**Expression of Interest**

**DEVELOPMENT OF AFFORDABLE HOUSING PROGRAM-SUPERVISORY ROLE**

**Issue Date: 01/14/22**

**Closing Date: 01/21/22**

**Closing Time: 2:30 p.m. local time**

Bid Submissions are to be delivered to:

Sault Ste. Marie Housing Corporation

180 Brock St.

Sault Ste. Marie, ON

P6A 3B7

**Introduction**

The Sault Ste. Marie Community Housing & Development is requesting responses to this Expression of Interest (EOI) from qualified individuals addressing the affordable housing program and the related training component. We are interested in hearing what mandate(s) you would bring to a supervisory role. This role is expected to fulfill, at minimum the following goals: coordination of students, teaching of basic construction techniques, use of construction related tools and a thorough knowledge and implementation of Health and Safety requirements.

The SSMHC would like to hear from respondents with their ideas, concepts or specific responses to create this new role within Sault Ste. Marie Community Housing & Development.

The expectation is currently one (1) supervisor to run the affordable housing program a minimum (4) work days per week with a set schedule of 9 am to 4 pm daily. The following mandates the minimum expectation of “qualified individuals”**:**

* CARPENTER WITH 10+ YEARS OF EXPERIENCE
* CARPENTER WITH EXTENSIVE SUPERVISORY EXPERIENCE
* EFFECTIVE LEADERSHIP QUALITIES INCLUDING EXCELLENT COMMUNICATION, TIME MANAGEMENT AND MULTI TASKING SKILLS
* PROFICIENT KNOWLEDGE OF HEALTH AND SAFETY PRACTICES- INCLUDING MANDATING & IMPLEMENTING DAILY, WEEKLY H&S TALKS & MEETINGS.
* ABILITY TO HANDLE AND OPERATE COMMON CONSTRUCTION TOOLS AND EQUIPMENT.
* ABILITY TO MENTOR OTHERS IN THE OPERATION OF COMMON CONSTRUCTION TOOLS AND EQUIPMENT
* PROJECT MANAGEMENT EXPERIENCE. IE: DAILY, WEEKLY JOB SPECIFIC PLANNING, INCLUDING ORGANIZATION OF MATERIALS & RESOURCES REQUIRED FOR SET TIME PERIODS.
* PROVEN ABILITY TO STAY ON SCHEDULE AND FORESIGHT TO IMPLEMENT TASKS, STRATEGIES TO MAINTAIN SCHEDULING.
* THOROUGH UNDERSTANDING OF THE CONSTRUCTION PROCESS, SCHEDULING OF PERIPHERAL ROLES AND THE ABILITY TO COORDINATE ALL FUNCTIONS IN AN EFFICIENT MANNER

The Sault Ste. Marie Community Housing & Development will review all expressions of interest and gauge the amount of interest in the project and the general viability of the endeavor. After a review of submissions received and the Sault Ste. Marie Community Housing & Development is satisfied the project has merit, will meet the needs of the community and is viable, it may request more details from the applicant including a capital and operating budget for project.

Sault Ste. Marie Community Housing & Development reserves the right to reject all expressions of interest and take no further action.

In order to be considered three copies of your Expression of Interest sealed in an envelope, clearly identified with: Sault Ste. Marie Community Housing & Development EOI 2021-001 Development of Affordable Housing shall be received no later than 2:30pm on Wednesday, January 12th, 2022 at the following location:

Sault Ste. Marie Community Housing & Development

180 Brock St.

Sault Ste. Marie, ON

P6A 3B7

Submissions received after the closing date shall not be accepted and shall be returned unopened.

It is the sole responsibility of the proponent to ensure their submission is received by Sault Ste. Marie Community Housing & Development Program no later than the closing date and time and at the location specified.

Sault Ste. Marie Community Housing & Development will not be responsible for submissions delivered by courier and/or mail.

Submissions by facsimile, email, or telephone will not be accepted.

All questions/inquiries related to this EOI shall be directed in writing via e mail to:

**Denis Rooney**

Infrastructure and Asset Manager

Sault Ste. Marie Community Housing & Development

180 Brock St.

Sault Ste. Marie, ON

P6A 3B7

Email: d.rooney@socialservices-ssmd.ca

Any information provided by anyone other than the above mentioned will not be considered binding, nor will it change the requirements of this EOI.

The SSMHC is not liable for any costs incurred by respondents in the preparation of a response to this EOI. The SSMHC shall not be responsible for any liabilities, cost, expenses, loss or damage occurred sustained or suffered by any respondent, prior to, or subsequent to, or by reason of any delay in the acceptance of the response to the EOI.

The SSMHC reserves the right to request respondents to clarify any information related to the EOI.

The information submitted in response to this EOI will be treated in accordance with the relevant provisions of the Municipal Freedom of Information and Protection of Privacy Act.