

Request for Proposal



United Way
Maritimes

Serving Central
& Southwestern NB,
PEI & Mainland NS

Product/Services to Procure: **Small Modular Homes “Tiny Homes”**
Deadline for Proposals: **February 21, 2025 (4:00 pm AST)**
RFP/RFQ #: UWM_001_2025
RFP/RFQ Contact: Paul Hershaw
paul.hershaw@unitedwaymaritimes.ca
☎: 506.658.1212 | 📠: 613.806.3401
Project Manager – Sunnyside Tiny Homes
United Way Maritimes

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RFP Description

This Request for Proposals (the “RFP”) is an invitation by United Way Maritimes to prospective Proponents to submit proposals for the design, construction, and delivery of 75 Small Modular Homes (“Tiny Homes”). These homes are part of the Sunnyside Tiny Home Community initiative, a project aimed at addressing homelessness and housing insecurity in Saint John, New Brunswick, as further described in the RFP Deliverables section of this document.

Proponent Must Be Single Entity

The Proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with United Way Maritimes. If the proposal is being submitted jointly by two or more separate entities, the proposal must identify only one of those entities as the “Proponent”. The Proponent will be responsible for the performance of the Deliverables.

Contract for Deliverables

The selected Proponent will be requested to enter into direct contract negotiations to finalize an agreement with United Way Maritimes for the provision of the Deliverables. The initial term of the agreement will be negotiated as part of the contract. Pricing will be held firm by the selected Proponent for the initial term of the agreement and any extension options exercised by United Way Maritimes.

RFP Timetable - Key Dates

Issue Date of RFP	February 5, 2025
Deadline for Questions	February 14, 2025, at 4:00 PM (AST)
Deadline to Apply	February 21, 2025, at 4:00 PM (AST)
Anticipated Ranking of Proponents	March 8, 2025
Anticipated Execution of Agreement	March 15, 2025

The RFP timetable is tentative only and may be changed by United Way Maritimes at any time.

Submission of Proposals

Proposals must be submitted electronically by sending the file(s) to:

Paul Hershaw
paul.hershaw@unitedwaymaritimes.ca
O: 506.658.1212 | C: 613.806.3401
Project Manager – Sunnyside Tiny Homes
United Way Maritimes

Proposals must be submitted to the email address set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

The determination of whether the proposal is delivered by the Submission Deadline shall be based on the electronic time and date stamp generated by United Way Maritimes’ email server.

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Respondents will receive notification of submission delivery – this will act as the proof of submission. Respondents who do not receive this notification should seek clarification (please check your junk folder first).

Submission details

- Submission subject lines to read only “UWM_001_2025 – Sunnyside Tiny Homes”
- Submissions should be sent in one email, if possible, and be less than 35mb in size. Respondents whose submissions exceed their internet service delivery limits should use a dropbox.
- Submissions must be in Adobe PDF, Microsoft Word and or Microsoft Excel format (unless otherwise indicated or approved by United Way Maritimes); and
- Submissions may be Zipped.

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in the same prescribed format. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a Proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the Proponent.

Evaluation and Proponent Ranking

All proposals and quotes received in response to RFPs / RFQs will be evaluated and ranked following the process outlined below:

A cross-functional team of staff from United Way Maritimes, consisting of a minimum of three and maximum five members, will evaluate each proposal against the stated criteria.

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents are asked to include in their proposal the information that is requested in each of the areas listed in this section. The Proponent responses will be rated (i.e., scored) based on how well the response addresses the rated criteria stated below.

Experience and Qualifications	20 Points
Quality of Product	20 Points
Ability to Deliver on Timeline	10 Points
Financing	10 points
Disclosure	5 Points
Value-Added Services	5 Points
Pricing	30 Points

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Evaluation Criteria

- **Experience and Qualifications:** The provider's experience and the qualifications of their team as they relate to the scope of work identified. This is critical for us to receive CMHC funding.
- **Quality of Product, design and layout:** Meets all CMHC and ARHP guidelines. Building with quality and durable materials. Extra points awarded if you exceed energy efficiency and accessibility standards. SEE <https://www.saveenergy.nb.ca/en/for-home/new-home/rebates/> for guidance from NB Power and let us know which Tier you think is most cost effective. Given the small space, we want to ensure it was designed to maximize livability.
- **Ability to Deliver on Timeline:** The provider's demonstrated capacity to design, construct, and deliver all 75 Small Modular Homes before this fall (2025), ensuring readiness for occupancy by the specified deadline. There is some flexibility here, and we are open to a conversation on alternative timelines.
- **Financing:** Non-market builders often face cash flow challenges because government funds are typically disbursed weeks after work is completed, and invoices are submitted. Please describe any financing or payment options your firm offers to help mitigate this issue.
- **Disclosure:** Does your firm have any current or past legal issues with clients?
- **Value-Added Services:** Additional benefits offered beyond the basic scope of work. This can include bundling services related to the build to accelerate construction and reduce costs – for example managing the site prep. We are interested in building a full-service partnership for this and future developments, though it is not necessary.
- **Pricing:** Cost-effectiveness and transparency of the pricing structure.

** Finance/Price evaluation will always be valued between 30 and 40 points of the overall weighted criteria and will be scored based on each proponent receiving a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula: **lowest proponent price ÷ proponent's price x weighting = proponent's pricing points***

After the completion of evaluation, all scores will be added together and the Proponents will be ranked based on their total scores. The top-ranked Proponent will receive a written invitation to enter direct contract negotiations to finalize the agreement with United Way Maritimes.

RFP/RFQ Deliverable Details

Organizational Background

United Way Maritimes is a donor-funded regional impact organization with dedicated local teams serving central and southwestern New Brunswick, Prince Edward Island and mainland

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Nova Scotia. We bring together donors, volunteers, business, community organizations and government to create lasting social change by providing funding, creating solutions, partnering with others and advocating for change.

Effective July 1, 2024, seven United Way organizations across the Maritimes unified into a single entity after the boards of directors and memberships of United Way Central New Brunswick, United Way of Colchester County, United Way Halifax, United Way of Lunenburg County, United Way of Pictou County, United Way PEI, and United Way Saint John, Kings & Charlotte passed resolutions to legally merge into one organization.

The unification allows for sharing of knowledge, scaling great ideas and programs, combining strategy and fundraising partnerships, and streamlining operations. These changes maximize staff time and talent so the collective team can spend more time proactively building relationships and creating new opportunities in communities across the region.

Local impact remains a key commitment in the new organization. Funds raised in each United Way community will be invested locally, and decisions to invest in organizations and programs and develop partnerships will continue to be led by local knowledge. Senior staff and volunteer presence also remains strong in each geographic location.

As persistent social issues like poverty, food insecurity and the housing crisis continue to grow, United Way organizations are taking on increasing responsibility for creating solutions. This often requires an increase in investment and in philanthropic partnerships, as well as robust infrastructure and capabilities which are easier to develop and grow through combining our collective resources.

United Way Maritimes will be better positioned to strengthen local impact and relationship building, share data, results and programming to grow community impact and implement new systems and technologies, like customer relationship management and fundraising platforms, more effectively and at less cost.

Functional areas such as finance and accounting, marketing and communications, and governance and human resources now have dedicated regional teams to serve all the geographic areas uniting, allowing for more efficient use of resources and elimination of duplication of efforts. Dedicated strategic planning and forecasting in the areas of revenue growth and diversification, fundraising, business development, and community impact will also support the wider Maritime entity, better supporting those on-the-ground actively meeting community needs. Additionally, in recognition of the growing need from a housing perspective, the new entity has an Affordable Housing division, which has a number of active projects underway across the region. More information is available at www.unitedwaymaritimes.ca

Current Organizational Environment

United Way Maritimes currently employs approximately 60 full-time employees located in seven separate office locations across three provinces (Nova Scotia, New Brunswick & PEI) in a hybrid (remote & in-person) working environment.

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United Way PEI: 119 Queen St Unite 106, Charlottetown, PE C1A 4B3

United Way Halifax: 1809 Barrington St Suite M 101, Halifax, NS

United Way Colchester: 605 Prince Street Truro, NS B2N 5B6

United Way Pictou: 342 Stewart Street, New Glasgow, NS, B2H 5E1

United Way Lunenburg: Bridgewater, NS

United Way Saint John: 28 Richmond St, Saint John, NB E2L 3B2

United Way Central New Brunswick (Fredericton): 385 Wilsey Rd #1, Fredericton, NB E3B 5N6

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Scope of Work

Unit Specifications

Unit Sizes

- Standard Units: 350 sq. ft.
- Fully Accessible Units: 395 sq. ft.

Provincial Standards

All units must comply with the following guidelines:

- 1. Accessibility:**
 - a. 20% of units must meet **Barrier-Free Design Building Code** standards
 - b. **Accessibility:** Alignment with CSA **B651:23 and B652:23** standards.
- 2. Green Building Requirements:**
 - a. Compliance with the **Provincial Green Building Policy** & Federal CMHC standards “energy efficiency (shifting to 2020 model codes – projects must achieve Tier 2 of the 2020 National Energy Code of Canada for Buildings or Tier 3 of the 2020 National Building Code)”
- 3. Self-Contained Features:**
 - a. Full kitchen (including fridge, stove, oven, and sink – NB Housing doesn’t allow mini-fridges or hotplates).
 - b. 3-piece bathroom (toilet, sink, and shower).
- 4. Closet Requirements:**
 - a. Minimum of one closet for bachelor units, ideally extra storage space for residents.
- 5. Bedroom Parameters:**
 - a. Two means of egress (door and exterior egress window).
 - b. Minimum floor area of 99 sq. ft. (9 ft. x 11 ft.) with no dimension smaller than 9 ft.
 - c. Ceiling height: 7 ft. minimum over at least 53 sq. ft. of space.
 - d. Closet width: Minimum of 3 ft.
- 6. Layout:**
 - a. Ventilation systems must connect to bedrooms.
 - b. Final layout subject to approval by **Housing NB**.
 - c. Small covered porch.
- 7. Durability:**
 - a. Units must be easy to clean and built with durable materials.



Proposal Submission Requirements

Proponents must include the following in their submissions:

- **Design Plans:**
 - a. Detailed layout and specifications of the standard and fully accessible units.
 - b. Bonus points for environmental and accessibility attestation for CMHC loan eligibility.
- **Construction Details:**
 - a. Materials, timeline, and approach to meeting all Provincial and Federal Standards.
- **Timeline:**
 - a. Demonstrated capacity to complete and deliver 75 units for fall 2025. There is some flexibility here, and we are open to a conversation.
- **Experience and Qualifications:**
 - a. Proven experience in modular housing projects of similar scale.
- **Value-Added Services:**
 - a. Bundled offerings to accelerate construction or reduce costs (e.g., integrated installation or delivery solutions).
- **Pricing:**
 - a. Transparent pricing structure, including unit cost, delivery charges, and optional services.
- **References:**
 - a. Contact details for at least three clients for whom similar projects have been completed.
- **Disclosure Statement:**
 - a. Any current or past legal issues with clients.

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Communication after Issuance of RFP

All United Way Maritimes RFPs and RFQs will be posted on United Way Maritimes' (local office's) website for a minimum of two business weeks. Additionally, all RFPs will be promoted publicly via social media channels a minimum of once during its posting period.

Respondents shall promptly examine all of the documents comprising this RFP, and

(a) shall report any errors, omissions, or ambiguities; and

(b) may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. It is the responsibility of the respondent to seek clarification on any matter it considers to be unclear.

If United Way Maritimes, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all Proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by United Way Maritimes, which will be posted to the United Way Halifax website

If United Way Maritimes determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, we may extend the Submission Deadline for a reasonable period of time.

When evaluating proposals, United Way Maritimes may request further information from the Proponent or third parties in order to verify, clarify, or supplement the information provided in the Proponent's proposal.

Notification and Debriefing

Once an agreement is executed by United Way Maritimes and a Proponent, the other Proponents will be notified directly in writing as to the outcome of the procurement process.

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification.

The RFP Contact will contact the Proponent's representative to schedule the debriefing. Debriefings may occur in person at a United Way Maritimes office location or by way of conference call or other remote meeting format as prescribed by United Way Maritimes.

Confidential Information

Confidential Information of United Way Maritimes

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All information provided by or obtained from United Way Maritimes in any form in connection with this RFP either before or after the issuance of this RFP: is the sole property of United Way Maritimes and must be treated as confidential; is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables; must not be disclosed without prior written authorization from United Way Maritimes; and must be returned by the Proponent to United Way Maritimes immediately upon the request of United Way Maritimes.

Confidential Information of Proponent

A Proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by United Way Maritimes. The confidentiality of such information will be maintained by United Way Maritimes, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by United Way Maritimes to advise or assist with the RFP process, including the evaluation of proposals. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

Cancellation

United Way Maritimes may cancel or amend the RFP process without liability at any time.

Submission Deadline

All proposals must be submitted by February 21, 2025, at 4:00 PM (AST). Submissions received after this date will not be considered.