Request for Proposals
City of Davis
Mace Ranch III Affordable Housing Site
2990 Fifth Street

Submittal deadline: November 14, 2014 at 5pm

Davis City Hall
City Clerk’s Office
23 Russell Blvd, Suite 1
Davis CA 95616
(530) 747-5853
Staff contact: Danielle Foster
dfoster@cityofdavis.org
The City of Davis is pleased to issue this Request for Proposals for the potential development of the Mace Ranch Affordable Housing site located at 2990 Fifth Street, Davis, CA 95618. The city is inviting interested developers to submit proposals for the development of the site with affordable housing units, with a preference for rental housing. This is a site that has been dedicated to the city pursuant to the city's Affordable Housing Ordinance and requires a minimum of 21 affordable housing units be developed. The city intends to convey the site to a developer that includes a non-profit owner partnership for the development of low, very low, and extremely low income affordable rental housing units. The units are to be developed with permanent affordability that will remain in perpetuity, in accordance with the city’s ordinance. Consistent outreach to the site’s neighbors is expected of the successful applicant in this process and will be part of the ultimate development and management of the project.

Submittal Deadline and Requirements: Proposals should be submitted no later than 5 p.m. November 14, 2014 to the Davis City Hall- City Clerk’s Office located at 23 Russell Blvd, Suite 1, Davis, CA 95616. Proposals received after the deadline will not be considered.

Priority: The City of Davis is committed to addressing local housing needs for all Davis residents, including those with very low and extremely low incomes. The City Council discussed this site at a September meeting and believes that this site could accommodate 34-50 rental housing units (if rezoned) to serve low, very-low, and extremely low income households, including veterans and other special needs households. The City Council also stated its preference for neighborhood outreach and input.

Site and Zoning and Information: This 1.67-acre site is part of the Mace Ranch subdivision. The site is currently zoned as part of a Planned Development subarea for single-family use, with a maximum of 29 housing units and the option for office space to support the non-profit affordable housing use. The City Council has interest in considering proposals that would require a density increase on this site, with a range from 34 up to 50 units in total, and believes that rental housing units (which would require rezoning) would also serve a greater community need.

Current Zoning: Planned Development #4-88, Residential Single-family Subarea

Current General Plan Designation and Density: Residential Medium Density with Net Density up to 18.14 units per acre with density bonus

Units within a proposal may be attached or detached, but should consider opportunity for accessibility. Development standards, such as setbacks, lot coverage, parking, usable open space, and height requirements are established at the Final Planned Development stage, which requires approval at a public hearing before the Planning Commission. Rezoning the site to rental housing and increasing allowable site density would require a public hearing at the Planning Commission and the City Council. The selected developer will be required to apply for the necessary planning approvals to accomplish the project prior to gaining site control and improving the site. Neighborhood compatibility will be a critical component of the planning review.

Eligible Developers: Affordable housing developers and developers with affordable housing development experience from Northern California are invited to submit proposals for the development of the site described above. Developers proposing rental projects should be partnered with a non-profit affordable housing organization. It is the City’s preference that a completed rental housing project be owned by a local non-profit whose primary focus is the development and preservation of affordable housing, or a completed ownership project would be sold to income-qualified owner households.
Allowable Housing Types: The City of Davis desires to provide a variety of affordable housing types throughout the City to address the needs of the community. While the City will consider ownership proposals, the City believes that rental housing units on this site will address critical housing needs of very low and extremely low income households. Rental housing units are also likely to be more financially feasible on this site given limited resources for affordable housing projects. In addition to interest in extremely low and very low income housing units, the City Council also stated a desire to consider special housing needs in this project, including veterans.

Resident Incomes: Housing on this site is required to be provided for very low and low-income households (50 and 80 percent of median household income, respectively), at minimum. Greater affordability and a mix of affordability will be looked upon favorably. In for-sale affordable projects, the ratio of low to very-low income residents in projects can be flexible, but it is hoped that the recommended project will focus towards serving very-low, low, and extremely low income households through rental housing units. Units developed on this site would remain affordable in perpetuity through city-recorded deed restrictions.

Financial Assistance: The City of Davis is an entitlement jurisdiction for CDBG and HOME funds, and sometimes has small amounts of local Housing Trust Fund monies. However, with the loss of Redevelopment funding a few years ago, the City has fewer funds for affordable housing development. Subsidy financing from the City for construction of this development, if necessary, would not be available until 2017, after the City has fulfilled existing commitments on other pending projects. The City has not identified any funding source for operating subsidies at an affordable housing project.

Review Criteria: Selection criteria are included as an attachment to this RFP. Development proposals will be evaluated for completeness in responding to the information submittal requirements in this RFP and the criteria that are listed. Input from the neighbors at an initial neighborhood meeting was collected on October 13, 2014 and is included in the review criteria.

Selection Process: Proposals are not expected to include detailed financial projections or plans, but summary information for projected financing and a general site plan is desired. It is the City’s expectation that final project details will be jointly determined and refined by the City and the selected developer, in consultation with project neighbors and applicable City Commissions.

Neighborhood Meeting: City staff will review each proposal and may request additional information. Neighbors of the land dedication site will review proposals submitted at a November 19th meeting. Please plan to attend this meeting at 5:30pm at the Windmere Apartments Community Room at 3100 Fifth Street if you choose to submit a proposal for this site. You will be provided an opportunity to introduce your proposal at that meeting and field questions from the neighbors.

The current timeline for this RFP process is attached to this document as Attachment 3. The City anticipates that title to the property will be transferred from the City to the selected developer after final planning entitlements and funding commitments have been received. Alternative timing may be considered. A covenant requiring compliance with City affordable housing and maintenance requirements will be recorded to the property when title is transferred.

Additional Information: Questions or requests for further information should be directed to Danielle Foster, Housing & Human Services Superintendent, at (530) 747-5853 or dfoster@cityofdavis.org.

Attachments:
1. Proposal Cover Sheet and Submittal Requirements
2. Location Map
3. Request for Proposals Timeline- Mace Ranch
4. Selection Criteria
CITY OF DAVIS
REQUEST FOR PROPOSALS
LAND DEDICATION FOR AFFORDABLE HOUSING
MACE RANCH SITE

PROPOSAL COVER SHEET

APPLICANT/PARTNERSHIP:  
ADDRESS:  
CONTACT PERSON & ORGANIZATION:  
PHONE:  FAX:  EMAIL:

Proposal Submittal Requirements: Submit a narrative project description, preliminary site plan and project proforma aimed at addressing the following issues:

1. Description of Type of Development Proposed
   o The City Council has established a priority for very-low and extremely low income rental housing on this site. However, proposals for other housing types will also be considered.
   o Preliminary description of design and construction concepts and objectives (townhouses, stacked flats, clustered units, other) See the selection criteria for additional information on goals for the type of development and its relationship to the surrounding neighborhood.
   o Whether the preliminary project would provide amenities or supportive services to residents or the neighborhood.
   o Whether the project would target identified special needs populations (veterans, seniors, homeless persons, other) and, if so, an assessment of the need for that housing. Please address each of the following items:
     o Ownership structure;
     o Resident population income and household composition;
     o Resident selection criteria;
     o Mechanisms for fostering resident stability;
     o On-site management and resident services;
     o Governing body and resident representation.
   o Development and Community Character: Please provide a preliminary conceptual plan that includes the following:
     o Sketches, photos, and/or illustrations;
     o Rough architectural diagrams;
     o Descriptive narrative.
     o Architectural style, details, and features;
     o Unit height;
     o Development size (number of proposed units and justification);
     o Development density: (number of proposed units/bedrooms/residents on site and justification);
     o Configuration (e.g., apartments, townhomes, stacked flats, duplexes, cottages) ;
     o Setbacks (front, sides, back);
     o Parking (e.g., number, garages, carports, locations, visitors);
     o Building materials; (stucco, siding, tile, etc.)
     o Landscape and consideration of easements;
     o Community/neighborhood recreation/meeting facility;
     o Long-term maintenance, care and management of the development;
     o Green features and water reduction/consciousness aspects;
     o Accessibility and visitability features.
o Resident Selection Criteria. The city will review and approve all resident selection policies and procedures to be used in the project.

o Anticipated timeline for development and anticipated benchmarks or hurdles.

o Preliminary description of proposed funding sources and financing structure. Please prepare and submit a draft proforma for the project.

o Income Qualification: The units are to be developed with permanent affordability that serves low, very low, and extremely low income households.

2. Capacity of Developer
   o Experience of the organization’s Board of Directors, staff, and consultants. Please include organizational Bylaws, Articles of Incorporation, Board of Directors roster, and resumes of applicable staff or consultants;

   o List of previous developments built by the organization or its staff, with addresses, a brief description of the project’s physical and financing structure (for at least 3-5 relevant projects), and contact names for financing entities and local jurisdictions who have worked with your organization. In addition, please include the following:
     o Examples where you have successfully built projects in similar communities;
     o Examples of similar projects that were less successful or were criticized for not meeting the neighborhood’s, city’s, funding institutions, or resident’s expectations or requirements, and lessons learned;
     o Developer method(s) for balancing community requests with financial constraints.
     o Resident and neighbor testimonials, and references;
     o Illustrations, plans and/or pictures of the evolution of past projects from original plan/concepts through final result;
     o Describe other federal, state, and local funding opportunities, and likelihood of award that will assist this project in reaching both the developer’s objectives and the community’s vision.

   o Whether developer is a Yolo County non-profit organization or intends to create or partner with a Yolo County non-profit organization for the purposes of developing and maintaining this project;

   o A copy of the latest Audit, Income and Expense Report, Balance Sheet and operating budget for the organization.

   o Confirmation that the organization agrees to produce audits and other financial and management documents for city review as required by the city during the life of the project.

   o Confirmation that the organization will comply with local and federal requirements for contracts, including opportunities for women and minority-owned businesses, competitive bidding, and cost reporting.

   o Community Partnership: Please describe how the developer proposes to partner with the Mace Ranch neighborhood community in the planning and developing of this site. In addition, please address the following issues in a detailed action plan:
     o Continuing community outreach, communication, and dispute resolution during design, planning, building and life of the project; and
     o Responses to existing neighborhood input, as outlined in the Attachment 4, Selection Criteria.
CITY OF DAVIS
REQUEST FOR PROPOSALS
LAND DEDICATION FOR AFFORDABLE HOUSING
LOCATION MAP – MACE RANCH SITE
City of Davis Affordable Housing Request for Proposals Timeline

Mace Ranch

- **Neighborhood Meeting: Pre Request for Proposals (RFP)**
  - October 13

- **Due Date of Request for Proposals**
  - November 14

- **Social Services Commission (Special Meeting)**
  - December 3

- **Issuance of Request for Proposals**
  - October 17

- **Neighborhood Meeting at 5:30 p.m.**
  - November 19

- **City Council Meeting**
  - December 16
1. Capacity of organization to work with neighbors, city staff, and the Social Services Commission in developing a project that is suitable for the location and consistent with City priorities. Willingness and openness to city staff and neighbor input throughout the project’s refinement and the development review process.

2. Capacity of organization to develop affordable housing. Developers with previous experience developing affordable housing are preferable. Developers proposing rental projects should be partnered with a non-profit affordable housing organization for long-term ownership.

3. Compatibility of proposed project with the existing neighborhood. Specific objectives for the project include:
   - Architectural compatibility with surrounding residential and non-residential development.
   - Adequate parking and traffic circulation. Alternative modes of transportation considered.
   - Building heights, especially along the street and adjacent to existing houses, similar to those already in the area.
   - Setbacks along the street similar to those existing within the neighborhood.
   - Consideration of existing easements.
   - Visitability and accessibility of the units.

4. Consistency with the Council-adopted RFP goals of providing housing for low, very low, and extremely low income households and a desire for 35-50 rental housing units on the parcel, with potential options for veterans and/or other special needs groups.

5. Need level for housing for the identified/proposed target population;

6. Requests/projected requirements for City subsidy financing for predevelopment and construction;

7. Sustainability of the proposed project, including durability of construction materials being proposed and the project’s ability to fund necessary services and maintenance on an ongoing basis.

8. Proposed energy-efficiency, water consciousness, and environmentally responsible components of the project.

9. Responsiveness to initial neighborhood feedback.

   Neighborhood Feedback for Project Consideration (from October 13, 2014 meeting):
   - Respond to local housing needs.
   - Connect to neighboring bikeway connections.
   - Incorporate small courtyards throughout the site (like at Windmere I/II) for shared smaller communities and child safety, especially due to proximity to Fifth Street. Courtyards provide opportunities for residents to play and socialize.
   - Include a thoughtful landscape transition from Windmere II into the land dedication site.
   - Provide a plan for long-term maintenance and quality property management of the site.
   - Incorporate good construction materials that last, are durable, and hold up well in the long-term.
   - Incorporate “eco features” (solar panels, efficient lighting, etc.).
   - Be water conscious—reduced lawn sizes, if any is needed.
   - Ensure adequate parking for site, including consideration of covered parking.
   - Consider building materials and design in regards to its susceptibility to mold.
   - Consider flooring materials in stacked flat units and incorporate noise reducing designs.
   - Limit proximity of bedroom windows to parking spaces to reduce/limit noise impacts.