



# City of Richmond

April 13, 2011  
File: 02-0775-50-3958/Vol 01

**Business and Financial Services Department**  
Finance Division  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Respondents**

Dear Madame/Sir:

**Re: Request for Expression of Interest 3958 EOI – Provision of an Affordable Housing Development at 8111 Granville Avenue and 8080 Anderson Road - Addendum Two (2)**

This Addendum includes items of clarification; forms part of the Request for Expressions of Interest and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in the preparation of your Submissions:

**I. Notes from the Information Session.**

- a. Please find attached the presentation slides and meeting notes from the Information Session held Tuesday, March 29, 2011 at Richmond City Hall.

**II. Potential Partnership Registry.**

- a. Those companies and organizations interested in partnering with, supplying goods or services to, or working with Societies that may respond to this Request for Expressions of Interest are invited to confirm such interest by sending a message to the attention of Kerry Gillis at [purchasing@richmond.ca](mailto:purchasing@richmond.ca) by no later than 5:00 pm, local time on Wednesday, April 20, 2011. Please include with this message the name and contact details of the company or organization. The City will publish this information in a list to be issued within a subsequent addendum.

Yours truly,

A handwritten signature in black ink, appearing to be "Kerry Gillis", written over a white background.

Kerry Lynne Gillis  
*Buyer 2, Contracting Specialist*

KG:kg

pc: Dena Kae Beno, Affordable Housing Coordinator  
Community Services Department



# **Respondent Information Session**

**8111 Granville Ave/8080 Anderson  
Road**

**Expression of Interest for Affordable  
Housing Development**

**March 29, 2011**

# Introductions

- **Dena Kae Beno**, Affordable Housing Coordinator
- **John Foster**, City of Richmond, Manager, Community Social Development
- **Brian Jackson**, City of Richmond, Development Director
- **Kerry Gillis**, City of Richmond, Buyer II
- **Raymond Kwong**, BC Housing, Manager, Regional Development, Lower Mainland Region, Development Services

# Agenda



- 1. Welcome- John Foster**
- 2. BC Housing Collaboration and Role- Raymond Kwong**
- 3. Introduction and Resources- Dena Kae Beno**
- 4. Development Applications, Site and Planning Considerations- Brian Jackson**
- 5. Expression of Interest Process Review- Kerry Gillis**
- 6. Timeline and Key Dates- Kerry Gillis and Dena Kae Beno**
- 7. Questions and Answers- Panel Discussion**
- 8. Adjournment and Closing Thoughts**

# Welcome



- **John Foster, Manager, Community Social Development**



# BC Housing Richmond

- **Raymond Kwong, BC Housing, Manager, Regional Development, Lower Mainland Region, Development Services**



BC Housing

BC Housing



# Resources



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HOUSING

## Affordable Housing Development Opportunity

**8111 Granville Avenue/8080 Anderson Road, Richmond, BC**  
In accordance with the Richmond Affordable Housing Strategy, the City of Richmond, in partnership with [BC Housing](#), is issuing a request for Expressions of Interest (EOI), seeking responses from non-profit societies to provide and manage affordable housing at 8111 Granville Avenue/8080 Anderson Road.

Proposals will be accepted until closing, Monday, May 16, 2011, 3:00pm local time.

Periodic updates regarding information, resources and links for the EOI process, will be posted to this page as new information is received and the process progresses.

**Project Development Purpose**  
The purpose of the project is to develop affordable rental housing that will accommodate the homeless and those at risk of homelessness, and meet all specified income and affordability criteria.

**Project Development Goals**

- To utilize City-owned land for the development of affordable housing
- To increase the supply of secure, affordable housing in the city of Richmond
- To include space for complementary community/commercial spaces within the development which would benefit both the tenants and surrounding community

Please refer to the EOI Process Document below for a complete list of requirements.

**Expression of Interest Process Document**

[EOI - Provision of Affordable Housing Development-8111 Granville Ave](#)

**News & Events**

- » [City News Releases](#)
- » [Events Calendar](#)

**Popular Topics**

- » [Roadworks](#)
- » [Garbage Collection](#)
- » [Official Community Plan](#)

**Related Topics**

- » [City Bylaws](#)
- » [GIS - Interactive Map](#)
- » [Services Directory](#)
- » [Richmond Oval](#)
- » [Planning Committee](#)
- » [Public Works & Transportation Committee](#)

**Related Links**

- » [Translink](#)
- » [CanadaLine](#)
- » [Ministry of Transportation](#)
- » [Metro Vancouver \(GVRD\)](#)

**Link to EOI Document**

[Affordable Housing Development Opportunity – EOI Document](#)

# Timeline and Key Dates

- **Respondent Information Meeting-** March 29, 2011
- **Expression of Interest, Partnering and Housing Needs Assessment Workshop-** April 12, 2011; Richmond City Hall; Time: 1-5 p.m.
- **Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall until**  
**Monday, May 16, 2011 at 3:00 p.m.**



# Questions and Answers

- Panel Discussion
- Information will be posted on the **Affordable Housing Opportunity** web-page

[Affordable Housing Development Opportunity](#)

# Adjournment and Closing Thoughts

## Expressions of Interest- Exploring the Possibilities

"All positive change in the world comes from our ideas of what we believe is possible."

~Alexandra Jamieson~

- "Now is the time. Needs are great, but your possibilities are greater."

~Bill Blackman~



**Respondent's Information Session for  
3958 EOI – Provision of an Affordable Housing Development at 8111 Granville  
Avenue and 8080 Anderson Road**

Held Tuesday, March 29, 2011 at 1:00 pm  
Council Chambers  
Richmond City Hall

**In Attendance:**

From the BC Housing and the City of Richmond (Panel):

1. Brian Jackson, Development Director, City of Richmond
2. Dena Kae Beno, Affordable Housing Coordinator, City of Richmond
3. John Foster, Manager Community Social Development, City of Richmond
4. Kerry Gillis, Buyer II, City of Richmond
5. Raymond Kwong, Manager, Regional Development, BC Housing
6. Robert Kates, Real Estate, City of Richmond

Represented and in Attendance (Attendees):

1. Canadian Mental Health Association
2. CPA Development Consultants
3. Developmental Disabilities Association
4. DOM Santi Management
5. Oris Consulting
6. Richmond Women's Resource Centre
7. S.U.C.C.E.S.S
8. TL Housing Solutions
9. Turning Point Recovery Society

**I. Welcome: John Foster**

1. The City is excited to have a City site for an affordable housing opportunity. We realize it is challenging, we are putting up the land and relying on BC housing support for financing, which is why we are looking at those in the room to have creative ideas. We are here to provide as much information as we can.

## **II. Background and Resources: Dena Kae Beno**

1. Reference to City web page (City Services – Social Planning)
2. We are looking forward to using City-owned property to increase supply of affordable housing in the city. The purpose of the development is to provide housing for low-income households with a priority given to rationales that include housing for homeless or those at risk of homelessness.
3. We acknowledge that it is challenging and provide consideration for the incorporation of complimentary commercial and community spaces as well as low-end market rental units.
4. The request for Expressions of Interest document is available online.
5. The Affordable Housing Information Bulletin is also posted online, which includes the background of the Richmond Affordable Housing Strategy requirements and priorities for developments.
6. The EOI document and web-site also provides links to the policy and planning documents that are referenced for this process (OCP, City Centre Area Plan, Transportation Plan, City GIS)
7. On April 12, in room 2.002 and 2.004 there will be a EOI workshop here at City Hall which will involve discussion about community needs assessments, potential funding and community partnerships.
8. BC Non Profit Housing Association will be facilitating the workshop, which will allow for open discussions, sharing of information, asking questions. The agenda is posted online.

## **III. Timeline/Important Dates for the Expression of Interest: Kerry Gillis**

1. Information and dates are published in the Request for Expressions of Interest document and any changes to those dates will be published in an addendum.
2. March 14<sup>th</sup>, 2011 was the release of the EOI.
3. March 29<sup>th</sup>, 2011, is the date for the Respondent Information Session.
4. On April 12<sup>th</sup>, 2011, we will have the workshop here at City Hall as per the information in Addendum one, published on March 17<sup>th</sup>, 2011.
5. The deadline for inquiries is 5:00 pm, local time on April 26<sup>th</sup>, 2011. No further questions will be addressed if received by the City after this deadline. After this deadline, a final addendum will be published on the City's website, BC Bid and the BC Housing procurement site. Inquiries are to be sent via e-mail to Kerry Gillis at [purchasing@richmond.ca](mailto:purchasing@richmond.ca)
6. May 16<sup>th</sup>, 2011 at 3:00pm, local time is the Closing Date for Submissions.

## **IV. Development Considerations: Brian Jackson**

1. Existing zoning allows a maximum height of forty-five (45) metres – 80,000 sq ft of development
2. You have a City staff commitment to get a development permit through the process quickly
3. If you are applying for rezoning this would take a little bit longer but we would still work to get approvals as quickly as possible
4. The site lends itself to two developments/components/towers – one facing Granville Avenue and one facing Anderson Road. You would still need to look at urban design guidelines.
5. Community or retail uses should fall within the zoning and OCP parameters.
6. LEED silver equivalency is required, with LEED gold equivalency being favourable but not required as part of the application.

7. The City will provide as much flexibility that is allowable to support developers with consideration to meeting the proposed development's requirements.

## **V. BC Housing Collaboration and Role: Raymond Kwong**

1. BC Housing is partnering with the City of Richmond with respect to this Request for Expressions of Interest.
2. BC Housing's role is to potentially provide interim construction and long term development financing and working with the City to evaluate submissions and identify a suitable non-profit candidate to be able to put together a proposal for the 8111 Granville Avenue site.
3. BC Housing will work together with the successful non-profit candidate to provide assistance and financing of the development as based on their proposal.
4. BC Housing is prepared to provide financing for up to 100% of the cost of the affordable housing development.

## **VI. Questions and Answers and Discussion: Attendees and Panel**

Q.1: BC Housing has always wanted a LEED gold equivalent, this is a LEED silver project, is that a conflict?

A.1: In the past BC Housing has specified LEED gold as something that developers need to have for BC Housing owned or funded projects.

In this case, BC Housing is partnering with the City of Richmond to support a potential non-profit affordable housing provider to develop affordable housing. Normally, developers have to meet LEED gold requirements but in this case, it is not set in stone that it is something that we have to have. If the City of Richmond is requiring LEED silver BC Housing will be looking at that as well.

Q.2: You mentioned "should we go for a re-zoning" – that implies that it is a possibility?

A.2: Yes.

Q.3: Are the standards and guidelines that BC Housing provides when they are the grant providers the same in terms of expectations for this project?

A.3: In this case, because we are providing financing, there will be some standards and construction specifications that BC Housing will be utilizing from the Community Partnership Initiative (CPI) Program. We are working on more information about this program and hope to be able to provide this information soon. The standards and construction specifications will not be as stringent as with existing prescribed programs.

Q.4: Does BC Housing have a target for the percentage of units that are for homeless and at risk of homelessness or housing at low end of market income?

A.4: No we don't – we are going to be looking at what you can provide in terms of the most housing for the most in need.

Q.5: But I am also hearing that it will be economically driven is that correct?

A.5: We are looking for a project that is economically sustainable and the rents can cover the on-going operating and financing costs.

Q.6: Does this preclude market housing?

A.6: Our primary focus is affordable housing – our strategy is to provide as much affordable housing as possible on City property. This (request for) EOI is an exploratory (and non-binding) process to see what the possibilities are- understanding that the primary focus is to provide affordable housing in a project that is also financially viable.

Q.7: The use of the word “subsidized” is undefined – low end of market is in a way subsidized. Are there going to be refined definitions of what subsidized means or will it be up to proponents to define in their proposal?

A.7: We have worked with BC Housing to define these terms. The definitions are listed in the EOI.

We are not trying to preclude any developments but we have to work in essence in a project that is economically and financially sustainable. Through the EOI there are recommendations regarding targets for affordable housing. The extent and how they will be met will be determined by the development and the cost and financing of the development and the project’s ability to be financially self-sustaining. If it meets a 51% affordability criteria i.e. the percentage or allocation of the low end of market, or market housing can be a combination that will be determined by each respondent.

Q.8: The commercial component to accommodate community services, etc. – can BC Housing Finance that?

A.8: If the commercial area is up to 20% or under of the total development size or cost then BC Housing can finance that, after that it needs to be financed by equity or your own or other funding sources.

Q.9: The site needs to be serviced – is there any estimate given to that cost if it is a stand alone development?

A.9 For DP offset services cost about 1 million dollars and we are working with the Engineering Department to make that cost as low as possible (e.g. sidewalks, water, sewer).

Q.10: Can the lane be used in the development?

A.10: No, not as it is as the properties fronting No. 3 Road need the lane. But yes, if the No. Three Road properties are a part of the project.

Q.11 BC Housing can provide interim and 100% financing, does that mean that the non-profit does not have to put in any equity?

A.11: Yes, it can be up to 100% for the non-profit but it has to be demonstrated by the non-profit that they have the capacity to sustain the project’s debt-service obligations.

Q.12: Has the city done a capacity analysis for the site (in terms of services)?

A.12: The City has done some analysis but it does not constitute a capacity analysis.

Q.13: BC Housing debt coverage ratio is typically 1-to-2, does that apply to this project?

- A.13: That 1-to-2 (ratio) is not set in stone – we would look at the program based on its merit and how much of the project is affordable. 1.2 is a guideline and is based on the debt service ability from market and non-market rents.
- Q.14: Brian Jackson asked the Attendees who is interested in submitting an Expression of Interest.
- A.14: The response received is that one of the issues is that there is some overlap between various organizations being represented today. Also, there are other groups that are interested that aren't here today for whatever reason.
- Q.15: I am concerned with the talk of the continuum of housing to expand from homeless or at-risk of homelessness up to low-end market rental and market rent and/or ownership. Has a housing needs assessment been done and will that information be taken into consideration for the applicants?
- A.15: The focus for this development on City-owned land is to provide housing (as per the Richmond Affordable Housing Strategy) for households of incomes of \$20,000.00 or less. But for economic reasons we do acknowledge that it may be necessary to look at a variety of combinations of housing options.
- Q.16: Is there any intent to make available funds from the City's affordable housing funds aside from providing the land?
- A.16: There is no commitment at this time. If there were a need for supplemental money from the City then it would be important to put it into the proposal if it is key to the success or provision of services but it is not being put on the table as part of this package.
- Regarding senior government funding opportunities – at this point BC Housing does not have funding from Federal or Provincial Government but it is also an election year so if that funding is provided by senior government then we will be happy to consider available additional funding for this project.
- Q.17: So you're saying that when we go through EOI and RFP then we can have all (of) this shovel ready by the end of this year?
- A.17: We are ready to move the project through Develop Permit approvals processing as quickly as we can.
- Q.18: Are there any exemptions of DCC or other reductions?
- A.18: We don't have policies in place for lower Development Cost Charges/reductions. If your project is reliant on that then it needs to be in the EOI application.
- Q.19: Are there any Tax Holidays?
- A.19: Currently there are no Council policies regarding Tax holidays, it has not been brought forth to Council.
- Q.20: Do they have the capacity to provide tax exemptions?
- A.20: If it can be demonstrated there could be opportunities but this is something that is decided by Council on an annual basis. Lengthy types of PERMISSIVE TAX EXEMPTIONS have not been considered BY COUNCIL IN THE PAST. If you want to lobby BC Assessment Authorities, this might be a lobby effort to higher levels of government in terms of assessments and how they are done – THIS COULD REDUCE ANY TAXES PAYABLE.

Q.21: How can non-profit groups let it be known that we are interested in having a say and getting involved?

A.21: Let the City know what it is that you would like to contribute to the project. Participating in the workshop is another opportunity to speak to partners and engage other stakeholders.

1. A request was made to include an addendum that lists interested Societies and organizations for potential development team membership or partnership opportunities as some Societies may prefer to collaborate with the selected development rather than lead the development team. The City agreed to publish such an addendum.
2. A comment was made to reiterate that all questions and requests for information are to be sent to the attention of Kerry Gillis, Buyer II, City of Richmond at [purchasing@richmond.ca](mailto:purchasing@richmond.ca) until the deadline for inquiries listed in the Request for Expressions of Interest document.

**Meeting adjourned at approximately 3:00 pm, local time.**

Daisy Byrne  
Recorder

DB:kg

Published with Addendum Two for file 3958 EOI on Wednesday, April 13, 2011.