



Contract 4201P

Artist Affordable Housing and Creation Spaces – Community Needs Assessment

1. Introduction

- 1.1. The City of Richmond (the “City”) proposes to engage the services of a Consultant to develop and administer a housing and space needs assessment to determine the potential need for affordable housing options and affordable creation spaces for professional artists (practicing and retired) in the City. The needs assessment will be utilized as a working document for critical decision-making within Richmond’s Community Services and Planning and Development Departments.
- 1.2. The assessment results will aid in the implementation of the Official Community Plan 2041 (update underway), City Centre Area Plan (adopted 2009); Richmond Affordable Housing Strategy (adopted 2004), Social Planning Strategy (underway), Parks, Recreation and Cultural Services Master Plan, Richmond Arts Strategy (update underway), and development approval processes for the area. [See Appendix A: *Existing Plans and Strategies Relevant to the Richmond Arts Community Affordable Housing and Space Needs Assessment* for a list of City plans, strategies, and supportive documents for this process.]
- 1.3. The objective of this Request for Proposal is to provide the City with qualified Proponents capable of carrying out the work herein defined. The subsequent Proponent Submissions will form the basis for evaluation, interview and selection.

2. Definitions

- 2.1 Throughout this Request for Proposal the following definitions apply:
 - a) “Affordable Housing” means shelter costs that do not exceed 30 percent of household income;
 - b) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at www.bcbid.ca, or any replacement website;
 - c) “City” means the City of Richmond, British Columbia;

- d) “Closing Time” means the date and time specified in subsection 3.1 of this RFP and which together serve as the deadline for Proposals to be submitted to the City;
- e) “Consultant” means the Successful Proponent (individual, partnership, corporation or combination thereof, including joint venturers) to this Request for Proposal who is awarded and enters into a written Contract with the City to perform and to oversee the Work;
- f) “Contract” or “Agreement” means the agreement formed between the City and the Consultant as resulting from this Request for Proposal, executed by the City and the Consultant and evidenced by the purchase order issued to the Consultant by the City;
- g) “Contract Documents” means the purchase order, the Agreement, the Consultant’s Proposal, the RFP and such other documents as listed in the Contract, including all amendments or addenda agreed between the parties;
- h) “Core Need Income Household” means individuals and families who are unable to access suitable and acceptable housing in the private market without spending 30 percent or more of their income;
- i) “Creation Space” is space that is used by an artist in order to create art; examples include studio space and rehearsal space;
- j) “HST” means the harmonized sales tax administered under the Excise Tax Act (Canada) and any successor tax or levy therefor in force from time-to-time;
- k) “In Need and Spending At Least Half (INALH) Households” means households who spend at least 50 percent of their household income on shelter costs;
- l) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;
- m) “Official Community Plan”, or “OCP”, means a legally required City bylaw which enables Council to plan, co-ordinate and manage the City’s sustainability, social, economic and land use interests, over the long term (e.g., 2041). The OCP reflects the overall values of the community by establishing a City vision, goals and objectives for future sustainability,

development and servicing, and policies and urban design guidelines to achieve the vision;

- n) “Professional Artists” means for the purpose of this RFP and subsequent Agreement, someone who:
1. Has specialized training in his or her field (not necessarily in academic institutions);
 2. Has worked or is working within a corporation, association, guild or union associated with the professional performing arts and allied industries, which includes writing, producing, promoting, representing performing artists and administration;
 3. In respect to a “professional visual artist” has produced an independent body of work, had at least three (3) public presentations of work in a professional context over a 3-year period and maintained an independent professional practice for at least 3 years;
 4. Is a current or former member of a professional association related to the work done in the performing arts and/or allied industries;
 5. Is a current or former member of a trade union or its equivalent, appropriate to ones technical and/or artistic skills;
 6. Is committed to devoting more time to artistic activity, if financially feasible;
 7. Is recognized as a professional artist by his or her peers;
- o) “Proponent” means an individual, partnership, corporation or combination thereof, including joint venturers, who submits, or intends to submit, a Proposal in response to this Request for Proposal;
- p) “Proposal” or “Submission” means a proposal submitted by a Proponent in response to this Request For Proposal;
- q) “Requirements” means all of the Submission requirements, including Format Submission Requirements, and the specifications of the scope of Work set out by the City in this RFP that describes the general requirements of the Work that the Consultant is to provide;
- r) “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the City;

- s) “Richmond Affordable Housing Strategy” means the strategy adopted by Richmond City Council on May 28, 2007, to oversee the policies and implementation to promote access to safe, affordable and appropriate housing with necessary community supports to serve the needs of a diverse population.
- t) “Richmond Arts District” means an area of the City Centre (made up of three sub-areas) that is intended to be established as a vibrant new downtown focus for the arts, culture, and heritage;
- u) “Successful Proponent” means the same as “Consultant”;
- v) “Sustainability” means ensuring the appropriate support structures (e.g. policies, affordable housing, creation space, creative opportunities) are in place to support artists in Richmond to generate a sustainable living and contribution to the local economy through participation in the arts, and
- w) “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Successful Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

3. Currency

3.1 All monetary figures provided in this document are in Canadian Dollars only.

4. Project Background

4.1 Please refer to Appendix B – *Terms of Reference* included with this RFP.

5. Project Scope

5.1 Please refer to Appendix B – *Terms of Reference* included with this RFP.

6. City Provided Items

6.1 Please refer to Appendix B – *Terms of Reference* included with this RFP.

7. Project Schedule

7.1 Please refer to Appendix B – *Terms of Reference* included with this RFP.

8. Enquiries

8.1 Clarification of terms and conditions of the RFP process shall be directed to:

Purchasing

Kerry Gillis

Buyer II - Contracting Specialist

E-mail: purchasing@richmond.ca

Purchasing Section

City of Richmond

8.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.

8.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City Staff that affect the Request for Proposal process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City. It is the sole responsibility of potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a Proposal:

a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>

b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

8.4 The deadline for inquiries for this Request for Proposal is 5:00 pm, local time on Thursday, March 1st, 2012. Inquiries received after this deadline will not be addressed by the City.

9. Submission Details

9.1 Five (5) copies of proposals marked “**Artist Affordable Housing and Creation Space - Community Needs Assessment - Contract 4201P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00pm, local time on Monday, March 12th, 2012. Submissions received after this time will be returned to the sender.

9.2 The Proposal shall be submitted in a sealed envelope or package, marked with the Proponent’s name and the RFP title and number.

9.3 Prices quoted will be in Canadian currency and exclusive of HST.

- 9.4 Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title and number.
- 9.5 Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the Closing Time.

10. Submission Format Requirements

- 10.1 Each Proponent is required to provide the following information with their Submissions, and should provide it in the order that follows:
- a) An executive summary which includes a description of the Proponent's understanding of the project objectives/outcomes and vision, and how these will be achieved by the Proponent.
 - b) A corporate profile of its firm outlining its history, philosophy and target market.
 - c) A detailed listing of experience in conducting relevant and detailed community needs assessments.
 - d) A detailed proposal of what will be delivered, including all required deliverables and formats of deliverables, including the expected outcome and benefits to the City.
 - e) A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, resources to be applied, feasibility and market study, etc. This should include a detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
 - f) A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports and deliverables required for this project.
 - g) Team composition – a complete listing of all key personnel who will be assigned to this project. This should include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
 - h) Provision of a budget and fee schedule complete with a time allotment for each identified task and phase proposed to employ to carry out the work, shall form the basis for payments to the Successful Proponent. Supplement this with a schedule of fees for staff to be assigned to the

project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

- i) A list with contacts of projects conducted that are similar in scope and complexity of the Work and requirements outlined in this RFP.
- j) A minimum of three (3) client references from projects of a similar size and scope.

11. Review of Proposals

- 11.1 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the Work identified in this RFP.
- 11.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited, to contacting references to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.
- 11.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
 - a) Project understanding;
 - b) Project methodology;
 - c) Approach to community consultation;
 - d) Relevant experience and outcomes of Consultant and staff assigned to the project;
 - e) Project Deliverables;
 - f) Value provided for the services offered;
 - g) Clarity of the proposal in terms of presentation and content;
 - h) References; and
 - i) Proposed schedule, including time line of deliverables and project completion dates.
- 11.4 Proponents may be scheduled for an interview at the discretion of the City.
- 11.5 All sub-consultants of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-consultants will comply with all the Requirements and terms and conditions set out herein.

12. Non-Conforming Proposals

- 12.1 Proposals which fail to conform to the Submission Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFP, the City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the Requirements set out in herein, or which otherwise fail to conform to any other requirement of this RFP, except the requirement of delivery of the Proposal prior to the Closing Time.

13. RFP Process

- 13.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:
- a) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those Requirements;
 - b) reject or accept any or all Submissions;
 - c) accept a Proposal which is not the lowest cost Proposal;
 - d) accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this Proposal;
 - e) reject a Proposal even if it is the only Proposal received by the City;
 - f) accept all or any part of a Proposal;
 - g) split the Work between one or more Proponents;
 - h) cancel the RFP process at any time and reject all Submissions; or
 - i) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, scope of Work, information and Requirements.
- 13.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an Agreement and submission of a Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

- 13.3 The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Requirements, or any conditions, and the City shall have no liability to any other Proponent as a result of such negotiations or modifications.

14. Negotiations

- 14.1 The award of the Contract is subject to negotiations with the Lead Proponent. Such negotiations include, but are not limited to, the following:
- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
 - b) price – if directly related to a change or refinement in the proposed scope of Work proposed by the Lead Proponent and
 - c) specific contract details as deemed reasonable for negotiation by the City.
- 14.2 If a written contract cannot be negotiated within sixty (60) days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.
- 14.3 Proponents may include their standard terms of engagement with the Proposals.

15. Award of Contract

- 15.1 Award of a Contract is contingent on funds being approved and the contract award being made by the appropriate City authority.
- 15.2 The purchase order, the Agreement, the Proposal, the RFP and such other documents including all amendments or addenda, shall form the basis for the Contract between the Consultant and the City. In the event of a conflict between any of the Contract Documents, the following documents will take precedence and govern over each other in the following order of priority from highest to lowest:
- a) The Agreement between the City and the Consultant;
 - b) The City's purchase order;

- c) The Consultant's Proposal; and
- d) The RFP and any subsequent addenda.

15.3 Where the head office of the Successful Proponent is located within the City and/or where the Successful Proponent is required to perform the Service at a site located within the City, the Successful Proponent is required to have a valid City business license prior to Contract execution.

16. Working Agreement

16.1 The Successful Proponent will enter into a Contract for services with the City based upon the information contained in this RFP and the Successful Proponent's Submission and any modifications thereto.

17. Publication of the Results of the Request for Proposal

17.1 The City will publish the name of the Successful Proponent on the websites listed in section 8.3. No other verbal or written notices will be issued by the City. Proponents may visit these websites to obtain the results of this Request for Proposal.

18. General Terms of this Request for Proposal

18.1 Proposals shall be open for acceptance for ninety (90) days following the submission Closing Time.

18.2 The City reserves the right to cancel this Request for Proposal for any reason without any liability to any Proponent or to waive irregularities at its own discretion.

18.3 Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP process, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim. By submitting a Proposal, the Proponent acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proponent as a result of or arising out of submitting a Proposal in response to this RFP, or due to the City's acceptance or non-acceptance of its Proposal or any breach by the City of the bid contract between the City and each of the Proponents or arising out of any contract award not made in accordance with the express or implied terms of the RFP documents.

- 18.4 All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.
- 18.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- 18.6 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.
- 18.7 Proponents should submit Proposals that address all the Requirements of this Request for Proposal, including its Terms of Reference. The Proponent and/or organization representative's signature indicates acceptance of the terms and conditions set out in this RFP. The Proponent should ensure that the signatory has authority to commit the organization by making such a Proposal and that the Proposal includes a contact name, address, and phone number. No costs incurred before receipt of a signed contract or specified written authorization from the City can be charged to any resulting Agreement.
- 18.8 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the Requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.
- 18.9 The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.
- 18.10 Notwithstanding the foregoing or any other provision of this RFP, the City may in its sole discretion elect to retain for consideration Proposals which deviate either materially from the Requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFP, except the requirement of delivery of the Proposal prior to Closing Time.
- 18.11 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

19. Conflict of Interest

- 19.1 By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or

employee of the City or their immediate families which might in any way be seen by the City to create a conflict.

20. Confidentiality

- 20.1 Information about the City obtained by Proponents must not be disclosed unless prior written authorization is obtained from the City.
- 20.2 The Consultant agrees that this obligation of confidentiality will survive the termination of the Contract between the Consultant and the City.

21. Information Disclaimer

- 21.1 The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.
- 21.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.
- 21.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, consultants and advisors; shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors; and any liability however arising, is expressly disclaimed by the City.

22. Freedom of Information and Protection of Privacy Act (BC)

- 22.1 Proponents should note that the City of Richmond is subject to the *Freedom of Information and Protection of Privacy Act* (British Columbia), which imposes significant obligations on the City's Consultants to protect all personal information acquired from the City in the course of providing any service to the City.

Appendix A: Existing Plans and Strategies Relevant to the Community Needs Assessment

- Official Community Plan: <http://www.richmond.ca/services/planning/ocp/sched1.htm>
- Official Community Plan- City Centre Area Plan:
<http://www.richmond.ca/services/planning/projects/ccareaplan.htm>
- Richmond Affordable Housing Strategy:
<http://www.richmond.ca/services/socialplan/housing/strategy.htm>
- Richmond Affordable Housing Strategy, Information Bulletin 21:
http://www.richmond.ca/_shared/assets/Info_2120497.pdf
- Social Planning Strategy- <http://www.richmond.ca/services/socialplan/strategy.htm>
- 10 Year Social Planning Strategy (Staff report; November 2009):
http://www.richmond.ca/_shared/assets/PC_Social_11030924299.pdf
- Parks, Recreation, Cultural Services Master Plan 2005-2015:
<http://www.richmond.ca/parksrec/about/mandate/masterplan.htm>
- Richmond's 2010 Arts & Cultural Plan:
<http://www.richmond.ca/culture/about/mandate.htm>
- Richmond Arts Strategy (July 2004):
http://www.richmond.ca/_shared/assets/Arts_Strategy_Final_Report7296.pdf
- City Centre Transportation Plan:
<http://www.richmond.ca/services/tp/planning/citycentre.htm>
- *Charting our Path Towards a Sustainable Community* (Staff report; February 2007)
- *2041 OCP Update: Demographic, Housing and Employment Projections Study* (Staff report; July 2010)

Appendix B – Terms of Reference

1. Background

- 1.1. Currently, Richmond’s population is approximately 200,000 with anticipated growth reaching upwards to 282,000 by 2041. According to a Demographic, Housing and Employment Projections Study conducted by Urban Futures for the City’s 2041 OCP update, the City Centre will more than double its population between 2009 and 2041. The City Centre’s anticipated population increase represents a percentage increase of the City’s total population from 24% of the City’s total population in 2009 to 36% in 2041. More specifically, a rapid growth of seniors in this area is anticipated, including the 65-plus age groups projected to grow faster than average and the 55-plus age group expected to have the largest labour force participation rate.
- 1.2. The Urban Futures study suggests that densifying existing residential areas will help to accommodate the population growth and demographic trends. Accordingly, 77% of the City’s apartment development is projected to occur in the City Centre.
- 1.3. When compared to other city areas, the study reveals that the City Centre will experience the greatest increase in employment between 2009 and 2041. This reinforces the presence of the City Centre as the central employment hub in Richmond. Further, jobs in the arts, humanities, recreation, education and public service sectors are projected as the fastest growing occupations in the City Centre area. These occupations are currently underserved in Richmond relative to the region as a whole.
- 1.4. The demographic, housing and employment trends are supported by Section 2.4.1(a) Richmond Arts District (RAD) of the City Centre Area Plan (CCAP) that identifies a proposed “arts district” as a contiguous geographically defined area of a city where a high concentration of public and private arts, culture and heritage uses, facilities and activities are situated and serve to:
 - a) anchor the “day to day” life of the local community;
 - b) provide a unique reflection of local environment, community, history and cultures;
 - c) enhance public access to and understanding of the arts;
 - d) support the arts, artists and arts organizations; and

- e) provide a catalyst for tourism, economic development, diversification and revitalization, and the attraction and retention of well-educated employees.
- 1.5. As the population continues to grow and change, the demand for affordable housing will increase too. Many moderate and low income households face affordability challenges due to the high cost of housing, low vacancy rates and lack of affordable housing stock. The provision of affordable, accessible housing options in this area will be a foundational pillar to the emergence of a socially diverse and vibrant community supportive of the arts and artists. The integration of diverse, affordable housing options for artists will support local professional artists to live and work in the city, thus contributing to an equitable, diverse and sustainable community that is in close proximity to services, community amenities, transit and recreation.
- 1.6. The presence of the arts and artists in a community contributes to a physical and social environment that encourages the dynamic coexistence of activities and the potential for diverse social and economic opportunities for businesses, tourists and people of all ages. Richmond has a landscape rich in arts experiences, heritage and cultural diversity, but much of it is scattered or “invisible”. Furthermore, Richmond believes that its lack of affordable housing – especially affordable housing suitable to the arts and artists, and the lack of affordable creation spaces – may threaten the ability of its arts community to thrive.

2. The Issues

- 2.1. In 2006, Statistics Canada reports that out of 61,435 households in Richmond, there were 46,885 homeowners and 14,545 renters with 10,470 of these renters reporting incomes below \$60,000.
- 2.2. Metro Vancouver indicates the 10-year estimated housing need for low income renters in Richmond is 1,800 or 180 per year. In the absence of Senior Government funding commitments for affordable rental housing development, it is critical to implement innovative approaches to support the creation of affordable rental housing costs to meet the present and future needs of low income and/or core need households with incomes below \$31,500.
- 2.3. Meeting the housing affordability needs of core-need households with incomes below \$20,000 is a Richmond Affordable Housing Strategy priority. Further, households with very low incomes may not have enough money to pay rent in the private market. These households benefit greatly from being supported by rental housing programs that offer affordable rents geared to their incomes.

- 2.4. Our City's Affordable Housing Strategy, *Policy Area 5- Building Community Capacity*, outlines the City's active involvement in seeking partnerships at the local level to respond to existing and emerging housing needs, which includes live/work studios for artists.
- 2.5. In 2006, a Hill Strategies report identified that the Canadian artist median income from all sources is \$12,886 and the average income is \$21,069. The report also reveals that 43 percent of artists earn less than \$10,000 annually.
- 2.6. Based on 2006 Census data there were 845 artists living in Richmond with an average income of \$12,800.
- 2.7. An affordable rent for a household earning \$20,000 annual income would be \$500; while an affordable rent for a household earning \$10,000 would be \$250. Affordable housing options are critical for artists to remain in Richmond.
- 2.8. The median income for senior artists is \$30,000 from all sources, which is \$15,700 less than the \$45,700 median income for non-artist, university-educated Canadians in the same age range. The study reveals that 35 percent of senior artists have annual incomes that are less than \$20,000, including 16 percent who have incomes less than \$10,000.
- 2.9. Affordable housing provides stability, decreases financial hardship and enables individuals to spend more on necessities beyond housing. Studies show that individuals who do not have access to stable, adequate, affordable housing may experience poor health related to inadequate or stressful living environments. A household's ability to access well-constructed, regularly maintained, affordable housing supports the health and well-being of individuals and provides direct cost relief for housing providers, social services and senior government.
- 2.10. Innovative housing forms that incorporate affordable live/work space provide viable opportunities for artists to contribute to the cultural and economic viability of the local community, while supporting artists to gain self sufficiency.
- 2.11. Specifically, providing affordable housing options for artists will provide an increased quality of life, while building upon key social assets to support the arts community to fully engage in the creative and tangible aspects of placemaking in Richmond.
- 2.12. In workshops and meetings with the local arts community it has been identified that lack of affordable housing and affordable creation spaces is a deterrent to the growth of the arts in Richmond.

3. The Goal of the Needs Assessment

- 3.1. The Needs Assessment will serve to provide information to support potential opportunities to provide secure, affordable, accessible housing options and creation space to meet the present and emerging needs of local artists.
- 3.2. Key objectives of the assessment will be to:
 - a) clarify the existing and potential affordable housing needs within Richmond and the region;
 - b) identify barriers and issues specific to the arts community and access to affordable housing and creation space; and
 - c) determine the potential impact and community benefit of fostering diverse, affordable housing options and creation spaces for artists in Richmond.

4. The Purpose

- 4.1. The specific purpose of this study is to determine if a need for affordable housing for artists exists in Richmond and whether the City should take steps to address that need via new developments in the city. As such, studies and needs assessments that have already been conducted in jurisdictions near Richmond may provide useful background information and provide context and support for the Needs Assessment that will be conducted. For example, the Performing Arts Lodge of Vancouver provides an innovative program that offers affordable housing and performing arts spaces for arts professionals at the end of their careers. Currently, PAL-Vancouver has 200 eligible applicants on their waiting list for housing units (175 rental applicants, 25 ownership applicants).
- 4.2. The information gathered through the Needs Assessment will be useful in evaluating and targeting present and potential housing needs. Specifically, the study seeks to consider:
 - a) Is there a critical need for affordable housing for artists today in Richmond? How is this expected to change over the coming years to 2041?
 - b) Is there a critical need for affordable creation spaces for artists today in Richmond? How is this expected to change over the coming years to 2041?
 - c) What population group would be best served with affordable housing options in Richmond (i.e. socio-economic group, age, ability to pay monthly shelter costs such as rent, rent-to-own, co-op payments,

occupation, interests, tenure)? How is this expected to change over the coming years to 2041?

- d) What is the anticipated demand for affordable housing for artists (i.e. number of units and residents broken down by demographic) today in Richmond? How is this expected to change over the coming years to 2041?
- e) What is the ability of the identified potential tenants who may be artists to afford the shelter costs including, a) the required amount of space to appropriately support the tenant's arts-related activities, and b) what characteristics or features does this space include?

5. Methodologies

5.1. The proposed methodology should include both quantitative and qualitative methods of research and community engagement process. Reference to prior research conducted by the City, existing demographic and socio-economic trends, and housing data from multiple sources such as Canada Mortgage and Housing Corporation (CMHC) is required. Some of the research methods may include but are not limited to:

- a) analysis of Census Data and Profiles;
- b) review of population and demographic projections;
- c) conducting a community needs survey;
- d) discussion with relevant staff;
- e) public consultation (2-3 sessions) that may also include Let's Talk Richmond website participation and two public consultation sessions;
- f) possible focus group discussions or open-ended questionnaires; and
- g) other research tools that support the study's requirements with the time limitation of the research schedule.

5.2. The Successful Proponent should apply ethical research guidelines with a commitment to ensure responses remain confidential and that sensitive information is released only with the expressed interest of the City. Participants will be provided with an informed consent to participate and authorization for the release of information. All reports, raw data, survey results and public consultation feedback will remain the property of the City. Respondents will be

made aware that information gathered during the study may be released by the City to third parties such as developers or non-profit affordable housing providers.

6. Scope of Work

6.1. The Successful Proponent will generate consistent baseline data and community needs assessment findings to determine the required and anticipated affordable housing and creation space needs for the target population. The Successful Proponent will submit:

- a) work program submission and City Staff review,
- b) survey tool and community engagement strategy review;
- c) Phase 1: Assessment review;
- d) Phase 2: Analysis summary, and
- e) the final report requirements as outlined in section 9 of these Terms of Reference.

6.2. Work Program Submission Requirements:

- a) The Successful Proponent will submit a work program utilizing the Table of Contents in section 12 of these Terms of Reference as a framework to describe how the goals and purpose of the assessment will be achieved through identifying the intent, process, deliverables, projected outcomes and time schedule for each phase of the study. City staff will review, require revisions if necessary, and provide final approval prior to commencement of any work.

7. Phase 1: Assessment

7.1. What are the unmet affordable housing needs?

- a) Evaluate the demographic, socio-economic and other factors affecting housing and space need and demand in the target population including, but not limited to, population, income, age, occupation, ability, proximity to local amenities, transportation and community services.

7.2. The Phase 1 assessment and progress report will contain:

Key Deliverables:

- a) Review of existing relevant regional, provincial and national policies and directives.
- b) Relevant baseline data to determine the socio-economic demographics of respondents including: age, income, occupation, household type and characteristics, affordability considerations, area of residential preference and other emerging issues (e.g. proximity to local amenities, transportation and community services).
- c) Raw data, summary and analysis of the community needs assessment conducted through the administration of survey and public consultation to determine the interest and need of affordable housing and creation space in the city.
- d) Identification of any gaps or trends in the housing needs and support for various sub-populations (i.e. specific consideration of affordable housing needs for artists).
- e) Preliminary findings.

8. Phase 2: Impact Analysis

8.1. What are the challenges and opportunities in responding to these needs?

8.2. Impact Analysis

- a) Assess housing affordability, availability and supply factors (i.e. minimum and maximum range of shelter costs that target group can pay).
- b) Determine location, land use considerations, proximity to transit, services and community amenities.
- c) Analyze if the City's conventional low end market income and rent values will be affordable to the target group.
- d) Assess the factors that will make the housing units affordable. This may include a mix of affordable housing tenure options along the housing continuum for artists in the community (subsidized rent, low end market rent, near market, rent-to-own, co-operative and entry-level ownership) including living and creating space in the same unit.
- e) Assess the factors that will make the creation spaces affordable.

- f) Identify what indoor, in-unit, or nearby area amenities are required and the size of these spaces to support a vibrant arts community to live, work and contribute to the arts, culture and economic opportunities in the area.

8.3. The Phase 2 Findings and Analysis Summary report will contain:

Key Deliverables - Section A:

- a) Analysis of available data and survey results to describe the need for affordable housing, affordable housing options and affordable creation spaces to support artists to live, work and contribute to the community vision.
- b) Evaluation and reference of policy links, barriers and/or gaps that exist to respond to these needs.
- c) Assessment of current or potential opportunities to achieve the provision of affordable housing and creation spaces.
- d) Recommendations for the amount of space required to adequately support the housing and amenity needs identified through this study.
- e) Incorporation of housing costs, physical space requirements, amenity considerations, affordability and tenure options.
- f) Evaluation of factors related to rising land values that may reflect potential use and impact affordability of units for artists to continue living in the proposed arts precinct in City Centre and other areas of Richmond.

8.4. How do we engage and build capacity in the community?

- a) Survey and public consultation with community stakeholders (artists, arts organizations, community members, PAL)

8.5. Key Deliverables- Section B:

- a) Assessment of the challenges and opportunities that exist in supporting affordable housing options for artists and affordable creation spaces.
- b) Identification of the potential need for affordable housing options and creation spaces for artists (current Richmond residents and those who may choose to live here).

9. Final Document

- 9.1. The Successful Proponent will be responsible for preparation of the final document that includes all writing, conducted surveys, interview transcripts, graphic material, tables and mapping. The Successful Proponent will have access to the City's inventory of photography to use for presentation materials as well as the final document.
- 9.2. The City and consultant will review the primary areas of the study to be addressed in the final document.
- 9.3. The final document will consist of:

Key Deliverables

- a) A well laid out, concisely written report that addresses the community's affordable housing needs and affordable creation spaces in specific context to the purpose, goals and objectives outlined in the Terms of Reference.
- b) The final written report will include a summary of Phase 1 and 2 findings with overall conclusions and recommendations pertaining to the study's purpose, goals and objectives, and will include:
 - Context of why the Community Needs Assessment is being conducted at this time.
 - Issues and Challenges that the Assessment will address.
 - Demographic information to identify the unmet and potential affordable housing and space needs.
 - Space, amenity, arts, cultural and economic related activity requirements.
 - Richmond-specific challenges and opportunities to support affordable housing and creation spaces for artists.
 - Consultation process summary, results of public input and survey findings.
 - Conclusions and Recommendations.

10. City Provided Items

- 10.1 The City will provide the Successful Proponent the following resources and assistance:

- a) identification and organization of appropriate City staff for meetings;
- b) booking of meeting spaces;
- c) access and reference to existing City policy, plan, strategy and other related documents;
- d) identification of community arts oriented organizations;
- e) supporting economic development strategy and planning documents;
- f) sample of a survey instrument utilized to complete an affordable housing needs assessment for artists; and
- g) GIS mapping and relevant Statistics Canada data.

11. Project Schedule

11.1 It is the City’s preference to complete the Work within four to six (4 – 6) months; however, the City will work with the Successful Proponent to develop an appropriate timeline, prior to starting the Work. The table below outlines the project meeting and activity schedule that will be incorporated into a project schedule determined by the City and the Successful Proponent:

Proposed Date	Activity	Meetings (Consultant to attend)
April 11, 2012	Work program submission	City Staff and Consultant
TBD	<p>Phase 1: Policy, Data, and Best Practice Review</p> <p>-Review of policies, plans, census data and research to prepare data projections.</p> <p>-Application of data to research questions</p> <p>Progress Report 1-</p> <p>-Review of policies, plans, census data, data projections, and preliminary findings.</p> <p>-Application and links from data to research questions, survey and public consultation.</p> <p>Survey tool and public consultation</p>	City Staff and Consultant

Proposed Date	Activity	Meetings (Consultant to attend)
TBD	strategy review and finalization	City Staff and Consultant
TBD	Phase 2: Conduct Surveys and Public Consultation	Consultant to conduct surveys and facilitate public consultation
TBD	<p>Progress Report 2: Community Findings Summary and Analysis</p> <p>Phase 3: Creation Space Analysis</p> <ul style="list-style-type: none"> -Design and Use Analysis -Live/Work and Income generating potential -Economic, Socio-Cultural, and Environment (Physical and Natural) Sustainability factors 	City Staff and Consultant
TBD	<p>Progress Report 3:</p> <ul style="list-style-type: none"> -Creation Space Findings and Analysis -Summary of Phase 1, 2 and 3 and application to affordable housing and creation space options to support the sustainability of artists in community. 	City Staff and Consultant
July 16, 2012	Draft Final Report- Conclusions and Recommendations	City Staff and Consultant
September 18, 2012	Planning Committee	City Staff and Consultant
September 24, 2012	Council Meeting	City Staff and Consultant

12. Table of Contents

1. Introduction
2. Terms and Definitions
3. Background
4. Identified Issues
5. Purpose and Goals of Needs Assessment
6. Methodology Review
7. Phase 1: Impact Analysis- Assessment of Policies, Housing Needs, and Population
8. Phase 2: Community Findings and Analysis: Survey and Public Consultation Results and Analysis
9. Phase 3: Creation Space Design and Use Analysis
10. Final Results- Conclusions and Recommendations
11. Other
12. Appendices
 - Survey Tool
 - Survey Results
 - Authorization for Release of Information
 - Maps, Graphs and Tables
 - Additional References
 - Other

13. Consultant Duties and Schedule of Payment

	Description	Primary Role	Deliverables	Budget
1	Work Program Submittal and Review	Consultant- Preparation City Staff and Consultant Review	Written Work Program -Submission and required revisions	\$750.00
2	Progress Report 1	Consultant	<u>Phase 1: Policy, Data, and Best Practice Review</u> Review of policies, plans, census data, and research to prepare data projections. Application of data to research questions Development of the Survey Tool and Public Consultation Strategy Methods, Implementation and Schedule	\$3,750.00
3	Phase 2: Survey and Public Consultation Implementation	Consultant	Community Survey Administration Organize and facilitate 2-3 Public Consultation Sessions	\$3,000.00
4	Progress Report 2	Consultant	<u>Phase 2: Survey and Public Consultation Process</u> - Section A: Community Survey and Consultation Results and Analysis - Section B: Evaluate and analyze data to determine needs, opportunities and barriers: - Pros - Cons - Identify potential use and impact	\$3,000.00
5	Progress Report 3	Consultant	Phase 3 Creation Space Design and Use Review and Analysis -Design and Use Analysis -Live/work and Income generating potential -How does this support housing affordability	\$3,000.00

	Description	Primary Role	Deliverables	Budget
6	Final Report	Consultant	Final Report- Conclusions and Recommendations Phase 1, 2 and 3- Summary of Findings Overall Conclusions and Recommendations	\$4,500.00
7	Planning Committee	Consultant and City Staff	Preparation and Input into a written report and presentation of findings to the Planning Committee	\$2,000.00
8	Council Meeting	Consultant and City Staff	Presentation of written report and findings to Council	\$2,000.00
9	Holdback (12%)	To be released upon completion and final City Staff approval of items 1-8 as listed above.		\$3,000.00
	TOTAL			\$25,000.00

*Note: See Terms of Reference and approved work program submittal for complete list of deliverables for each section.