



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Purchasing
Report Number: 2020-346-Financial Services
Prepared By: Nicole Robertson, Supervisor
Meeting Date: November 9, 2020
Subject: RFP Terms of Reference for Design and Construction
Administration Services for the Affordable Housing Complex

Purpose

Pursuant to Council Report 2019-207 Financial Services, the purpose of this report is to provide Council with the Terms of Reference of a Request for Proposal (RFP) prior to the issuance of a RFP document where the following criteria is met:

1. The contract is estimated at \$150,000.01 or more; and/or
2. A change in level of services is being considered.

Recommendation

That Council receive Report 2020-346-Financial Services.

Financial Implications

Through the Social Services Relief Fund (SSRF) Phase 2 funding program, the City of Cornwall has been approved to receive \$1,886,455 (including 3% for administration costs) to assist with the cost of the construction of a new social / affordable new mixed-use multi residential buildings on a vacant, City of Cornwall owned, property at Ninth Street and McConnell Avenue.

The budget for this project has been estimated between \$11,500,000 and \$13,500,000.

Due to funding limitations, only Stage 1 (Building A) will be constructed, at this time. The estimated total costs for design, permits fees, and construction for this Stage is between \$6,500,00 and \$7,500,000.

In addition to the \$1,886,455 from the SSRF, an additional municipal contribution of \$1,194,000 will be allocated from reserves, to support the construction of this project.

The net amount to borrow for Stage 1 (Building A) will be approximately \$4,126,138. This amount will be in the form of a mortgage held with Cornwall and Area Housing Corporation.

Strategic Priority Implications

This report addresses Council's accountability and transparency to the ratepayers of the City of Cornwall.

This project aligns with Council's Strategic Plan to grow quality housing stock, including affordable housing.

Background / Discussion

Project Overview

RFP 20-P20 invites Proposals from qualified multidisciplinary consulting firms and/or architectural consulting firms to provide architectural and engineering design services for the future construction of the social/affordable housing apartment complex, to be located at the corner of Ninth St and McConnell Ave.

The scope of work to be completed by the Proponent includes: a functional design study and space/needs analysis, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, construction supervision and administration, building commissioning and post-construction services.

Background

Due to the COVID-19 pandemic, the housing and homelessness sectors in Ontario have had to alter the ways in which they provide services to vulnerable populations. The Social Services Relief Fund (SSRF) Phase 2 is providing \$362 million in provincial and federal funding (Safe Restart Agreement) to help a diverse range of vulnerable people create longer-term housing solutions for people in need, and to ensure that the housing and homelessness sector has the tools and support to safely and successfully transition to recovery.

The City of Cornwall was approved to receive \$1,886,455 of SSRF Phase 2 funding to assist with the construction of two (2) new mixed-use multi-residential buildings on a vacant, City of Cornwall owned, property at Ninth Street and McConnell Avenue. This vacant property was selected for this capital project after being identified as an ideal location, in the recently published 2020 Social and Housing Services Cornwall and Area Housing Revitalization Plan, due to its proximity to grocery stores, schools, health services, transit routes, and several major employers. Following construction, the new buildings will become part of the social housing portfolio owned by the Cornwall and Area Housing Corporation (CAHC) and considered an expansion of an existing property located at Ninth Street and Marlborough Street.

Considering the primary need for our community, the terms of the awarded SSRF Phase 2 funding, and the draft business plan, the new multi-residential housing complex should consist of two detached or semi buildings, 65 single bedroom units (7 of which will be fully accessible), and approximately 4,100 sq. ft of rentable commercial space for the CAHC central office and community social services.

The total budget for the project including design fees, construction, contingencies, professional services, and land transfer has been estimated between \$11,500,000 and \$13,500,000. The cost of land acquisition is not included in the budget as the subject property will be donated by the City of Cornwall to CAHC for this capital project (land valued at \$758,000).

The design, tendering, and construction of this housing complex will occur in two distinct timeline stages as funding sources and municipal budgets are confirmed.

The approximate timetable for the RFP is as follows:

| Item | Date |
|--|-----------------------|
| Issue of RFP | November 13, 2020 |
| Deadline for Questions | November 25, 2020 |
| Deadline for Submission | December 9, 2020 |
| Award of RFP | January 25, 2021 |
| Project Commencement | February 1, 2021 |
| Tendering and Construction of Building A | 2021-2022 |
| Tendering and Construction of Building B | Contingent on Funding |

Appendix A – Terms of Reference for RFP 20-P20 is attached to this report.

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| Document Title: | RFP Terms of Reference for Affordable Housing Project - Design and Construction - 2020-346-Financial Services.docx |
| Attachments: | - RFP Terms of Reference - Affordable Housing Project.pdf |
| Final Approval Date: | Nov 5, 2020 |

This report and all of its attachments were approved and signed as outlined below:

Mellissa Morgan - Nov 5, 2020 - 12:50 PM

Tracey Bailey - Nov 5, 2020 - 1:06 PM

Maureen Adams - Nov 5, 2020 - 1:42 PM