



Subject: Award of RFP#82-23 Regional Affordable Housing Strategy Consultant Proposal

Reference:

Date to Council: 11/27/2023
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Housing and Children's Services
Report Date: 10/6/2023
Clerk's File #:

To: Mayor and Members of City Council

Recommendation:

THAT City Council **AWARD** RFP 82-23, Regional Affordable Housing Strategy Consultant, to SHS Inc. for the provision of consulting services related to the development and delivery of a Regional Affordable Housing Strategy; and further,

THAT the Chief Administrative Officer and the City Clerk **BE AUTHORIZED** to execute agreements necessary to retain SHS Inc. for the provision of services, to an upset limit of \$166,568 (plus HST), satisfactory in legal form to the City Solicitor, in technical content to the Executive Director of Housing and Children's Services, and in financial content to the City Treasurer; and further,

THAT City Council **APPROVE** the transfer of up to a maximum of \$83,284 (plus HST), which represents the City of Windsor's fifty percent share of \$166,568 plus HST, from the City's Housing Reserve Fund 216; and further,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute a cost sharing agreement with the Corporation of the County of Essex, to equally share the cost of retaining SHS Inc., provided such agreement is in a form satisfactory to the City Solicitor, satisfactory in financial content to the City Treasurer, and satisfactory in technical content to the Executive Director of Housing & Children's Services; and further,

THAT the Purchasing Manager **BE AUTHORIZED** to issue Purchase Orders for any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children's Services; and further,

THAT the Commissioner, Human and Health Services **BE AUTHORIZED** to issue any change order(s) for any amendment(s) as may be required, including provisional items, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to the City Treasurer, and in technical content to the Executive Director of Housing and Children’s Services; and further,

THAT the Chief Administrative Officer and City Clerk **BE AUTHORIZED** to execute any amendment(s) as may be required, provided that the amendment(s) are within approved budget amounts, satisfactory in financial content to the City Treasurer; in legal form to the City Solicitor; and in technical content to the Executive Director of Housing and Children’s Services.

Executive Summary:

N/A

Background:

The City of Windsor’s Housing Services department is the provincially designated Consolidated Municipal Service Manager (CMSM) and the federally designated Community Entity (CE) for homelessness and housing support services for the City of Windsor and the County of Essex. The City of Windsor is also the sole shareholder of the Windsor Essex Community Housing Corporation (CHC) on behalf of the City and County.

In September 2021, Essex County Council passed a resolution to request Windsor City Council support for the immediate commencement of discussions on the development of a Regional Affordable Housing Strategy, including funding responsibilities. As a result of this request, through CR482/2021 dated November 1, 2021, City Council referred administration to begin to engage County Administration to establish an approach that considers the resources needed to develop an effective regional plan.

Discussion:

In early 2023, Housing Services met with County Administration to develop a work plan and service deliverables that would inform a Request for Proposal (RFP) supporting a Regional Affordable Housing Strategy. In July 2023, Housing Services issued the RFP to retain the services of a consultant experienced in providing and evaluating the housing needs in Windsor Essex and providing long term housing solutions and strategies. The RFP requires that the consultant work closely with staff from the City, County and all lower tier municipalities within Essex County.

Key deliverables of the proposed work include:

- a thorough review of best practices pertaining to housing affordability strategies
- consultations with all local area municipalities and their relevant administrative departments;

- establishment of an inventory of social and affordable housing units, land banking opportunities, and existing municipal tools, development strategies and incentives across the Windsor-Essex County region;
- identification and mapping of key areas of opportunity within the City and County,
- development of criteria for project selection and establishment of recommendations for regional policy and procedures; and finally,
- the development of an implementation roadmap that considers capital and operating budget impacts, financial risks and potential benefits for area municipalities and the region as a whole.

As per RFP #82-23 and in accordance with the Purchasing by-law, SHS Inc. was the successful proponent. Given that this is a regional approach, the RFP evaluation team was comprised of City and County administration. The Regional Affordable Housing Strategy and Implementation Plan will be completed in a manner compliant with the requirements under the Housing Services Act, Residential Tenancies Act and related Regulations with an end date no later than July 2024.

Risk Analysis:

Failure to retain SHS Inc., would result in the Regional Affordable Housing Strategy not being executed or completed. This strategy is required to create a roadmap for all of Windsor and Essex County to best meet the region’s housing crisis.

Climate Change Risks

Climate Change Mitigation:

There is no climate change mitigation risk with awarding this RFP.

Climate Change Adaptation:

There is no climate change adaptation risk with awarding this RFP.

Financial Matters:

The Corporation of the City of Windsor, in partnership with the County of Essex and its local municipalities, issued a Request for Proposal (RFP #85-23) for Consultants to undertake the development of a Regional Affordable Housing Strategy and Implementation Plan. As per RFP #82-23, dated July 10, 2023, and in accordance with the Purchasing by-law, SHS Inc. was the successful proponent as the regional affordable housing strategy consultant.

The SHS Inc. proposed a budget of \$151,424 plus HST based on approximately 1084 hours of service. An additional amount of \$15,144 plus HST, for approximately 108.4 provisional hours, is being included to address any additional work that may be identified as the project proceeds. The total proposed budget this project is \$166,568 plus HST. (See Table A below)

Table A: Proposed Budget – Regional Affordable Housing Strategy and Implementation Plan

Description	Approximate Hours of Service	Total Amount (Including Non-recoverable HST)
Consulting Services (RFP# 9-23)	1,084	\$151,424
Provisional Hours	108.4	\$15,144
Subtotal	1,192.4	\$166,568
Non Recoverable HST		\$2,932
Total Projected Expense		\$169,500
Projected County Share (50%)		\$84,750
Projected City Share (50%)		\$84,750

The City of Windsor will compensate SHS Inc. based on the proposed budget plan in Table A. Section 6.2.12 of the RFP states “periodic payments shall be made on a schedule to be agreed by the City and the successful Proponent and in relation to the achievement of milestones or percentage of work completed, but in no event will payment be made for work not yet completed.” Per the RFP, the Regional Affordable Housing Strategy and Implementation Plan will be completed with an end date no later than July 2024.

The full cost of the Strategy and Implementation Plan will be charged to 001-2950-5210-02942-0300500. It is recommended that the City of Windsor’s 50% share of the cost, to an upset limit of \$83,284 plus HST, will be funded by a transfer from the City Housing Reserve (Fund 216) which has an approximate balance of \$185,955 (net of encumbrances) as of October 31, 2023 and is sufficient to cover the City’s 50% of the cost of the service.

The County of Essex has confirmed that they have set aside funding for this RFP and agreed to share the cost of the consultant at 50%, therefore the execution of a formal agreement with the County of Essex will be required. The City of Windsor will invoice the County of Essex (001-6340-5210-02942-0300500) based upon the terms of the cost sharing agreement.

Consultations:

Diane Wilson, Manager of Social and Affordable Housing
 Kate Tracey, Senior Legal Counsel
 Nancy Jaekel, Financial Planning Administrator

Conclusion:

Of the proposals submitted for RFP#82-23 and in accordance with the City of Windsor's Purchasing By-Law, Administration recommends award to the highest scoring proposal submitted by SHS Inc. to provide consulting services related to the creating of a Regional Affordable Housing Strategy.

Planning Act Matters:

N/A

Approvals:

Name	Title
Chris Carpenter	Coordinator of Housing Administration and Development
Kirk Whittal	Executive Director, Housing and Children's Services
Alex Vucinic	Manager of Purchasing & Risk Management
Mark Nazarewich	For City Solicitor
Janice Guthrie	Commissioner, Corporate Services/CFO City Treasurer
Andrew Daher	Commissioner, Human and Health Services
Joe Mancina	Chief Administrative Officer

Notifications:

Name	Address	Email
N. Barry Lyon Consultants Limited	3 Church Street Suite 100 Toronto, ON M5E 1M2	nick@nbhc.com

Appendices: