

TOWN OF MORDEN

**REQUEST FOR PROPOSAL RELATED TO POCKET
HOUSING ON 638 STEPHEN STREET**

ISSUE DATE:
February 13, 2009

SUBMISSION DEADLINE:
March 12, 2009, 4:00 p.m. CDT

Proposals must be enclosed in a sealed envelope bearing the proponent's return address and the heading, "Request For Proposal, Pocket Housing" on the face of the envelope. The envelope should be addressed to:

Town of Morden
100 – 195 Stephen Street
Morden, Manitoba
R6M 1V3
Attention: Ernie Epp, CAO

Background

Until recently 13th Street between Stephen Street and North Railway Street existed as an undeveloped right of way. It has been determined this portion of 13th Street will not be required for a street and can be used for development. This portion of 13th Street is now closed and now known as 638 Stephen Street.

The Council of the Town of Morden is interested in the development of housing commonly referred to as 'pocket housing'. This type of housing is generally intended for single persons and is smaller in size.

As a result, the Town of Morden is issuing this request for proposal.

REQUEST FOR PROPOSAL

Terms of Reference

To prepare a proposal for the development of pocket housing at 638 Stephen Street.

Project Summary

The Town of Morden is seeking the development of a pocket housing building at 638 Stephen Street, and will sell the lot to a proponent that submits a suitable proposal. A copy of the legal plan showing this property, identified as "PCL A", is attached as Appendix 1.

To this end, the proponent will be required to prepare a document outlining the following:

1. a description of what would be constructed, including number of units, size of units, overall size of the building, type of construction, number of storeys, etc.;
2. a rough site plan with dimensions showing the placement of the building and required parking spaces;
3. what the Town would be paid for the property; and
4. timelines outlining when the project would be started and completed;

Multi family housing requires a minimum of three units, and is a conditional use in this zoning area.

The proponent will be responsible for ensuring the proposal complies with all zoning requirements.

Units must be a minimum of 400 square feet in size.

One hard surfaced off street parking space will be required for each unit.

Yard requirements are 15 foot side yards, 25 foot front yard, and 25 foot rear yard.

The lot currently does not have water or sewer service lines. All costs related to installation of these lines will be the proponent's responsibility.

Any expected sustainability components of the development should be identified in the proposal.

Prior to final acceptance of any RFP, the proponent will be required to provide an itemized design that meets with Town approval, and will be required to provide a drainage plan that meets with Town approval.

PROPOSAL REQUIREMENTS

Instructions to Proponents

Submission Address and Deadline

Proponents must submit two hard copies of their proposal addressed as follows:

Town of Morden
100 – 195 Stephen Street
Morden, Manitoba
R6M 1V3
Attention: Ernie Epp, CAO

“Request For Proposal, Pocket Housing”

Proposals submitted by facsimile transmission (fax) or electronic mail (e-mail) will not be accepted.

Proposals must be submitted in a sealed envelope and delivered personally, by mail, or by courier to the above-noted address. The envelope should be clearly marked with the proponent's name and return address.

The appropriate signing officer(s) for the proponent must sign the proposal. Once submitted, the proposal becomes the property of the Town of Morden.

It is the sole responsibility of the proponent to ensure the proposal is received at the designated location prior to the submission deadline.

Proposal Inquiries

Proponents are solely responsible for obtaining all information that may be necessary to understand the requirements of this RFP and submit a proposal in accordance with the terms of this RFP. No allowance will be made for the failure of a proponent to obtain such information, or to make such required investigations.

Inquiries related to the RFP should be submitted in writing, at least seven days prior to the submission deadline. Written inquiries are to be directed to:

Ernie Epp, CAO
Town of Morden
100 – 195 Stephen Street
Morden, Manitoba
R6M 1V3
Fax No: (204) 822-6494
E-mail: eepp@mordenmb.com

Should the municipality determine that an inquiry would be of interest to all proponents; it will be communicated to all proponents. The source of the inquiry will be kept confidential.

Proposals must be received no later than 4:00 p.m. CDT on March 12, 2009 at the address indicated above. **Proposals received after the submission deadline will not be accepted and will be returned to the proponent unopened.**

Proposal Format

Proponents must submit their proposal, clearly outlining the approach they would take to meeting the requirements of this RFP. Particular emphasis should be placed on addressing the key issues as identified earlier in this document.

Simplicity and clarity of responses are vitally important. Proponents should avoid including extraneous or irrelevant information. Failure to respond to any of the critical components of the RFP will result in rejection of the proposal.

Proposals should be written in clear, succinct language and allow easy retrieval of information and understanding of the proposal for evaluation purposes.

Proposal Content

In addition to addressing the critical components of this RFP, proponents will be expected to include the following:

Letter of Introduction

On one page the proponent will introduce the firm and state their intent to provide the services as described in their proposal. Again, an appropriate officer of the firm holding authority to legally bind the proponent organization should endorse the proposal.

Corporate Profile

Each proponent must provide a "Corporate Profile". The profile will give the reader insight into the experience and qualifications of the firm and its employees. Employee experience should include experience gained within the proponent firm, or acquired through employment with another organization.

Other

Proponents should include any additional data that, together with the foregoing comments and information, will provide a thorough understanding of the proponent and their proposal. This should include advising of work the proponent has done for the Town of Morden within the last ten years.

Proposal Conditions

By submitting a proposal, proponents agree that the proposal or any part of the proposal is subject to the following conditions, in addition to any other terms or conditions set out in this RFP:

Disqualification

No proposal will be considered that is:

- Received after the submission deadline;
- From a proponent where, at the discretion of the municipality, a conflict of interest exists; or
- In any way conditional, or that proposes to impose conditions on the client that are inconsistent with the requirements of this RFP and the terms and conditions stipulated herein.

Right of Rejection

The submission of a proposal, the receipt of a proposal and the opening of a proposal, or any one of the preceding actions, does not constitute acceptance of a proposal.

A proposal is not and must not be deemed in any way to be a unilateral agreement. It is simply an offer by the proponent to carry out the provisions set out in this RFP. A proposal may be accepted or rejected by the Town of Morden solely at its discretion.

Right to Reissue RFP

The Town of Morden reserves the right to reissue the RFP, where, in its opinion, none of the proposals submitted in response to the RFP warrant acceptance or where it could be in the best interest of the municipality to do so.

Cost of Proposal

Cost incurred in the preparation, presentation and submission of a proposal must be borne entirely by the proponent.

Amendment or Withdrawal of Proposal

A proponent may amend its proposal before the submission deadline by submitting an amendment, which clearly identifies the change, or by submitting a new proposal that clearly indicates that it is intended to replace the proposal previously submitted by the proponent.

All notices to amend or withdraw a proposal must be submitted in writing to the address listed on the cover page of this RFP. All amendments or letters of withdraw must be submitted on the proponent's letterhead and duly signed by the proponent or its authorized representative.

<p>The proponent is solely responsible when submitting an amendment or a request to withdraw a proposal to ensure that the municipality receives the submission prior to the deadline date.</p>
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Period of Validity

A proposal may not be revoked after the submission deadline and will remain open for intent to accept for 45 days after the submission deadline.

Decision of Evaluation Committee

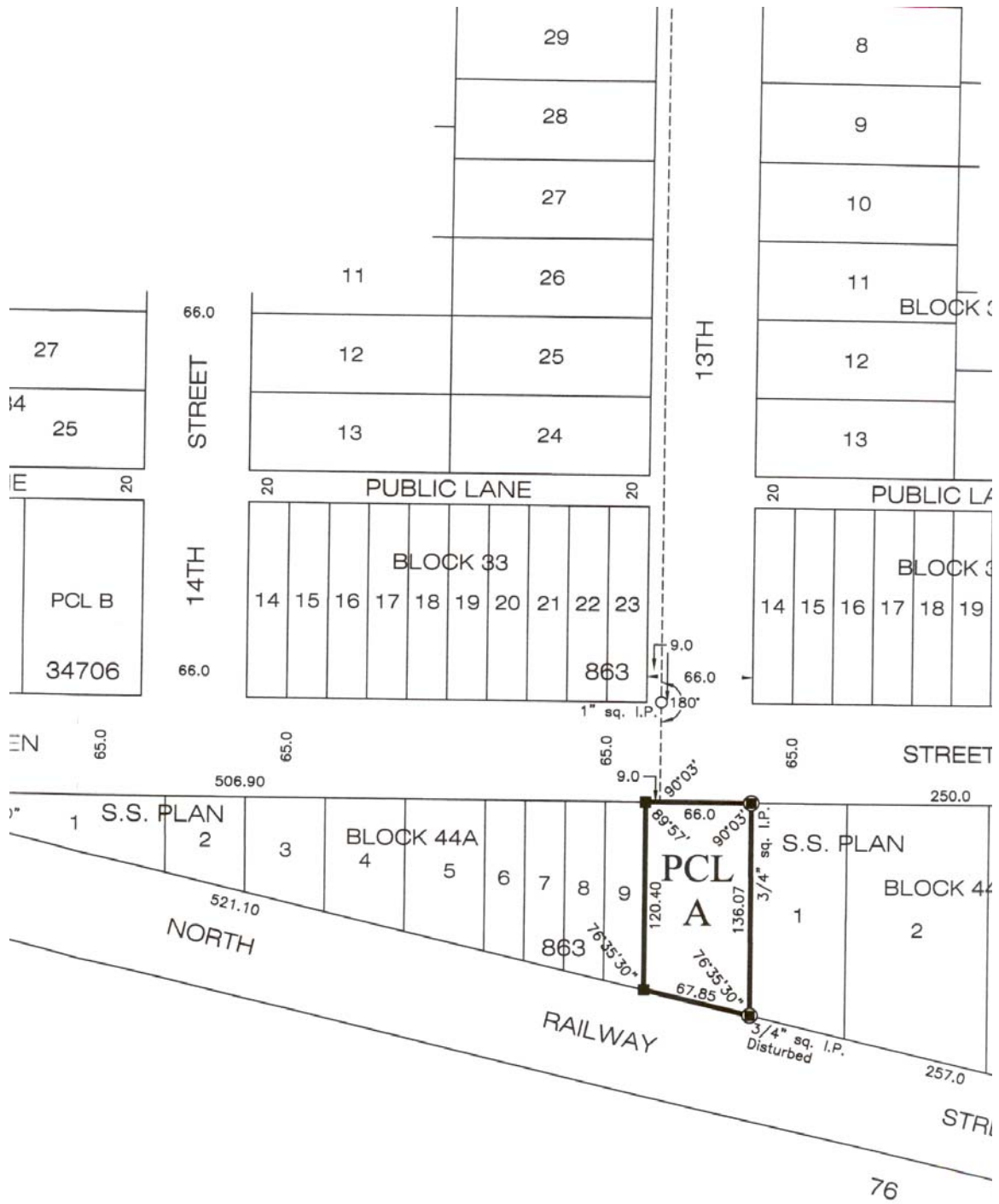
The Evaluation Committee, comprised of representatives of the Town, reserves the authority to determine the degree to which a proposal meets the criteria as set out in this RFP. The committee's decision is absolute and may not be appealed by a proponent.

Timelines

The following dates are targets only and are subject to change by the municipality.

<u>Activity</u>	<u>Tentative Date</u>
Release of Request For Proposal -	February 13, 2009
Last Date to Submit Inquiries -	March 5, 2009
Closing Date for Proposal -	March 12, 2009
Proposal Review and Evaluation -	March 17, 2009
Notice of Intent to Award (subject to final plans being submitted and approved, and obtaining a conditional use -	March 23, 2009
Notice of Award -	May 11, 2009

APPENDIX 1



APPENDIX 2

PROPOSAL EVALUATION

Proposal Evaluation and Selection

Evaluation Committee

The Evaluation Committee will be comprised of representatives from the municipality. The Evaluation Committee is responsible for reviewing and evaluating proposals submitted in response to this RFP.

Evaluation Process

The RFP evaluation process is a selection procedure. It will be finalized through the following steps:

- (1) Proponents to submit proposals in response to RFP.
- (2) Evaluation Committee reviews and evaluates proposals ensuring
 - Proposals meet all the mandatory requirements to proceed with the evaluation process, and
 - Proposals are evaluated.
- (3) Evaluation Committee recommends the selected proposal or part of a proposal to Council.
- (4) Council decides to accept or reject a proposal or part of a proposal.