



Settle down.

City of Grand Forks Request for Proposals Flood Mitigation Housing Reinvestment Program

RFP# FM2021-09-RFP

Date of issue – August 20, 2021

Date of Closing – September 13, 2021 @ 2pm

Overview

The City of Grand Forks invites proposals to purchase and relocate over 30 houses and improvements acquired by the City for its Flood Mitigation Program. Houses must be viewed in a site visit on August 27th or September 3rd and must be removed by either November 15, 2021 or April 1st, 2022, depending on site. All information required by the proponent is their responsibility to obtain in the viewing days or after.

The Request for Proposal documents are available through BC Bid and on the City website, but the information package is available by request only. Proponents are solely responsible for ensuring any addenda are downloaded, reviewed, and included in their Proposal. Questions regarding specifications can be directed to Graham Watt, Manager of Strategic Initiatives/Flood Recovery or Justin Dinsdale, Manager of Capital Projects and Utilities by email at fmp@grandforks.ca or by telephone at 250-422-8266. Do not send proposals to this email address.

Proponents must refer to the RFP Documents for the terms governing the Proposal process. Proposals shall be prepared and submitted at the sole expense of the Proponent and without cost to the Corporation of the City of Grand Forks. All Proposals received by the City of Grand Forks Corporate Officer become the property of the Corporation of the City of Grand Forks and as such are subject to the Freedom of Information and Protection of Privacy Act.

Proposals may be submitted until 2:00:00 p.m. (local time), Monday, September 13th, to corporate@grandforks.ca. Only electronic submissions will be accepted.

Project Specifications

1. Introduction

The City of Grand Forks has purchased more than 60 homes in the North Ruckle, Downtown, and surrounding neighbourhoods where land is required for flood mitigation works or floodplain restoration. The City requests Proponents to make a proposal to purchase and relocate houses and improvements following the Project Timeline. The City will evaluate proposals according to its goals of enabling attainable housing within the City or region, recovering costs, reducing waste, and providing opportunities to increase the sustainability of the community housing stock.

2. Project Timeline

Intake 1 RFP released	August 20, 2021
Site Meeting 1	August 27 @ 10:00 a.m.
Alternative Site Meeting 2	September 3 @ 10:00 a.m.
Questions deadline	September 7 @ 8:00 a.m.
City Addenda / Answers	September 9 @ 4:00 p.m.
Intake 1 closing time	September 13 @ 2:00 p.m.
Purchase contracts award	September 13-23, 2021
Intake 2 RFP released	To Be Determined
Intake 2 deadline	To Be Determined
Home Removal Date (see map in information package)	Dike Alignment November 15 Non-Dike Alignment April 1

3. Submission Requirements

- Proposals may be submitted electronically in pdf format with the RFP name and number noted in the email subject line to: corporate@grandforks.ca no later than the closing time. Late submissions will not be accepted.
- Proponents may amend their Proposal via email to corporate@grandforks.ca. Email changes must be received prior to the closing time. Any Proposal change should disclose only price changes and any change that discloses a lump sum price, a unit price, an extended total, or total price will result in the entire Proposal being rejected. For clarity, if Proponents are changing their price, they should only provide the increase or decrease amount, they should not state the updated total or the previous total.
- If a Proponent emails a change to the Proposal, the Proponent accepts all risk associated therewith, including lost or misdirected email and any malfunction of the City's equipment.
- If submissions exceed the permitted email size of the Proponent or the City, Proponents should submit the Proposal in multiple emails indicating on each email the total number of emails being sent.
- The City accepts no responsibility for submissions that fail for any reason to enter into the City of Grand Forks' email system by the closing time. As email transmission can be delayed due to high volumes of internet traffic, file transfer size, transmission speed etc., it is the Proponent's responsibility to submit their Proposal sufficiently in advance of the closing time to allow for receipt by the City. Proponents submitting email Proposals near the deadline do so at their own risk.
- Proposals must include the Proposal Forms, completed in full. Proposals must be in English.
- For each home or improvement identified in the House Info Package, save the **Form 2** as an individual PDF deliverable identified in the Project Specifications. Alternatively, if you are submitting a proposal on three or more houses, please request the Excel sheet to enter your data directly without using a form.

- It is the City's preference to have forms completed electronically to avoid data entry. If, for technical reasons, you are unable to fill the forms digitally, you may print and scan the completed forms.
- The Proposal must be signed by a person or agent authorized to sign on behalf of the Proponent.
- By submission of a clear and detailed written notice, the Proponent may amend or withdraw its Proposal prior to the closing date and time. Any amendment submitted which results in the disclosure of pricing or other salient points of the original Proposal will result in disqualification of the Proponent. At closing time, all Proposals become irrevocable.
- Proposals shall be firm for a period of at least 60 days from the RFP closing date and shall be used as the basis for and be included as part of the contractual agreement that will be entered into with the selected Purchasers.
- By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into a contract for the purchase of the home or improvement with the City of Grand Forks, the content and format of such contract to be determined by the City of Grand Forks.
- If a Proponent finds discrepancies in, or omissions from the RFP documents, or if they are in doubt as to their meaning, they should advise the City immediately.
- Responses, if not already addressed in the RFP, will be addressed in the form of addendum, posted in the same location as the original RFP documents. No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Corporate Officer prior to the advertised closing date and time. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their Proposal. Proponents must also acknowledge receipt of each addendum (if any) in the space provided on the Proposal form.

4. Evaluation

- Proposals will be evaluated on the basis of the best value to the City based on proponent classification, purpose and destination of purchase, readiness of purchaser, price or other criteria specified in this RFP.
- The City will be under no obligation to receive further information, whether written or oral, from any proponent.
- The City reserves the right to accept or reject any or all of the Proposals submitted.
- There is potential for a government or non-profit led project to include a portion of the houses, which is currently being evaluated by the City. Any homes held for that purpose will have priority over proponents in this RFP (Criteria: Entity Type).
- Proposals will be evaluated with the following criteria table. All data will be tabulated to determine the number of proposals on each home. Homes only receiving one proposal will be awarded to that proposal, so long as it meets the mandatory criteria outlined in this RFP. Homes receiving multiple bids will be ranked according to scoring outlined in the criteria table.

Criteria	Notes	Maximum Score
Entity type	Government partnership, non-profit, business, or individual. First refusal to government partnership under evaluation by the City.	5 – Non profit 3 – Other
Bid price	Relative scoring – top points awarded to highest price then lower prices set points as a proportion of the highest price.	25
Intended purpose	Rental home Purchaser's primary residence To sell Other (not salvage)	10 7.5 5 0
Location	Within City of Grand Forks Within RDKB Other	10 5 0
Readiness	Removal before November 15 Removal before March 1 (April 1 2021 Mandatory)	10 4
Readiness	Property or staging area confirmed	5
Rank of house selection	Used to break score tie on any individual house – minus 1 point from total score if not top choice	-1
Multiple houses factor	Add 3 additional points for each house taken up to maximum score	15
Whole house factor	Whole house plus accessory structures Whole house only Accessory structures or partial house only	15 10 5
Energy Efficiency Potential	Consider and if feasible commit to energy efficiency upgrades or retrofits	5 Commit 2 Consider
Total score		100

5. Purchase Contract

- The City and Purchasers will enter into a Purchase and Sale Agreement laying out the terms and conditions of the contract. A draft agreement will be posted as an addendum prior to the close of this RFP.
- Purchasers will be paying applicable taxes to the City.
- Sales of the homes will be final, unconditional, as is / where is, and the City provides no expressed or implied warranties.
- To execute the contract, the City will require from the successful proponents a \$2,500 certified cheque deposit per house. If the Purchaser does not remove the house as per the contract by the House Removal date, they will forfeit the deposit.
- The Purchase and Sales contract must be completed within 10 business days, otherwise the selected house reverts to next bidder or released for the second RFP.
- Overall scores and purchase price will be publicly disclosed.

- On execution of the contract the Purchaser will be responsible for the complete removal of the home above the foundation as well as any other items identified in Form 2.
- Purchasers will be required to prove they have Commercial General Liability insurance of \$250,000 per occurrence, \$500,000 in aggregate. The Contract will also specify indemnification of the City and its agents for any errors, omissions or liability.

6. General Requirements

- An information package (must be requested by email from fmp@grandforks.ca) includes the building date (if known), square footage, range of potential relocation costs, recommended due diligence, and information on potential options for energy efficiency retrofits.
- Proponents will be required to review the information package provided, attend one of two mandatory site visits, and provide a sealed Proposal for any number of homes according to the terms and provisions of this RFP. Proponents must pre-register for access to the information package and mandatory site visits by email to fmp@grandforks.ca.
- Proponents may inquire into and clarify any requirements of this RFP. Questions must be communicated to the City's contact person by the Question Deadline. It is the Proponent's responsibility to clarify any details prior to submitting a Proposal. The Corporation of the City of Grand Forks will assume no responsibility for any oral instruction or suggestion.
- There will be an optional online information session scheduled (date to be announced) to share information on energy upgrade and retrofit opportunities and funding supports.
- A Building Permit from Building Inspection and Bylaw Enforcement Services will be required before the house is removed or relocated within the City.
- It is the sole responsibility of the Proponent to determine any conditions affecting their Proposal prior to contract award. Any costs incurred by the Proponent before or after execution of the contract are the sole responsibility of the Purchaser.
- Upon contract execution, the Purchaser will assume full responsibility for the structure (including security, if desired) and the site until the building is removed, as per the conditions of the Building Permit. The purchaser assumes all responsibility for costs and logistics of house moving as well as assuming all damages before, during or after removal.
- Houses along the dike footprint and adjacent the existing North Ruckle Dike (see map) must be moved by November 15th. The remainder of homes must be removed by April 1st, 2022.
- This is the first of at least two planned releases of homes into the RFP process. Future updates will also be published to BC Bid and the City website.
- Except as expressly and specifically permitted in the contract, no Proponent shall have any claim for any compensation of any kind whatsoever. As a result of participating in the RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

Appendix 1: Submission Materials

Please fill out the attached **Form 1**: Applicant Information and either sign digitally, or print, sign and scan to attach to your complete application.

Please fill out a copy of Form 2: Bid Form for each applicable house or improvement.

Conflict of Interest

- List all projects, contracts, or commissions, etc. the Proponent has undertaken with the City of Grand Forks within the last 3 years. If no business interactions have taken place, please state that.
- If there have been business interactions as defined above, please declare if there are any outstanding claims, litigation, liens, costs, or other disputes, ancillary or otherwise relating to these interactions.

Authorized Signatory:	
Date:	

Addenda

The Proponent acknowledges receipt of the following Addenda and agrees that this Proposal has been completed in accordance with them:

Addenda:	
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