



# REPORT

To: Chair and Directors

Report Number: ADM-BRD-028

From: Tyra Henderson, Corporate Officer

Date: May 15, 2020

**Subject: Housing Needs Assessment – RFP 08-2020 – Contract Award****RECOMMENDATION #1: [Corporate Weighted]**

That the Regional Board award RFP 08-2020 "Housing Needs Assessment" to Urban Matters, for a total cost of \$196,722 (excluding GST); further, that the Chair and the Chief Administrative Officer be authorized to sign the agreement on behalf of the PRRD.

**BACKGROUND/RATIONALE:**

In 2019, the Peace River Regional District (PRRD) successfully applied for a Housing Needs Report Grant through the Provincial Housing Needs Report Funding Program, administered by UBCM. In February, a grant in the amount of \$140,000 was approved to complete the Housing Needs Report, on behalf of the PRRD and the participating member municipalities of Dawson Creek, Pouce Coupe, Chetwynd, and Hudson's Hope. The PRRD housing needs study will include a focus on seniors' housing needs region wide, and will also provide a gap analysis of social housing needs, and identify population data of residents currently waiting placement in assisted or long term care facilities, within the City of Dawson Creek.

In April 2020, the PRRD issued a Request for Proposal to conduct a Housing Needs Assessment intended to assist the PRRD and partner member municipalities to understand the current housing situation, and to inform future policy and strategic decisions. The project is intended to fulfill the PRRD's and participating member municipalities' (Dawson Creek, Pouce Coupe, Hudson's Hope, and Chetwynd) obligations under Division 22 of the *Local Government Act* and the Housing Needs Report Regulation, 90/2019.

The RFP closed on May 8, 2020 with 17 bids received as follows:

Company	Score	Price (excluding GST)
Urban Matters	86.5	196,722.00
Headwater Strategy Group	85	129,700.00
SHS Consulting	77	139,245.00
EcoPlan International	73.5	112,050.00
Urbanics Consultants	70.5	149,800.00
City Spaces	69.5	119,615.00
Ballad Consulting	68.5	142,600.00
Housing Strategies Inc.	68	179,250.00
ISL Engineering	67	140,064.00
David Nairne & Assoc. Ltd. (DNA)	67	211,440.00
Dillon Consulting Limited	66	145,515.40

SPARC BC	66	140,000.00
The Firelight Group	61	160,857.00
Makola Development Services	56.5	159,882.00
Urban Team Inc.	55	135,100.00
Colliers Project Leaders	49.5	178,630.00
Colliers International	32	160,000.00

All proponents were evaluated on experience, clarity of proposal, schedule, methodology and cost. There was an additional thirty points assigned to recognize ‘value added’ components of the proposals – extra points were assigned in this category for inclusion of any additional items that could assist in obtaining comprehensive findings and provide a better understanding of the housing situation in the region, particularly for the senior population.

Urban Matters scored the highest in the evaluation based on their combined score for experience, qualifications, and value-added benefit, despite their low cost. Recognizing they are not the lowest-cost provider, staff recommend this firm as their proposal best addressed the requirements of the RFP. Their proposal demonstrated a thorough grasp of the project, recognized the challenges imposed by COVID-19, and provided solutions to those challenges that are applicable and relevant in the rural and remote area known as the PRRD. In addition, the proposal scored very well in the “value-added” category based on their inclusion of staff capacity building training to enable PRRD staff to undertake housing needs report updates in five years’ time, as required by legislation. They also scored very well in their comprehensive approach to public engagement and proposed creation of an Advisory Group including members of the public, to ensure that the report considers not only the hard data, but tells the story of housing in the region, and provides recommendations for updates to the Official Community Plan and other policies.

Based on the evaluation, the preferred proponent is Urban Matters at a cost of \$196,722 (excluding GST). Staff is recommending award of the work to Urban Matters.

### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- ☒ Partnerships
  - ☒ Collaboration with Local and First Nations governments
- ☒ Advocacy
  - ☒ Senior’s Housing – Needs Assessment and Investment

### **FINANCIAL CONSIDERATION(S):**

\$122,500 was allocated in 2018, and carried forward to the 2020 budget for this project; combined with the Provincial grant funding in the amount of \$140,000, there is a total available budget of \$262,500.

**COMMUNICATIONS CONSIDERATION(S):**

Stakeholder and public engagement will be undertaken across the region throughout this project, using a variety of platforms and approaches including online and paper surveys, phone interviews, and virtual public meetings.

The final report, inclusive of comments/feedback, following a presentation of the draft report in each area, is to be submitted to the Regional Board by December 31, 2020. The final report will be published online for free public access, to meet the legislated requirement.

Procurement will advise the successful and unsuccessful proponents of the outcome.

**OTHER CONSIDERATION(S):**

Participating member municipalities will be asked if they want to take part in a project team to help guide the project and receive regular updates.