

Request for Proposals

1.0 Purpose

This request for proposals is being sent out to solicit detailed proposals for a pre-designated parcel of land in the Evergreen neighbourhood to be sold at a fixed price to a developer willing to construct and sell entry level housing. The purpose is to create housing which will be sold at entry level prices and targeted at households with annual incomes between \$60,000 and \$70,000. Proponents are also encouraged to consider providing up to 30% of the project as affordable ownership housing and targeted at income levels below \$60,000. Points will be assigned during the evaluation process for the provision of some affordable housing units.

2.0 Background

2.1 Location

The site is located at the corner of Dalgleish Link and Evergreen Boulevard. The civic address will be determined appropriately after the site is designed.

2.2 Legal Description

Parcel H, Plan 102064294

2.3 Site Description

The site has an area of approximately 2.15 acres (0.87 hectares) +/- as shown on the site map (attachment 1).

The site is located near the Evergreen Village Centre and is adjacent to both multi-unit residential parcels and neighbourhood commercial/residential mixed use sites (see attachment 2). It is located near future transit stops, possible school sites and the neighbourhood core park.

2.4 Zoning

The site is zoned RMTN1 (attachment 3) which requires townhouse or stacked townhouse buildings in a medium density format. This site can support approximately 50 - 55 dwelling units.

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2.5 Pricing

The selling price for the land is \$1,520,000 plus applicable taxes. This price has been established based on a comparative analysis of multi-unit land pricing in the Saskatoon market and takes into account the size and configuration of the site and the amenities in the area. This price is non-negotiable under this program.

2.6 Architectural Controls

Architectural controls will be applied to this site. The City's Multi-Unit Dwelling Architectural Controls can be viewed at www.saskatoon.ca, look under "L" for Land.

2.7 Development Controls

Development controls will be applied requiring the builder to provide two parking stalls per entry level unit (affordable units will require 1.5 parking stalls per unit as required by zoning bylaw 8770).

2.8 Servicing

Servicing and grading on this site is complete.

The selling price includes the sum required to prepay services. These services are at the perimeter of the site only and include curb or sidewalk, boulevard, street paving, street lighting, street signing, watermains, sanitary sewer mains, trunk sewer levies, and primary watermain levies. In addition, natural gas, electrical power and phone service will be provided to the property line to a point to be determined by the respective utility agencies. Any costs associated with service connections or private crossings are not included in the selling price and are the responsibility of the buyer.

Final site grading is the responsibility of the purchaser and must be approved by the City of Saskatoon Infrastructure Services Department. The purchaser is also responsible for the top soiling and seeding of boulevards adjacent to their property to the edge of the curb.

2.9 Intentions for the Property

This site has been pre-selected as a suitable location for an entry level homeownership project. City Council wants to ensure that suitable housing units are available at entry level price points for households with incomes just above the provincial Maximum Income Limits for housing assistance.

Proponents are encouraged to consider providing up to 30% of the project as

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affordable ownership housing as defined in section 2.10. Points will be assigned during the evaluation process for the provision of some affordable housing units as specified in attachment 4.

Appropriate entry level and affordable housing would be family oriented units with basic amenities and of modest size. Council also wants to encourage a housing project with a quality design and appearance, as well as energy efficient features.

2.10 Definition of Entry Level Housing and Affordable Housing

‘Entry level housing’ is defined as housing that is attainable to households with annual incomes just above the provincial Maximum Income Limits for housing assistance. Entry level households have incomes of up to \$70,000 and can typically afford homes in the \$225,000 to \$275,000 range. Entry Level assistance programs are outlined in section 6.1.

‘Affordable housing’ is defined as housing that is attainable to households with annual incomes below the Maximum Income Limits (MILs) for housing assistance. Currently, these limits are set at \$52,500 for households without dependents and \$60,000 for households with dependents. Typically, households with incomes below these limits can afford to purchase homes priced in the \$180,000 to \$225,000 range. The City provides grants to both the homebuilder and the homebuyer for the provision of affordable housing as outlined in section 6.2.

3.0 Scope of the Work

3.1 Qualifications

The proposal should include the firm's qualifications and references demonstrating the firm's capacity to complete a project of this size.

3.2 Project Objectives

3.2.1 General

The City of Saskatoon is soliciting proposals for creative entry level housing to be marketed by the developer at entry level and affordable price points as defined in section 2.10. Proposals will be ranked according to the criteria listed in attachment 4.

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3.2.2 Innovative, Attractive and Attainable

Proponents should attempt to address a range of household types and needs including families and those with special needs. At a minimum, all development proposals **must** be built to Energy Star certified standards or an equivalent standard (see section 6.4 for energy saving incentives). Furthermore, proponents are encouraged to consider housing that includes:

- developer sponsored incentives to aid in affordability;
- innovations in energy efficiency to lower long term operating costs which exceed Energy Star standards;
- attractive exterior design features to reduce monotonous and repetitive appearance;
- use of durable materials to reduce long term maintenance costs;
- family oriented amenity space for households with children;
- some units could include features to increase physical accessibility, such as wider doorways, hallways, and larger bathrooms.

3.2.3 Zoning Requirements

Proposals must meet all requirements of the zoning bylaw (RMTN1 zoning district), the architectural controls and the development controls without the need for development appeals or variances.

3.2.3 Parking Requirements

The required parking is 2 spaces per entry-level unit and 1.5 spaces per affordable unit. Additionally, 1 visitor parking space is required for every 8 units. The zoning bylaw also has requirements for barrier free parking as well as provisions for some tandem parking and some small car parking stalls. Proponents should consult the City's zoning bylaw 8770 for detailed parking requirements.

3.3 Proposal Content

Proposals should contain the following items demonstrating how the project objectives will be met:

- a) Letter of interest that includes a statement of intention to meet the objectives of this project (section 3.2) and to meet the project delivery timeline (section 3.4).
- b) Information about the firm and the team to be employed on this project including qualifications, references and Energy Star qualifications.
- c) Plans showing conceptual designs:
 - i) Site plan:
 - total number and location of units;

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- total number, location and size of parking stalls;
 - overall site density;
 - amenity space.
- ii) Conceptual building design:
- main elevations (street frontages);
 - ground floor plan;
 - typical floor plan;
 - typical unit plans showing mix of unit sizes;
 - number and sizes of units;
 - energy saving features and projected cost savings.
- d) Projected selling prices for units.
- e) Description of developer-sponsored incentives (if any).
- f) Description of City incentives (section 6.1) required for affordable units.

The successful proponent should be prepared to document their efforts to achieve these objectives in the proposed submission.

3.4 Project Delivery Timeline

- The successful proponent will receive an option to purchase the subject site at a fixed price. A non-refundable option fee in the amount of 2% plus GST will be due within 30 days of being awarded the site by City Council and will hold the site for 6 months.
- During the option period, access to the site will not be permitted without prior written approval of the City of Saskatoon Land Branch.
- The successful proponent will be required to make a further non-refundable deposit in the amount of 8% of the purchase price plus GST before the 6 month option expires. The successful proponent will have 8 weeks from the date of submitting this second deposit to provide more detailed plans for architectural review and an additional 10 weeks to receive final approval of the architectural drawings by the City.
- Upon written notification that the architectural review is complete and the architectural drawings are acceptable to the City, the successful proponent will have 30 days to exercise the option to purchase agreement and pay the full purchase price less the option fee and deposit already paid.
- Building permits for this project will receive priority in the permit review process.
- Construction must be complete and units available for occupancy within 24 months of signing the option to purchase agreement.

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3.5 Specific Tasks

3.5.1 Proponents

The successful proponent will:

- appoint a project manager;
- enter into an option to purchase agreement with the City of Saskatoon for the specified lands;
- ensure that all provincial requirements for the appropriate professional registration of the project team are met and provide proof of public, property, and professional liability coverage.

3.5.2 City

The City of Saskatoon will provide:

- a designated Project Coordinator to facilitate contact with key civic departments for this project;
- available digital line work for the site, subject to any applicable licensing required with the City;
- specified lands at fixed cost provided in a fully serviced state, in a timely and efficient manner to support the construction of the project, based on submission of appropriate documentation by proponent.

4.0 Process

4.1 Invitation

This Request for Proposals will be distributed directly to known housing providers and will be advertised in the Saskatoon Star Phoenix for two Saturdays and on the City of Saskatoon's website. The Saskatoon and Region Home Builders Association will receive a copy of this proposal for information and distribution among their membership. All interested proponents may submit a proposal as outlined below.

4.2 Submission

Proposals must be submitted to the City of Saskatoon, Community Services Department on or before 2:00 pm, Friday March 9, 2012.

Payment terms are as defined within the Request for Proposal (section 4.4).

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Submit five copies of the proposal to:

**Planning and Development Branch,
222 – 3rd Avenue North,
Saskatoon, SK S7K 0J5
Attention: Daryl Sexsmith**

4.3 Selection

Proposals will be reviewed by the General Manager of Community Services or his designates, and assessed using the attached Evaluation Criteria (Attachment 4). Final selection of the winning proponent will be made on or before April 13, 2012. All proponents submitting a proposal will be notified of the City's decision after that date.

The successful proponent as selected by the City of Saskatoon will receive an option to purchase the subject site at the fixed price. If the successful proponent fails to meet any of the deadlines described in Section 3.4 the City will have the right to terminate the option to purchase agreement and to negotiate with other proponents on the short list or launch another call for proposals.

4.4 Possession

Upon final approval of the architectural drawings by the City, the successful proponent will have 30 days to exercise the option to purchase agreement and remit payment in full. Possession of the property will be granted after payment in full has been received.

The following outlines the conditions for possession:

On or before the possession date, the successful proponent will deliver to the City of Saskatoon Land Branch the following:

1. Written notification of exercise of the option to purchase agreement,
2. A certified cheque, bank draft or solicitor's trust cheque for the complete purchase price, and
3. A written statement acknowledging acceptance of the environmental condition of the property.

The City of Saskatoon will provide a Transfer Authorization to the purchaser's solicitor upon receipt of the balance of the purchase price.

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Property taxes will be adjusted as per the possession date.

5.0 Standard Conditions

5.1 *Right to refuse any submission*

The Corporation of the City of Saskatoon (The City) reserves the right to reject any or all proposals or to accept any proposal received in response to this Request should they deem it in their interests to do so. No fee shall be payable by the City to proponents for the preparation of or presentation in response to the Request for Proposals. The City may, in its own discretion, waive any irregularity or insufficiency in any proposal selected.

5.2 *Responsibility for accuracy of information*

The information contained within this document, and any plans or drawings or supporting documentation that may be provided by The City are for the assistance of the proponent. The City takes no responsibility for the accuracy of information in this document or in any accompanying documentation. In the event of any discrepancies or omissions appearing, differences of opinion, misunderstanding, or dispute arising between the proponents and the City of Saskatoon relative to the intent or meaning of the terms set out in this Request for Proposals or in any accompanying documents, the decision and interpretation of The City shall be final and binding upon all parties, and from which there shall be no appeal.

5.3 *Waiver of rights in proposals*

All proposals and any accompanying information submitted by proponents will become the property of The City and may not be returned to the proponents. Each proponent acknowledges and agrees that The City is likely to receive and be required to deal with a number of competing proposals, each of which may contain or disclose information considered by the proponent to be of special, unique or proprietary nature. Details of all proposals will be kept confidential until the final selection of the proponent; however, all proposals are subject to the "Freedom of Information and Protection of Privacy Act". In addition, as part of the selection of the successful proponent, summaries of all proposals received, and details of the agreements to be entered into with the successful proponent may constitute part of a public report to City Council.

5.4 *Indemnity of Corporation by proponents*

Each proponent shall indemnify and save harmless The City, and their respective staff and consultants from and against all claims, actions, suits and proceedings,

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including all costs and expenses of every nature whatsoever incurred directly and indirectly by The City in connection with such claims and actions in respect to the infringement or alleged infringement of any patent, copyright, trademark or industrial design or the use or misuse in connection with the proposal.

5.5 Conflicts of interest

No member of City Council nor any employee or official of The City shall submit or be directly involved in the submission of a proposal.

5.6 Condition of site

5.6.1 A Phase 1 Environmental Site Assessment report will be supplied to the successful applicant. Any further subsurface environmental investigations to evaluate for soil conditions on the site will be at the applicants own expense.

5.6.2 The City makes no other representations or warranties of any kind, either expressed or implied, as to the condition of the pre-designated site, the soils conditions or the use to which it may be put. The successful proponent must accept the site in an “as is” condition.

5.7 Proponents costs

The City shall not be responsible for any costs or expenses incurred by the proponents in the preparation or presentation of proposals.

6.0 Financial Incentives and Homebuyer Assistance Programs

6.1 Equity Building Program

Affinity Credit Union, in partnership with the City of Saskatoon, offers the Equity Building Program to support households with modest income to purchase an entry level home. The program provides down payment assistance in the form of an equity loan to a maximum of 5% of the value of the home. Homebuyers must have an income below \$70,000 and be currently renting in the city of Saskatoon.

Homebuyers who are interested in purchasing an entry level home anywhere in Saskatoon may be eligible for assistance under this program.

6.2 HeadStart on a Home Program

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The province of Saskatchewan offers the HeadStart on a Home program to encourage the construction of new entry-level housing. The program provides construction financing of up to 90% of the cost of the project. Further information is available at www.headstartonahome.ca or by calling Westcap Management, program manager, at 652-5557.

6.3 Affordable Housing Incentives and Assistance

The Mortgage Flexibilities Support Program (MFSP) assists low and moderate income Saskatoon households with purchasing a home. Total household income must be below the provincial Maximum Income Limits (MILs) which are currently set at \$52,500 (households without dependents) and \$60,000 (households with dependents). Households in this income range can afford to spend between \$180,000 and \$220,000 for a home.

Builders are eligible for a capital grant from the City of Saskatoon of up to ten percent of the total capital cost of the affordable homes. In exchange for this grant developers agree to sell the homes to households approved under the MFSP at prices which can be afforded by households earning the MILs or less.

Households purchasing a home under the MFSP receive a down payment grant equaling five percent of the purchase price from the City of Saskatoon. Canada Mortgage and Housing Corporation (CMHC) and Genworth Financial Canada provide mortgage flexibilities such as lower fees and higher debt service ratios. Saskatchewan Housing Corporation contributes to the cost of the down payment grants through their Affordable Home Ownership Program.

Funding for this project has been set aside in the 2013 allocation and the successful proponents should not expect to receive grants before then.

6.4 Evergreen Incentives Program

An administrative cost rebate of \$500 will be provided for each unit certified through the Energy Star for New Homes Initiative in Canada, the EnerGuide Rating System Initiative or the LEED Canada for Homes Program.

7.0 Further Information and Feedback

The City of Saskatoon is interested in receiving feedback on this project and wants potential proponents to identify any major impediments which, in their opinion, could prevent them from undertaking this project such as timeline, project size or any other

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condition in the RFP.

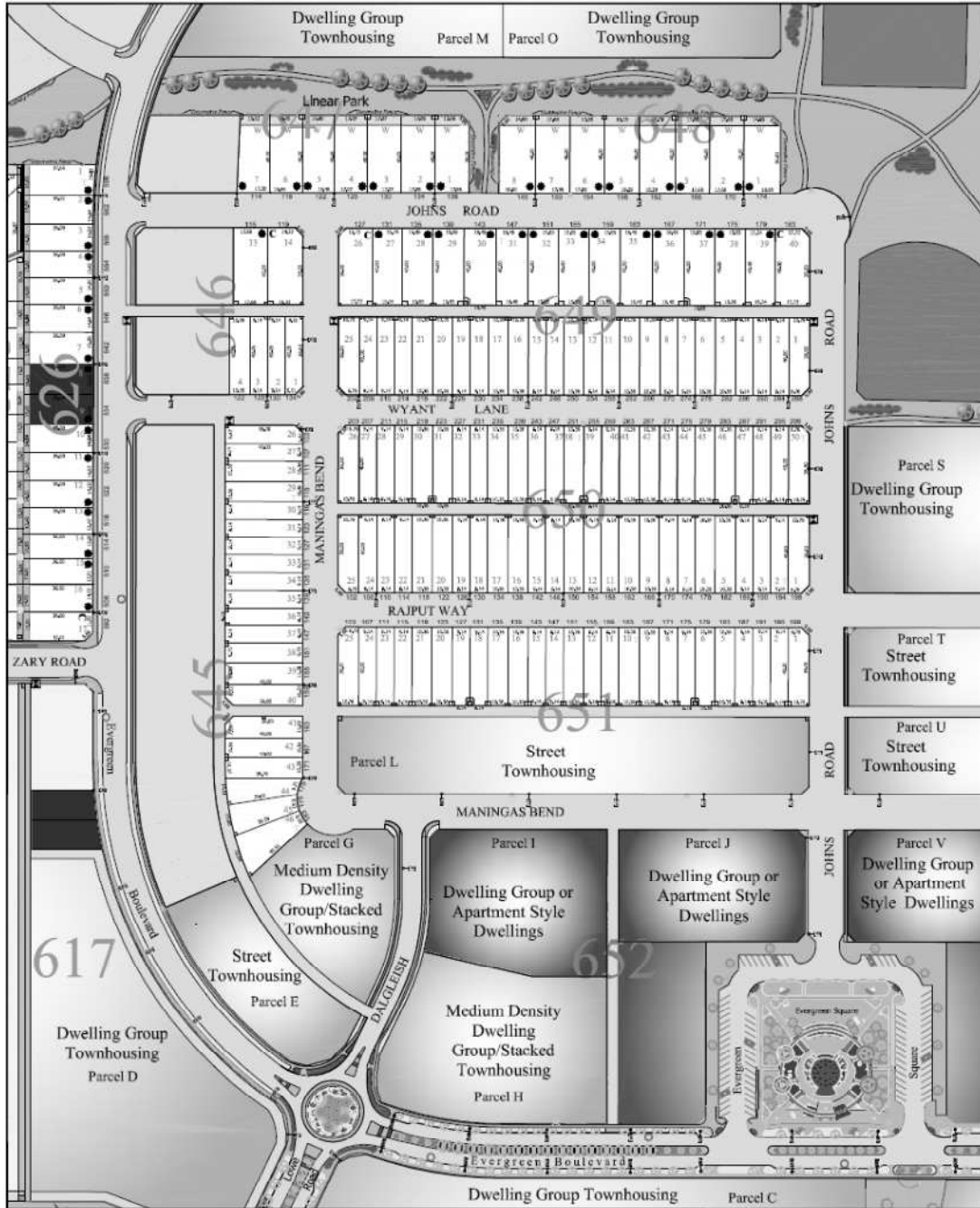
Please submit feedback or questions of clarification to:

Daryl Sexsmith, Housing Analyst
City of Saskatoon
306-975-7693
daryl.sexsmith@saskatoon.ca

Attachment 2 – Neighbourhood Map




EVERGREEN Phase 3, Lot Information Map



Legend

Single Family	City Water & Sewer	LED Light Standard	Malboxes
Multi-Family Low/Medium Density	Easement (various)	1234	Proposed Bus Stop
Multi-Family Medium/High Density	Civic Address	Corner Garage Location	Temporary Water Circulator
Residential Care Home (Residential Care Home + Type II: Daycare Centre/ Preschool)	Decorative Fence	Easement 1.5m	Transformer
Commercial/Residential (Mixed Use)	Easement 3m	Easement 5m	Trees Coniferous
Future Lot Draw (Single Family)	Fire Hydrant	Garage Location	Trees Deciduous
Previous Lot Draw (Single Family)	Garage Location	Walkout Basement	Utility Pedestal

The Land Branch does not guarantee the accuracy of this plan. To ensure accuracy, please refer to the Registered Plan of Survey. This plan is not to scale. Distances are in metres unless shown otherwise. This is not a legal plan. Lot dimensions and the location of other features are excerpted from multiple information and are subject to change without notice. For verification please check with the appropriate authority. Park design and municipal street landscaping is not finalized and subject to change.


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 Community Services - Land Branch - August 2011

Attachment 3 – RMTN1 Zoning Regulations

(from ZONING BYLAW NO. 8770 of the City of Saskatoon (2009))

8.9 RMTN1 – Medium Density Townhouse Residential District 1

8.9.1 Purpose

The purpose of the RMTN1 District is to provide for comprehensively planned medium density multiple-unit dwellings in the form of townhouses, dwelling groups, and other building forms, as well as related community uses.

8.9.2 Permitted Uses

The Permitted Uses and Minimum Development Standards in an RMTN1 District are set out in the following chart:

RMTN1 District	Minimum Development Standards (in Metres)									
	Site Width	Site Depth	Site Area (m ²)	Front Yard	Side Yard	Rear Yard Interior Site	Rear Yard Corner Site	Building Height (Max.)	Site Coverage (Max.)	Amenity Space Per Unit (m ²)
8.9.2 Permitted Uses										
(1) Dwelling groups ₁	30	30	900	6	6 ₅	6 ₅	6 ₅	12	40% ₆	9 ₄
(2) Street townhouses	6	30	180	6 ₇	1.5 ₂	7.5	7.5	12	40% ₃	-
(3) Residential care homes - Type I	6	30	180	6	1.5	7.5	7.5	12	40%	-
(4) Keeping of up to two boarders in a dwelling unit	-	-	-	-	-	-	-	-	-	-
(5) Family child care homes	Refer to General Provisions Section 5.33									
(6) Home based businesses	Refer to General Provisions Section 5.29									
(7) Accessory buildings and uses	Refer to General Provisions Section 5.7									
(8) Adult day care - Type I	Refer to General Provisions Section 5.35									
(9) Elementary and high schools	30	30	900	6	3	7.5	4.5	12	40%	

8.9.3 Discretionary Uses

The Discretionary Uses and Minimum Development Standards in an RMTN1 District are set out in the following chart:

RMTN1 District	Minimum Development Standards (in Metres)									
	Site Width	Site Depth	Site Area (m ²)	Front Yard	Side Yard	Rear Yard Interior Site	Rear Yard Corner Site	Building Height (Max.)	Site Coverage (Max.)	Amenity Space Per Unit (m ²)
8.9.3 Discretionary Uses										
(1) Child care centres and preschools	6	30	180	6	1.5	7.5	7.5	12	40% ₃	
(2) Residential care homes - Type II	15	30	450	6	1.5	7.5	7.5	12	40% ₃	
(3) Community centres	30	30	900	6	6	6	6	12	40%	
(4) Bed and breakfast homes	Refer to General Provisions Section 5.31									
(5) Adult day care - Type II	6	30	180	6	1.5	7.5	7.5	12	40% ₃	
(6) Special needs housing ₁	30	30	900	6	6	6	6	12	40% ₃	
(7) Private school	15	30	450	6	3	7.5	4.5	12	40	

(Revised – Bylaw No. 8929 – May 9, 2011)

Attachment 3 – RMTN1 Zoning Regulations
(from ZONING BYLAW NO. 8770 of the City of Saskatoon (2009))

8.9.4 Notes to Development Standards

- 1 For multiple unit dwellings and townhouses, in dwelling groups:
 - (a) Each dwelling shall have primary access directly to the outside,
 - (b) There shall be no more than 18 dwelling units in a building, and
 - (c) There shall be no more than nine dwelling units side by side along any one building elevation.
- 2
 - (a) No side yard shall be required for an attached street townhouse dwelling with two shared common walls;
 - (b) A side yard not less than 1.5 metres throughout shall be provided for an attached street townhouse dwelling with only one common wall, provided, however, that on a corner site where the side yard adjoins a street, the side yard shall be a minimum of 2.3 metres in width throughout.
- 3 Site coverage for street townhouses may be increased to 50% where the increased site coverage is used exclusively for required enclosed parking.
- 4 An amenity space with a minimum area of 90m², or 9m² for each dwelling unit, whichever is the greater, shall be provided on each site for a dwelling group.
- 5 For dwellings in dwelling groups, a side yard of not less than 3 metres in width throughout and a rear yard of not less than 3 metres in width throughout shall be provided for an attached covered patio or deck or an attached raised patio or deck.
- 6 Site coverage for dwellings in dwelling groups may be increased for attached covered patios or decks by the percentage of the area covered by such patio or deck, but the total site coverage shall not exceed 45%.
- 7 A front yard of not less than 3 metres in depth throughout shall be provided for street townhouse sites which front on to a local street as defined in the City of Saskatoon's Street Classification System and which have access to a rear lane.

8.9.5 Signs

Attachment 3 – RMTN1 Zoning Regulations
(from ZONING BYLAW NO. 8770 of the City of Saskatoon (2009))

The regulations governing signs in an RMTN1 District are contained in **Appendix A - Sign Regulations**.

8.9.6 Parking

- (1) Except as provided in clause (2), the regulations governing parking and loading in an RMTN1 District are contained in **Section 6.0**.
- (2) Where a street townhouse site has access to a rear lane, no parking shall be permitted in the front yard and no vehicular access to the site shall be permitted from the front street.

8.9.7 Landscaping

- (1) For dwelling groups, a landscaped strip of not less than 4.5 metres in depth throughout shall be provided along the entire length of all site lines which abut or adjoin a street, and shall be used for no purpose except landscaping and necessary driveway access to the site.
- (2)
 - (a) For street townhouses, a landscaped strip of not less than 4.5 metres in depth throughout lying parallel to and abutting the front site line shall be provided on every site and shall be used for no purpose except landscaping and necessary driveway access to the site.
 - (b) Notwithstanding subsection (a), where Section 8.9.4.7 provides for a front yard requirement for a street townhouse that is less than 4.5 metres, the entirety of any required front yard shall be landscaped and shall be used for no purpose except landscaping and necessary driveway access to the site.
- (3) For street townhouses on corner lots, in addition to the landscaping required in the front yard, the whole of any required side yard abutting the flanking street shall be landscaped.
- (4) Where an RMTN1 site abuts any R District site without an intervening lane, there shall be a strip of land adjacent to the abutting site line of not less than 1.5 metres throughout, which shall not be used for any purpose except landscaping.

8.9.8 Special Provision for Marquees or Canopies

- (1) For all permitted buildings except one and two-unit dwellings, a marquee or canopy shall be permitted to project into required front yards; provided

Attachment 3 – RMTN1 Zoning Regulations

(from ZONING BYLAW NO. 8770 of the City of Saskatoon (2009))

however, that the outer edges of such marquee or canopy shall not be located closer than 1.5 metres to any front site line. A marquee or canopy may be cantilevered out from the building but may not be constructed or supported within such yards by walls or by more than required or normal structural supports.

Attachment 4 – Evaluation Criteria

Evaluation Criteria – Parcel H Dalgleish Link – Entry-Level Ownership

Proposals will be evaluated on the following basis:

FACTOR	RATING POINTS (MAXIMUM)	POINTS ASSIGNED	EVALUATOR'S COMMENTS
<ul style="list-style-type: none"> • Provision of up to 30% affordable housing units 	20		
<ul style="list-style-type: none"> • Provides the highest ratio of entry level or affordable units versus higher priced units 	15		
<ul style="list-style-type: none"> • Provides the highest overall site density 	10		
<ul style="list-style-type: none"> • Attains the highest level of architectural merit 	15		
<ul style="list-style-type: none"> • Provides developer-sponsored incentives 	5		
<ul style="list-style-type: none"> • Provides energy conservation savings beyond Energy Star Standards 	15		
<ul style="list-style-type: none"> • Provides family-oriented amenity space 	10		
<ul style="list-style-type: none"> • Provides some units meeting accessibility standards 	5		
<ul style="list-style-type: none"> • Qualifications of proponent to complete a project of this size. 	5		
TOTAL EVALUATION SCORE	100		