



**Request for Proposals for the
Development of a Functional Plan for
Seniors Affordable Housing and Care**

Issue Date: May 18th, 2018

Submission Information:

Submissions are required **on or before Thursday July 5th, 2018, 10PM** local time.
Submissions should be submitted to:

City of Martensville
Attn: Economic Development
37 Centennial Dr. S.
Box 970 Martensville, SK
S0K 2T0
economicdevelopment@martensville.ca

Request for Proposals for the Development of a Functional Plan for Seniors Affordable Housing and Care

Purpose

The City of Martensville is requesting qualified firms to submit proposals that will facilitate the development of a Seniors Affordable Care and Housing Project in the City of Martensville. This project will have a multi-stage care component aimed at low and moderate-income residents.

Background

A growing population, in combination with anticipated changes in diversity along age demographics serve as the catalyst for this project. Local and area residents will age and may desire to stay in 'their' community or a smaller, more rural setting. Additionally, this project may provide the opportunity for parents of residents to reside in Martensville alongside their family. Martensville has an advantage of offering a different lifestyle to seniors than Saskatoon can offer, but at the same time has the advantage of proximity to health services and additional amenities that are in close proximity.

Leadership and Organization

At the time of this Request for Proposals a local corporation has not yet been established but The City of Martensville will seek to organize a local Housing Development Corporation to steer this project and represent local common interests. The City of Martensville will be a represented on this committee and will provide administrative and financial supports through the Functional Plan portion of this project.

Funding and Support

Funding for this project is through the City of Martensville and through the Encouraging Community Housing Options Program. The City of Martensville may also be able to participate in respect to land for a potential project as the City of Martensville is the primary landowner in the East Sector Lands.

Submission of Proposals

Each Proposal is asked to include the following information:

Understanding of the Request-

A brief statement that demonstrates a clear understanding of what the bidding company is being asked to deliver.

Qualifications of project team, personnel, experience and industry connections.

Brief overview of company information, including structure and stability and how your company can deliver this project Provide specific and relevant experience related to the scope of this project, Team lead and individuals who will be actively working on the project. Strategic alliances that can potentially take this project from functional plan to a reality.

Work Plan

Outline of schedules and timeframes to take project from initiation to completion.

Key Deliverables

The Goal of the Functional Plan is to build information about this project and build the business case to secure financial and strategic partners that would work alongside the City of Martensville and the local Housing Development Corporation to design, finance, build and operate this facility.

The Functional Plan will **include a Feasibility Assessment** that will help define the need and demand for this housing product. The feasibility will recommend the size of the project and allocation of units between independent living spaces and care spaces. Further breakdown of the Feasibility Assessment should include but should not be limited to:

- population demographics and patterns, current and forward looking
- site analysis of growth areas, transportation, infrastructure,
- description of service (unique features, limitations, advantages, trends)
- overall industry analysis (market potential, customers, competition)
- overview of all alternatives
- Recommendation, defined characteristics of the venture and why
- Brief financial plan and implementation plan

The Functional Plan will include an analysis of sites that would be best suited for the development and establishment of an Affordable Seniors Housing and Care Complex. There are several areas that are within Martensville or its growth areas that should be assessed for suitability for this project. (Land Options- as provided and illustrated)

- West Sector Lands
- Martensville City
- Lake Vista
- East Sector Lands

NOTE: Sector Planning for the West Sector and East Sector Plans is currently underway. Engagement with the Planning Consultants is highly recommended to determine how a Seniors Affordable Housing and Care development would fit into the sector planning project.

http://www.martensville.ca/pages/city_of_martensville_sector_plans

Additional factors that can be considered within the Feasibility Assessment include:

-The City of Martensville is interested in projects that will focus on quality of living over 'density' for seniors living in Martensville, providing seniors a lifestyle that encompasses values of health, pride, activity and independence.

-Investigate the feasibility of a 'village' concept comprised of bungalow style bungalows for independent living residents and integration of a retirement and care residence that is suited for assisted living and residential care residents as well as providing an opportunity for independent living residents to age in place.

-Proposals should consider SHC modesty guidelines and universal design elements including size of units, amenities available, finishes, materials, systems or techniques.

-An integration of services for residents of this housing concept. Services may include but are not limited to transportation, health& beauty, fitness, housekeeping and meals.

-Investigate and identify how this project will tie into existing local services including health, recreation, amenities, restaurant and grocery as well as transportation.

An **early stage Business Plan** that will serve as a basis of attracting prospective developers, builders and operators of a Seniors Affordable Housing and Care Project.

- Overview and description of the venture including services provided
- Start-up summary, development and construction costs, Financing
- Sales and Marketing plan
- Operational Plan
- Human Resources, staffing and key personnel
- Financial Operation and Plan break even analysis,
- Final Value Proposition to potential developers and Investors

Pricing

Include a detailed, comprehensive and transparent breakdown of project fees. The respondent will be required to submit invoicing to satisfy funding requirements.

References

List of three references that reflect work similar to the scope of services being requested while briefly indicating successes and outcomes.

Proposal Submissions

The Deadline for submissions is July 5th , 10PM CST, submissions provided after this date will not be considered.

Submissions are permitted and encouraged to be submitted electronically. Electronic proposals are to be submitted to economicdevelopment@martensville.ca

Alternatively, proposals may be mailed to:

Dillon Shewchuk, PCED.SK
Community/Economic Development Manager
City of Martensville
Box 970, Martensville SK. S0K 2T0
Phone: 306 - 931-2166

Submissions will be evaluated on:

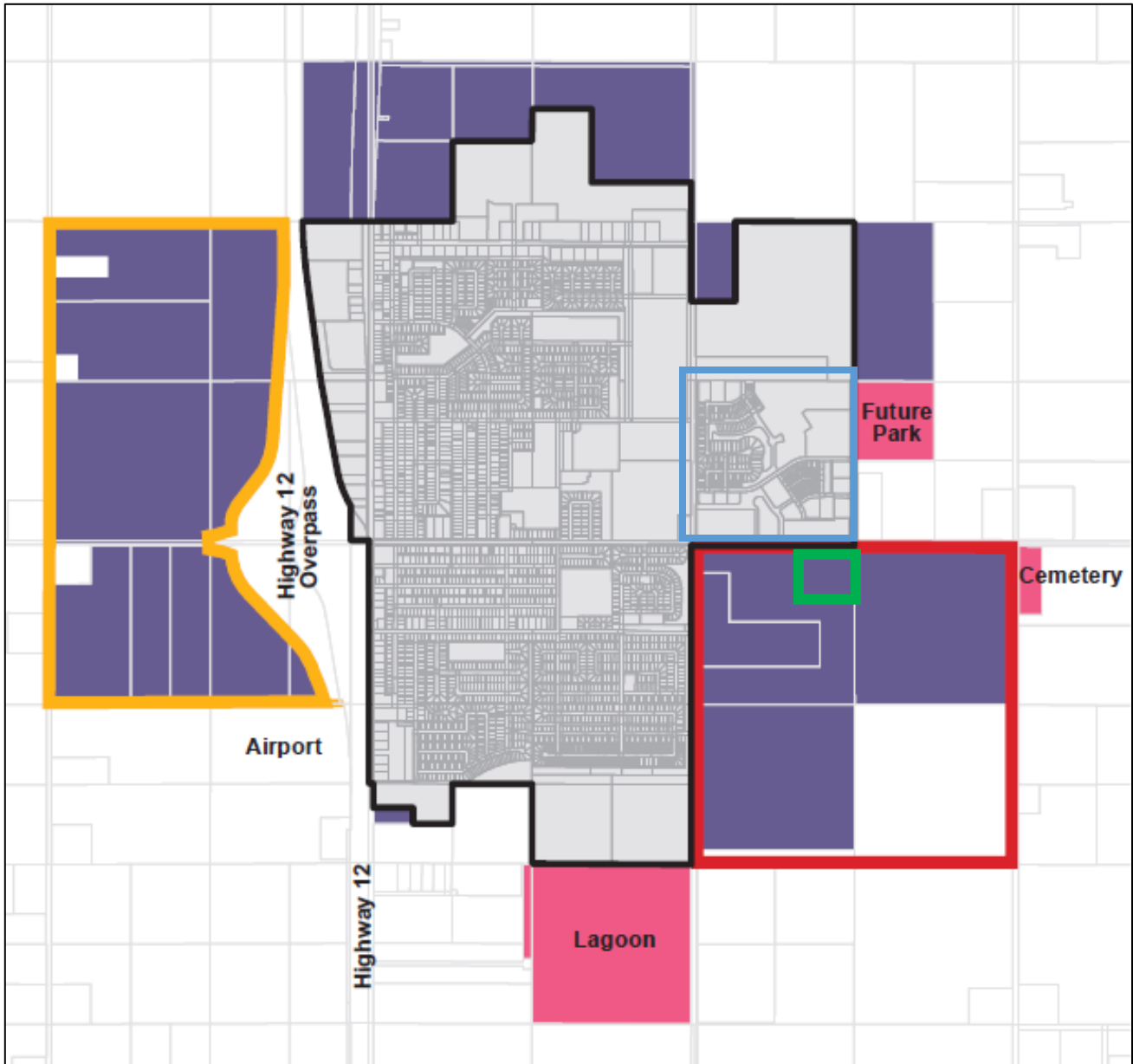
Understanding of the Project- ability to address the key deliverables as outlined in this Request for Proposals	30%
Qualifications of Project Team, personnel, experience, and connections to the industry	25%
Work Plan, outline of project delivery, expected schedule- timeframes, expected outcomes	15%
Pricing	20%
References	10%

Proposal Conditions

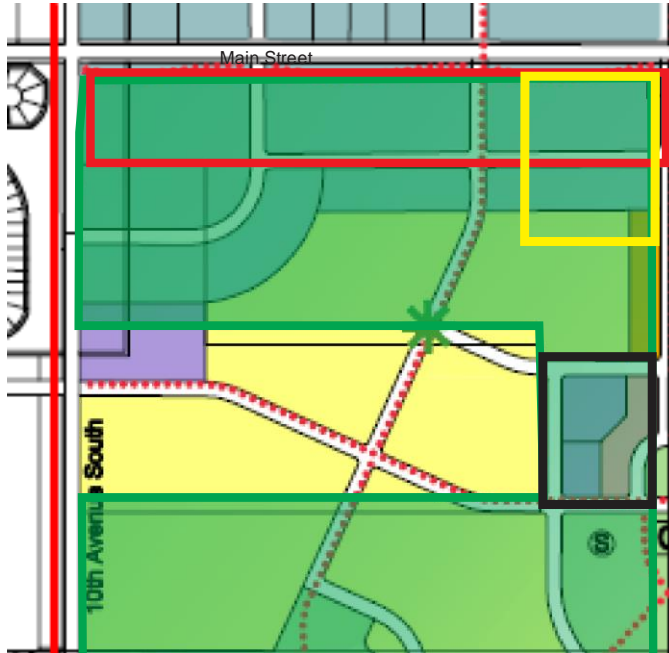
- This is a Request for Proposal (RFP) only. The City of Martensville is not obligated nor is the City of Martensville to be construed as obligated to proceed further. The City of Martensville may at its sole discretion elect not to accept any submission for any reason and reserves the right to negotiate final project terms and conditions.
- The City of Martensville as cancel and reissue the RFP at the City's discretion.
- Submitted proposals become the property of the City of Martensville
- Respondents should note in their proposal if there is any proprietary information that cannot be shared outside the scope of this project.
- The City of Martensville is not responsible for any costs incurred by Respondents in preparing and submitting responses. The City of Martensville accepts no liability of any kind to a Respondent unless, and until, its response is accepted, and a formal agreement is signed.
- If applicable, Respondents must identify any subcontractors or other firms that may be contracted to undertake work as contained within this RFP as well as indicate who has responsibility for a designated component.
- A payment schedule will be developed in conjunction with the successful Respondent.
- The City of Martensville will have ownership rights to all data / intellectual property generated by the project.
- The successful Respondent may not release any information regarding the City of Martensville and this project to the media or elsewhere without the prior written consent of the City.
- All submissions will be kept confidential and only be used for this project.

Land Options- Martensville, Sk

- West Sector Lands
- South East Sector Lands
- Community Core Area (concept stage)
- Lake Vista Subdivision
- Martensville City



Community Core Area



- City lands
- Commercial
- Legacy-Park area
- Community Core

