



Greenstone

BEARDMORE • CARAMAT • GERALDTON • JELICOE • LONGLAC • MACDIARMID • NAKINA

Spirit of the North

REQUEST FOR PROPOSAL
MUNICIPALITY OF GREENSTONE

Supportive Housing Analysis

January 27, 2017



INVEST in GREENSTONE

TERMS OF REFERENCE

Greenstone Supportive Housing for Seniors Analysis

Introduction

Greenstone is looking to engage an experienced partner that will work with area Service Providers and residents to complete an analysis of current housing for Seniors and formulate a plan for the development of Supportive Housing initiatives.

Background

The Municipality of Greenstone was created in January 1, 2001, by the amalgamation of the former municipalities of the Town of Geraldton, the Town of Longlac, the Township of Nakina and the Township of Beardmore, and an extensive area of unincorporated territory (Caramat, Jellicoe, MacDiarmid and Orient Bay).

- Greenstone is located in the District of Thunder Bay and is 3,172 sq km (1224 sq mi) making it one of the largest incorporated municipalities in Canada.
- The Greenstone Region is home to several aboriginal communities – Aroland, Ginoogaming, Long Lake 58, Bingwi Neyaashi Anishinaabek (Sand Point), Biinjitiwaabik Zaaging Anishinaabek (Rocky Bay), and Animbiigoo Zaagi'igan Anishinaabek (Lake Nipigon).

The number of individuals aged 55 years and over residing in the Municipality of Greenstone is approximately 1800. It is projected that this sector of our population will continue to grow and the need to provide supports and services that enable residents to age in place will become increasingly important.

Objectives

The Supportive Housing Analysis Project will assist the Municipality in determining community need for Supportive Housing for Seniors and enable it become as best prepared as possible to benefit from any future funding initiatives that may develop. There are three main objectives of the project:

1. Inventory of existing housing and support services for Seniors residing within the Municipality.
2. Identification of service gaps through a consultation process with Service Providers and Consumers
3. Development of a comprehensive plan for the creation of Supportive Housing initiatives.

The selected partner will have significant demonstrated experience in support requirements to enable residents to age in place with knowledge of the unique challenges in rural Northern communities.

Guiding Principles

- Work in partnership with local Service Providers and Stakeholders to assess current levels of service and determine future requirements.
- Maximize use of current resources and be mindful of cultural and demographic need.

Key Issues

- There is currently no access to Supportive Housing initiatives within the Municipality of Greenstone. Residents who wish to access these services are forced to relocate to urban centers away from their home communities, family and friends.
- There are many instances where individuals are prematurely placed in long term care or are occupying alternative level of care beds in Hospital which places a significant strain on the health care system.

Project Deliverables / Scope of Work

- Provide a community demographic profile that includes relevant information about the Municipality's current and future Seniors housing needs.
- Hosting consultation sessions with Consumers and Service Providers.
- Presenting information about factors that may present challenges and barriers that impact supportive housing accessibility and affordability in the Municipality focusing on appropriate solutions.
- Development and presentation of a comprehensive plan that outlines community capacity and includes recommendations and strategies to deal with the housing issues identified.

Proposal Evaluation

Proposals will be evaluated from firms or individuals that can demonstrate that;

- They have the necessary staffing, facilities, materials, experience, ability to complete project effectively (20%);
- Have ability and experience leading consultation and planning sessions (30%);
- Have significant demonstrated knowledge and experience of service challenges in Northwestern Ontario (30%);
- Provide appropriate costing (20%)

Reports and Schedule for Deliverables

The medium of communication for the assignment shall be English. The consultant will produce monthly reports of activities on the project. The consultant will produce the final report and any associated documents in both electronic and hard copy formats, as Microsoft Word documents wherever possible, and submit them to the Municipality of Greenstone's Director of Community Services at the end of the contract.

Project Term

Up to 5 months.

Proposal Call and Submission Requirements:

Submissions should include, but not necessarily be limited to, the following:

1. Total cost/fee to the Municipality of Greenstone – A proposed total fixed fee in Canadian dollars (HST Extra) detailing the project fees including a detailed cost breakdown showing the major activity costs and miscellaneous costs associated with the project. Proposals are to be submitted as a lump sum dollar amount and are to include all work as requested in the RFP
2. A brief description of your firm, - its clients, its history, its projects, its staff
3. A company description, exact location and address
4. Company contacts, complete with contact information of key personnel
5. A summary of your understanding of this proposal and scope of work
6. Provide an overview of how the project will be managed and the process to be used by your company
7. Details of proposed Work Plan/Schedule
8. A list of references associated with completed projects
9. Any other supporting information you may wish to include with your submission

Procedures for Submission of Request for Proposal

Interested applicants should submit their complete proposal by **February 20, 2017** to the following:

Director of Community Services
Municipality of Greenstone
1800 Main Street PO Box 70
Geraldton, Ontario P0T 1M0
807-854-1100 ext. 2034

Clearly Marked: **“Supportive Housing Analysis Project”**

Electronic copies will be accepted at nancy.proteau@greenstone.ca.