

# NEGOTIATED REQUEST FOR PROPOSAL

MHHD2023-003



## TRANSFER OF SIX (6) SINGLE-FAMILY PROPERTIES IN THE POINT DOUGLAS NEIGHBOURHOOD FOR THE DEVELOPMENT OF AFFORDABLE HOMES

**NRFP#:** MHHD2023-003

**Issued By:** Manitoba Housing

**Issue Date:** May 16, 2023

**Submission Deadline:** June 16, 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: Shelley Campbell, NRFP Administrator

Available in alternate format upon request

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## 1.0 INTRODUCTION

### 1.1 Background

The Manitoba Government strives to enhance the quality of life of Manitobans by providing access to safe and affordable housing throughout the province for low- and moderate-income families. Manitoba Housing delivers a range of program and service delivery options across a continuum of housing needs.

As part of the government's priority to provide housing opportunities, Manitoba Housing in partnership with Manitoba Justice and its Criminal Property Forfeiture Unit, is seeking proposals from qualified Proponents to acquire six (6) single-family properties in Winnipeg's Point Douglas neighbourhood for the development of affordable homes for sale to low- and moderate-income families. Upon successful completion of the NRFP process, it is expected that the six (6) single-family properties will be transferred to the successful Proponent(s) for \$1.00 each on an as-is, where-is, basis. The Proponent(s) will be expected to pay for any applicable transfer costs and taxes.

Only non-profit and Indigenous organizations are eligible to submit proposals under this NRFP. Manitoba Housing and Manitoba Justice shall not be responsible for any costs incurred by Proponents for preparing a Proposal. However, non-profit and Indigenous organizations are encouraged to pursue partnerships with other non-profits or private sector groups to leverage expertise and financing.

Manitoba Housing will use a competitive Project selection process to ensure that the most appropriate and viable Project is selected. Proponents can find further details on the selection process and next steps in Section 4 of this NRFP document.

Manitoba Housing and Manitoba Justice are not committing any financial assistance through this NRFP; however, future funding requests may be considered.

**Manitoba Housing's preference is to work with and transfer all six (6) properties to one Proponent for ease of administration.**

### 1.2 Description of Site & Properties

Civic Address: **107 Lisgar Avenue**  
Legal Description: Lot 52, Plan 31559, Parish Lot 57/8 ST J  
Lot 54-55, Plan 31559, Parish Lot 57/8 ST J  
Assessed Value: \$215,000

Civic Address: **119 Lisgar Avenue**  
Legal Description: Lot 37-38, Plan 31559, Parish Lot 57/58 ST J  
Lot 41, Plan 31559, Parish Lot 57/58 ST J  
Assessed Value: \$82,000

Civic Address: **124 Lisgar Avenue**  
Legal Description: Lot 78, Plan 143, Parish Lot 34/5 58 ST J  
Assessed Value: \$87,000

Civic Address: **272 Austin Street North**  
Legal Description: Lot 39, Plan 31586, Parish Lot 35 57/8 ST J  
Assessed Value: \$205,000

Civic Address: **290 Austin Street North**  
Legal Description: Lot 46-47, Plan 31586, Parish Lot 35 57/8 ST J  
Assessed Value: \$84,000

Civic Address: **292 Austin Street North**  
Legal Description: Lot 48, Plan 31586, Parish Lot 35 57/8 ST J  
Assessed Value: \$75,000

The properties have full municipal servicing and the property class for all six (6) are Residential 1. For more information on the zoning requirements please contact the City of Winnipeg. All Proponents are required to conduct their own due diligence regarding the six (6) properties and City of Winnipeg zoning bylaws. **Applicants may contact [Rakvinder Hayer](#), Community Planner at the City of Winnipeg for information about zoning and available programs that could support affordable housing on these sites.**

While Manitoba Housing is open to all proposed options for the redevelopment of the sites, all six (6) properties have been inspected by Manitoba Housing staff, and it has been determined that the homes will likely require demolition. Again, all Proponents are required to conduct their own due diligence regarding the condition of the six (6) properties. In the event that a Proponent proposes demolition and rebuild, the Manitoba government may make funds available to help offset demolition costs.

### 1.3 Definitions

For the purpose of this NRFP:

- **“Accepted Proponent”** means a Proponent whose Proposal provides high value in meeting the Evaluation Criteria and is selected to proceed under this NRFP.
- **“Affordable Housing”** means permanent housing units that operate under the Affordable Housing Program guidelines. This includes selling homes to households who meet the program income limits. Information on the Affordable Housing Program can be found on the Manitoba Housing [website](#)
- **“Dependent”** means a person under the age of 22, or a person under the age of 26 who is registered in full time study, or a person of any age who is recognized as a dependent of someone in the household for income tax purposes. However, household income includes all income from persons 18 and over with an income source that will be residing at the home.

- **“Eligible Homebuyer”** means a household with a dependent(s), where total household income is at or below the Affordable Housing Program Income Limit for Manitoba and where the household does not currently own a home or have any vested or beneficial interest in a residential property.
- **“Evaluation Committee”** means the individuals from Manitoba Housing and Manitoba Justice brought together to assess how well the Proposal meets the Evaluation Criteria.
- **“Evaluation Criteria”** means those criteria against which Proposals will be assessed to determine how well they meet Manitoba Housing’s requirements.
- **“First-time Homebuyer”** means a prospective homebuyer who has not owned a home within the past five (5) years.
- **“Indigenous Organizations”** means a band as defined by the Indian Act or a not for profit organization whose by-laws require at least 51% of its board members be Indigenous persons residing in Manitoba.
- **“Indigenous person of Manitoba” means:**
  - a) a person of First Nation ancestry, including treaty, status, or registered Indian, non status, or non-registered Indian, and a Métis person, or
  - b) a person of Inuit ancestry,

who is Canadian citizen and resides in Manitoba .
- **“Mandatory Requirements”** means the required documents/information that a Proposal must contain in order to receive further consideration, as set out in Section 4.3 of this NRFP.
- **“Negotiated Request for Proposals” or “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.
- **“Program Income Limit”** – means the Affordable Housing Rental Program Income Limits for families and households with their Dependants. The current Program Income Limit for families with children or Dependents is \$84,600 gross household income. The Program Income Limits are reviewed annually by Manitoba Housing and published on the Manitoba Housing [website](#)
- **“Project”** means the Affordable Housing proposed to be developed by a Proponent responding to this NRFP.

- **“Proponent”** means a non-profit corporation, Indigenous organization, or any other legal entity that submits a Proposal to Manitoba Housing in response to the NRFP. A non-profit or Indigenous organization may partner with a private developer or leverage funds privately, however, it must be the non-profit that applies as the Proponent.
- **“Proposal”** means a written submission by a Proponent in response to the NRFP, which includes all of the documentation necessary to satisfy the submission requirements 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 NRFP evaluation.
- **“Submission Deadline”** means the date and time set out on the front page 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 NRFP.

## 2.0 PROJECT SPECIFICATIONS

The objective of this NRFP is to increase access to homeownership for low-and moderate-income families in Winnipeg’s Point Douglas neighbourhood. Proposals may include proposed Projects for demolition and new construction or rehabilitation of the existing single-family dwellings. While Manitoba Housing is open to all proposed options for the redevelopment of the sites, all six (6) properties have been inspected by Manitoba Housing staff and it has been determined that the homes will likely require demolition. In the event that a Proponent proposes demolition and rebuild, the Manitoba government may make funds available to help offset demolition costs.

Successful Proponents will be expected to follow the Program Income Limits (see definition of Program Income Limits in Section 1.3 Definitions, on page five (5)).

### 2.1 Eligible Proponents

Eligible Proponents include non-profit housing corporations, Indigenous organizations and community non-profit housing groups. Accepted Proponents must facilitate the sale of each home to an Eligible Homebuyer. An Eligible Homebuyer:

- Must have a gross household income at or below the Program Income Limits for family households.
- Must not currently own a home or have any vested or beneficial interest in a residential property.
- Must be a First-Time Homebuyer.
- Must be a household with Dependents.

- Must qualify for a mortgage from an approved lender with an initial term of not less than five (5) years. Exceptions may be made on a case-by-case basis.

### 3.0 PROPONENT'S INSTRUCTIONS

#### 3.1 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: Shelley Campbell, NRFP Administrator

The package should identify the NRFP number, the Submission Deadline, and the Proponent's name and return address on the face of the package. For in-person submission, be sure to sign the drop-off sheet indicating the date and time of drop-off.

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.**

Manitoba Housing 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 and on MERX. It is the responsibility of Proponents to check the appropriate sites regularly for any addenda.

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*.

Proposals should be submitted in a sealed envelope and delivered by mail or by courier to the above-noted address. Please include on the front of the envelope the following:

- NRFP#: MHHD2023-003
- Title : Transfer of Six Single-Family Properties in Point Douglas
- Submission Deadline: June 16, 2023
- Proponent Name
- Proponent Return Address

**It is solely the Proponent's responsibility to ensure that the Proposal is received at the designated location prior to the Submission Deadline. Manitoba Housing is not responsible for lost Proposals.**

### **3.2 NRFP 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 (five) 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: Shelley Campbell, NRFP Administrator

Written inquiries submitted by e-mail will be accepted.

**Proponents are responsible for ensuring that Manitoba Housing has received their inquiries at least 5 business days prior to the Submission Deadline.**

### **3.3 Proposal Format**

Proponents must submit their Proposal setting out the information requested in Section 4.4 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 NRFP.

All proposals must be legible and should be submitted in an 8.5" x 11" format and bound in such a manner as to lay flat when opened.

### **3.4 Proposal Content**

Proponents should include the following in their submitted Proposal:

- a. A completed and appropriately signed Application Form (attached to this document as Appendix "A").
- b. Articles of incorporation for the Proponent, including governance structure and Board membership, and any amendments, if applicable.



- c. Proponent Qualifications – experience, expertise, and capacity related to developing affordable homeownership projects. Past performance on previous provincially funded projects will be considered, if applicable.
- d. A narrative description of the project concept and development approach including a description of what client groups the Proponent will target and how they will be targeted.
- e. Preliminary indication that the Project is feasible, including any confirmed sources of capital funding and or required financing.
- f. Identification of key risks to the Project and how you intend to mitigate these risks.
- g. Proposals should include a description of community support for the Project, including details and appropriate evidence of any established or potential partnership arrangements. Proponents should include any letters of support if available.
- h. A preliminary development and construction timeline.

### **3.5 Proposal Content**

A Proponent should clearly understand, and by submitting a Proposal agrees, 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:

#### **Disqualification**

No Proposal will be considered which is received after the Submission Deadline. No Proposal will be considered from a Proponent where Manitoba Housing 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.

#### **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. It is an offer by the Proponent to Manitoba Housing to carry out the provisions set out in this NRFP. A Proposal may be accepted or rejected at the discretion of Manitoba Housing.

A Proposal, or any part of a Proposal, is not accepted unless Manitoba Housing accepts it in writing and the written acceptance has been delivered to the accepted Proponent.

Manitoba Housing reserves the right to waive deficiencies in any Proposal. The decision as to whether a deficiency will be waived or will require that a Proposal be rejected will be made by at the discretion of Manitoba Housing.

Manitoba Housing may reject or accept all or any part of a Proposal or any of the

Proposals submitted in response to this NRFP. Manitoba Housing is under no obligation whatsoever to accept the Proposal with the lowest cost or any Proposal.

### **Right to Re-Issue NRFP**

Manitoba Housing reserves the right to re-issue the NRFP where, in the opinion of Manitoba Housing, it would be in the best interest of Manitoba Housing to do so.

### **Cost of Proposal**

Manitoba Housing is not liable for costs incurred by Proponents in the preparation, presentation, or submission of a response to this NRFP. Manitoba Housing shall not be responsible for any liabilities, costs, expenses, loss or damage occurred, sustained or suffered by any Proponent, prior to or subsequent to, or by reason of any delay in the acceptance of a Proposal.

### **Decisions of Evaluation Committee**

All decisions on the degree to which a Proposal meets the stated criteria or score assigned to a Proponent or to part of a Proposal will be determined solely by the Evaluation Committee. The Evaluation Committee's determinations are final and may not be appealed by a Proponent.

### **Project Partnerships**

Project partnership responses will only 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 other parties.

### **Proposal Ownership and Confidentiality**

Proposals, once submitted, become the property of Manitoba Housing. All Proposals will be kept in confidence by Manitoba Housing subject to such disclosure as may be required for internal approvals and process or under the provisions of *The Freedom of Information and Protection of Privacy Act* or *The Personal Health Information Act* or other law, or to satisfy a court order.

### **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.

### **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.

## **No Contract A and No Claims**

This NRFP process 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, 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 and/or Manitoba Justice to enter into an agreement with a Proponent, any decision by Manitoba Housing and/or Manitoba Justice not to enter into an agreement with a Proponent or a decision by a Proponent to withdraw its Proposal.

## **No Contract Until Execution of Written Agreement**

This NRFP process is intended to identify one or more Proponents for the purposes of negotiating a potential agreement. No legal relationship or obligation shall be created between the Proponent and Manitoba Housing and/or Manitoba Justice by this NRFP process until the successful negotiation and execution of a formal written agreement by all parties to the agreement.

## **Non-binding Financial Estimates**

While the financial information 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 or misleading or incomplete information, including withdrawn or altered information, could adversely impact any such evaluation or ranking or the decision of Manitoba Housing.

## **Cancellation of NRFP**

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

## **These NRFP Terms and Conditions:**

- 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 law and construed in accordance with the laws of the Province of Manitoba and the federal laws of Canada as applicable.

## **Right to Negotiate**

Manitoba Housing may invite the top-ranked Proponent, as determined through the evaluation process, to enter into negotiations to finalize the agreement. 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 financial information or performance terms from the Proponent.

Manitoba Housing intends to conclude negotiations with short-listed Proponent(s) within a period of 15 working days commencing from the issuance of the invitation to enter negotiations. If the parties cannot conclude negotiations and finalize the agreement within that time period, Manitoba Housing may discontinue negotiations with the top-ranked Proponent(s) and invite the next best-ranked Proponent(s) to enter into negotiations.

This process shall continue until:

- a) Agreements are 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 agreement, Manitoba Housing will prepare the finalized agreement for signing by the parties.

There will be no legally binding relationship created with any Proponent prior to the signing of the agreement, and the performance of the services will not commence until the agreement is fully signed by all parties to the agreement.

### **3.6 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 the Evaluation Committee

**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 3.1 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.

## **4.0 NRFP EVALUATION AND SELECTION**

### **4.1 Evaluation Committee**

The Evaluation Committee will be made up of representatives from Manitoba Housing and Manitoba Justice. The Evaluation Committee will be responsible for reviewing and evaluating proposals submitted in response to this NRFP and recommending the

Proposals to advance to negotiations with the intent to enter into an agreement. Manitoba Housing may, at its sole discretion, retain additional committee members or professional advisors as is determined to be prudent or necessary.

## 4.2 Evaluation Process

The NRFP evaluation process is a competitive selection procedure. The NRFP process will be completed through the following steps:

- 1) Proponents submit Proposals to Manitoba Housing in response to this NRFP.
- 2) Manitoba Housing will screen each Proposal and review all mandatory submission requirements. 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 three (3) business days (the Rectification Period) to rectify the deficiencies. If the Proponent fails to satisfy these mandatory submission requirements within the Rectification Period, the Proposal will not be considered further.
- 3) Proposals that meet the Mandatory Requirements of the NRFP will be evaluated and ranked by the Evaluation Committee according to 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 as determined by Manitoba Housing in its sole discretion.

## 4.3 Mandatory Requirements

The Mandatory Requirements are:

- Receipt of the Proponents' Proposal by Manitoba Housing 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.
- The Proposal includes the completed Application Form (Appendix 'A'). **Manitoba Housing will not accept any other pro-forma as a replacement for Appendix "A".**
- Proponent has provided evidence they are an eligible organization under this NRFP.

## 4.4 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 the leading tool for evaluation, but it is not the sole criterion for a decision.

All eligible Proposals will be considered, although preference will be given to Proposals that:

- Demonstrate extensive Proponent experience and capacity in the development of housing, including through partners and/or consultants with more substantial experience.

- Clearly and comprehensively describe the Project based on sound/logical concepts.
- Demonstrates a strong understanding of the community needs and how the proposed Project will meet the needs of the target group.
- Propose a project design and concept compatible with the sites and neighbourhood.
- Includes a preliminary risk assessment plan identifying foreseeable risks and risk-mitigation measures that demonstrate no heightened level of risk which would inhibit project advancement or completion.
- Include a project development and construction timeline identifying key milestones that can move ahead to the construction stage within a reasonable timeframe based on the proposed project concept.

Proponents are advised to carefully review the Evaluation Criteria prior to preparing their Proposals in response to this NRFP. Proposals will be scored using the following system:

<b>Category</b>	<b>Points</b>
- Proponent Qualification	30
- Program Delivery Plan	25
- Financial Plan	20
- Implementation Plan & Timetable	25

### **Proponent Qualifications**

Proposals will be evaluated on the applicant organization’s demonstrated experience and capacity in developing similar type of housing as presented in their Proposal. Preference will be given to Proponents that are able to demonstrate extensive experience in providing affordable homeownership opportunities to low- to moderate-income families.

Consideration will also be given to the Proponent’s planned level of human resources available for the program, the financial state of the Proponent, the level of experience of the program team, as well as the strength and extent of any partnerships in place to help carry out the program. Preference will also be given to Proponents that are able to demonstrate a significant level of team expertise, knowledge and resources to undertake the Project.

During the evaluation of Proposals, Manitoba Housing will consider the Proponents’ or partners’ past performance in delivery of other agreements and may contact references provided by the top-ranking Proponent(s).

### **Program Delivery Plan**

Proponents must demonstrate a sound knowledge of homeownership needs in the Point

Douglas neighbourhood community. In addition, Manitoba Housing will give greater scoring consideration to Proposals that demonstrate how they will offer homeownership readiness training to families.

Manitoba Housing will evaluate the overall comprehensiveness of the proposed homebuyer selection plan and related procedures that the Proponent will follow in selecting prospective homebuyers. This will include how the Proponent will evaluate the target household's level of need, target household income level and suitability of the home for the target homebuyer as well as demonstration of how the prospective homebuyer will have the financial capability to purchase and sustain the home.

### **Financial Plan**

Manitoba Housing will evaluate the comprehensiveness of the Financial Plan using the criteria provided in Section 3.4.E.

Evaluation in this category will take into account the soundness of the financial plan. Manitoba Housing will give preference to Proposals with sound financial plans.

Manitoba Housing will give preference to Proponents that are able to demonstrate adequate capacity to advance the Project. Financial contributions may take the form of unencumbered funds, in-kind contributions, real property, or grants from other sources.

### **Implementation Plan and Timetable**

Manitoba Housing will evaluate the comprehensiveness of the Program Implementation Plan and Timetable using the criteria provided in Section 3.4.F. Proposals will be evaluated on the level of comprehensiveness and overall quality of the Program Implementation Plan relative to the information requested in Section 3.4.G. In addition, Proposals will be evaluated on the planned Program Implementation timetable with preference given to proposals which appropriately demonstrate a reasonable ability to meet the Program Implementation Schedule, including a comprehensive risk management plan.

Upon completion of the evaluation of Proposals, Manitoba Housing will signify its selection in writing to the selected Proponent, or Proponents, by way of letter.

With respect to the selected Proponent, once all conditions outlined in the letter are satisfactorily met, and negotiations are successfully concluded, an agreement will be issued to the Proponent. The accepted Proponent will have a specified amount of time to fully execute the agreement, after which Manitoba Housing may cancel the agreement if not executed and engage in negotiations with another Proponent or reconsider other Proponents' submissions or cancel and re-issue this NRFP, or any combination thereof. The agreement is not final or binding until executed by all parties to the agreement.

Subject to the requirement of *The Freedom of Information and Protection of Privacy Act* (Manitoba), no scores will be released to any party, other than the Proponent's own score being released to the Proponent, upon request.

**Manitoba Housing reserves the right to not accept any Proposal.** Proponents will be notified in writing should their Proposal not be accepted.

#### **4.5 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 Negotiated Request for Proposals (NRFP)	May 16, 2023
- Submission Deadline for Proposals	June 16, 2023
- Rectification Notices Provided	June 17, 2023
- End of Rectification Period	June 22, 2023
- NRFP Decision Letters	Before July 31, 2023

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.



**APPENDIX "A" – APPLICATION FORM**

**SECTION 1: PROPONENT INFORMATION**

---

Legal Name of Proponent

---

Contact Person Name Title

---

Phone Number Alternate Phone Number

---

Email Address

---

Mailing Address

---

Municipality Province Postal Code

---

Corporation Type (i.e. Non-profit, etc.)

---

Date of Incorporation (attach articles)

Does the proponent meet the definition of an Indigenous Organization? YES\_\_\_\_ NO\_\_\_\_

**SECTION 2: DEVELOPMENT TEAM**

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Project Development: Company Name and Address

---

Project Development: Contact Name and Phone Number

---

Architect: Company Name and Address

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Architect: Contact Name and Phone Number

---

Law Firm: Company Name and Address

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Law Firm: Contact Name and Phone Number

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Lender: Company Name and Address

---

Lender: Contact Name and Phone

---

Other (please specify): Company Name and Address

---

Contact Name and Phone

### **SECTION 3: SUMMARY OF PROPOSED PROJECT**

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#### **Lot 1 Description - Legal Description and Civic Address**

New Construction: Yes: No: Rehabilitation: Yes: No:  
Development Type

Detached: Semi-detached: Duplex: Condo: Other:  
Building Type (to be sold to Eligible Homebuyer)

---

Number of bedrooms Square footage

---

#### **Lot 2 Description - Legal Description and Civic Address**

New Construction: Yes: No: Rehabilitation: Yes: No:  
Development Type

Detached: Semi-detached: Duplex: Condo: Other:  
Building Type (to be sold to Eligible Homebuyer)

---

Number of bedrooms Square footage

---

**Lot 3 Description - Legal Description and Civic Address**

New Construction: Yes: No: Rehabilitation: Yes: No:  
Development Type

Detached: Semi-detached: Duplex: Condo: Other:  
Building Type (to be sold to Eligible Homebuyer)

---

Number of bedrooms Square footage

---

**Lot 4 Description - Legal Description and Civic Address**

New Construction: Yes: No: Rehabilitation: Yes: No:  
Development Type

Detached: Semi-detached: Duplex: Condo: Other:  
Building Type (to be sold to Eligible Homebuyer)

---

Number of bedrooms Square footage

---

**Lot 5 Description - Legal Description and Civic Address**

New Construction: Yes: No: Rehabilitation: Yes: No:  
Development Type

Detached: Semi-detached: Duplex: Condo: Other:  
Building Type (to be sold to Eligible Homebuyer)

---

Number of bedrooms Square footage

---

**Lot 6 Description - Legal Description and Civic Address**

New Construction: Yes: No: Rehabilitation: Yes: No:  
Development Type

Detached: Semi-detached: Duplex: Condo: Other:  
Building Type (to be sold to Eligible Homebuyer)

---

Number of bedrooms Square footage

## SECTION 4: Project Cost Estimate

Proponent Estimate (\$)

### Property Acquisition and Servicing Costs

1. Purchase Price of Land
2. Off-site Servicing (specify):
3. Legal Fees, Land Titles Registration Fees and Land Transfer Tax
4. Surveyor`s Fee, Soil Tests and Reports (if applicable)
5. Zoning/Variance Fees
6. Appraisal Fees
7. Other (specify):

### ***Subtotal Property Acquisition and Servicing Costs***

### Fees and Charges

8. Architect/Engineering/other Consulting Fees
9. Legal Fees
10. Development/Project Management Fees
11. Insurance
12. Property Taxes
13. Utilities
14. Geothermal Feasibility Study
15. Permits and Other Development Fees
16. Marketing
17. Interest Charges on Construction Loan
18. Audit Charges
19. GST
20. Other (specify):

### ***Subtotal Fees and Charges***

### Building and Landscaping Costs

21. Building Construction Costs
22. Onsite Servicing (specify)
23. Landscaping
24. Stoves, Refrigerators, Laundry Equipment
25. Hard Furnishings
26. Contingency
27. Other (specify)

### **28. Total Project Cost**

### ***Subtotal Building and Landscaping Costs***

## SECTION 5. Equity and Funding Details

Estimated Amount      Committed(Y/N)

29. Proponent Equity
30. Municipal Funding
31. Grants (non-Manitoba Housing)
32. Bridge Financing
33. Other (specify):
34. Total Equity and Funding (sum of lines 29 - 33)
35. Total Project Cost (Section 4, line 28)
36. Projected Sales Revenue
37. Surplus/Shortfall (line 35 - line 36)

**DECLARATION**

I/We have carefully examined the Negotiated Request for Proposals (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 submission contains all information necessary to address the requirements and eligibility of this NRFP.

I/we acknowledge that 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](#)

The information in this application as well as any attachments are to the best of knowledge, accurate statements of fact.

I/We hereby acknowledge receipt of all addenda issued via Manitoba Housing's website at: <https://www.gov.mb.ca/housing/progs/rfp.html>

**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) Position

\_\_\_\_\_  
Email Address Telephone Number

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name, Signature of Witness and Date

\_\_\_\_\_  
Name (print) Position

\_\_\_\_\_  
Email Address Telephone Number

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Name, Signature of Witness and Date