Request for Proposals
City of Davis
Woodbridge Affordable Housing Site
4100 Hackberry Place

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 Woodbridge Affordable Housing site located at 4100 Hackberry Place, Davis, CA 95618. The city is inviting interested developers to submit proposals for the development of the site with affordable housing units. This is a site that has been dedicated to the city pursuant to the city’s Affordable Housing Ordinance for the development of 13 affordable housing units. The units are to be developed with sustained affordability. “Sustained affordability” means that the affordable housing obligation being produced to meet the requirements of the city’s affordable housing ordinance is done so in a manner that maintains the affordability provided into the unforeseeable future, with minimal loss in affordability. In ownership housing units, this is accomplished through city recording of three deed restrictions on each property, including an appreciate cap. In rental housing, permanent affordability is accomplished through an affordable housing covenant. Consistent outreach to the site’s neighbors is expected of the successful applicant in this process and will be part of the ultimate planning and development of the project.

Submittal Deadline and Requirements: Proposals should be submitted no later than 5 p.m. on 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 low and moderate incomes. The City Council discussed this site at a September meeting and believes that this site is more conducive to ownership housing units based on its size and the surrounding neighborhood. The City Council also stated its preference for neighborhood outreach and input throughout this process.

Site and Zoning and Information: This 1.08-acre site is part of the Woodbridge subdivision. The site is currently zoned as part of a Planned Development subarea for affordable housing, with a unit range of 13-16 housing units.

Current Zoning: Planned Development #1-93, Affordable Housing Subarea, currently restricted to single-story and a 20-foot height maximum.

Current General Plan Designation and Density: Residential Medium Density with Net Density up to 18.14 units per acre with density bonus, but zoning has a 16 unit maximum.

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 increase maximum unit height beyond single-story and 20 feet 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 preferable, but any interested developer is invited to submit a proposal for the development of this site. Developers proposing rental projects should be partnered with a non-profit affordable housing organization. It is the City’s preference that: 1) a completed rental housing project be owned by a local non-profit organization whose primary focus is the development and preservation of affordable housing; or 2) 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 all proposals, the City believes that ownership housing units on this site will likely be most feasible. The City is looking for a proposal of a neighborhood concept for this parcel that provides for housing needs within Davis and a sense of community within an existing neighborhood. Proposals for this parcel should contribute rather than detract from the existing larger single family neighborhood. Affordable
ownership housing units on this parcel will be required to be sold through a city-defined lottery system and would be required to record the following deed restrictions in order to ensure sustained affordability of these units:

1) Owner-occupancy requirement that requires all owners to occupy the affordable unit.
2) Appreciation cap/resale restriction of 3.75% to limit the appreciation and resale price of the affordable housing unit.
3) Right of First Refusal that allows the City or its designee to purchase the unit upon resale or present a buyer for purchase within the first 60 days of notice of the unit’s sale.

**Resident Incomes:** Housing on this site is required to be provided for low and moderate income households (80 percent and 120 percent of median household income, respectively), at minimum. A mix of affordability will be looked upon favorably. 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. It is unlikely that the City will have any affordable housing funds to subsidize the construction or maintenance of this 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 14, 2014 and is included in the review criteria, as well as staff criteria for design and some images to show examples of potential design concepts.

**Selection Process:** Proposals are not expected to include detailed financial projections or plans, but summary information for projected financing (if requesting subsidy) 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 on November 19th at 7:30pm in the New Harmony Community Room at 3030 Cowell Boulevard 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 (if applicable) have been received. Alternative timing may be considered. Deed restrictions requiring compliance with City affordable housing 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- Woodbridge
4. Selection Criteria and Sample Design Images
CITY OF DAVIS
REQUEST FOR PROPOSALS
LAND DEDICATION FOR AFFORDABLE HOUSING
WOODBRIDGE 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 pro forma (if requesting City assistance) aimed at addressing the following issues:

1. Description of Type of Development Proposed
   o The City Council has established a priority for low and moderate income ownership 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, cottages, clustered units, single-family attached, other) See the selection criteria for additional information on goals for the type of development and its relationship to the surrounding neighborhood.

   o What types of amenities the project will provide to residents and/or the surrounding neighborhood.

   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 (compliant with single-story requirement or alternative proposal);
     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 (drought tolerant, integration with existing surroundings, etc.);
     o Response to community/neighborhood considerations, as detailed in review criteria;
     o Details of accessways, paths, and resident common areas;
     o Consideration of any easements on the site;
     o Green features and water reduction/consciousness aspects;
     o Accessibility and visitability features.

   o Housing Type: A summary of the type of housing being proposed, including the long-term ownership structure of the housing units and any long-term maintenance of the project.

   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, if requesting city assistance. Please prepare and submit a draft pro forma for the project if your project is requesting local, state, or federal subsidies.

o Income Qualification: The units are to be developed with sustained affordability that serves low and moderate income households. “Sustained affordability” means that the affordable housing obligation being produced to meet the requirements of this ordinance is done so in a manner that maintains the affordability provided into the unforeseeable future, with minimal loss in affordability. This is accomplished through the city’s standard deed restrictions.

2. Capacity of Developer
   o Experience of the applicant/organization, its Board of Directors, staff, and consultants. Please include organizational Bylaws, Articles of Incorporation, Board of Directors roster, and resumes of applicable staff or consultants (as applicable to the applicant team);

   o List of previous developments built by the applicant/organization or its staff, with addresses, a brief description of the project’s physical and financing structure (if requesting city subsidy), and contact names for financing entities and local jurisdictions who have worked with you/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 and the challenges/lessons learned;
     o Method for balancing community requests with project financial constraints;
     o Resident and neighbor testimonials, and references;
     o Description, 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 (if project is seeking subsidy), and likelihood of award that will assist this project in reaching both the developer’s objectives and the community’s vision.

   o Whether applicant/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 (if the applicant/organization is requesting city subsidy).

   o If requesting city subsidy, 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 If requesting city, state, or federal subsidy, 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 Woodbridge 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 the life of the project (varies for rental vs ownership housing); and
     o Responses to existing neighborhood input, as outlined in the review criteria of Attachment 4.
City of Davis
Affordable Housing
Request for Proposals
Timeline

**Woodbridge**

- **October 14:** Neighborhood Meeting: Pre Request for Proposals (RFP)
- **November 14:** Due Date of Request for Proposals
- **November 19:** Neighborhood Meeting at 7:30 p.m.
- **December 3:** Social Services Commission (Special Meeting)
- **December 16:** City Council Meeting
CITY OF DAVIS
REQUEST FOR PROPOSALS
LAND DEDICATION FOR AFFORDABLE HOUSING
SELECTION CRITERIA – WOODBRIDGE SITE

1. Capacity of applicant/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 applicant/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 design objectives for the project include:
   - Architectural compatibility with surrounding residential and non-residential development.
   - Adequate parking and traffic circulation. Alternative modes of transportation considered. Accessways for vehicles should allow cars, but at a walking pace, and allow residents to comfortably use as pedestrians, and allow surrounding neighbors, including children, the ability to cross the accessway/driveway safely.
   - Minimize impacts on the single family property to the east.
   - Create logical connections to surrounding parks, greenbelts and paths, including a pathway for neighboring residents along the east edge of the property from the street to the greenbelt.
   - Provide opportunities through the design of the site and the units for a sense of community and social interaction.
   - Building heights, especially along the street and adjacent to existing houses, similar to those already in the area and consistent with existing zoning, unless a rezone is being proposed.
   - Setbacks along the street similar to those existing within the neighborhood.
   - Visitation and accessibility of the units.
   - Design should account for any existing easements on the site.

Other desirable design components to consider include:
   - A strong sense of arrival to the neighborhood and to individual units
   - A central space (green, commons, etc) as the heart of the community
   - Eyes on the central open space or green
   - Cottage scale with a mix of 1 and 1-1/2 stories (the new units should be of a smaller scale in part to offset the higher density than the existing neighboring units), light and airy interiors
   - Each cottage unique and with individuality
   - Hierarchy of public to private spaces with layering, including porches
   - Provide for privacy between cottages by sensitively designing the “open” sides of one house to face the “closed” side of the next house
   - Simple building forms and materials with rich details
   - Cars are controlled and let residents walk through the commons to get to their porches and front doors, encourage social interaction
   - Minimize the visual impact of parking by location and design
   - Climate-oriented units for energy conservation and enjoyment of indoor and outdoor spaces
   - Images of potential design ideas are included at the end of this document.

4. Consistency with the Council-adopted RFP goals of providing 13-16 ownership housing units on the parcel, affordable to low and moderate income households. City estimated pricing for low and moderate income units is an average price of $250,000 (2 bedroom) to $280,000 (3 bedroom) per unit, but the city will consider more focus on moderate income units affordable to households at $83,050 and $92,300 in gross annual income each year and corresponding higher prices around $300,000, dependent upon
property taxes, HOA costs, projected interest rates, etc. All proposals will be considered.

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

6. Compliance with city requirements for lottery with initial buyer/tenant selection process and sustained affordability requirements through deed restrictions;

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

8. Sustainability of the proposed project, including durability of construction materials being proposed and the project’s ability to maintain common areas and driveways throughout the life of the project.

9. A commitment to sustainable development including energy and resource conservation. Proposed energy-efficiency, water consciousness, and environmentally responsible components of the project.

10. Responsiveness to initial neighborhood feedback.
    Neighborhood Feedback for Project Consideration (from October 14, 2014 meeting):
    o No high fence (6 feet or taller) along the west edge of the property in an effort to avoid a greenbelt canyon and in order to promote safety and visibility of pedestrians. Consider a lower fence, hedge, or some other design.
    o No driveway immediately adjacent to the greenbelt on the west edge of the property.
    o Incorporate a pedestrian access on the east edge of the property from the street to the greenbelt.
    o Ensure adequate parking on-site for residents and visitors.
    o Ensure adequate Fire Department access on and off the project location.
    o Ensure for a mix of unit types (two and three bedroom units), avoid four bedroom units.
    o Preference for 13 units as the highest unit count.
    o Consider traffic circulation and safety measures at “L” intersection of Hackberry and La Paz, as well as the driveway/accessway from Hackberry onto the site.