

Town of Canmore
Invitation for Expressions of Interest
Design-Build development and future operation of an Employee Housing and/or
Purpose Built Rental building located at 1451 Palliser Trail
Canmore, Alberta

Issue Date: July 15, 2016
Expression of interest site meeting: July 26 2016, 2:00 pm Canmore Civic Centre,
Council Chamber
Closing Date: 3:00 pm, August 19, 2016
Anticipated assessment decision: September 16, 2016
EOI Acknowledgment Form: Return by fax or email the acknowledgment form, attached in
Appendix A, upon receipt of the EOI.

1. Expression of Interest Requirements

The Town of Canmore is seeking responses to this Expression of Interest (EOI) for the development and operation of a new employee housing and/or purpose built rental building to be located on Palliser Trail.

Council has directed Administration to target initiatives that address the affordability of housing and increase housing stock. Canmore has had a near 0% rental vacancy rate for the last 4 years and the lack of affordable and available housing has been raised as the number one concern by residents and by businesses seeking to attract and retain employees.

The Town wishes to explore whether it is possible for the private sector to lead a build-hold purpose built rental/employee housing project utilizing Town land that is both profitable for the proponent and meets a critical community housing need. The Town is looking to the private sector to provide innovative approaches and is willing to consider leasing the land, selling the land or entering into a private/public partnership (P3). Respondents are requested to provide their ideas on how best the subject land can be used to meet the community need for housing and the most appropriate ownership/business structure for the development and ongoing operation.

The purpose of this EOI is to assess the respondents on their abilities to develop and operate said initiative. We are asking the respondents to describe the following:

- Whether the respondent feels a leasehold arrangement for the lands, a P3 or the acquisition of the lands outright best suits their model;
- Description of the types of units to be provided within the building and approximate range of rental rates for each unit type;
- The timeline from development to occupancy
- Description of all amenity spaces that would be provided within the building;
- The duration of intent to operate once occupied
- The team members and previous experience (citing specific example projects);
- **Site plan is attached as Appendix B.**

Respondents should be concise with their submissions and are encouraged to use bullet point lists, images and other supporting information to provide a clear description of the strengths and innovations that their company/team can bring to the project. Respondents should provide information that helps to describe how the respondent, if selected for the design-build-operate RFP stage, would provide a project design that best suits the Town’s principal project goals of:

- i. Providing employee housing and/or affordable rental units;
- ii. Encouraging teamwork between the designer, builder and operator (if applicable);
- iii. Maximizing the employee/rental housing unit yield;
- iv. Encouraging innovation in design and construction;
- v. Minimizing the risk to the Town of Canmore

2. Project timeline:

We expect that the successful EOI respondents will be chosen by September 16, 2016. If required and directed by Council, a follow up RFP process would be completed before the end of November, 2016. The Town will undertake necessary land use and statutory plan amendments with the goal to initiate construction in the spring of 2017 with the target of achieving occupancy prior to the summer season of 2018.

3. Evaluation Criteria:

The following evaluation criteria and associated scores will be used to select a maximum of 3 respondents to take part in a potential design-build-operate RFP.

Item	Criteria	Available Points
1	<p>Respondent qualifications and experience</p> <p>Experience in design-build-operate projects, past performance, organizational values and reputation, favourable references for similar high-profile projects including those that can speak to the Respondent’s ability to control quality. Experience of the Respondent’s Project Manager / Construction Manager, site superintendent, anticipated field crew and property management; availability of key personnel throughout the project. Experience of the design team in delivering projects of a similar type and scale.</p> <p>Respondents should include, as a minimum:</p> <ul style="list-style-type: none"> • The team members and previous experience (citing specific example projects) • Projects where the design team and construction team have worked together in the past • Technical and management capability, capacity, skills and qualifications of the Respondent. • Building management capability and experience • Minimum of two references based on past performance for similar projects • A demonstration of experience with integration of design guidelines in a building. <p>Score</p>	40
2	<p>Respondent's proposed Methodology</p> <p>A demonstration of the approach the respondent would take to providing best value for the project. Plan for project management, proven track record in multifamily apartment housing development; financing structure; viability/sustainability and tangential benefits for the Town of Canmore</p> <p>Respondents should include, as a minimum:</p> <ul style="list-style-type: none"> • Principal areas of focus for the design-build team and a general approach on how the project would be undertaken 	

- Potential massing scenarios that would be considered in order to maximize the number of units on the site
- A description of the building management model being employed to operate post occupancy; preference may be given to a project that includes a component of employee housing (intended for short-term occupants, e.g. <6 months)
- A description of how the team proposes to deliver a project that meets the Canmore Design Guidelines
- A description of how the team proposes to deliver a project that meets vehicle and bike parking requirements in accordance with the Canmore Land Use Bylaw or propose alternatives with supporting rationale
- Environmental initiatives that would/could be incorporated into the project, elaborate on possible initiatives and provide examples / experience elsewhere
- Schedule initiatives that could help expedite the project
- Cost-efficiency initiatives that would save costs over other potential solutions
- Space-saving, storage and parking initiatives to maximize the number of units within the building

Score	60
Total Available Points	100

4. Project Process

The process for the project is laid out in a way that aims to provide for the development and operation of an employee housing and/or purpose built rental building that maximizes the unit yield in order to best address the community's need for employee housing and/or purpose built rental units in a way that is also profitable and sustainable for the successful respondent. The proposed process will follow the steps below:

1. Expression of interest
 - a. Responses will be rated in accordance with the above evaluation criteria.
2. Request for proposal (if required and directed by Council)
 - a. A maximum of **3 respondents** of the EOI process would be selected to take part in the potential design-build-operate RFP. The decision regarding whether or not to proceed with an RFP will be at the Town's sole discretion.
 - b. Details of the RFP requirements will be determined at the conclusion of the EOI process. An RFP would include components regarding unit mix and size, specifications for finishes and conceptual site plan and may include floor plans, unit layouts and exterior finishes.
3. Closure of the RFP and selection of a preferred bidder with Council approval
4. The target for starting on site (with all permits in place) is the spring of 2017

5. Other Considerations

- a. The subject parcel is in the low hazard flood zone. Some grading work may be required to raise the elevation of potential development.
- b. The subject parcel is currently zoned Urban Reserve (UR). Re-zoning of the land to a Direct Control (DC) district will need to be completed before development can take place. The Town will undertake this rezoning.
- c. There is an existing ASP in place for the lands that will need to be amended to reflect the proposed development. The Town will undertake this process.
- d. Due to proximity to the TransCanada highway, approval from Alberta Transportation will be required and some form of site screening and noise mitigation will be required.

- e. Due to the high profile location of the development, consideration must be given to ensuring the mountain aesthetic is maintained.

Rezoning the land and amending the ASP may be done in parallel with the development process.

6. Additional Information

Subject Lands:

Civic Address: 1451 Palliser Trail (commonly referred to as the moustache lands)

Legal Description: Lot 1, Block 25, Plan 0514416

Lot Size: 1.7022ha or 183,223 sq. ft. (rounded) (1 Ha = 107 639.104 sq. ft.)

Site Area



Current Zoning: **Urban Reserve**

2.61.5 Design Requirements

Site design, landscaping, building architecture, lighting, pedestrian and vehicular circulation and parking shall be developed with due consideration to adjacent developments and land uses.

2.61.6 Groundwater Protection

Portions of the Urban Reserve District are within Canmore's Wellhead Protection Area. Where Developments in this district are within the Protection Area they shall conform to the regulations and use prohibitions described in the Wellhead Protection Area Regulations, Subsection 5.2.0 in this Land Use Bylaw.

2.61.7 Sustainability Screening Report

A Sustainability Screening Report is required by the Town as part of the Development Permit application process for developments with a GFA of 500m² or more in accordance with Section 1, Administration, and the Town of Canmore Sustainability Screening Process.

Land Use Bylaw Definitions: Section 16

“employee housing means one or more dwelling units used exclusively for the residence of employees and members of their family.”

“employee means a person who is primarily employed by an employer within the municipal boundaries of the Town of Canmore. For the purpose of this definition, a person is primarily employed if that person is performing, or is reasonably expected to perform, the services of an employee for an employer, for a minimum of an average of twenty (20) hours per week.

The employee shall not be the same person as the employer. This provision may be varied at the discretion of the Development Authority where a proposed development meets the purpose of the applicable land use district and/or meets the intent of the Town’s employee housing policies (e.g. in a building designed for live/work spaces where a person is self-employed and living adjacent to their place of employment).

In addition to the above, those individuals who can provide written proof (through such means as lease or rental agreements) of continuous residency within the Town of Canmore for a minimum of twenty-four (24) continuous months and who are primarily employed by an employer within the boundaries of the M.D. of Bighorn west of and including the hamlet of Seebe, or within the Town of Banff or Banff National Park, shall be considered an “employee” for the purposes of this Bylaw and shall be eligible to occupy a unit in an approved employee housing project.”

Recent Rental Rates in Canmore

Type	2014	2015
Shared 1 bdr	\$ 710	\$ 756
Studio	\$ 917	\$ 932
1 bdr	\$ 1,264	\$ 1,327
2bdr	\$ 1,734	\$ 1,765
3 bdr	\$ 2,264	\$ 2,346
4+ bdr	\$ 2,819	\$ 2,724

Intended Use Considerations

The Town of Canmore intends to have the subject lands developed and operated as employee housing and/or purpose built rental units. The Town is willing to sell the lands outright, remain the owner of the lands and lease the subject lands to the successful proponent or enter into a P3. Should the proponent prefer to own the lands, the sale will be according to the Town Land Sales Policy and the MGA. The development will be managed by the following guidelines and restrictions:

- The Town of Canmore Land Use Bylaw regulations and Design Standard Guidelines
- Sub-leasing the development or operations of the building to a third party will not be allowed without the express written consent of the Town of Canmore. It is to the sole discretion of the Town of Canmore as to whether or not to withhold said consent when a request is made, all requests must be made in writing.
- Tenants of the developed units must meet the Town of Canmore’s land use bylaw definition of employee for employee housing units.
- Tenants of “affordable” purpose built rental units must meet the PAH requirements for rental housing.

Development Process

The accepted proposal will undergo the normal course development process to ensure compliance with the Town of Canmore MDP, Town of Canmore Land Use Bylaw, Canmore Design Guidelines and all other regulations, specifications and requirements in respect to the property.

Submission

All submittals received by the Town of Canmore in response to this Expression of Interest shall become the property of the Town of Canmore and will not be returned.

Electronic submission of Expression of Interest is preferred, but not mandatory, and shall be submitted by 3:00 pm on **August 19, 2016** to the Project Coordinator designated below.

Expressions of Interest must be submitted by the Closing Date. The Closing Date may be extended by the Town of Canmore in its absolute discretion by providing written notice to Respondents.

Submission by mail, hard copy, or electronic copy.

For additional information, please provide questions in writing to:

Michael Fark | General Manager Municipal Infrastructure
mfark@canmore.ca
Town of Canmore

This Invitation is not an offer. It is an invitation for persons to submit an Expression of Interest for the provision of the Services set out in the Overview. Nothing in this Invitation is to be construed as creating any binding contract for the supply of the Services (express or implied) between the Town of Canmore and any Respondent.

APPENDIX A

EOI Acknowledgement Form For Expressions of Interest Design-Build development and future operation of an Employee Housing complex at 1451 Palliser Trail Canmore, Alberta

Request for Proposal No: **001**

Send to:	Michael Fark
Email Address	mfark@canmore.ca
Fax Number	403-678-1514

Name of the Respondent:	
Address:	
Contact Person:	
Email Address	
Telephone Number:	
Fax Number:	

I hereby acknowledge receipt of the EOI for the project mentioned above.

Signature: _____

Print Name: _____

Date: _____