



Ogilvie Ridge Submission Package

Edmonton

Proposal Submission Requirements

Proposal submissions must include the following information:

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A. Applicant Qualifications

A summary outlining the Applicant's ability to carry out the proposed development, including:

- Applicant's mission and history
- Operations and Property Management Experience – Please provide a description that outlines the property management experience, as it relates to affordable housing, of the Applicant or an entity to be retained by the Applicant for the proposed development. Include the following:
 - Name of the property
 - Property address
 - Type of Property (e.g. row house, low rise apartments)
 - Number of units
 - Programs and support services provided (e.g. off-site support services, on-site support services)
 - Number of years of management experience
 - Community engagement and relationship building experience
- Construction and Development Experience – Please provide written confirmation as to which entity is constructing the development (i.e. the Applicant or a contracted builder/developer in construction) and a list of developments in progress or completed by this entity that are of similar size and scope as the proposed development. Include the following:
 - Name of the property
 - Property address
 - Type of Property (e.g. row house, low rise apartments)
 - Number of housing units
 - Overall budget for the proposed development
 - Year complete
 - Community relationship building experience
 - Demonstration of construction safety practice (quality of construction safety plans on current and past projects)
 - Certificate of Recognition (COR) for meeting the Alberta audit standard for health and safety

B. Proposed Development

Description and details of the proposed development with consideration to community feedback up until this point, including:

- confirm if interest is in purchase or long term lease
- a detailed schedule of the proposed development timelines including, but not limited to, planning, community engagement, confirmation that the Applicant can meet or exceed the City's required commencement and completion dates
- a tentative site plan
- description of the proposed built form(s) and proposed zoning for the development
 - the development site at 915 Ogilvie Boulevard is not part of the Whitemud Creek Homeowners Association ("HOA" (see [HOA Document](#) for reference) and as such, does not require registering with the HOA. However, Applicants must submit proposals which embody a high-quality design that aligns with the current architectural guidelines of the community. Non-market and market units will be visually indistinguishable
 - built forms must be multi-unit housing as defined in the Row Housing Zone (RF5), Medium Density Multiple Family Zone (RF6), and Low Rise Apartment Zone (RA7) zones within the Edmonton Zoning Bylaw 12800; and may not include Single Detached Housing as defined in the Edmonton Zoning Bylaw 12800
- if applicable, description of community value adds or amenities, such as improvement to community facilities, community garden, etc.
- description of environmental / energy efficiencies features achieved by the development
 - the minimum requirement for the development will be [Leadership in Energy and Environmental Design "Certified" \(LEED\)](#) or [Built Green Silver](#) or equivalent
 - description of accessibility standards achieved by the proposed development
 - Developments must meet minimum accessibility requirements of the National Building Code 2019 Alberta Edition.
 - Identify any accessibility requirements from the National Building Code 2019 Alberta Edition
 - State whether or not common areas will be barrier-free
 - Provide the total number of units that will be Adaptable Dwelling Units in accordance with National Building Code 2019 Alberta Edition 3.8.4*

- If applicable, provide a narrative of the details of the proposed accessibility strategy within each unit (refer to **CMHC Minimum Environmental & Accessibility Requirements – New Construction Table A**) and identify the barrier-free features from the approach to the building, through the common areas and into the accessible units (refer to **CMHC Minimum Environmental & Accessibility Requirements – New Construction Table B**)
- Description of Universal Design achieved by the proposed development
 - If applicable, provide a narrative of the details of the proposed universal design strategy within the dwelling units and throughout the common areas (refer to **CMHC Minimum Environmental & Accessibility Requirements – New Construction Table C**)
- a minimum requirement will be Crime Prevention Through Environmental Design (CPTED) prepared by a qualified security consultant

C. Proposed Operation Model

Description of the proposed operations of the development, including:

Affordability – Please demonstrate how the Applicant will achieve long term affordability of the affordable housing component in accordance with **City Policy C583** ([see link](#)). Include the following:

- target market (e.g. individuals, families, seniors, etc.)
- tenure (ownership or rental)
- total number of residential units
 - # of affordable residential units and the bedroom mix
 - # of market residential units and the bedroom mix
 - affordable residential units must comprise 50 – 75% of the residential units, and the remaining residential units must be market housing.
 - the project must be medium density residential with a minimum of 40 units per hectare, abiding to City Policy C583, or the minimum density as stipulated by the zone, whichever is higher.
- proposed number of years the affordable units will remain affordable
- Please indicate how your development meets or exceeds the following minimum affordability requirements:

- for affordable rental units:
 - rent payments must not exceed 80% of market average rental rates as determined by the City, which utilizes CMHC average rental rates where available, OR have rent-geared-to-income with rent payments that do not exceed 30% of the occupant's gross household income, and
 - the annual household income of occupants must be below income threshold limits as set out by the City of Edmonton
- for affordable homeownership units:
 - proposed principal, interest, tax payments, condominium fees, homeowner association fees and property insurance premiums (as applicable) must not exceed 30% of target residents' gross household income
 - annual household income of occupants must be below income threshold limits as set out by the City of Edmonton at the time of home ownership application
 - description of occupancy agreement model and how it ensures continuous affordable housing use for the term of the agreement proposed with the City
- additional eligibility or payment criteria for affordable housing occupants may be proposed for consideration by, or imposed by, the City of Edmonton

Operations – Please provide details on the proposed operation and management of the residential units.

- Please confirm if the proposed development is operated pursuant to the Supportive Living Accommodation Licensing Act, SA 2009, cS-23.5 and regulations and amendments thereto
- Confirm if, and describe, any support services that will be offered to occupants of affordable housing units, including whether those services are located on-site or off-site
- Description of occupant selection (i.e. self-referred, coordinated intake or referred by others) for the affordable housing component

D. Public Engagement and Good Neighbour Plan

Of importance, the site has been selected to pilot a comprehensive public engagement process. The process has been initiated and ongoing. It will be the successful Applicant's responsibility to ensure it is completed to the satisfaction of the City. To date, the community has been engaged on:

Phase 1:

- Understanding of community values, issues, concerns, opportunities to aid in selection of broad built form concepts

Phase 2:

- Preliminary community feedback on built form, residential and ancillary uses (community value adds or amenities)
- Community preferences for building site location
- Community input on property listing and feedback on desirable developer / operator qualities

At a minimum, the successful Applicant will be responsible for:

Phase 3:

Gather input on:

- Building design concept and potential community ancillary uses.
- Good Neighbour Plan (a commitment made by the Applicant to the community to develop and maintain positive community relations within the surrounding neighbourhood in respect of the construction, operation and maintenance of the development, through activities such as property maintenance and an issues resolution process).

Phase 4:

- Touchpoint with community on final design concept and Good Neighbour Plan.

Public Engagement Roles and Responsibilities

The successful Applicant will be responsible for, but not limited to:

- Developing a Public Engagement Plan, to include:
 - Identifying relevant stakeholders and ensuring inclusive and diverse participation during engagement;
 - Managing all invitations and communications for the engagement;
 - Providing regular and ongoing community updates on the project and

engagement process;

- Coordinating, meeting, facilitating and reporting back on meetings with representatives of the HOA;
- Developing engagement materials to support engagement;
- Coordinating and implementing engagement, including in person and virtual engagement, in alignment with AHS guidelines;
- Managing all engagement logistics
- Developing a "What We Heard Report" for both phase 3 and phase 4 engagement to summarize feedback received from the community, and reporting back to the community on how their feedback was considered or incorporated.
- The development of a Good Neighbour Plan.
- Awareness of background materials, including past project engagement reports, Council reports and the Council Initiative on Public Engagement;
- Conducting all engagement practices in accordance with the City's [Public Engagement Policy C593A](#); and,
- Consulting and collaborating with the City to ensure Freedom of Information and Protection of Privacy Act (FOIP) is strictly adhered to throughout the term of the project.

In your application, please provide a description of the Applicant's approach to public engagement in light of the foregoing requirements, including:

- Description of how the Applicant will carry out the Public Engagement Plan and engage the community throughout the development process, including opportunities for community input in the concept design and potential ancillary uses. The applicant should demonstrate how the proposal aligns with community feedback gathered over the course of previous engagements.
- Description of what the Applicant would include in a Good Neighbour Plan and how the Applicant plans to involve the community in its development through public engagement.

E. Financial Information

- Price offered for Sale of land or Long Term Lease
- Make a copy of and complete the appropriate Financial Assessment Spreadsheet
 - [Financial Assessment Spreadsheet New Construction \(A\) – Planned Development](#)
- Audited financial statements for the previous three years
 - If the audited financial statement is not available at time of application, a Review Engagement Report may be accepted in the sole discretion of the City during the application stage. The City will require an audited financial statement prior to execution of the Sale Agreement and Affordable Housing Agreement or the Lease Agreement that is satisfactory to the City.
- Confirmation of equity
 - Proof of 10% of the total cost of the proposed development must be provided by the Applicant as unencumbered equity
- Confirmation of other funding sources and/or financing
 - Written proof of each lender or funder's commitment to the proposed development, including the intended funding amounts and any conditions

ADDITIONAL SUBMISSION TERMS AND CONDITIONS

Cost of Submission of Proposals

The preparation and submission of, and all discussions or other proceedings relating to, a submission will be conducted at the sole cost of the Applicant. The City will not be responsible for any costs incurred by an Applicant in the preparation or submission, including any costs incurred by the Applicant to attend meetings or make presentations relating to its submission, or in any participation of the Applicant in negotiations or finalization of the Sale or Lease Agreement and Affordable Housing Agreement, as applicable.

Reservation of Rights

The City reserves the right, in its sole discretion, to exercise any or all of the following rights, to:

- accept, reject or further negotiate with any or all Applicants;
- amend the scope of the project, modify, cancel or suspend this listing process or any or all stages of the process, at any time, for any reason;
- re-advertise for new proposals or enter into negotiations for the site, the project or for a project of a similar nature;
- extend, from time to time, any date, time period, or deadline provided for in this listing, upon written notice to all affected Applicants; and
- not enter into a Sale Agreement, Affordable Housing Agreement or Lease Agreement with any Applicant.

No Liability

By submitting an application, the Applicant specifically agrees that it will have absolutely no claim against the City or any of its employees, advisors or representatives for anything resulting from the exercise of any or all of the rights set out in this listing. Without limiting the generality of the foregoing, the Applicant agrees that in no event will the City, or any of its employees, agents, advisors or representatives, be liable, under any circumstances, for any claim, or to reimburse or compensate the Applicant in any manner whatsoever, including, without limitation for the costs of preparation of the submission, loss of anticipated profits, loss of opportunity or any other matter.

This listing is only intended to solicit interest and information from potential Applicants, and does not create any legally binding arrangement with the City. This listing is governed by the law applicable to direct commercial negotiations and therefore this listing will 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. Neither the Applicant or the City has, or will have, the right to make a claim of any kind, whatsoever, against the other, with respect to the award of a contract, the failure to award a contract, or the failure to honour a response to this listing.

ADDITIONAL SITE INFORMATION

For additional background information, Applicants may review the following reports. The reports are provided on an informational basis only, and the City makes no representation or warranty with respect to:

- the content of the reports including, without limitation the accuracy of the information or recommendations provided therein;
- the scope, nature or methodology of the investigations on which the reports are based;
- the qualifications of the persons or entities conducting the assessment or preparing the reports; or
- the fitness of the reports for any purpose.

The following reports may not include all of the environmental, geotechnical or other information or reports that the City has in its possession with respect to the site. The City shall incur no liability for the City's failure to provide the Applicant with all of the environmental, geotechnical and/or any other information the City may have in its possession with respect to the site.

The Applicant accepts the reports entirely at the Applicant's own risk, and releases the City from any claim that the Applicant has, or may have, with respect to the reports whatsoever.

Please note, reports may apply to the general area of the proposed development as opposed to the specific listing property.

Planning Documents

- [Subdivision Approval Letter – September 2, 2021](#)

Technical Reports – Click [here](#) for link to reports folder

- Phase I Environmental Site Assessment, 915 Ogilvie Boulevard & 951 Ogilvie Boulevard NW Plan 8520432 Block 111 Lot 41MR, Plan 8521132 Block 111 Lot 69 MR, Plan 8921159 Block 111 Lot 70 MR, Edmonton, Alberta prepared by Crimson Environmental Limited, dated February 27, 2021
- Limited Phase II Environmental Site Assessment, Portion of 915 Ogilvie Boulevard NW, Portion of Plan 8520432 Block 111 Lot 41 MR, Edmonton, Alberta prepared by Crimson Environmental Limited, dated April 20, 2021
- Preliminary Geotechnical Report, Ogilvie Ridge Development Proposed Residential Area Alternate Surplus School Site, Edmonton, Alberta, prepared by Golder Associates, dated October 6, 2015
- Surplus School Sites Drainage Assessment Ogilvie Ridge Neighborhood, prepared by Sameng Inc, dated June 15, 2021

- Environmental Noise Impact Assessment for the Proposed Ogilvie Residential Development, prepared by Acoustical Consultants Inc., dated December 23, 2016
- Traffic Impact Assessment, prepared by Bunt & Associates, dated November 13, 2015

Previous Engagement with the Ogilvie Ridge Community

- [What We Heard](#), August 2021
- [What We Heard 2A](#), June 2018
- [What We Heard 2](#), June 2016
- [What We Heard 1](#), November 2015
- Ogilvie Ridge Building Housing Choices (project [webpage](#))

HOA

Note, the development site at 915 Ogilvie Boulevard is not part of the HOA (see [HOA Documents](#) for reference) and as such, does not require registering with the HOA. However, Applicants must submit proposals which embody a high-quality design that aligns with the current architectural guidelines of the community. Applicants are also asked to consider joining the HOA if financially viable for their project. Further details can be found in the links below.

- [Whitemud Creek Homeowners Association website](#)
- [Whitemud Creek Homeowners Association – community regulations](#)
 - [approved roof coverings](#)
 - [approved fence stain colours](#)

Relevant City initiatives, policy, guidelines, and resources

- [CONNECT EDMONTON](#)
- [The City Plan](#)
- [City Initiatives](#)
- [City Policy C583, Guidelines for Development of the 2009 Surplus School Sites](#)
- [Accessibility – City of Edmonton Safety Codes Permits and Inspections Section](#)
- [plain-language interpretation of National Building Code 2019 Alberta Edition](#)
- [City of Edmonton Access Design Guide](#)

Housing Information and Data

- Generally speaking, Affordable Housing is defined as rental or ownership housing that requires upfront and/or ongoing direct government subsidies. These subsidies ensure that affordable housing has rental or mortgage payments below average market rent and is targeted for occupancy by households who earn less than median income for their household size. Please refer to the [City of Edmonton's glossary of housing terms](#) for more information
- [CMHC Rental Market Survey Data Tables](#)
- [City of Edmonton Maximum Allowable Rental Rates \(MARR\) and Income Levels Report 2021](#)

Questions?

Send us an email at
buildinghousingchoices@edmonton.ca
with the subject line
“Ogilvie Ridge Property Listing”