

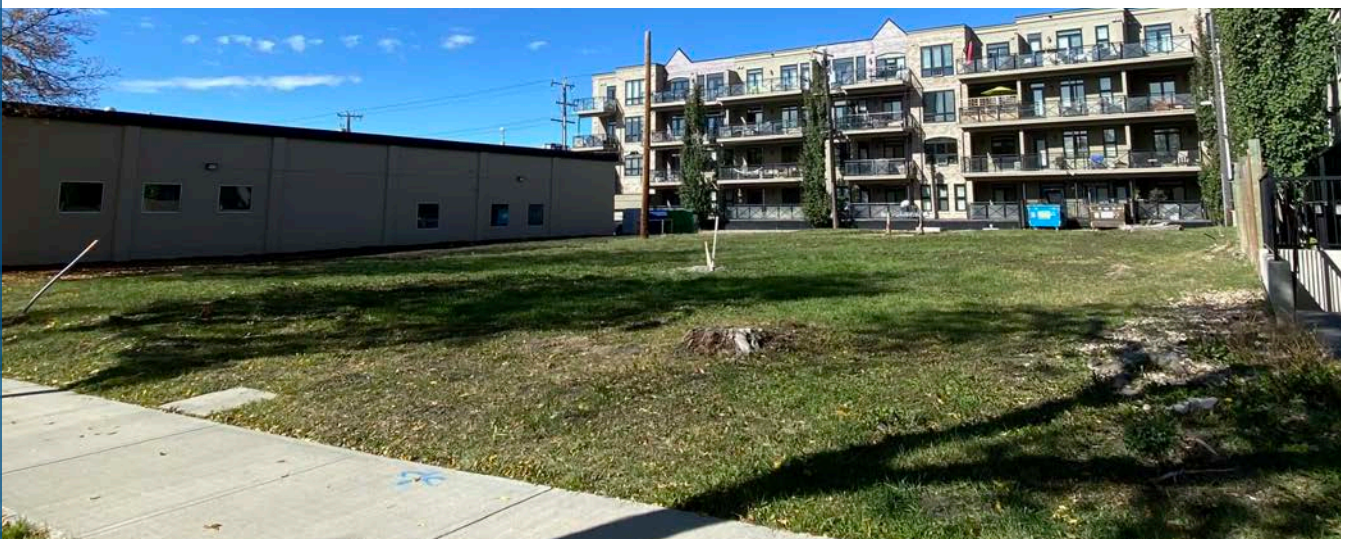
Queen Alexandra Submission Package



Proposal Submission Requirements

This package outlines the proposal submission requirements for the Queen Alexandra Non-Profit Affordable Housing listing. The submission requirements are separated into 5 distinct sections:

A. Applicant Qualifications	1
B. Proposed Development	2-3
C. Proposed Operations Model	3-4
D. Financial Information	4
E. Public Engagement and Good Neighbour Plan.....	5-6
 Additional Submission Terms and Conditions.....	 7



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:

- 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
 - built forms must be multi-unit housing as defined in the Medium Rise Apartment Zone (RA8) within the *Edmonton Zoning Bylaw 12800*; and may not include Single Detached Housing as defined in the *Edmonton Zoning Bylaw 12800*
 - if applicable, in the case of a proposed permanent supportive housing development, description of amenity features that are specific to operations in line with support services
- 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 a 15% decrease in energy consumption and greenhouse gas (GHG) emission, relative to the 2017 National Energy Code for Buildings, and abide by City Policy C672 – Climate Resilience, if applicable. The policy applies when buildings are more than 33% funded by the City, greater than 600 square meters in gross floor area and anticipated to be greater than \$3 million in capital project cost.
- description of how the proposed development will meet the accessibility standards of **EITHER** Option 1 or 2:

OPTION 1 – 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)**

OPTION 2 – The entire project (common areas and dwelling units) has full universal design.

- 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)**)

C. Proposed Operation Model

Description of the proposed operations of the development, including:

Affordability – Please demonstrate how the Applicant will achieve long term affordability. Include the following:

- target market (e.g. individuals, families, seniors, etc.)
- total number of residential units
 - # of affordable residential units and the bedroom mix
 - affordable residential units must comprise 100% of the residential units
 - the project must be medium density residential with the minimum density as stipulated by the RA8 zone.
- proposed number of years the affordable units will remain affordable
- Please indicate how your development meets or exceeds the following minimum affordability requirements:
 - 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
 - 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)

D. Financial Information

- 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 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

E. Public Engagement and Good Neighbour Plan

Of importance, the site requires a comprehensive public engagement process. The process has been initiated and is 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:

- Land use rezoning and plan amendments
- Preliminary discussions on the process and intent of using the sites for development of affordable housing or permanent supportive housing with the Queen Alexandra Community League and other citizens like those living in the Brownstone apartment buildings directly adjacent to the Queen Alexandra site

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

Phase A – Proposed Development

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 B – Final Phase

- 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 Community League, Brownstone Condos, and other relevant stakeholders;
 - 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 the proposed development phase 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.
- 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.

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 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 or Affordable Housing 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.

Questions?

Send us an email at housing@edmonton.ca with the subject line **“Queen Alexandra Property Listing”**