

Action Ottawa Affordable Housing Initiative Request for Proposals (RFP) Summer 2019

Questions and Answers (Q & A)

Below are questions that have been received to date and are relevant to share with everyone interested in applying to the Action Ottawa Request for Proposals (RFP). If you would like a copy of the RFP, please email: affordablehousingunit@ottawa.ca.

Q. Can you tell me what percentage of units are required to be affordable for the building?

A. For the development of mixed income communities, include no less than 60% of units with below average market rents and a maximum of 40% of units with average market rent. Proponents are encouraged and expected to exceed this minimum affordability requirement where possible to provide greater affordability to low income households

Q. May I ask to confirm whether the minimum unit sizes listed on page 11 are the required minimums and not maximums?

A. Yes, the sizes listed on page 11 are the minimums, but as noted, we will consider small sizes if the building and site have other amenities for all of the tenants.

Q. The RFP requests that we show how the project will allow for rents at the ODSP/OW rates. Are there any requirements around the number of units at this rate or the mix of units across the building?

A. The proposed project must meet the affordability requirements of the RFP, but there is no prescribed number of units that must be rented at ODSP/OW rates.

Q. How does the City define unit area. Are the square footages in our calculation to be taken from within the drywall of each unit or from the middle of adjoining party walls and exteriors etc?

A. From within the drywall of the unit.

Q. If a proponent is seeking only relief from development charges and other fees, do they have to meet the affordability, accessibility and minimum affordability period requirements of the RFP?

A. The affordability requirements and affordability period must be met. If an applicant can't meet the accessibility requirements, they should explain why.

Q. Can you clarify what types of fees can be requested to be waived? Does it include any or all of the following: Site Plan fee, Building Permit fee, development charges (including the transit portion), educational development charges, parkland charges?

A. An applicant can request that any applicable fees, such as building permit, DCs including transit portion, planning application fees be waived. They will be considered.

Q. If the fees and charges have already been paid by the proponent, can they seek a retroactive waiver?

A. Retroactive waivers can be considered.

Q. If a proponent is seeking only relief from development charges and other fees, is the maximum submission length still 20 pages (not including forms, spreadsheets and plans)?

A. The page limit is still the same.

Q. Our reading of the RFP is that if a proponent is seeking only relief from development charges and other fees, they do NOT have to submit forms B, C and G. Is that correct?

A. Yes.

Q. To confirm, applications for just fee waivers also have to submit Form A? And an application form?

A. Yes, applications for just fee waivers also have to submit Form A and the application form.

Q. Can the co-investment funding be stacked with Investment in Affordable Housing funding and/or other government based funding initiatives?

A. Yes

Q. Would the City of Ottawa's own rental subsidies apply as well to these units?

A. No

Q. What would be the AMR value for four bedroom units?

A. AMR for a four bedroom townhouse is \$1,476

Q. Does the AMR only apply to the mortgage or does it include carrying costs such as property taxes and insurances?

A. AMR refers to the rent paid by the tenant. It is up to the housing provider to make sure the rent charged covers all of the costs.

Q. Does the Class D construction estimate need to be prepared by a 3rd party?

A. We do not rely on contractors for our builds and all estimates are internal. You may use your internal estimates.

Q. Would some 2-bedroom apartments be permitted in addition to 3 or more?

A. Yes, units of all sizes are permitted.

Q. A second phase Greenfield project in Orleans is contemplated. Would it be possible to submit a 2nd application for this as well?

A. If you are seeking funding for two separate projects in different locations, please submit two separate and complete packages in response to the RFP.

Q. Is there a minimum unit size for a 4-bedroom unit?

A. The minimum size for a 4-bedroom unit is 109.2m²

Q. When we provide references for our examples of similar projects would you accept staff within the proponent team's organization as references or should they be external to the organization responding to this RFP?

A. The references should be external.

Q. Can you clarify the affordability requirements for 159 Forward Ave.?

A. The project must include no less than 60% of units with below average market rents and a maximum of 40% of units with average market rent. Proponents are encouraged and expected to exceed this minimum affordability requirement where possible to provide greater affordability to low income households.

Q. Could I please confirm that the affordability requirement for 159 Forward Ave. – "include no less than 60% of units with below average market rents and a maximum of 40% of units with average market rent. Proponents are

encouraged and expected to exceed this minimum affordability requirement where possible to provide greater affordability to low income households” - will be released to all proponents as an addenda?

A. The questions that we have received will be posted, with answers, to our web pages by September 11, 2019.

Q. The affordability requirement for mixed income communities will effectively reduce each proponents ability to support a greater number of OW/ODSP units as they will need to increase their composition of BMR units to achieve a 60% / 40% split. Are you okay with this outcome?

A. Yes

Q. May I request a copy of the official site survey and the phase II ESA for 159 Forward Ave.?

A. We do not yet have the final survey or Phase II ESA. We expect them towards the end of September, but there may be delays.