

# REQUEST FOR PROPOSALS FOR: MANAGEMENT SERVICES CONTRACT

MUNICIPALITY OF  
**BOISSEVAIN-MORTON**  
SOUTHWEST SENIOR HOUSING INC.



**Issued By: Southwest Senior Housing Inc.**

**Issue Date: February 22, 2021**

**Submission Deadline: March 12, 2021**

**4:00 p.m. Central Time**

**Proposals should be in PDF Format and emailed to:**

Southwest Senior Housing Inc.

Attn: Gordon Daman, Consultant

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## **Project Concept**

The Municipality of Boissevain-Morton through Southwest Seniors Housing Inc. recognizes and acknowledges the challenge its citizens face when wishing to access suitable housing as they enter into their senior years. While there is a senior citizens apartment complex located in Boissevain, its design is one suited to an earlier time and does not provide the services typically required to ensure our seniors have the opportunity to “age in place” in the community that they have lived, worked and played for most of their lives. Witnessing friends and family moving out of Boissevain or not having access to appropriate housing over the years as they age, both the Council and the Board of Directors acknowledged the social and economic importance of offering greater housing options which ensure the on-going sustainability for the Municipality and region.

To address the profound need for appropriate housing, Southwest Seniors Housing Inc. undertook efforts to ascertain the feasibility of constructing seniors assisted living housing for Boissevain and region. Community leaders are resolute in their belief that by assuring the Municipality is able to provide appropriate seniors housing options, seniors in Boissevain will be able to remain in their home region, honouring their lifelong commitment to the place they call home. By providing appropriate seniors housing, Council and the Board of Directors concurs with the many economic development studies that indicate investment in seniors housing will help to sustain the Municipality of Boissevain-Morton today and encourage growth in the future.

## **Project Design, Amenities and Size**

The Assisted Living residence, currently under construction, is modelled after other Assisted Living facilities in Manitoba and is being constructed within Provincial building code in a modest but comfortable scope. The subject is a two-story multifamily building consisting of 35 suites, which includes; two-bedroom units, one-bedroom units and one-bedroom units with studies. The suites range from approximately 750 to 850 square feet. The suites contain bathrooms which are fully accessible with barrier free showers to allow for sitting or standing, bedrooms with full closets, bar style cabinetry with sink and fridge, storage rooms, and modest living room area which provides ample room for furniture with wall mounted TV stands.

The main floor contains a commercial kitchen with dining to facilitate assisted living services, additional common dining area, activity room, general office, janitor room, laundry room, staff room, accessible public washrooms and common space along with a separate vestibule. The second floor contains a library, activity room, modest common area, hair salon and public washrooms. The facility includes an elevator and will be fully accessible as per Manitoba Building code (barrier free washrooms, door frames and halls, exterior ramp, and elevator access, etc.), as well as being Efficiency Manitoba compliant. Utilities are contained within a partial basement area measuring under 1,000 square feet. With both the finished main floor and second floor areas combined residents are afforded some 44,000 square feet.

An important amenity is allowance of appropriate space for home care staff, managed by the Regional Health Authority, should home care delivery be provided on block care model if warranted within the Assisted Living facility.

Substantial completion for the Boissevain Assisted Living Residence is projected at June 1, 2021 with suite occupation beginning August 1, 2021 and full occupancy anticipated by September 30, 2021.

### **Future Development**

While not part of the current RFP, the subject site and design of layout will accommodate future phased expansion of future phases including; memory care, long term care and connectivity to the Boissevain Health Centre. This long-term planning is indicative of the due diligence and commitment Southwest Seniors Housing Inc. has to the current population base between 55 and 74, as well as its desire for the long-term sustainability and economic development of the municipality.

### **Governance**

The Boissevain Assisted Living facility is governed by Southwest Seniors Housing Inc. populated by Board members from the community appointed by the Municipality. This assures succession and sustainability of the Facility and Board, with a level of sophistication required to ensure fiduciary oversight and policy development for the Boissevain Assisted Living Residence. Ownership is vested with the Municipality of Boissevain-Morton and enshrined within the by-laws of the Southwest Seniors Housing Inc., through the Municipality's veto enshrined within the by-laws.

### **Operations**

The Boissevain Assisted Living Residence includes full implementation of an assisted living affordable seniors' environment. The services provided will include:

- Staff on site from 8 AM till 7 PM each day.
- Full brunch and supper daily
- Weekly light housekeeping
- Weekly laundry (linens and towels standard with full laundry service available for a fee)
- All utilities for the exception of phone, cable TV and internet
- On call coverage for residents through a "Life Line" service supported by site manager and/or family member
- Accommodation for home care (provided by RHA) allowing the potential of overnight block care if warranted by resident population.

These services will be delivered by a team of between ten to fifteen individuals (full and part time) who will be provided training and supervision through the proposed management contract of which will include recruitment. The positions will include:

- *Facility Manager* – Responsible for overall house management, food services oversight, scheduling of staff, financial administration (oversight from Municipality), contract maintenance oversight, coordinating volunteers for activities and family liaison.
- *Food Services Manager* – Responsible for meal preparation, menu planning, purchase ordering, and support for Facility Manager.
- *Housekeeping/Laundry Staff* – Responsible for suite care, general cleaning and laundry.
- *Food Service Staff* – Responsible for meal preparation, serving and general kitchen duties along with providing support to Food Services Manager.

### **Management Services Contract Deliverables**

- Undertake, with Board direction, recruitment of Facility Manager.
- Assist Facility Manager with human resource recruitment, on-boarding and coordination
- Assist Facility Manager with policy development and creation of operations manual
- Assist Facility Manager with tenant placement, recruitment and selection
- Provide meal planning assistance – both scheduling and dietary
- Provide food purchasing assistance
- Provide budgeting and financial reporting assistance
- Provide assistance with payroll functions

### **Management Services Contract Length**

The contract period will be 24 months beginning in May of 2021 and concluding in May 2023. Projected contract activity is:

- May-June 2021 – Recruitment and On-Boarding for Facility Manager
- June 2021 – Assist Facility Manager with On-Boarding of Staff and Operations for August 1, 2021 residency.
- July-December 2021 – Assist Facility Manager with initial operations
- December 2021 – May 2023 – Coaching/Mentoring Facility Manager

## **Submission Details for RFP**

Please include in the proposal the following information:

- Contractor qualifications and experience
- Outline of service for each deliverable
- Estimated contract hours per month
- Key personnel delivering contract services
- Contract fee expressed per hour

## **For Further Information**

Please contact:

**Gordon Daman, AACI, P. App, MRICS, CAFA, B.A., Dip. Agr.**  
*President*

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