



Corporation of the City of
NEW WESTMINSTER

EXPRESSION OF INTEREST

NWEOI-22-01

Co-Housing Project Exploratory Study

Closing Time:

Thursday, April 7, 2022
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

Further requests for information :

Purchasing: Patrick Shannon, SCMP
Purchasing Manager

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

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EOI PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** Through this Expression Of Interest (EOI) the City of New Westminster (the City) is seeking to develop a Cohousing development in the City of New Westminster. See Appendix A for an overview.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is an Expression Of Interest, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) Use this EOI to shortlist suppliers to proceed with a future Request For Proposal;
 - b) Directly award a contract to a supplier who demonstrates that they are able to provide all the requirements under this EOI;
 - c) Modify this EOI at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this EOI, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This EOI shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminster or their immediate families which might in any way be seen or perceived to create a conflict of interest.
- 1.8** All documents submitted to the City in response to this EOI or as part of any subsequent negotiation will become the property of the City, and will not be returned.
- 1.9** Proponents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA) ("Act"). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.
- 1.10** All information provided by the City to a Proponent in connection with this EOI is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this EOI process without the prior written consent of the City.

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1.11 Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this EOI, except as indicated in this EOI.

2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

2.1 A City Planning staff representative or a City consultant will lead the study with input from the selected Cohousing Group. The City may also have a consultant participate.

2.2 The study will be conducted through a combination of meetings and research. The selected Cohousing Group will be expected to actively contribute to the study through:

- a) attendance at 4 to 6 meetings;
- b) sharing information regarding their efforts (both successes and challenges) to create a Cohousing Project in New Westminster;
- c) sharing previous research;
- d) assisting with new research.

2.3 Participation of the Cohousing Group in this study is considered to be voluntary. There will be no financial remuneration for the selected Cohousing Group.

2.4 The study is expected to be complete 6 months following the selection of the Cohousing Group.

2.5 The final product is anticipated to be a report summarizing the findings of the study. The study report will be brought to Council with staff recommendations on next steps.

3.0 PROPOSAL INSTRUCTIONS

3.1 Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject **NWEOI-22-01 Submission** in the Subject to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

3.2 The City will receive Proposals at the location and time indicated on the title page of this EOI.

3.3 Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this EOI. The City may respond to enquiries that it, in its sole discretion, considers relevant to this EOI. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this EOI. The City may record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

4.0 SUBMISSION REQUIREMENTS

4.1 The EOI should not exceed four (4) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:

- a) **Cover Page:** Front page of this EOI with the required Proponent information filled out and signed (not included in page count).
- b) **Cohousing Group Description (25%):**
 1. Name;
 2. Number of members;
 3. Member demographics ;
 4. Equity invested by the group to this point.

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- c) **Project Vision (25%):**
 - 1. Defined purpose;
 - 2. Proposed number of dwelling units;
 - 3. Affordability components, if any;
 - 4. Diversity/inclusive components, if any.

- d) **Summary of Previous Efforts Towards a Cohousing Project (25%):**
 - 1. Brief description of the efforts to organize a Cohousing Group.

- e) **Capacity to Contribute to the Study (25%):**
 - 1. Two selected members to represent the group;
 - 2. Commitment to 4-6 meetings (both virtual or in person);
 - 3. Ability to participate in research efforts.

- f) **References:** Please provide 3 reference of organizations of where you provided similar service. Include contact name, number and a brief description of the work.

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A. Overview

The City of New Westminster (the “City”) is seeking expressions of interest from a Cohousing Group aspiring to develop a Cohousing development in the City of New Westminster. The selected Cohousing Group will work with City planning staff to identify obstacles to successfully establishing a Cohousing project in New Westminster. This will be an exploratory study intended to increase staff’s and the Cohousing Group’s awareness of the steps required to successfully develop a Cohousing development. The collaboration will identify obstacles and opportunities related to potential Cohousing developments. The exploratory study will also seek to identify any supports being offered by senior levels of government and what, if any, future support the City might be able to consider in order to assure success for this and future Cohousing developments in the City.

This exploratory study is not intended to identify a specific site for a Cohousing project. The City does not intend to enter into contractual relations as part of this REOI process and no obligations whatsoever will arise between the City and any organization who submits a response to the REOI (a “Respondent”) other than an agreement to work together on this exploratory study.

B. Background

New Westminster, similar to other municipalities in the region, is experiencing housing diversity challenges. Most conventional multi-family developments are not designed to foster social interaction and community building. Studies have shown that such housing can contribute to feelings of loneliness and other mental health issues.

The City’s Official Community Plan (“OCP”) includes the following statements:

Well designed housing and public spaces encourage inclusion and social interaction, and result in improved mental health. We understand that it will be increasingly important to plan our community with physical and mental health in mind as our population ages.

Welcoming common spaces in new buildings provide the chance to bump into a neighbour. Shared outdoor areas provide places for kids to play and parents to meet.

The city’s limited diversity in housing options means that many people must look for homes outside New Westminster. To meet housing needs, the city must be able to offer housing options that are diverse...

Goal 8: New Westminster’s neighbourhoods are great places to live and have diverse housing choices that meet the needs of the community.

Policy 8.4: Create neighbourhoods with housing options for people of all ages, abilities and household types to meet their changing needs.

Policy 8.5: Design housing to be livable and to foster social cohesion and connectivity.

Policy 8.6: Provide housing to meet the needs of the projected population in ways that ensure growth contributes positively to the neighbourhood context.

New Westminster has housing for different tenure styles, including (as of 2015) 415 co-op units, 1,069 social housing units and 369 supportive housing units. However, the City doesn’t have any cohousing units in its housing stock at this time.

Cohousing is a relatively rare housing form that specifically seeks to address social interaction and inclusion. Cohousing residents and advocates seek to build a strong sense of community within the

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housing community through the use of specialized efforts at building social bonds, and through the use of specialized building design and building features. In this way, Cohousing is much more than just a collection of attached dwelling units. A description of Cohousing can be found at the Canadian Cohousing Network website: <https://www.cohousing.ca>

A Cohousing development in New Westminster would be one way to partially achieve the above OCP objectives. Beyond this, a Cohousing development could provide useful insight into what is required within a development to foster social interaction. Lessons from a Cohousing development could be applied to conventional developments through modified municipal regulations/guidelines to expand the benefits well beyond a Cohousing project itself.

Cohousing projects begin with a core group of people that initiate the effort. For this reason, the City feels that it would be useful to work with an existing group that is actively seeking a Cohousing project in New Westminster. That group would be able to share their knowledge of the local context and obstacles they are experiencing.

Collectively, it is expected that this effort could help increase the likelihood of a Cohousing development being realized in the City and, concurrently, contribute to improved municipal regulations.

C. Project Objectives

The objectives of this exploratory study are to:

- A. Identify a Cohousing Group to work with.
- B. Identify the main ingredients typically required for a Cohousing Group to be successful:
 - 1) Number of Members;
 - 2) Financial Capacity;
 - 3) Project vision;
 - 4) Other.
- C. Requirements for a Financially Viable Cohousing Development.
- D. Define existing Cohousing Delivery Models, including:
 - 1) Self-directed by Cohousing Group;
 - 2) Consultant Support;
 - 3) Developer Partner;
 - 4) Developer Initiated.
- E. Identify Senior Government supports for Cohousing (if any).
- F. Identify examples of municipal supports provided to Cohousing projects in BC.
- G. Identify municipal obstacles that currently exist in New Westminster.
- H. Identify possible actions for the City to take in support of Cohousing in New Westminster.

It is expected that this exploratory study will be useful to:

- ✓ Educate the Cohousing Group;
- ✓ Educate the City about Cohousing;
- ✓ Identify municipal obstacles that might be addressed in the future;
- ✓ Identify potential municipal support that could be considered by the City in the future.