

# ADMINISTRATIVE REPORT



**TO:** Board of Directors

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** June 18, 2020

**RE:** Housing Needs Assessment Report — Contract Award

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## **Administrative Recommendation:**

**THAT the Board of Directors award the Housing Needs Assessment Report contract to EcoPlan in the amount of \$116,827.**

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## **Purpose:**

The purpose of this report is to seek direction from the Board with regard to the awarding of a consulting contract to undertake a Housing Needs Assessment Report that will include all of the RDOS electoral areas, along with the City of Penticton, the District of Summerland and the Village of Keremeos.

## **Background:**

On April 16, 2019, Bill 18 - 2018 came into effect, which amended the Local Government Act to require all local governments in B.C. to complete Housing Needs Reports by April 2022, and every five years thereafter.

On October 3, 2019, the RDOS Board of Directors resolved that the RDOS submit an application to the Province to initiate a Rural Housing Needs Report in 2020, with the City of Penticton, District of Summerland, and the Village of Keremeos as project partners.

On February 21, 2021 the RDOS received notice from the project grant in the amount of \$140,000 was approved. As per the grant application, \$130,000 is earmarked for consulting costs, and \$10,000 for the RDOS's administrative costs.

On April 24, 2020, the Regional District posted a Request for Proposals (RFP) consultant teams with proven experience and expertise in developing housing needs assessments to complete the project. The scope of work outlined in the RFP includes the following:

- determine current and projected housing needs by collecting, generating and analyzing approximately fifty (50) distinct kinds of data about current and projected population, household income, significant economic sectors, currently available and anticipated housing units for each electoral area and partnering municipality.
  - develop statements about key areas of local need for each electoral area and each partnering municipality, including affordable housing, rental housing, special needs housing, seniors housing, family housing, as well as shelters and housing for people at risk of homelessness.
  - undertake stakeholder consultation that includes non-profit service providers, health authorities, and post-secondary institutions, First Nations and local Indigenous organizations, and the development sector.
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- work with the RDOS to identify any opportunities for integrated data collection/collaborative stakeholder engagement with the RDOS’s 2020 Child Care Needs Assessment project.
- host housing needs workshops for staff and relevant stakeholders, and present the Housing Needs Report to each of the Municipal Councils and the RDOS Board in public forums.

The proposed schedule for completing the Housing Needs Assessment Report is as follows, with completion anticipated in February, 2021:

<b>Task</b>	<b>Completion Date</b>
Award to Consultant	June, 2020
Start-up meeting and/or phone calls with RDOS staff	June, 2020
Research, stakeholder consultations, and data analysis	June - August, 2020
Develop Draft Reports & Final Report; Capacity Building Workshops	September – December, 2020
4 Public Presentations (RDOS Board & 3 Municipal Councils)	January - February, 2021

In response to the RFP, ten submissions were received by the May 22, 2020 deadline and met the RFP’s qualifications. In accordance with the terms of the RFP, an evaluation team of three (3) persons reviewed and ranked each proposal independently and then met to discuss results, as outlined in the following table:

<b>Proponent</b>	<b>Price (including GST)</b>	<b>Score</b>
EcoPlan	\$116,827.00	85.49
City Spaces	\$121,065.00	83.31
Urbanics	\$121,265.00	82.41
Urban Matters	\$127,135.00	80.31
Makola	\$129,917.00	77.19
Colliers	\$111,650.00	71.50
SHS	\$125,401.00	69.81
Colliers 2	\$126,000.00	66.47
Malatest	\$129,729.60	66.46
Quintessential	\$128,100.00	65.43

**Analysis:**

The successful proponent, EcoPlan, showed comparatively greater strengths in the categories of experience, qualifications, methodology, and resources. In particular, the company provides a team with excellent qualifications, provided a proposal with a very solid methodology, and has directly related experience in completing a Housing Needs Assessment Report in the South Okanagan.

Overall, the evaluation team believes that the EcoPlan provides the best value and experience for the project.

There are adequate consulting funds available to cover this project.

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**Alternative:**

THAT the Board not award the contract to EcoPlan.

**Respectfully submitted:**

*Cory Labrecque*

C. Labrecque, Planner II

**Endorsed by:**

*CG*

C. Garrish, Planning Manager

Attachments: No. 1 – RFP Evaluation Form

Attachment No. 1 – RFP Evaluation Form

Proponent's Name: \_\_\_\_\_

Project Title: 2020 Housing Needs Report: Penticton, Summerland, Keremeos, & Rural Okanagan-Similkameen

Evaluation Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Subconsultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Maximum or upset fee included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent (up to 30 points)	Qualifications of firm and project team members	10	
	Experience of firm and project team members	10	
	Past Performance / References	5	
	Resources	5	
Proposal (up to 50 points)	Scope	5	
	Methodology	15	
	Environmental Performance	5	
	Scheduling	10	
	Project Team - Level of Effort	5	
	Clarity of Proposal	10	
Price (up to 20 points)	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (20% weight)	20	
Total Score	Proponent + Proposal + Price Scores	100	