landscaping
- Construction, acquisition and rehabilitation, or conversion
- 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. The cost of acquiring excess land which is intended for future development is not eligible. Municipal service costs are to be prorated with other potential users and must not exceed a reasonable cost per unit of the housing to be serviced.

The cost of freehold land, or the capitalized value of the ground rent in the case of leasehold land, must not exceed the market value at its highest and best use as estimated by a qualified appraiser. For existing properties, the acquisition costs should not exceed the 'as is' market value, as estimated by a qualified appraiser.

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

A modest amount of amenity / common space is an eligible project capital cost. All other Non-Residential Portions of a Project, along with any other capital costs unrelated to the development of Affordable Housing, are ineligible project capital costs.

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**APPENDIX "D" – APPLICATION FOR CONDITIONAL ALLOCATION (Page 1 of 7)**

Group Information	
Project Name: <hr/> Name of Proponent: <hr/> Address of Proponent: <hr/> <hr/> Name of Contact Person: <hr/> Title: _____ Phone No.: _____ Fax No.: _____ Email: _____	Corporate Status: <input type="checkbox"/> Not Incorporated <input type="checkbox"/> Incorporation Pending <input type="checkbox"/> Incorporated (attach articles) Date: _____ <hr/> Corporation Type: <input type="checkbox"/> Non-Profit Housing Corporation <input type="checkbox"/> Housing Cooperative <input type="checkbox"/> Other (specify) <hr/>
GST Registration Number: _____	

Consultants			
Type	Name and Address	Contact Person	Phone No.
Project Development			
Architectural Firm			
Law Firm			
Lender			
Other (specify)			

**APPENDIX “D” – APPLICATION FOR CONDITIONAL ALLOCATION (Page 2 of 7)**

Site Information			
Civic Address: _____			
Legal Description: _____			
Current Owner: _____			
Existing Zoning: _____		Required Zoning: _____	
Size: _____		Value/Price: _____	
Services Installed:	<input type="checkbox"/> Sanitary Sewers	<input type="checkbox"/> Well	<input type="checkbox"/> Paved Roads
<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Storm Sewers	<input type="checkbox"/> Septic Field	<input type="checkbox"/> Curbs
<input type="checkbox"/> Hydro	<input type="checkbox"/> Combined Sewers	<input type="checkbox"/> Municipal Water	<input type="checkbox"/> Sidewalks

Project Information		
<b>Client Type</b> <input type="checkbox"/> Seniors <input type="checkbox"/> Family <input type="checkbox"/> Other _____	<b>Development Type</b> <input type="checkbox"/> New Construction <input type="checkbox"/> Conversion <input type="checkbox"/> Rehabilitation	<b>Dwelling Type</b> <input type="checkbox"/> Elevatored Apartments no. of floors: _____ <input type="checkbox"/> Non-Elevatored Apts. no. of floors: _____ <input type="checkbox"/> Other _____
<b>Tenure Type</b> <input type="checkbox"/> Rental <input type="checkbox"/> Cooperative <input type="checkbox"/> Other _____	<b>Heating System</b> <input type="checkbox"/> Forced Air <input type="checkbox"/> Electric <input type="checkbox"/> Hot Water <input type="checkbox"/> Other _____	<b>Heating Fuel/Source</b> <input type="checkbox"/> Electricity <input type="checkbox"/> Gas <input type="checkbox"/> Geothermal <input type="checkbox"/> Other _____
<b>Construction Method</b> <input type="checkbox"/> Woodframe/Stickbuilt <input type="checkbox"/> Steel Frame <input type="checkbox"/> Concrete Frame <input type="checkbox"/> Other _____	<b>Procurement Technique</b> <input type="checkbox"/> General Tender <input type="checkbox"/> Construction Management <input type="checkbox"/> Other _____	<b>Property Management</b> <input type="checkbox"/> Applicant <input type="checkbox"/> Other _____

**APPENDIX "D" – APPLICATION FOR CONDITIONAL ALLOCATION (Page 3 of 7)**

**Total Gross Area of Building (sq. ft.):** \_\_\_\_\_ (a)

Residential Portion - Units			
Unit Type (No. of Bedrooms)	Monthly Base Rent	No. of Units	Unit Size (sq. ft.)
<b>Total Gross Residential Unit Space (sq. ft.)</b>			

(b)

Residential Portion - Other	
Description	Size (sq. ft.)
Circulation and Service Areas	
Modest Amenity Space	
Other (please specify)	
Other (please specify)	
<b>Total Gross Residential Other Space (sq. ft.)</b>	(a)

**Total Gross Residential Portion (sq. ft.):**  [(b) + (c)] (d)

**Residential Portion of Building Area:** [(d) / (a) x 100]  % (e)

Non-Residential Portion	
Description of Non-Residential Space (please specify)	Size (sq. ft.)
Circulation and Service Areas	
<b>Total Gross Non-Residential Space (sq. ft.)</b>	

(f)

**Non-Residential Portion of Building Area:** [(f) / (a) \* 100]  % (g) \*

\* Lines (e) and (g) should amount to 100 percent when added together.

**APPENDIX “D” – APPLICATION FOR CONDITIONAL ALLOCATION (Page 4 of 7)**

<b>Estimated Annual Operating Costs of Building (Excluding Potential Costs Related to Tenant Service Component)</b>		
	<b>Proponent Estimate</b>	<b>Manitoba Housing Use Only</b>
<b>Maintenance</b>		
1. Maintenance and Repairs		
2. Elevator		
3. Snow and Waste Removal		
4. Grounds Maintenance		
5. Other (specify)		
6. <i>Subtotal Maintenance</i>		
<b>Utilities</b>		
7. Heating		
8. Light and Power		
9. Water and Sewer		
10. Janitorial (payroll/supplies)		
11. Security		
12. Other (specify)		
13. <i>Subtotal Utilities</i>		
<b>Administration</b>		
14. Management (fees/salaries/supplies)		
15. Audit and Legal		
16. Property Taxes (excluding water and sewer)		
17. Insurance		
18. Bad Debts		
19. Replacement Reserve		
20. Other Expenses (specify)		
21. <i>Subtotal Administration</i>		
<b>22. Annual Operating Costs (net debt servicing) (lines 6 + 13 + 21)</b>		
<b>23. PLUS: Annual Loan Repayment (line 74e)</b>		
<b>24. Total Annual Operating Costs (lines 22 + 23)</b>		

25. Pro-Rated Non-Residential Portion of Operating Costs (line 24 x line "g" from Appendix J page 3)		
26. Total Operating Costs Related to Residential Portion (line 24 - 25)		

<b>Estimated Annual Revenue</b>		
<b>Residential Portion</b>	<b>Proponent Estimate</b>	<b>Manitoba Housing Use Only</b>
<b>Annual Revenues</b>		
27. Base Rents		
28. Parking (# Stalls:     x \$           /month )		
29. Laundry		
30. Surcharges, User Fees, etc.		
31. Other (specify)		
32. Other (specify)		
<b>33. Total Annual Revenue for Residential Portion (lines 27 to 32)</b>		
<b>Non-Residential Portion</b>		
<b>Annual Revenues</b>		
34. Other (specify)		
35. Other (specify)		
36. Other (specify)		
<b>37. Total Annual Revenue for Non-Residential Portion (lines 34 to 36)</b>		
<b>38. Total Annual Revenue (line 33 + 37)</b>		

**APPENDIX “D” – APPLICATION FOR CONDITIONAL ALLOCATION (Page 5 of 7)**

<b>Estimated Capital Costs</b>				
	<b>Proponent Estimate (excluding GST)</b>	<b>Estimated GST (if any)</b>	<b>Total Estimate (including GST)</b>	<b>Manitoba Housing Use Only</b>
<b>Property Acquisition and Servicing Costs</b>				
39. Purchase Price of Land				
40. Off-site Servicing				
41. Legal Services (for land acquisition)				
42. Surveys, Soil Tests, Land Title and Related Fees				
43. Variance Fees/Appraisals				
44. Other (specify)				
45. <i>Subtotal Property Acquisition and Servicing Costs</i>				
<b>Fees and Charges</b>				
46. Interest Prior to I.A.D.				
47. Taxes during Construction				
48. Insurance during Construction				
49. Utilities during Construction				
50. Architect and Engineering Fees				
51. Development/Project Management Fees				
52. Legal Charges (excluding land acquisition)				
53. Permits and Other Development Fees				
54. Mortgage Insurance and Application Fees				
55. Rent up Costs				
56. Audit Charges				
57. Other (specify)				
58. <i>Subtotal Fees and Charges</i>				
<b>Building and Landscaping Costs</b>				
59. Building Construction Costs				
60. Rehabilitation/Conversion/Demolition Costs				
61. Onsite Servicing (specify)				
62. Landscaping				
63. Stoves, Refrigerators, Laundry Equipment				
64. Hard Furnishings				
65. Maintenance Equipment				
66. Contingency				
67. Other (specify)				
68. <i>Subtotal Building and Landscaping Costs</i>				
<b>69. Total Project Capital Cost (lines 45 + 58 + 68)</b>				
<b>70. Total Pro-Rated Non-Residential Portion (if applicable, line 69 x line X from Appendix X Page X)</b>				
<b>71. Total Residential Capital Costs (line 69-70)</b>				

**APPENDIX “D” – APPLICATION FOR CONDITIONAL ALLOCATION (Page 6 of 7)**

<b>Estimated Financing</b>		
	<b>Proponent Estimate</b>	<b>Manitoba Housing Use Only</b>
<b>Project Financing Details</b>		
72. Total Project Capital Costs (line 69)		
73. LESS: Total Equity and Funding (line 82)		
74. (a) LESS: Approved Mortgage Financing (total)	= _____	
(b) Mortgage Term: _____ years		
(c) Interest Rate: _____ %		
(d) Amortization Period: _____ years		
(e) Annual Loan Repayment: \$ _____		
<b>75. = Total Requested Housing Program Funding (line 72 - 73 - 74a)</b>		
<b>Equity and Funding Details</b>		
76. Proponent Equity (Real Property)		
77. Proponent Equity (Unencumbered Funds)		
78. Capital Grants (non-Manitoba Housing)		
79. Other (specify)		
80. Other (specify)		
<b>81. Total Equity and Funding (lines 76 to 80)</b>		



**APPENDIX “D” – APPLICATION FOR CONDITIONAL ALLOCATION (Page 7 of 7)**

**Declaration:**

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

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

I/we agree that the Project must be designed and built to meet Manitoba Housing's Visitable and Accessible Design Criteria (Appendix E of the NRFP) and must be designed and built in accordance with Efficiency Manitoba's New Builds Program.

The information in this Proposal as well as any attachments are to the best of 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

## APPENDIX “E” – 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 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.