



Date: December 15, 2020

Report to: Board of Directors
CityHousing Hamilton Corporation

Submitted by: Tom Hunter,
Chief Executive
Officer/Secretary

Prepared by: Sean Botham
Senior Development Project
Manager;
Samantha Blackley,
Development Coordinator

Subject: **Policy 11 Single Source Provider for Invizij Architects Inc.
(Report #20027)**

RECOMMENDATION:

That the Board of Directors approve the following resolution:

WHEREAS the Rapid Housing Initiative (RHI), a Federal program delivered through CMHC to fund commercial conversions to residential and modular construction, was announced September 21, 2020, with the City of Hamilton receiving a \$10.8M allocation for distribution, and housing providers the opportunity for additional funds through a separate application process;

AND WHEREAS a motion on Modular, to prepare, coordinate, and support the rapid delivery of modular pilot developments, was presented to Council on September 24, 2020;

AND WHEREAS a report was brought by Housing Services to General Issues Committee (GIC) on November 4 to accept and administer RHI Major Cities Stream funding and provide support to projects applying to the RHI Projects Stream;

AND WHEREAS a report was brought forward by CHH to the Board authorizing to proceed with two Rapid Housing Initiative (RHI) project applications including a 15-unit conversion at 350 King St and a 20-unit modular development at 253 King William;

THEREFORE be it resolved that:

- (l) That the Board of Directors approve the development plan outlined in this report to:
 - a. Authorize and direct staff to retain Invizij Architects Inc (Invizij) as a Procurement Policy #11 - Single Source Provider, on the basis of funding timeline criteria and following on their previously initiated schematic work, to provide and consult on the detailed design to an upset limit of \$240,639.65.

A handwritten signature in blue ink that reads "Tom Hunter".

Tom Hunter
Chief Executive Officer/Secretary

EXECUTIVE SUMMARY:

The federal government launched the Rapid Housing Initiative (RHI) in fall 2020. The program provides \$1 billion to help address urgent housing needs of vulnerable Canadians through the rapid construction of affordable housing, which will help to create over 3,000 new affordable units. With completion of the selected projects to be within 12 months of the approval, there is a time imperative, as projects not completed within this timeframe will have to return funding.

On November 20th, CityHousing Hamilton (CHH) applied to RHI Major Cities Stream, to convert underutilized commercial space at 350 King St to 15 new affordable units. This project has an expected construction schedule of 6 months, and full project completion within 10 months. Due to the strict timelines of this program, it is critical that the architect begin the detailed design immediately.

CHH has recommended that the Board provide authorization to Single Source an architect for the design and tendering documents, with Invizij specifically being recommended to allow continuity from their schematic work. This will allow CHH to ensure that the designs are completed in timely manner to allow the construction to be tendered and start within the projected schedule.

The aim of this report is to seek the necessary authorization needed to retain the architectural firm to ensure the design and tendering documents are completed within the timing allocated as part of the one-year timeline.

BACKGROUND:

On October 27, 2020, the Federal Government publicly announced an investment of \$1B through the Rapid Housing Initiative to fund production of affordable housing across Canada within one year. The City of Hamilton received an allocation of \$10.8M under the RHI Major Cities Stream to support projects selected by the City.

CHH applied for the RHI Major Cities Stream on November 20th and obtained the authorization from the Board on November 24th to proceed with two applications including the conversion of 9,500 sq. ft of under-utilized first-floor commercial space at 350 King St to build 15 additional units.



To help meet with the rapid deadlines of this funding program, CHH also acquired authorization for Staff to conduct a modified and shortened competitive process to ensure the projects success through Report #20024.

On November 27th, City of Hamilton supplied their recommended projects for the Major Cities Stream for CMHC review, and as of December 7, 2020 have received confirmation of 2.25M in funding for the 350 King St conversion.

DISCUSSION:

The regular procurement process for the prime design consultant would take several months and push the project schedule beyond the maximum allowable completion date, therefore, use of sole sourcing is being recommended.

Through the RHI application process and feasibility work for the 350 King proposal, Invizij Architects was hired under Policy 5.1 of the procurement to assist with the schematic design and Class D costing. This design work included project feasibility through determining optimum unit configuration and accessibility for the space. Based on their existing feasibility work on the file, Invizij is specifically being recommended to be sole sourced for continuity.

Appendix "A" to Report 20027 highlights the proposed unit configuration, which consists of nested units to optimize the 9,500 sq. ft. while still attaining two new accessible units. Based on Invizij history with the file, CHH has recommend that they be sole sourced as prime design consultant for this project due to their knowledge of the building and ability to help expedite the design process.

Invizij also provides experience with the design and construction involved with building nested units, helping to better determine the requirements necessary for the construction tender. CHH is also recommending that a project management sub-consultant be secured by Invizij, to provide the direct project management to deliver this project alongside the architect's regular contract administration responsibilities.

A budget was set for this project based off the Class D costing, which included a 6% budget for architect fees, to match industry standards. Due to the stage of the project, to account for variability in pricing from the volatility in the market, a contingency of 28% was added to these consulting costs. CHH has proposed an



upset limit of \$240,639.65 be authorized to source an architect consultant, which aligns with the current proposed budget.

CONCLUSION

Due to the short and strict deadlines involved with the RHI funding, it important that all aspects of the project be streamlined where possible to enable project completion and occupancy prior to the CMHC deadline. With the history Invizij has with the proposed project design and costing, it is recommended that they be sole sourced as prime design consultant with an upset limit of \$240,639.65. By sole sourcing, CHH can ensure that the design stage is completed to align with the overall project timeline.

ALIGNMENT TO THE 2017-2021 STRATEGIC PLAN:

This report implements:

Built Environment and Social Infrastructure

CityHousing Hamilton is committed to finding new ways to be innovative that will contribute to a dynamic City characterized by unique infrastructure, buildings, and public spaces. The maintenance, renewal and new development of our housing stock will ensure that the quality of life, well-being and enjoyment of our residents', influences the design and planning of our homes.

APPENDICES:

Appendix A – First Place Proposed Conversion Floor Plan

Mission: We provide affordable housing that is safe, well maintained and cost effective and that supports the diverse needs of our many communities.