

# REQUEST FOR PROPOSALS

for

## DEVELOPMENT OF AN AFFORDABLE HOUSING COMMUNITY AT 4350 LA SIERRA AVENUE, RIVERSIDE

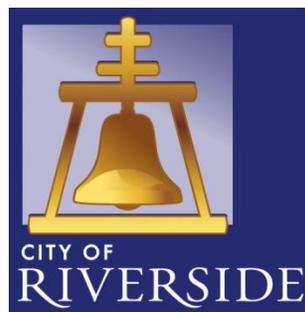
RFP No. 14-2

**RFP Issued: May 9, 2014**

**Proposal Due: July 18, 2014**  
(Unless otherwise notified)

Issued by:

THE HOUSING AUTHORITY OF THE CITY OF RIVERSIDE  
3900 Main Street, 3<sup>rd</sup> Floor  
Riverside, CA 92522  
Phone: (951) 826-5371 Fax: (951) 826-5981



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ATTACHMENT A – 4350 La Sierra Avenue Plat Map

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(To be issued as Addendum #1)

ATTACHMENT D – Special Requirements/Community Comments





## 1. Project Vision/Purpose

### The Community Envisions:

A new, low density housing community at 4350 La Sierra Avenue (Property) where:

- families can live in a strong, sustainable community, affordably;
- residents interact as part of their neighborhood and as part of the larger La Sierra Community and City of Riverside as a whole; and
- will be compatible with the existing single-family residential community in density, design, scale, massing and operational characteristics.

A successful project will demonstrate the following five specific components that make up a neighborhood:

- Physical boundaries – the size and type of buildings and perimeter streets can make the edges of the neighborhood clear;
- Connectivity – the ability to move easily within the neighborhood and connect to its amenities and public areas, as well as schools, shopping, and workplaces;
- Scale of the public realm – continuity and consistency, from buildings to streetscape, and a differentiation from the area outside of the neighborhood creates a sense of place;
- The Buildings – the relationship, scale and architecture of a neighborhood should be compatible and consistent; and
- Community Facilities – parks, community buildings and other neighborhood facilities provide an anchor for the shared public realm, accessible to everyone within the new development.

The Housing Authority of the City of Riverside (Housing Authority) is requesting proposals from a qualified developer or development team (Respondent) to construct a new residential community described above and in Attachment D.

To be considered responsive to this RFP, a Respondent must submit a proposal which includes the contents specified in this RFP. All requirements and questions in this RFP must be addressed and all requested data must be supplied. The Housing Authority reserves the right to request additional information that, in the Housing Authority's opinion, is necessary to assure the Respondents



competence, number of qualified employees, business organization and financial resources are adequate to perform according to the contract.

## 2. Background

### City of Riverside

As of January 1, 2013, the City of Riverside had an estimated population of 311,955 and is currently ranked the 12<sup>th</sup> largest city in California. Located in the Santa Ana River Valley approximately 60-miles east of Los Angeles and 100 miles north of San Diego, the City has historic roots, a progressive outlook, and a tradition of stable, elected civic leaders committed to maintaining a diversified economy, balanced land uses, quality developments and cultural amenities.

### La Sierra Neighborhood

Stretching between the City's western edge and the Arlington area, La Sierra is a large and complex neighborhood that forms the western gateway to the City.

La Sierra got its name from the original Mexican land grant known as Rancho La Sierra de Sepulveda. Hole Mansion, which is the oldest known historic structure in the area, built there by a wealthy lumber baron, Willits J. Hole, beginning in 1913. The Hole Mansion is now a Roman Catholic Seminary/Retreat Center. According to local historian Tom Patterson, the community of La Sierra developed as an area of small subsistence farms. A well-established unincorporated area, La Sierra voters approved their annexation to the City of Riverside in 1964.

The La Sierra neighborhood is like a city-within-a-city: home to major institutions such as La Sierra University's 140 acre campus; the Galleria at Tyler shopping center; Kaiser Hospital; the Riverwalk 1,500 unit master planned community; convenient access to the La Sierra Metrolink Station.

Additional information about the La Sierra Neighborhood can be found at:

<http://www.riversideca.gov/athomeinriverside/neighborhoods-lasierra.asp>

## 3. Project Site Description

### Lot Information

Street Address	APN	Gross Size (approx.)	Existing General Plan/Zoning Designation	Known Encumbrances/Dedications Required	Owner of Record



4350 La Sierra Avenue (Attachment A)	142-480-005	3.75 acres	<b>General Plan:</b> Medium Density Residential (MDR) <b>Zone:</b> R-1-7000	None known	Housing Authority of the City of Riverside
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**General Plan Land Use Designation: Medium Density Residential**

Intended for the development of single-family residences at a maximum density of 6.2 dwelling units per acre (du/ac) or planned unit developments (e.g. town houses/condominiums) at a maximum density of 8 du/ac.

**Income Restrictions**

The property was acquired by the former Redevelopment Agency using Low/Moderate Housing funds. After dissolution of the Redevelopment Agency, the property was assumed by the Housing Authority of the City of Riverside. As a result, the residential development must remain affordable to low-income (80% of Area Median Income-see income chart below) households for at least 45 years.

**Number of Persons in Household**

# of Persons	1	2	3	4	5	6	7	8
80% of AMI	\$37,550	\$42,900	\$48,250	\$53,600	\$57,900	\$62,200	\$66,500	\$70,800
50% of AMI	\$23,450	\$26,800	\$30,150	\$33,500	\$36,200	\$38,900	\$41,550	\$44,250

On January 1, 2014, Senate Bill 341 restricts the Housing Authority of the City of Riverside from funding senior housing projects with housing successor funds if the former redevelopment agency's inventory of deed-restricted rental housing units for the past 10 years has more than 50% of the units restricted to seniors. The former Redevelopment Agency of the City of Riverside created 854 affordable rental units in the last 10 years of which 482 were restricted to seniors (56%). Since the former agency developed more than 50% of affordable senior apartments in the last 10 years, housing successor funds cannot be used to develop affordable senior housing units until an additional 101 family housing units have been developed.



## Proposal Contents

### *Community Involvement*

This RFP is a product of two community visioning meetings, on January 30<sup>th</sup> and April 3<sup>rd</sup>, hosted by the Housing Authority of the City of Riverside for 355 residents and property owners who live adjacent to the project site located at 4350 La Sierra Avenue, Riverside. During these meetings, residents provided input as to the type of residential community that would enhance their neighborhood and subsequently reviewed a DRAFT version of this RFP to ensure that it accurately reflected their vision for their Neighborhood. A detailed list of the Community's comments is detailed in Attachment D of this RFP. The Community's comments and involvement will be encouraged throughout the selection process.

### *Contents*

The Housing Authority requires each developer to submit Proposals clearly addressing all of the requirements outlined in this RFP and any subsequently issued addenda. The detail of the Proposal shall be limited to 20 pages and must include a minimum of five (5) references, which include an address, telephone number and e-mail address of each reference. Resumes and company qualification brochure data may be included over and above the 20-pages, provided they are located in an Appendix at the back of the Proposal.

Should the Developer have concerns about meeting any requirements of this RFP, the Developer shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

The Developer may submit a Proposal organized according to its preference. However, it must be clear and concise and contain information covering the following:

1. Cover Letter - The cover letter shall include a brief general statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should include a brief summary of the Respondent's qualifications and Respondent's willingness to enter into a contract under the terms and conditions prescribed by this RFP and in the Sample Disposition and Development Agreement (DDA - Attachment C). Identify two people for possible contract during the RFP review process.
2. Developer Identification-The respondent to this RFP may assemble a consultant team under one primary consultant with sub consultant(s) in different areas of expertise.



- a. Experience and background: It is essential that the Housing Authority understand the experience and capabilities of all key member of the developer's team. Clearly state the name, address, phone number and e-mail address of the person who will serve as contact during the selection process.

### 3. Relevant Development Project Experience and Background

- a. Explain how the proposal will meet the vision and purpose of the project.
- b. Provide a summary of experience in developing complex projects that required interaction with a broad range of interested parties from both public and private sectors.
- c. The following information is required for each key member of the proposed development team. If a team of professionals is proposed; please provide the following information for every team member:
  - i. This section shall include relevant Organization information including the following:
    - Address and telephone number for the Organization's main office (or branch office as appropriate). Members of the Developer's professional team (managers, contact person, etc.) should be identified by name and title and should include contact phone numbers and e-mail addresses;
    - Identify itself as to the type of organizational entity (i.e. corporation, sole proprietorship, partnership, joint venture, etc.);
    - Date the Organization was formed;
    - Number of years in business;
    - Size of business; and
    - Services offered and operating philosophy.
- d. Description of experience within the most recent 10-year period that is most similar in nature to the proposed project.
  - Include name and contact information the project manager of each project.



- Include name and contact information for the city staff member involved in each project.
- e. Demonstration of experience in completing projects of the same scale and complexity of the Project, especially those where community outreach and community revitalization were significant parts.
- f. Present the development team's previous relevant experience, including:
  - The name and address of the project contact, photographs and brief project description. For each reference, include the team member's role in each completed project and time period for involvement.
  - Previous project descriptions including development costs, construction and completion dates, locations, land uses, size (total net leasable square footage of each use, overall gross square footage and height), construction costs and roles of development entities.
  - Any innovative aspects of previous project experience which may be relevant to the Project should be described in detail.

#### 4. Proposed Project

Provide a narrative project description. Include a conceptual site plan, elevations, and project statistics including number of units, building and unit square-footage, and number of parking spaces and garages provided.

#### 5. Financing

Provide supporting documentation that your firm has the financial capacity to implement the Project. The proposal must include:

- A Development Budget
- Sources and Uses Statement
- Sales price and affordability level for each plan type
- Project timeline

### **5. Instructions and Schedule for Submittal of Proposals**



All Proposals shall be signed and sealed by a duly authorized representative of the Organization. The name and mailing address of the individual executing the proposal must be provided.

***Submittal Method***

Submit 3 hard copies of the proposal and 1 Digital Copy (CD or Thumb Drive) to:

Community Development Department  
Housing Authority of the City of Riverside  
3900 Main Street, 3<sup>rd</sup> Floor  
Riverside, CA 92522  
Attn: Shonda Herold, Housing Project Coordinator

***Submittal Date:***

Proposals are to be submitted on or before **4:00 PM, July 18, 2014.**

The Housing Authority reserves the right to: reject any and all proposals at any time prior to contract execution; waive information and minor irregularities in any proposal received; request clarifying information from individual respondents; extend the deadline for submissions.

**LATE PROPOSALS WILL NOT BE CONSIDERED**

**Questions/Requests for Clarifications Regarding Submittal Requirements:**

Any questions, interpretations or clarifications, either administrative or technical, about this RFP must be directed to:

Shonda Herold, Housing Project Coordinator  
951.826.5590  
e-mail: [sherold@riversideca.gov](mailto:sherold@riversideca.gov)

All questions will be answered in writing and posted as an addendum to this RFP, on the Housing Authority's web-page within 48-hours of receipt:

<http://www.riversideca.gov/housing/rfp-opportunities.asp>

**PLEASE NOTE – THE HOUSING AUTHORITY WEB PAGE DOES NOT AUTOMATICALLY NOTIFY YOU OF NEW POSTINGS, PLEASE CHECK BACK FREQUENTLY TO AVOID MISSING UPDATES OR NEW ADDENDA POSTINGS.**

Any concerns regarding this RFP must be called to the attention of the Housing Authority by July 8, 2014 before 2:00 P.M.



## **6. RFP Schedule of Events**

RFP Posted: May 9, 2014

Final Questions/Requests for Clarifications Due: July 8, 2014 before 2 P.M.

Last Set of Answers/Clarifications Posted: July 10, 2014

Proposals Due: July 18, 2014 before 4 p.m.

Invitation to Interview: Week of August 11, 2014\*

Community Group Meeting: Week of September 8, 2014\*

Preferred Developer Notified: Week of September 15, 2014\*

Contracts Executed: December 2014\*

\*estimated dates

## **7. General Terms and Conditions**

The successful respondents will be required to sign a Development and Disposition Agreement ("Agreement"). A copy of a SAMPLE Agreement can be found as Attachment C. The Agreement will require that the Project apply for and obtain all necessary entitlement and permits prior to the start of construction. Further, respondents must meet all insurance requirements listed in Attachment B. Payment of the City Business Tax is required during the term of the Agreement.

Failure to execute the Agreement and furnish the required insurance within the required time period shall be just cause for the rescission of the award. If the selected Developer refuses or fails to execute the Agreement, the Housing Authority may award the Agreement to the next qualified Developer or re-issue a new RFP, at the sole option of the Housing Authority.

Proposals shall be completed in all respects as required by this RFP. A proposal may be rejected if conditional or incomplete, or if it contains any alterations or other irregularities of any kind, and will be rejected if any such defect or irregularity can materially affect the quality of the proposal. Proposals, which contain false or misleading statements, may be rejected. If, in the opinion of the Housing Authority advisory committee ("committee"), such information was intended to mislead the committee in its evaluation of the proposal, and the



attribute, condition, or capability is a requirement of this RFP, the proposal will be rejected. Statements made by a Respondent shall also be without ambiguity, and with adequate elaboration, where necessary for clear understanding.

The Authority shall not be liable for any pre-contractual expenses incurred by any Organization in relation to the preparation or submittal of a proposal. Pre-contractual expenses include, but are not limited to, expenses by the Respondent or Respondent's Organization in: preparing a proposal or related information in response to RFP; negotiations with the Authority on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations. Additionally, the Authority shall not be liable for expenses incurred as a result of the Authority's rejection of any proposals made in response to this RFP.

The Housing Authority reserves the right to: accept, reject, and evaluate any and all Proposals; to request additional information; modify this RFP, any of its key actions, dates, or any of its attachments, prior to the date fixed for submission of Proposals by issuance and posting of an Addendum to the Housing Authority's web-page; to extend the due-date of proposals for all respondents if deemed necessary by the Housing Authority, at its sole discretion.

If Proposer fails to notify the Housing Authority, prior to the date fixed for submissions of Proposals, of an error in the RFP known to the Respondent, or an error that reasonably should have been known to the Respondent, Respondent shall submit its Proposal at his/her own risk, and if Respondent is awarded a Contract, Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

## **8. Public Records**

All Proposals submitted in response to this RFP become the property of the Housing Authority and information contained therein shall become public documents subject to disclosure laws after the contract is awarded. The Housing Authority reserves the right to make use of any information or idea contained in the Proposal.

Respondent must notify the Housing Authority in advance of any proprietary or confidential materials contained in the Proposal and provide justification for not making such material public. The Housing Authority shall have sole discretion to disclose or not disclose such material subject to any protective order that Respondent may obtain.

All materials, ideas and formats submitted in response to this RFP will become property of the Housing Authority upon receipt.



## 9. Proposal Evaluation Criteria

### Selection Process:

The Housing Authority will conduct the selection process. The Housing Authority Board is the final decision-maker regarding this selection and it reserves the right to reject any or all responses or to terminate development negotiations at any time.

1. Responses to the RFP will be initially reviewed and evaluated by an advisory committee. Due diligence including but not limited to site visits and reference checks may be conducted. It is the responsibility of the advisory committee to issue recommendations to the Housing Authority Board. The advisory committee reserves the right to request clarification or additional information from individual respondents and to waive minor irregularities.
2. The Housing Authority will request that some, but not necessarily all of the respondents make a presentation and submit to an interview by the advisory committee.
3. The Housing Authority will request that some, but not necessarily all of the respondents make a presentation to residents of the adjacent existing residential neighborhood. The community will be given the opportunity to provide their comments to the advisory committee the committee will use these comments in making the final recommendation to the Housing Authority Board.

### Scoring Criteria:

The Developer's demonstrated development experience and its stated approach to coordination and collaboration with community stakeholders is an important evaluation criterion for this Request for Proposals (RFP).

The intent of the RFP step of this selection is to identify qualified developers interested in developing the project site. The selection of a qualified developer will be based generally upon their credentials, relevant experience, willingness to carry out the Housing Project in a careful and coordinated manner with the full collaboration of the Authority, diversity of funding sources and quality of the project being proposed and how well the proposal coordinates with the needs of the community and Housing Authority.

The Housing Authority will select a developer with the experience, commitment, vision, financial ability and technical competence necessary to complete the development of the Properties. The primary basis for the advisory committee's



consideration of responses to this RFP will be the contents of the Proposal, as outlined in this RFP, comments received from members of the community, and the results of the Housing Authority's due diligence and reference checks.

Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below:

- Project concept clearly addresses the goals outlined in the project vision and in the Special Requirements Page (Attachment D) of this RFP (20%)

**NOTE: A proposal that does not specifically address the Project Vision will be deemed non-responsive and will not be considered.**

- Experience and Qualifications (minimum 10 years) (20%)
- Project Budget (10%)
- Sources and Uses of Funds (10%)
- Supportive Services (10%)
- Affordability (10%)

Housing Authority staff will review the affordability data supplied by the applicant, depending upon anticipated funding sources.

- Sample Plans & Elevations (20%)
  - In order to garner full points in this category the proposal must incorporate as many of the community comments noted in Attachment D as is feasible.



## **ATTACHMENT A**

### **4350 La Sierra Location Map**



Symbology

- Curb face
- - - Edge of Pavement
- - - Unpaved Roadway
- - - Edge of Pavement / Berm
- ROW Line
- Parcel Line
- Assessor Parcel Line
- - - Project Limits Boundary



1 inch = 250 feet  
 May 02, 2014

Aerial photos taken February 2012. The City of Riverside makes no warranty on the accuracy or content of the data shown on this map. This map shall not be reproduced or distributed.  
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# 4350 La Sierra Location Map



## EXHIBIT B INSURANCE REQUIREMENTS

The selected Organization will be required to furnish to the Authority and the City of Riverside proper evidence of the following forms of insurance coverage:

i. Workers' Compensation insurance which complies with all applicable state laws and requirements.

ii. Strategic General Liability insurance with limits not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate for bodily injury and property damage, including coverages for contractual liability, personal injury, broad form property damage, products and completed operations.

iii. Property insurance covering all real and personal (non-expendable) property leased or purchased in connection with the Project in a form appropriate for the nature of such property, covering all risks of loss, excluding earthquake and flood, for 100% of the replacement value, with deductible, if any, acceptable to Authority and City, naming Authority and City as loss payee.

iv. Organization shall cause any general contractor or agent working on the Project under direct contract with the Organization to maintain insurance of the types and in at least the minimum amounts described in subsections i. and ii. above, and shall require that such insurance shall meet all of the general requirements of subsections v., vi. and vii. below. Subcontractors working on the Project under indirect contract with Developer shall be required to maintain the insurance described in subsections i. and ii. above. Unless waived by Authority and City, liability insurance to be maintained by such contractors and agents pursuant to this subsection shall name as additional insured Authority and City, and its officers, agents, employees and representatives.

v. The required insurance shall be provided under an occurrence form, and Organization shall maintain such coverage continuously throughout the term of this agreement. Should any of the required insurance be provided under a form of coverage that includes an annual aggregate limit or provides that claims investigation or legal defense costs be included in such annual aggregate limit, such annual aggregate limit shall be three times the occurrence limits specified above.

vi. Each insurance policy required by this agreement shall contain the following clauses:



(1) "This insurance shall not be canceled, limited in scope or coverage, or non-renewed until after thirty (30) days prior written notice has been given to the City Riverside and Housing Authority of the City of Riverside."

(2) "It is agreed that the City of Riverside and Housing Authority of the City of Riverside is self-insured and any insurance maintained by it shall apply in excess of and not contribute with insurance provided by this policy."

(3) "The City of Riverside and Housing Authority of the City of Riverside and its officers, agents, employees, representatives and volunteers are added as additional insureds as respects operations and activities of, or on behalf of the named insured, performed under contract with the City of Riverside and Housing Authority of the City of Riverside."



**ATTACHMENT C  
SAMPLE DEVELOPMENT AND DISPOSITION AGREEMENT**

**TO BE ISSUED AS ADDENDUM #1**



**ATTACHMENT D**  
**SPECIAL REQUIREMENTS/COMMUNITY COMMENTS**



### **Background:**

The Housing Authority of the City of Riverside hosted two community meetings prior to releasing this Request for Proposals (RFP).

The first community meeting occurred on January 30, 2014 the Housing Authority of the City of Riverside hosted a community meeting for residents and property owners who live adjacent to the project site located at 4350 La Sierra Avenue, Riverside. The purpose of this meeting was to obtain their input in drafting this Request for Proposals (RFP) and to learn about the type of residential community that would enhance their neighborhood. The following is a list of the comments received during that meeting:

### **Product Type, Density & Scale:**

#### *Product Type:*

- Most supportive of “for-sale” product type
- May be attached or detached

#### *Density:*

- Low density supported
- Possible support for a Planned Unit Development/Condominium development of medium density, depending upon site design

#### *Scale:*

- Low scale buildings are supported for the following reasons:
  - Consistent with surrounding neighborhood
  - Protects privacy of immediately adjacent neighbors
  - Protects view of the mountains
- Strong support for single-story homes adjacent to the existing residential neighborhood

### **Site Design:**

- Must protect existing neighbors' privacy
  - Consider clustering development adjacent to church or towards center of property
- Supportive of the “pocket neighborhood” concept
  - Clustered housing units around a common amenity to encourage interaction between neighbors

### **Architectural Styles:**

- High quality architectural required
- Supportive of traditional architectural styles (e.g. Craftsman, Tudor Revival, Spanish Revival)



- Emphasis on large usable porches

### **Property Amenities:**

- Resident garden area(s)
- Enclosed bicycle storage
- Playground for children
- Pet friendly property –include pet trails throughout the property
- Heavily landscaped pedestrian walkways
- Environmental building methods and amenities:
  - LED lighting, solar panels, energy efficient water heaters, etc.
- Recreational Center with programming/supportive services for residents and their children, especially:
  - Youth services/tutoring available

### **General Comments:**

- **High density, multi-story apartment units unanimously not supported by the community**
- Property must be easily accessible to people with a variety of disabilities
- If a condominium/planned unit development community is contemplated – long term maintenance needs to be considered so that Home Owners Association (HOA) fees remain affordable.
- Look to the Riverwalk Master Planned Community as an example

**April 3, 2014 – Community Meeting:** Using the above comments provided at the January 30<sup>th</sup> meeting, staff drafted a Request for Proposals (RFP) and returned to the Community on April 3, 2014 to learn whether the Community's comments and concerns had been interpreted correctly and were accurately expressed in the DRAFT RFP.

Generally, the Community believed their comments had been incorporated into the RFP, however they also requested the following be noted:

- Each dwelling unit should have a two car garage
- Reiterated strong support for detached, single-family homes for-sale
- Reiterated strong support for single-story homes adjacent to the existing residential neighborhood.