



RFP for Consultant to Assist in Developing Local Indigenous Housing Authority Development

STATEMENT OF PURPOSE

The purpose of this project is to create a Squamish Nation not-for-profit property manager and housing developer called a housing authority. This housing authority will represent Squamish values and principles in the management of non-profit housing and development of new housing units for use by Squamish Nation citizens.

This project will hire a consultant to report to the chair of the Housing Authority Development Committee and carry out duties to assist in the development of the housing authority.

The intended outcome for this project is a non-profit housing authority with a Mission, Vision, Values, a governance structure with a cultural match, the appointment of a board of directors by the Council, and the hiring of an Executive Director/CEO by the Board.

The members of the housing authority will be the elected Councillors of the Squamish Nation Council who will appoint board of directors.

BACKGROUND INFORMATION

The Squamish People are a Coast Salish Indigenous peoples whose territory includes the cities/towns of Burnaby, Vancouver, North Vancouver, West Vancouver, Gibsons, Squamish, and Whistler. The Squamish Nation's citizens primarily live on nine Squamish communities located on different Indian Reserves with three located in North Vancouver and 6 located near the town of Squamish, BC. Additional, close to 50% of the Squamish Nation citizens live away from these communities.

The Squamish Nation is governed by a sixteen-member elected Council serving a 4-year term ending in December 2021. The Squamish Nation's organization has 375 employees. The reserve communities include 660 single detached houses owned by citizens and 50 non-profit affordable rental/social housing units.

The Squamish Nation Council in August 2018 approved the development of a not-for-profit Housing Authority under the BC Society Act for the purpose of developing new housing units for Squamish Nation citizens and the property management of existing and the new units developed by the proposed Housing Authority.

The Squamish Nation Council also approved the creation of the Housing Authority Development Committee made up of five elected Councillors oversee the development of the housing authority and request for the hiring of a consultant to assist with this development.



Administrative support for this project will be provided by the Director of Registry, Lands, and Membership. The Housing Advisory Committee, made up of Squamish Nation members, will be invited to advise on aspects of the project when applicable. Legal support for this project will be provided by Miller Titerle + Company.

Regular meetings will occur in North Vancouver at the Squamish Nation Administration Offices and at various locations throughout North Vancouver or Squamish Valley for engagement meetings with stakeholders.

The consultant will work with and report to the chair of the Housing Authority Development Committee.

TASKS TO BE ACCOMPLISHED

Task 1: Creating A Squamish Nation Housing Authority

1. Timeline: To be completed by end of December 2019.
2. Outcome: Work with the Housing Authority Development Committee, law firm Miller Titerle + Company., and other key stakeholder groups identified by the committee to
 - 2.1. Develop a Mission, Vision, and Values for the proposed housing authority
 - 2.2. Develop a draft governance structures, including with the board of directors of the housing authority, for consideration and approval by the Squamish Nation Council.

Task 2: Building A Team

1. Timeline: To be completed by end of April 2019.
2. Outcome: Work with the Housing Authority Development Committee, law firm Miller Titerle + Company, and the Squamish Nation's HR Department to:
 - 2.1. Develop a call for board directors for the authority
 - 2.2. Develop a hiring matrix to evaluate board director applications
 - 2.3. Assist with the recruitment of board directors
 - 2.4. Assist with the recommendation of board directors to the Squamish Nation Council
3. Outcome: Work with the authority's board directors and Squamish Nation's Human Resources Department to:
 - 3.1. Develop a job posting for an Executive Director/CEO for the authority
 - 3.2. Develop a hiring matrix to evaluate ED/CEO applications
 - 3.3. Assist with the recruitment of an ED/CEO

Task 3: Implementation



1. Timeline: To be completed by end of August 2019.
2. Outcome: Assist with the development of policy objectives to:
 - 2.1. Prepare the authority for transfer of existing 45 non-profit townhouse units from the Squamish Nation to the Housing Authority.
 - 2.2. Prepare the authority for the development of additional housing units for Squamish Nation citizens.

CONTRACT DETAILS

This section provides details that a potential consultant would want to know up-front.

- Period of Performance – The length of this contract will be for a 12-month period. The start date is to be by end of December 2018. The contract will end 12 months from the start date. There will be an option for a 3-month extension if the Council approved workplan or timeline require alterations.
- Payment, Incentives, and Penalties – \$100,000 is budgeted for this work which includes \$60,000 for consultant fees, \$30,000 for community engagement, and \$10,000 for legal. This budget may be expanded if the consultant is able to assist in securing additional funding from third-party sources.
- Contractual Terms and Conditions – The contractor will be required to sign a services contract with will include an NDA, conflict of interest provisions, confidentiality provisions, agreement that all work material produced for this project is the property of the Squamish Nation. Payment will be based on invoices submitted and deliverables achieved.

IMPORTANT LIMITATIONS

This RFP does not constitute an offer and will not be considered a contract with the Nation. The Nation is not obligated to accept any proposal or to engage the services of any respondent, and reserves the right, in its absolute discretion, to accept or reject any and all proposals (or portions thereof) and to negotiate the terms set forth in any proposal.

The successful respondent will not be retained by the Nation until the Nation and the respondent have entered into a contract for services (“Contract for Services”) in a form acceptable to the Nation, in its discretion.

Any person submitting proposals under this RFP are solely responsible for their own expenses in preparing, delivering or presenting a proposal, and their own expenses, legal or otherwise, incurred in negotiating and entering into a Contract for Services with the Nation.



Under no circumstances will the Nation be liable for any losses or damages arising from the Nation's rejection of any proposal for any reason whatsoever.

HOW TO SUBMIT A PROPOSAL

Questions regarding this RFP may be submitted to Eva Johnston, 320 Seymour Blvd, North Vancouver, eva_johnston@squamish.net by Friday, November 2nd, 2018 regarding this RFP. Responses will be prepared and shared with all applicants by Wednesday, November 7th, 2018.

Then, please submit the following no later than Wednesday, November 14th, 2018 at 5:00pm to Eva Johnston, 320 Seymour Blvd, North Vancouver, eva_johnston@squamish.net. Electronic versions welcome.

1. A technical approach, which describes how you will carry out the tasks outlined above.
2. A summary of your recent and relevant projects.
3. A sample budget of the fees to be charged and an estimate of expenses that would be incurred.
4. Resumes of all consultants who would be involved in the project.
5. Names, phone numbers, and email addresses of individuals at organizations who have been your clients during the last eighteen months and whom we can contact as references.

We will hold interviews with finalists during the week of November 19th, 2018 if necessary. If you have questions, please email them to eva_johnston@squamish.net.

