

2009

Town of
Golden

Development Services
Department



HOUSING NEEDS ASSESSMENT STUDY

REQUEST FOR PROPOSALS



HOUSING NEEDS ASSESSMENT STUDY – REQUEST FOR PROPOSALSDate: December 16th 2009

File: 2320-10-Golden Housing Needs Assessment

1.0 INTRODUCTION**1.1 Our Communities**

The Town of Golden and Columbia Shuswap Regional District (CSRD) Area A, are collectively referred to as Kicking Horse Country. Kicking Horse Country is in the southeastern portion of British Columbia flanked to the west by the Purcell Mountain Range and to the east by the Canadian Rockies. The region is comprised of several small communities including: Donald, Field, Moberly, Parson, Nicholson, Castledale, and Golden, and has a combined population of approximately 7,600.

The Town of Golden is the only incorporated community in the region. The Municipality sits along the Trans-Canada Highway 267 kilometres west of Calgary, 148 kilometres east of Revelstoke and 105 kilometers north of Radium Hot Springs. The community is home to approximately 3,800 residents.

1.2 In Transition

After the Town's designation as a Resort Municipality and the privatization of Kicking Horse Mountain Resort, Golden and surrounding areas have been experiencing significant increases in housing prices. The increases can be partly attributed to an increased market demand for recreational and secondary homes by seasonal property owners and investors. The increase in housing costs has led to issues surrounding housing availability and quality for the low to modest income households. The trends are suspected to be adversely affecting Kicking Horse Country as a whole.

1.3 Our Guidance

During the establishment of the Official Community Plan (OCP), community residents identified Affordable Housing as a primary obstruction to the health and vitality of the community. As such the OCP has taken an aggressive stance on addressing housing related issues. Provisions such as Density Bonusing, Small Lot Zoning, and Inclusionary Zoning have been incorporated into the Zoning Bylaw and the Municipality is researching possible public housing developments. These initiatives demonstrate the Municipality's dedication to resolving affordable housing matters.

1.4 Our Project

The Town of Golden Housing Committee (herein referred to as the Housing Committee) is seeking proposals for a Housing Needs Assessment Study. The findings of the study will broadly help to:

- Identify current and emerging affordable housing needs in Kicking Horse Country;
- Generate a greater understanding of local housing issues and associated issues; and

- Provide direction to the Municipality, the Golden Housing Committee, and interested stakeholders for resolving housing related issues.

The Needs Assessment should clearly and precisely demonstrate community-specific housing needs. The findings of the study will be used for a range of housing initiatives undertaken by the Town of Golden, the Columbia Shuswap Regional District (CSRD), Golden Area Initiatives (GAI), the Housing Committee and the development community. In particular, the findings may be used as a foundation for a forthcoming Housing Strategy for Kicking Horse Country. The Housing Strategy would proceed in two distinct phases, although this Request for Proposals (RFP) only seeks to address Phase 1 – the Housing Needs Assessment.

Phase 1 – Housing Needs Assessment

This phase is expected to identify and explore the range of current and emerging housing challenges facing Kicking Horse Country, and to provide useful guidance and direction for developing strategies to address those needs. Phase One should include but is not limited to:

- Population and demographic data and trends;
- Household incomes;
- Housing availability (current housing inventory and type);
- Housing issues and needs related to adequacy, affordability, accessibility and suitability; and
- Community impacts and direction for strategies;

Possible Phase 2 – Establishment of a Housing Strategy

This phase may focus on the development and consideration of innovative approaches and options to addressing housing related issues. Please note that Phase 2 is not included in this RFP but should be considered.

2.0 PROJECT SPECIFICATIONS

2.1 Purpose

The Purpose of the Needs Assessment is to identify the range of current and emergent housing needs facing Kicking Horse Country in terms of affordability, accessibility, adequacy, and suitability and provide direction for developing strategies to address those needs.

Once valuable housing data and statistics have been accumulated, appropriate responses can be developed by the Municipality, the CSRD, GAI, the Housing Committee and interested stakeholders.

Currently, two projects undertaken by the Housing Committee require the input and expertise of a Housing Needs Assessment Study. The first being the aforementioned development of a Housing Strategy for the Kicking Horse Country, and the second being a community housing project on vacant town owned property. Both projects require an accurate portrayal of the existing housing arrangement in Kicking Horse Country. Both

projects can be developed in accordance with the information, tangible facts and observations of the Needs Assessment. As such, the Needs Assessment will be a primary guiding tool in the development and success of prospective housing initiatives.

The geographic area for this project will be limited to the Town of Golden and CSRD Area A.

2.2 Expected Deliverables

It is expected that the Successful Proponent will provide a written summary and report of the findings of the Needs Assessment study, including a review and analysis of the complete housing continuum in terms of:

1. Population and Demographic Trends
2. Income Levels
3. Housing Supply Inventory and Characteristics
4. Housing Needs:
 - Affordability
 - Suitability
 - Accessibility
 - Adequacy
5. Community Impacts
6. Strategy Recommendations/ Project Recommendations

2.3 Methodology

The Successful Proponent will use a combination of qualitative and quantitative data analysis in their considerations, and consider appropriate community engagement as a component of the process.

2.4 Relevant Plans and Reports Currently Available

To date, a substantial amount of preliminary housing data has been collected and compiled for the Town of Golden and Area. The following documents are relevant and available resources that should supplement and enhance the preliminary data collection of the Successful Proponent:

- Golden’s Official Community Plan
- Golden Area Initiative’s Community Profile
- Housing Committee Minutes
- Any Town documentation preceding the founding of the Housing Committee
- Leading Communities BC Housing Survey Study and Survey Results

- George Penfolds’ Research through Selkirk College and Columbia Basin Trust on Absentee Home Ownership and Amenity Migration
- Market Analysis of Golden B.C (Acorn Development Consultants Ltd.)
- Golden and District’s Health Services Cooperative Needs Survey
- Columbia Basin Trust State of the Basin Report
- Affordable Housing in Golden, Sabina Foofat
- Census and B.C Stats Data

These documents will be provided to the Successful Proponent by the Town of Golden. It is expected that the chosen contractor will incorporate and build on the existing data base listed above. To this extent, valuable time and resources for the Successful Proponent can be saved. The Town of Golden and Golden Area Initiatives (GAI) have agreed to allocate staff resources towards the development and compilation of the existing preliminary housing data in order to make it useable for all involved. As such, the Successful Proponent can focus on the more technical aspects of the research. Responsibilities, expectations and estimated times for the research compilation should be clearly outlined and reflected in the proposal.

2.5 Project Management

In general terms, the Town of Golden will be responsible under the resulting contract to supply the Proponents any plans and reports that may be currently available and relevant to the Needs Assessment Study.

In general terms, the Successful Proponent will be responsible under the resulting contract to prepare a report on all components of Phase 1 - The Housing Needs Assessment Study.

3.0 PROPOSAL REQUIREMENTS – SPECIFIC

3.1 Overview

This Request for Proposals defined the minimum requirements for a credible proposal. At the very least, all requirements in the RFP shall be identified and addressed in an appropriate fashion. The Housing Committee and the Town of Golden *are* interested in accumulating tangible and useable information for their various projects and initiatives. As such, the Successful Proponent will demonstrate a willingness to go above and beyond the expected deliverables, and to generate community specific material that will ensure the realization of these ventures. Additionally, the Town of Golden and the Housing Committee support innovative, creative and cost effective solutions that yield value to the Town of Golden beyond the RFP.

3.2 Proponent Qualifications

The Successful Proponent shall have demonstrated capabilities and experience in the following areas:

- Academic foundations in Housing Studies and Sustainable Community Development or a related field

- The ability to work with independently and within specified timeframes
- Experience in survey design, analysis, and community engagement (interviewing and group facilitation)
- Excellent communication skills (including report writing)

3.3 Completion Date

The Successful Proponent is expected to have a draft report by March 15, 2010 with the Final Housing Needs Assessment Report completed by March 30th 2010.

3.4 Additional Requirements

3.41 The Successful Proponent shall be primarily responsible to, and managed by the Town of Golden, and will be guided in his/her work by the Housing Committee.

3.42 The Successful Proponent shall be expected to meet with the Housing Committee on at least 2 occasions for discussion of workplan targets / work processes and review of both the Interim and Final Reports (this may be combined with site visit(s) and related work).

3.43 Upon completion, the Successful Proponent will be expected to present their findings to the Golden Housing Committee and to the Town Council.

3.44 The budget for this Project is \$10, 000 payable in two installments (to be outlined in an Agreement for Services Contract with the successful Consultant).

3.45 The Consultant shall be understood to be an independent contractor and will be required to execute a Consultant Services Agreement to that effect.

4.0 Application Process:

Proponents shall submit by email or mail (three copies) of the Proposal by January 15, 2010 by noon, 12:00 pm Mountain Standard Time to the Town of Golden. Submissions should be directed to Cleo Corbett at the contact information given below. Each Proponent will be notified upon receipt of the completed proposal, and again after the selection process has transpired.

Please Submit to:
Cleo Corbett
Manager of Development Services
Town of Golden
PO Box 350, 810 S 9th Ave
Golden B.C.
VOA 1H0

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