Affordable/Attainable/Mixed Market Development, 38 Coriano Street, Stratford, Ontario

Request for Expression of Interest Reference: RFEOI-2025-06

Closing Date: 2:00:00 p.m., Friday, February 21st, 2025

The Corporation of The City Of Stratford

Social Services Department, Housing Division

Accessible Documentation
If this information is required in accessible format, please contact the purchasing department at 519-271-0250 ext. 280 or purchasing@stratford.ca.

All Respondents shall have a bidding system vendor account and be registered as a plan taker for this bid opportunity, which will enable the Respondent to download the bid call document, to receive addenda/addendum email notifications, download addendums and to submit their bid electronically through the bidding system.

ELECTRONIC BID SUBMISSIONS ONLY, shall be received by the bidding system, no later than **2:00:00 p.m. (14:00:00 hours) local time, on Friday, February 21st, 2025.**

HARD-COPY BID SUBMISSIONS SHALL **NOT** BE ACCEPTED.

The closing time shall be determined by the bidding system web clock.

Respondents are cautioned that the timing of their bid submission is based on when the bid is **RECEIVED** by the bidding system, **not** when a bid is submitted by a Respondent, as bid transmission can be delayed in an "*Internet Traffic Jam*" due to file transfer size, transmission speed, etc.

For the above reasons, the City of Stratford (City) recommends that Respondents allow sufficient time to upload their bid submission and attachment(s) (if applicable) and to resolve any issues that may arise. The closing time and date shall be determined by the bidding system web clock.

Respondent should contact Bids & Tenders directly if they encounter any problems. The bidding system will send a confirmation email to the Respondent advising that their bid was submitted successfully. If you do not receive a confirmation email, contact Bids & Tenders immediately.

Late bids shall not be accepted by the bidding system.

To ensure receipt of the latest information and updates via email regarding this bid or if a Respondent has obtained this bid document from a third party, the onus is on the Respondent to create a bidding system vendor account and register as a plan taker for the bid opportunity at **Stratford.bidsandtenders.ca**.

Questions - if a Respondent needs to address any discrepancies, errors and/or omissions in the bid document, or if they are in doubt as to any part thereof, they shall submit questions in writing through the City's bid opportunities website using "**Submit a Question**" link associated with this bid opportunity.

The deadline to submit questions is 2:00 p.m., **Friday, January 31st, 2025.** Responses to any questions shall be posted in a timely manner and accessible by all Respondents.

To be considered, the bid must be received by the bidding system on or before **2:00:00 p.m. (14:00:00 hours) local time, on Friday, February 21st, 2025.**

The City shall not be responsible for responding to questions that are sent other than through the designated "Submit a Question" link. The City may not respond to questions received after the deadline for questions, as stated above. No such questions or other communications are to be directed to anyone other than through the electronic bidding system. The City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source other than by written addendum issued by the City.

Respondents may edit or withdraw their submission prior to the closing time and date. However, the Respondent is solely responsible to:

i) Ensure the re-submitted bid is RECEIVED by the bidding system no later than 2:00:00 p.m. (14:00:00 hours) local time, on the bid closing date.

1.0 Introduction

The Corporation of the City of Stratford ("City") invites expressions of interest from non-profit organizations and consortiums led by a non-profit organization ("Proponents") for the development of affordable/attainable housing on City owned property located at 38 Coriano Street, Stratford. A location map is included as appendix 1. This Request for Expressions of Interest seeks development proposals that meet the following objectives:

1. Create a fully affordable or mixed income neighborhood
2. Deliver housing that remains affordable or attainable over the long term
3. Make efficient use of the lands
4. Consider sustainability, variety of built form, accessibility, environmental impact and energy use over the lifetime of the project

The City will utilize the REOI process to identify Proponents to enter into negotiations with the goal of formalizing a contract that meets the above objectives for the lands.

In support of these goals and upon the signing of a contract, the City anticipates making the lands available at no cost, nominal cost or through a land lease. The City may provide additional financial incentives if available.

The information set out herein, while believed to be accurate, is for informational purposes only and should be independently verified by the proponents.

1.2 Site Meeting

If interested parties would like to familiarize themselves with the site and working conditions they are welcome to attend one (1) of the meetings. There are site meetings scheduled, **Friday, January 24th, 2025**, and **Monday, January 27th, 2025, at 11:30am sharp** for both dates at **38 Coriano Street, Stratford, Ontario**. Attendance will be taken at each site meeting. Questions must be submitted through the bidding portal's, "Submit a question", by the deadline indicated within the bid call document. Responses will be provided in the form of an addendum.

1.3 Site Description

Address	38 Coriano Street, Stratford Ontario
Lot Area	0.15 hectares with 15 metres of frontage There is a secondary frontage on Waddell Street to the north (to be confirmed by a legal survey).
Current Use	Vacant
Zoning	R1(4)
Servicing	Unserviced- City to provide servicing

There is one constraint to the site development. The site is unserviced, which the City will rectify at its own expense up to the property line.

1.4 Zoning and Density

- The property is designated as "Residential Area" in the existing Stratford Official Plan, which may permit up to 65 units per hectare for residential uses. To achieve the 65 uph, the application would need to demonstrate land use compatibility with the surrounding area.
- Using 65 uph, a theoretical maximum on property is around 12 dwelling units. This is the maximum number of dwelling units that could be permitted without needing an Official Plan Amendment.
- The Site is zoned as "R1(4)", which limits uses to single detached dwellings and group homes. There are no specific maximum uph requirements in the R1(4) Zone, but there are minimum lot sizes and lot frontages.
- In any development scenario, it would be recommended that the walkway connection from Coriano Street to Waddell Street be maintained for pedestrian connectivity.
- There is an unopened road allowance from Coriano Street, connecting to the Bromberg subdivision). A road connection from Coriano Street to the new subdivision is not anticipated. A walkway connection will be maintained to connect Coriano Street with the new development. There is an opportunity to explore with Council and staff to declare a portion of the unopened road allowance and therefore increase the lot area an additional approximately 440 square metres. This would increase the overall property size to approximately 0.19 ha.

1.5 Timing

The City seeks to create new affordable and attainable housing on an expedited timeline. Our expectation is the completion of this project within 3.5 years from the signing of a negotiated contract.

1.6 Additional Information

The following information is available for reference and can be accessed from an FTP site following the execution of a Confidentiality Agreement.
Registered Plan
Zoning By Law

2.0 Incentives

The City will continue to seek for opportunities to provide additional incentives for the building of affordable housing and will update proponents when/if these become available.

2.1 The City intends to provide the land at 38 Coriano Street, to the successful proponent at no cost or nominal cost or to reach an agreement via land lease.

Proponents should indicate their preferred land procurement option in their response. The City's Selection of a procurement method will pay particular attention to the long-term maintenance of affordable units of housing.

3.0 Proposal Requirements

3.1 Proposal Overview

The City is seeking for innovative solutions to maximize the number of affordable/attainable units on this city owned land. Proposals should include typology of units, efforts to reduce environmental footprints, and plans to ensure affordability is maintained upon occupancy turnover. The City is open to alternate ownership and partnership models to achieve these goals.

3.2 RFEOI Schedule

Description of Activity	Date
Release of RFEOI	Monday, January 13th, 2025
Open Opportunity to Tour the Site	Friday, January 24th, 2025, and Monday, January 27th, 2025, at 10:30am
Deadline for Questions/Enquiries	Friday, January 31st, 2025
Responses to Questions	Friday, February 7th, 2025
Proposal Submission Deadline	Friday, February 21st, 2025
Committee Proposal Review	February 24th to 28th, 2025
Proponent Interview if Required	March 3rd to 5th, 2025
Decision to Council	Monday, April 7th, 2025
Decision Rendered	Friday, April 11th, 2025

Although every attempt will be made to meet all dates, the City reserves the right to modify any or all dates at its sole discretion.

Proposal Consortium

The City will accept proposals from a consortium provided that the lead Proponent is a not for profit organization. The proposal should identify:

- The primary not for profit Proponent and all parties responsible for executing the REOI
- All members of the consortium shall sign all documentation and forms required for the REOI documents if requested by the City
- All Consortium members will be required to sign final legal agreements and contracts in the event of a successful application

The City reserves the right to request documentation detailing the operations of the Consortium and its members.

The City may reserve the right to deal only with the Primary Proponent in respect to the REOI.

3.4 Proposal Format and Content

Part 1 Proponent information including all members of consortium, charitable and business numbers
Part 2 Project Vision statement
Part 3 Conceptual Site Plan and Design Brief- including:
- number of buildings, heights and storeys of each building
- Typologies of units (bachelor, one bedroom, two bedroom,)
- Total density per ha
- Parking ratio per building and site total

Part 4 Proposed affordability standards per unit, price and tenure (rental, ownership)
Part 5 Sustainability and Environmental Approach
Part 6 Project Timeline
Part 7 High Level Proforma that demonstrates viability- including required granting, exemptions, loans from each level of government
Part 8 High Level Operational Plan for the site to maintain long term affordability
Part 9 Experience of the Proponent(s)
Part 10 Like Projects completed by the Proponent(s) or in process

4.0 Review and Selection Process

4.1 Selection Process

Proposals will be assessed based on information provided by the Proponent at the time of submission as well as any additional information provided during subsequent meetings with the Proponent, if required.

Proponents will not be permitted to alter information as submitted. Selection of a proposal will be based on (but not solely limited to) the following criterion which outlines the primary considerations to be used in the evaluation and subsequent awarding of this project (not in any order). The City reserves the right to evaluate and rank each submission using criterion noted. Actual scores will be confidential.

4.2 Evaluation Team

Submissions will be evaluated by an evaluation team comprised of up to eight city staff members and professional experts. The City shall not be obliged to disclose the evaluation scores of any individual member of the evaluation team,

nor to justify any score awarded by that team or any member thereof. All evaluations carried out by the evaluation team shall be considered fair and accurate for all purposes and shall not be subject to review by any court or other tribunal.

By responding to this REOI, Proponents agree to accept the recommendation of the evaluation team as to the successful Proponent(s).

4.3 Evaluation Criteria

Proposals will be assessed against the following criteria. The evaluation committee shall short list, if required, up to three (3) Proponents. The City reserves the right to shortlist firms for further evaluation and interviews/demonstrations. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria	
Number of affordable and attainable units created level and duration of affordability	20
Project Team's skillset and history of similar projects	20
Environmental footprint and sustainability of units proposed	15
Timeline to completion	15
Urban Design Elements	10
Proposed Proforma and Financing Model	10
Completeness of Application	10

Following the selection of a proponent, negotiations towards a final agreement will be entered. Successful negotiations will result in a recommendation to City Council, who has final approval over the project and its agreements. Should council elect not to ratify the negotiated agreement, the City may enter into negotiations with any of the proponents at any time.

4.4 Confidential Proponent Meetings

The City's committee may elect to invite proponents to submit a presentation or participate in a question-and-answer session regarding their submitted proposals. Questions will be submitted to proponents in advance of such a meeting.

4.5 Contract

Acceptance by council of a proponent will result in the negotiation of an MOU, followed by a legally binding agreement upon completion of due diligence discussions.

4.6 Option to Repurchase

Should the selected proponent not begin construction within one year of site plan approval, the City will have the option to repurchase the lands at the originally agreed rate of sale.

5.0 Submission Instructions

5.1 General

Submission of a proposal indicates acceptance by the Proponents of all the terms, conditions, and specifications contained in the REOI unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the City and the Proponent.

Proponents shall upload an electronic copy of their proposal submission in the document section of the bidding system when submitting their proposal.

Ensure your bid submission document(s) conforms to the following specifications:

a. Documents should be in PDF format. Documents should **NOT** be provided in any other format. In addition, do **NOT** upload video or audio files. You may state a web address link in your proposal submission or upload a document stating this web link for City staff to view and/or listen to your video and/or audio information in your bid.
b. Documents should **NOT** have a security password, as the City may not be able to open the file.
c. The maximum file upload size is 512MB. To reduce the document size, Proponents should follow the instructions below on zipping their document(s).
d. It is the Proponent's sole responsibility to ensure that their uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by the City. The City may reject any bid where any document(s) cannot be opened and viewed by the City.
e. If a Proponent requires to upload more than one (1) document, the Proponent should combine the documents into one zipped file, as per instructions stated in the bidding system document upload area.

5.2 Closing Date and Time

ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received by the bidding system, no later than 2:00:00 p.m. (14:00:00 hours) local time, on Friday, February 21st, 2025.

5.3 Questions/Clarifications

If a Proponent needs to address any discrepancies, errors and/or omissions in the bid document or if they are in doubt as to any part thereof, they shall submit

questions in writing through Stratford's bid opportunities website using the "Submit a Question" link associated with this bid opportunity prior to the stated deadline for questions.

Verbal clarifications shall not be interpreted to change any of the terms or conditions of the bid call documents. Proponents shall only rely on information provided by the City in an addendum.

5.4 Addendum

Proponents shall acknowledge receipt of any addenda when submitting their bid through the bidding system. Proponents shall check a box for each addendum/addenda and any applicable attachments that has been issued before a Proponent can submit their bid submission online.

Addendum/addenda will typically be issued through the bidding system, forty-eight (48) hours prior to closing time and date.
In the event an addendum is issued within forty-eight (48) hours prior to closing time and date, it may include an extension of the closing time and date. It is the responsibility of the Proponent to have received all Addendum/Addenda that have been issued. Proponents should check online at **https://stratford.bidsandtenders.ca** prior to submitting their proposal and up until bid closing time and date in the event additional addendums are issued.

The City encourages Proponents **not** to submit their proposal **prior to** forty-eight (48) hours before the REOI closing time and date, in the event that an addendum is issued. If a Proponent submits their proposal prior to this or at any time prior to the REOI closing and an addendum/addenda is issued by the City, the bidding system shall **WITHDRAW** their submission and change their proposal submission to an **INCOMPLETE STATUS** (**NOT accepted by the City**) and the withdrawn proposal can be viewed by the Proponent in the "**MY BIDS**" section of the bidding system. The Proponent is solely responsible to:

i) make any required adjustments to their proposal; and
ii) acknowledge the addendum/addenda; and
iii) Ensure the re-submitted proposal is **RECEIVED** by the bidding system no later than 2:00:00 p.m. (14:00:00 hours) local time, on the bid closing date.

NOTE: Additional company contacts are recommended for the reasons outlined below:

- Do **not** invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could compete for the same bid Opportunity).

- You are strongly urged when creating or updating a bidding system vendor account to add additional company contacts to create their own login to the bidding system. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) proposals which your company is a registered plan taker for. In the event you are on vacation, or away due to illness, etc. these additional contacts may act on your company's behalf and have the authority to receive addendum notifications from the bidding system, and where permitted by the terms and conditions of the call document, to submit proposals electronically through the bidding system and/or withdraw and/or edit and/or acknowledge addendum/addenda, on your behalf.

5.5 Examination of Request for Expressions of Interest Documents

Each Proponent must satisfy themselves by a personal study of the REOI documents, by calculations, and by personal inspection of the site, as deemed necessary, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by this REOI.

5.6 Acceptance or Rejection Rights Reserved by the City

5.6.1 The proposal submission is to remain firm for acceptance for a period of one hundred and twenty (120) days from date of closing.

5.6.2 The Corporation of the City of Stratford reserves the right to reject any Proposals or to accept any proposal should it be deemed in the interest of the City to do so. The City reserves the right to accept or reject any proposal, to award in whole or in part, to award to the Proponent that is in the best interest of the City and the right to cancel this bid call at any time without obligation.

5.6.3 Any expenses incurred by the Proponent in the preparation of the proposal submission are entirely the responsibility of the Proponent and will not be charged to the City. The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or selection of interviews. Furthermore, the City shall not be responsible for any liabilities, costs, express loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.

5.6.4 The City reserves the right to request interested parties to:

- Address specific requirements not adequately covered in their initial submission and/or;
- Clarify information in the response.

5.6.5 In the event of any disagreement between the City and the Proponent regarding the interpretation of the provisions of the REOI, the City shall make the final determination as to interpretation.

5.6.6 The City reserves the right to modify any and all requirements stated in the REOI at any time prior to the possible awarding of the contract.

5.7 Compliance with Accessibility for Ontarians with Disabilities Act, 2005

All *Proponents* and suppliers must comply with the *Accessibility for Ontarians with Disabilities Act, 2005 (the AODA)* and the *Integrated Accessibility Standards (IASR)* Ontario Regulation 191/11, with regard to the provision of its goods or services contemplated herein.

The Proponent shall ensure that any employees, agents, volunteers, or others for whom it is at law responsible and who are involved in providing goods and services to the City of Stratford receive training as required by these regulations.

The City of Stratford has also built training materials which can be found on the City's website at Accessible Customer Service Training Brochure.

The Proponent acknowledges that pursuant to the AODA, the City of Stratford must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services. Please review the City of Stratford's Accessibility Plan and Policies.

The Proponent further acknowledges that any documents it produces for the City of Stratford which may be posted to the City website or otherwise be published shall be prepared in accordance with AODA requirements.

5.8 Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended, this is to advise that the personal information Proponents provide is being collected under authority of the Municipal Act and will be used exclusively in the selection process. All bids submitted become the property of the Corporation of the City of Stratford. Because of MFIPPA, Proponents are reminded to identify in their bid material any specific

scientific, technical, commercial, proprietary, or similar confidential information, the disclosure of which could cause them injury. Complete bids are not to be identified as confidential.

5.9 Dispute Resolution

The Proponent shall be required to follow our Purchasing Policy Section #27 Procurement Debriefings/Protests.

5.10 Force Majeure

Neither party shall be liable for damages caused by delay or failure to perform its obligations under the contract where such delay or failure is caused by an event beyond its reasonable control. The parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person, applying due diligence in the same or similar circumstances, under the same or similar obligations as those contained in the contract, would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism, governmental action or failure of the government to act where such action is required, strike or other labour trouble, accident, fire or unusually severe weather but shall not include shortages or delays relating to supplies or services. If a party seeks to excuse itself from its obligations under this contract due to a force majeure event, that party shall immediately notify the other party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance. If the anticipated or actual delay or non-performance exceeds fifteen (15) Business days, the other party may immediately terminate the contract by giving notice of termination and such termination shall be in addition to the other rights and remedies of the terminating party under the contract, at law or in equity provided that the City shall in no event be responsible for indirect, consequential or special damages.

5.11 Conditions – <u>Other</u>

This proposal is also subject to the following conditions:

- The City will not accept responsibility for any delays or costs associated with any reviews or approval processes.
- Proponents are responsible for obtaining their own independent financial, legal, accounting, engineering, technical and other expert advice.
- Any written information received by the City from a Proponent pursuant to a request from the City as part of this REOI process shall be considered as an integral part of the proposal.

- Submissions that are incomplete or illegible or contain reservations or irregularities may be rejected.

- The data, information and assumptions provided herein have been compiled from sources believed to be reliable and accurate. The City, however, specifically disclaims any responsibility or liability for the accuracy or completeness of such data, information or assumptions or any data or information that the City may provide in the future. A Proponent, prior to submitting its proposal, shall be solely responsible for making any enquiries necessary to satisfy itself and verify all information upon which reliance shall be made.

- Subsequent to the selection of the successful Proponent, the City, in its sole and absolute discretion, may discuss or negotiate the terms and conditions of the successful Proponent's proposal without any obligation to other Proponents and without giving rise to any rights of other Proponents to amend or negotiate their proposal.

- The City shall not have any obligation to notify any of the Proponents of discussions or negotiations with any other consultant, to invite amended proposals from any other Proponents, to disseminate other information disclosed to any one Proponent, or to approve a further submission made as a result of such information.

- In the event of any discrepancies appearing, or differences of opinion, misunderstanding or dispute arising between any Proponent responding to this REOI and the City respecting the intent or meaning of this REOI, or accompanying documents, or as to any omission or misstatements therein, the decision and interpretation of the City shall be final and binding upon all parties. There shall be no review or appeal of such decision.

- Proponents responding to this REOI shall not claim at any time after submitting their proposal that there was any misunderstanding in regard to conditions of these Terms of Reference or of conditions to be imposed pursuant to any documents to be entered into by the successful Proponents.

Appendix 1

RFEOI-2025-06 - Affordable/Attainable/Mixed Market Development, 38 Coriano Street, Stratford, Ontario

Opening Date: January 13, 2025 12:00 PM

Closing Date: February 21, 2025 2:00 PM

Vendor Details

Company Name:	TEST VENDOR
Address:	232 Sienna Cres Kitchener, On n2r1t4
Contact:	TEST VENDOR
Email:	testvendor@esolutionsgroup.ca
Phone:	111-111-1111
HST#:	

Submission Details

Created On:	Friday January 10, 2025 12:06:10
Submitted On:	
Submitted By:	TEST VENDOR
Email:	testvendor@esolutionsgroup.ca
Transaction #:	
Submitter's IP Address:	

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

- Request For Information Submission * (mandatory)
- Additional Information (optional)
- Additional Information (optional)

Addenda, Terms and Conditions

In submitting a response submission to the City of Stratford for this Request For Information (RFI), the Respondent has read, understands and acknowledges that there is no binding contract to be created as a result of this RFI.

The issuance of the RFI, the Respondent's preparation of a response submission, and the subsequent receipt of the response submission by the City does not obligate the City or the Respondent in any manner whatsoever.

I/We the undersigned, understand that:

1. This RFI is to gather information that could assist the City in the development of a future solicitation.

2. The City makes no guarantee that any future solicitation for any good or service described in the RFI will follow.

3. The City will not reimburse any Respondent or expenses incurred in responding to this RFI.

4. This RFI will not be used to evaluate, rank or select Respondent, nor will it be used to pre-qualify or screen Respondents for subsequent competitive bidding process, if any.

☐ I/WE agree to be bound by the terms and conditions and have authority to bind the Corporation and submit this Bid on behalf of the Bidder. -

Do you have a potential or actual conflict of interest? ○ **Yes** ○ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		