

Request for Information

For

ON RESERVE TECHNICAL SERVICES PROVIDERS

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Originating Department: CMHC

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Canada



1.1 Introduction and Scope

Canada Mortgage and Housing Corporation (CMHC) is conducting a Request for Information (RFI) to gather information from Service Providers who offer Technical Services in support to CMHC's On-Reserve Non-Profit Housing Programs (Section 95) and CMHC's Renovation Programs.

1.2 CMHC Background

CMHC is the Government of Canada's National Housing Agency, with a mandate to help Canadians gain access to a wide choice of quality, affordable homes. It is a Crown corporation, with a Board of Directors, reporting to Parliament through the Minister of Employment and Social Development, and Minister responsible for Canada Mortgage and Housing Corporation, the Honourable Jason Kenney.

CMHC has more than 2,000 people located at its National Office in Ottawa and at various Business Centres throughout Canada. The Business Centre areas are divided into five regions: Atlantic; Quebec; Ontario; British Columbia; and Prairies & Territories.

1.3 Objectives of this Request for Information

The objective of this RFI is to:

- Identify a pool of qualified Technical Service Providers who offer on-reserve property reviews and provide progress reviews for the purpose of construction advance validation services;
- Determine geographical regions in Canada where Technical Service Providers are able to deliver the services;
- Determine what the estimated fee structure might be for this type of service.
- In support of the federal government's Procurement Strategy for Aboriginal Businesses (PSAB), preference will be given to Aboriginal businesses during any subsequent procurement. If no responses are received from Aboriginal businesses, CMHC will consider non-aboriginal Service Providers.

1.4 Current Environment

CMHC is a federal government agency governed by the National Housing Act (NHA). The NHA sets out the programs that CMHC delivers to help Canadians meet their housing needs. CMHC offers programs intended to assist First Nations in meeting their

housing needs on-reserve as described below and enters into agreements for the ongoing administration of the existing social housing stock.

- A. On-Reserve Non Profit Housing Program (Section 95 of the NHA)
- B. Renovation Programs On-Reserve

A. On-Reserve Non Profit Housing Program (Section 95)

Program objectives

The objectives of the program are:

- 1. To assist First Nations in the construction, purchase and rehabilitation of affordable housing.
- 2. To assist in the administration of suitable, adequate and affordable housing.

1. New Construction or Acquisition/Renovation of Existing units under Section 95

Under the On-Reserve Non Profit Housing Program (Section 95 of the NHA), First Nations may apply to CMHC for subsidy assistance to enable them to build new affordable housing units or acquire and renovate existing housing units. They may also apply to CMHC for Direct Lending to fund the construction/renovation of the units. CMHC monitors the progress of the construction/renovation of these units.

Technical Service Provider responsibilities

CMHC hires Technical Service Providers to complete progress advance reviews to allow CMHC to advance funds for the project based on work completed. **It should be noted that this type of service is strictly for the purpose of progress advancing and does not include an inspection for building code compliance purposes.**

Progress advance reviews are usually scheduled at different stages of construction and may involve up to six site visits while the construction is in progress.

2. Agreement Administration of the On-Reserve Non Profit Housing Program (Section 95)

Under the Section 95 program, CMHC and First Nations enter into an Operating Agreement which is in effect for the full term of the housing loan. Under the terms and conditions of the Operating Agreements, the First Nations must ensure that the housing units are kept in an acceptable state of repair. Therefore, as a condition of the Operating

Agreements, CMHC undertakes Physical Condition Reviews (PCRs) once every 5 years for each project.

Technical Service Provider responsibilities

The Technical Service Provider will complete a physical condition review of the dwelling unit, establish a list of necessary repairs/deficiencies and enter the information into CMHC's shared database.

The PCR report will include the following:

- List of any building components that are found to be in unsatisfactory condition or near the end of their life expectancy;
- The priority level of the repairs/replacement of the components that are identified
- Cost estimates using the most cost-effective means to complete the repairs/replacements.

B. Renovation Programs On-Reserve

These CMHC programs offer financial assistance to First Nations and First Nation members to repair substandard properties to a minimum level of health and safety and/or to improve the accessibility of housing for persons with disabilities.

Technical Service Provider responsibilities

The Technical Service Provider's role in the Renovation programs involves:

1. Assessing the property for repairs and/or modifications that qualify for assistance.
2. Preparing the scope of work for eligible repairs.
3. Reviewing contractor estimates and confirming them with the program administrator.
4. Assessing for progress advancing purposes and completion of the work.

1.5 Requirements of the Technical Service Providers

A. Minimum Technical Qualifications

CMHC requires that Technical Service Providers have proven residential inspection experience, specification writing and cost estimating experience and meet at least one of the following requirements:

- A bachelor's degree in architecture or engineering in building science.
- Designation or certification as a First Nation, provincial or municipal building official.
- Diploma in building technology or other related discipline from a recognized academic college.
- An equivalent combination of education and 5 years of relevant experience.

B. Insurance Requirements

- Commercial General Liability Insurance with a limit of not less than \$2,000,000 per occurrence for bodily injury and damage to property including loss of such property.
- Professional (Errors & Omissions) Liability of not less than \$1,000,000
- Automobile insurance with limits of not less than \$2,000,000.

C. Monitoring and Quality Assurance

Technical Service Providers should have a process in place to monitor the quality of the work performed including but not limited to:

- Recruitment and training plans
- Performance reviews and process monitoring of employees/sub contractors
- Business continuity and disaster recovery planning
- Ability to report regularly on quality assurance results to CMHC
- Availability for CMHC to perform its own monitoring

D. Security Clearance

Technical Service Providers must obtain an enhanced reliability security clearance for employees performing work on behalf of CMHC.

1.6 Requirements of this Request for Information

The following are specific information requests that should be included in your responses:

1. Describe your company's ability to provide the services required including company structure, employees qualifications, experience, and processes for hiring and training Technical Advisers.
2. Identify the geographical regions in Canada or specific First Nation communities that your company would be able to cover and proposed turn-around time for the required services.
3. The following scenarios are typical requirements of the Technical Services Provider. To assist CMHC in budgeting for this work, describe the estimated fees for the types of services described below for
 - i. an urban community (population > 2,500)
 - ii. rural community (population < 2,500)

- iii. remote community (Northern and far Northern areas of Canada with a population < 2,500 that do not have year-round road, rail or ferry access)

The pricing must be inclusive of any applicable per diem rates, hourly rates, and any other pre-determined rates associated with the delivery of the services. Assume that travel time is one hour in total for urban area; 4 hours for Rural and 24 hours for remote areas. Travel expenses (i.e. car expenses, plane tickets, hotels, meals, etc.) should not be included.

Task	Estimated Fee		
	Urban	Rural	Remote
To do one progress advance validation review for a new project involving 7 individual units all located within a First Nation community and each at different construction stages. Task includes on-site visit and completing progress report.			
To conduct one Physical Condition Review (PCR) on a single family dwelling. Task involves the physical review of the unit, preparing the report and cost estimates, entering the data in a data base.			
To conduct a preliminary review of a single family dwelling for the purpose of establishing eligible repairs under the Renovation Program. Task involves the physical review of the unit, preparing work specifications and cost estimates, reviewing contractor bids and advising program administrator.			
To conduct one progress advance validation review on the same unit to verify the work completed under the Renovation Program. Task includes on-site visit and completing progress report.			

4. As a Service Provider, do you currently have the necessary insurance coverage required for such work or the ability to obtain the insurance required?
5. Describe your quality assurance process and monitoring of employee performance.
6. CMHC values and welcomes innovative initiatives from Respondents. Identify such opportunities and possibly demonstrate how these services and/or actions could qualify as an innovative solution to CMHC.

1.7 Submission Requirements

Individuals or companies interested in responding to this RFI are invited to submit a brief information package pertaining to the above-stated high level requirements (Sec 1.6), **on or before:**

Thursday December 11, 2014 2:00pm EDT.

Please submit your response electronically to ebid@cmhc-schl.gc.ca. The subject line of the transmission must state RFI-PS001. An automatic confirmation of receipt will be sent to all respondents. Responses may be submitted in MS Word, Lotus WordPro or Adobe Acrobat PDF, in English or in French. Please note that in certain e-mail programs the "Send" format may need to be specified as either "HTML" or "Plain Text". Rich Text formatted or compressed (Zipped) documents cannot be opened by CMHC.

NOTES:

1. Respondents need not prepare expensive or detailed responses at this time.

2. Respondents should not include firm pricing, unit costs or quotations in their submission; however, CMHC is looking for an idea of what the market fee structure might be for this type of service.

3. Respondents should note that this RFI is neither a formal tender nor an intent to contract with any supplier and should not be interpreted as any form of commitment or obligation on CMHC's part. Following the receipt of responses and at its sole discretion, CMHC will determine whether or not to continue the project described herein.

4. In responding to this RFI, any assumptions that respondents have made should be clearly explained. Providing feedback on this project is not mandatory and will not serve as pre-qualification of respondents for any subsequent solicitation process; however, feedback from industry sources will assist CMHC in preparing for a possible solicitation process and assist the procurement strategy as a whole. Responses will not be formally evaluated.

5. Respondents are reminded that this is a Request for Information (RFI) and not a Request for Proposal (RFP). It is not necessary to respond to every point mentioned in the RFI; however, more complete responses will potentially reduce the chances for misunderstandings when and if CMHC proceeds to the solicitation process stage.

6. Due to the nature of this RFI activity, respondents must be aware that the aspects of their responses may be used as a basis for modifying the draft document, if CMHC prepares any future procurement. It shall be noted that these draft documents are subject to change.

7. CMHC encourages interested individuals and businesses capable of delivering the services concerned to respond. By responding to this RFI, your company will receive notification of any subsequent procurement.

1.8 Communication

All questions regarding this RFI must be sent by e-mail or facsimile to:

Patricia Howse
Procurement Advisor, Room #C2-442
Canada Mortgage and Housing Corporation
700 Montreal Road
K1A 0P7
Email: phowse@cmhc-schl.gc.ca
Fax: (613) 748-2079

1.9 Ownership of Responses

All responses and related materials become the property of CMHC and will not be returned. CMHC will not reimburse the Respondent for any work related to, or materials supplied in, the preparation of the RFI response.