

# REQUEST FOR PROPOSALS

## PIBC Peer Learning Network – Housing Advisory Bulletins

(last updated June 25, 2025)

### 1. Introduction

The Planning Institute of British Columbia (PIBC) seeks to engage a qualified consulting team to deliver multiple series of Housing Advisory Bulletins – a new resource for planners and practitioners in British Columbia and the Yukon working in the housing space or generally interested in enhancing their knowledge about housing development as part of continuous professional learning. This work is authorized by the PIBC Board as part of the Peer Learning Network (PLN), and directed by the Housing Task Force of the Institute's Policy & Public Affairs Committee.

### 2. About PIBC

PIBC is the professional association of planners in British Columbia and Yukon and has been dedicated to the advancement of the planning profession for more than 60 years. PIBC is the westernmost provincial/regional planning institute aligned with the Canadian Institute of Planners – the national association for the profession – and was incorporated in 1958 under the *Society Act* of British Columbia. Today, PIBC has over 2,000 members and operates with 11 Board members, 7 staff or appointed positions, and 11 committees. For more information about PIBC, please review the [2023-2025 Strategic Priorities](#) and [2024 PIBC Annual Report](#).

### 3. Context

The PLN is a program and service designed and delivered by PIBC to support planners and practitioners complying with new provincial housing requirements in British Columbia. Starting in 2023, the Province of British Columbia enacted a series of interrelated legislation affecting local governments with the stated goal of increasing the supply of housing in communities across the province.

The Ministry of Housing and Municipal Affairs provided a one-time funding contribution to PIBC in 2023 to support the delivery of the PLN program. To date, PIBC has delivered in-person information sessions and webinars with practitioners, legal, and subject matter experts, and offered an online discussion forum, online information resources, and subsidies for different planning and legal resources.

One of the planned offerings is research-based resources. The PLN Input & Engagement Survey 2, participants' engagement in the PLN webinars, and directions from the Housing Task Force, confirmed that there is a core need to enhance the knowledge of planners and practitioners about some of the fundamental concepts, principles, and practices of housing development. This foundational knowledge is crucial to fully understanding the application of the new provincial housing legislation, and being more informed and engaged about housing development in general.

It is acknowledged that the Ministry has produced a series of policy manuals, best practices guides, and guidelines relating specifically to the housing legislation. The proposed scope of work is intended to add to the body of knowledge.

For more information about the PLN, please refer to:

- Project webpage, including links to provincial documents: <https://pibc.bc.ca/pln>
- Phase 2 Action Plan: [https://pibc.bc.ca/sites/default/files/internal\\_pages\\_pdfs/resources/PLN/PIBC\\_PLN\\_Phase\\_2\\_ActionPlan\\_Final.pdf](https://pibc.bc.ca/sites/default/files/internal_pages_pdfs/resources/PLN/PIBC_PLN_Phase_2_ActionPlan_Final.pdf)
- PLN Input & Engagement Survey 2 Report: [https://pibc.bc.ca/sites/default/files/internal\\_pages\\_pdfs/resources/PLN/PIBC\\_PLN\\_Survey\\_2\\_Report\\_FINAL.pdf](https://pibc.bc.ca/sites/default/files/internal_pages_pdfs/resources/PLN/PIBC_PLN_Survey_2_Report_FINAL.pdf)

## 4. Goal and Objectives

### Goal

The goal of the proposed work is to produce a series of Housing Advisory Bulletins that will provide practical and foundational information to planners and other practitioners in British Columbia and Yukon working in the housing space or generally interested in enhancing their knowledge about housing development as part of continuous professional learning.

### Objectives

In service of the goal, the Housing Advisory Bulletins will cover the following priority themes

- Fundamentals of housing development economics
- Cost of and funding for infrastructure and amenities
- Inclusionary zoning and inclusionary housing policies

The Housing Advisory Bulletins will be posted on the PLN website and shared widely with PIBC members and allied practitioners.

## 5. Scope of Work

The scope of the Housing Advisory Bulletins is structured in the following themes or series. The successful Proponent is expected to develop detailed scopes of work for each series in collaboration with PIBC staff and guidance from the Housing Task Force.

### **SERIES 1: FUNDAMENTALS OF HOUSING DEVELOPMENT ECONOMICS**

The Proponent will undertake research and analysis to produce Housing Advisory Bulletins that explain the development economics of housing. Content may include the cost and revenue components of housing development, components specific to different housing forms, land residual method, measures of financial viability, cost of materials and construction methods, and so forth. The specific topics will be determined in collaboration between the Proponent and PIBC. Up to three Housing Advisory Bulletins may be appropriate for this series – the precise number will be determined during final scoping.

### **SERIES 2: THE COST OF AND FUNDING FOR INFRASTRUCTURE AND AMENITIES**

The Proponent will undertake research and analysis to produce Housing Advisory Bulletins that explain the cost of and funding for infrastructure and amenities that support new residential development and enhances existing neighbourhoods, potential innovative approaches, and so forth. The bulletins may explore the fundamental questions of ‘who pays for growth’ and ‘who should pay for growth’. Where appropriate, references should be made to local government tools, such as Development Cost Charges, Amenity Cost Charges, general taxation and utility rates, grants, long-term debentures, and developer-funded infrastructure. Up to three Housing Advisory Bulletins may be appropriate for this series – the precise number will be determined during final scoping.

### **SERIES 3: INCLUSIONARY ZONING AND INCLUSIONARY HOUSING POLICIES CASE STUDIES**

The Proponent will undertake research, key informant interviews, and analysis to produce a series of case studies about the policy design and implementation performance of inclusionary zoning and inclusionary housing policies, and best practices in the management/operations of inclusionary housing units. The key informants should include local governments, for-profit housing developers, and non-profit housing providers in order to provide a comprehensive set of perspectives. The jurisdictions of interest may include, but not be limited to, the following, subject to confirmation with PIBC:

- Metro Vancouver communities that have implemented inclusionary housing policies (prior to the enactment of the provincial inclusionary zoning legislation) which have led to the delivery of inclusionary housing units within market rate housing projects: Vancouver, Burnaby, Richmond, City of North Vancouver, Port Coquitlam, and New Westminster
- Inclusionary zoning in Toronto
- Inclusionary zoning in American jurisdictions, such as Seattle, San Francisco, Los Angeles, Cambridge, Boston, and Montgomery County (Maryland)
- American transit agencies that are actively facilitating non-market housing development on surplus lands, such as Sound Transit in Seattle, LA Metro in Los Angeles, and MBTA in Boston.

Up to four Housing Advisory Bulletins may be appropriate for this series – the precise number will be determined during final scoping.

## **6. Budget**

The estimated budget for the proposed contract is approximately \$45,000. The final budget will be based on a finalized scope agreed upon between PIBC and the successful Proponent.

## **7. Deliverables**

The work is anticipated to garner significant profile for PIBC and the Proponent. Each Housing Advisory Bulletin should be written and designed to a standard that is highly engaging for planners and practitioners. The American Planning Association's Planning Advisory Service Reports/Memos can serve as an example. Each bulletin should strive to have clear, concise, and straightforward writing. Custom graphics should be designed to suit the content as appropriate to improve ease of understanding technical concepts, terms, and methodologies. Generally, each bulletin should not exceed 8 pages in length (the precise length will be confirmed during final scoping).

Accurate, timely, and carefully curated information will be essential to the Housing Advisory Bulletins. The inclusion of content (i.e. text and graphics) produced by AI-powered chatbots in the Housing Advisory Bulletins is not permitted. To achieve a high standard of research, relevant experts in housing development and policy should be included on the consultant team. To achieve clear writing, copy editors, or people possessing similar skillsets, should be included on the consultant team as appropriate. To achieve effective graphical communication, graphic designers, or people having similar skillsets, should be included on the consultant team as appropriate.

Further, awareness and understanding of the BC housing legislation and regulations, and local government planning environment in British Columbia is highly desirable. The bulletins should contain accurate contextualization where appropriate.

The Proponent is expected to meet and coordinate with PIBC staff on an agreed-to regular basis for the purposes of project management. The Proponent is expected to engage with the Housing Task Force at project start-up and at pre-determined milestones to present draft and final products. The Proponent is expected to present the suite of Housing Advisory Bulletins in an online PLN webinar open to planners and practitioners.

## **8. Schedule**

The proposed work is anticipated to be substantively completed within five months of project initiation. For example, if the consultant onboarding takes place in September 2025, then the project should be completed by January 2026. A detailed scope of work and schedule will be prepared in collaboration with PIBC and be finalized generally within several weeks of onboarding.

## 9. Submission Requirements

Interested Proponent teams must submit the following materials by 4:00PM PST, July 25, 2025 to Raymond Kan ([Raymond.Kan@pibc.bc.ca](mailto:Raymond.Kan@pibc.bc.ca)).

- A cover letter expressing interest and understanding of the project, qualifications, and experience
- A proposal (not to exceed 12 pages, excluding key personnel resumes) comprising:
  - **Team description:** overview of team members, including qualifications and experience
  - **Team expertise and experience:** detailed summation of the team's expertise and experience related to this scope of work.
  - **Project management structure:** critical for efficient and effective workflows and engagement with the client.
  - **Personnel Qualifications:** provide the key personnel, their roles, and their time allocation; for each personnel, include a resume in the appendix.
  - **Proposed project work plan:** include approach, methodology, tasks, deliverables, timelines, and time allocation of personnel; identify and describe any proposed deviations from the scope of work specified in this document.
  - **Proposed project budget and allocation:** separated by task
  - **Other information:** any other information you consider relevant to the work.

## 10. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Qualifications and experience (45%)**
  - Qualifications of the team to undertake the project based on expertise, past project experience, and assembled personnel, including any copy editors and graphic designers (or team members possessing similar skills)
  - Appropriate allocation of personnel to specific tasks
- **Approach and Methodology (35%):**
  - Demonstrated understanding of the project
  - Clear articulation of the approach, methodology, schedule, and project management structure
  - Value-add or innovative offerings
- **Price (15%):**
  - The Proponent offering the lowest price will be awarded 15 points
  - Other Proponents' scores = 15 x (Lowest Price/Proponent Price)
- **References (5%):**
  - Previous client or employer feedback

The evaluation process noted above will determine the prominent submission(s) with the highest point score(s). PIBC may deem the Proponent with the highest point score to be the successful Proponent, or PIBC may conduct an interview with a minimum of two Proponents with the highest point scores.

Should PIBC choose to conduct interviews, the results and impressions from the interviews will be combined with the total point scores to determine which Proponent is deemed to be the successful Proponent.

PIBC will select, at its sole discretion, the Proponent that it determines is best suited to achieve the objectives for this work. Based on its evaluation and determination, PIBC reserves the right to, at its sole discretion, decline to proceed with any Proponent or submission received.