



# **REQUEST FOR PROPOSAL**

**Affordable Housing Development**

**Proposal Due Date: May 30, 2016  
City of Bend**

**710 NW Wall  
Bend, Oregon 97701**

**CDBG/Affordable Housing  
Economic Development Division  
710 NW Wall Street  
BEND, OREGON 97701**

**REQUEST FOR PROPOSAL**

**NOTICE IS HEREBY GIVEN** by the **Affordable Housing Division** that PROPOSALS for a **Prospective Developer to develop a site for affordable housing at 1475 NE Forbes Road**, will be accepted by Jim Long, 710 NW Wall St, Bend, Oregon 97701 until 5:00 PM Pacific Standard Time, May 30, 2016.

Request for a copy of the Request for Proposal (at no cost) should be directed to Jim Long at (541) 312-4915 or Terri Shepherd at (541) 330-4021 or viewed and printed at:

[www.bendoregon.gov](http://www.bendoregon.gov)

Technical questions should be directed to Jim Long at (541) 312-4915.

The Affordable Housing Division/City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon a finding of the Affordable Housing Department that it is in its best interests to do so.

Jim Long  
Affordable Housing Manager

# REQUEST FOR PROPOSALS

## Introduction

This Request for Proposals (RFP) presents an opportunity to secure a site for development of housing that will be affordable to citizens who are at or below 60% of Median Income for Rental Property Development and 80% for Homeownership Property Development of median income.

Prospective developers are invited to submit sufficient information regarding the acquisition price, the planned development, their potential financial packaging and their experience in developing similar properties.

## Property Description

Parcel 1 described in the deed from Eugene L. Tabor, Trustee et al to the City of Bend recorded March 6, 2000 as Deschutes County Record No. 2000-8661, but excluding any property dedicated, deeded or otherwise used as right-of-way for Greenwood Avenue, 15th Street or Forbes Road.

**Zoning:** Commercial General

**Development Standards:** Development is governed by standards contained in the City of Bend Development Code, Development and Design Standards of the CG Zone.

**Price:** (est)\$<2,000.00

\*Price will only the cost of titling the property to new owner.

## PROPOSAL JUDGING CRITERIA

Applicant ability to proceed: (20 points)

- Applicant history of similar projects (successful affordable housing projects), portfolio and fiscal stability (10 points)
- Applicant structure and staffing (experienced staff, ability to complete project in timely manner (10 points)

Expediency (30 Points)

- Applicant ability to get project units developed in an expeditious manner

Number of proposed homes/units: (10 points)

Long term retention as Affordable Housing: (10 points)

- Points will be given at a higher rate for projects that demonstrate they will preserve the created units as affordable, through deed restrictions, equity recapture provisions, land trusts, ownership by public or non profit entities, or other long term mechanisms.

Percentage of Median Income Residents: (10 Points)

- Points will be given at a higher rate for projects that develop housing that is affordable to purchasers at or below 80% of median income for home ownership projects and 60% of median income for multi-family projects.
- All homeownership projects must be targeted and affordable to residents at or below 100% of median and all Rental Projects must be affordable to residents below 80% median income.

Design and Layout of Proposed Development: (30 Points)

- Mixture of housing sizes, designs, finishes and types (10 points)
- Diverse projects (commercial and affordable mix) for a distinct development (10 points)
- On site amenities of project, such as common space, playground, community garden, etc. (10 points)

Leveraging Funds/Applicant Contributions to Project: (20 Points)

**SUBMITTAL REQUIREMENTS**

The following information and materials should be included in all proposals submitted:

**A. Offering Price and Financing**

A narrative of the price offered for the property and project financing including projected equity and debt availability and requirements. This section must be clear and detailed with proformas as to how the project will be financed, proving feasibility of the project and evidence of commitment of funding partners. Applicant is to show status of proposed funding commitments for project.

**B. Description of Project**

A description of the development concept including square footage of units, number of bedrooms for each unit, number and make-up of units, on-site amenities, home styles and finishes, and income levels of occupants.

C. Provide drawings/site plans which depict the proposed development of the site.

D. Composition of Development Team

Provide resumes of key individuals and qualifications and mission statements of the entity/company and the planned roles of each in the development of the project.

E. Schedule

A projection of the timeline for the development of the property including any phasing of the development and proposed timing for turn-key of the homes to the eventual owners.

*The City expects this site to be developed according to the plans and proposal submitted by applicant. The City reserves the right to approve any substantive modifications to the plans as proposed by the successful applicant. The City will require an agreement between the parties, stating that if the property is not developed and is subsequently sold, or listed for sale, the City shall have the right of re-entry and will take ownership of the property at that time.*

**Proposers should contact the City of Bend Planning Department regarding zoning and development issues.**

## SELECTION PROCESS

Following staff evaluation the proposals meeting the minimum criteria will be forwarded to the City of Bend Affordable Housing Advisory Committee for review, evaluation and scoring. The Affordable Housing Advisory Committee will then forward their recommendations to City Council for final approval.

Council reserves the right to sell to one developer or to sell any portion thereof.

The applicant with the proposal deemed to be the best as determined by the Council will be invited to enter into a Purchase and Sale Agreement for the Property. The Council may ask applicant to make a presentation, however, the Council reserves the right not to request a presentation and enter directly into negotiations with the applicant delivering the best proposal.

If a satisfactory agreement cannot be negotiated in a timely manner with the applicant selected, then the Council may terminate negotiations, and the applicant submitting the second best proposal may be invited to enter into a Purchase and Sale Agreement for the property.

The Council reserves the right to accept and consider proposals even if the applicant has not submitted all information requested or suggested and reserves the right to reject any and all submittals in response to this RFP without cause.

## CONFLICT OF INTEREST

Oregon State law requires any public official taking any official action, including discussion or deliberation toward a decision that might or would result in financial gain to that individual, a relative or to a business with which either the official or relative is associated, to publicly disclose a relationship that could potentially result in some financial gain and to not participate in any action where a financial gain is known to exist. No contact with any Bend Affordable Housing Advisory Committee members or Bend City Council members should be made other than in the course of the regular selection process.

## SCHEDULE FOR PROPOSALS

March 28, 2016	Request for Proposal available to public
May 30, 2016	Proposals due at City Hall by 5:00 P.M.
June 8, 2016	AHAC Reviews Conducted/Presentation by applicant
June 8 (possibly June 15)	AHAC makes recommendation
June 15 (possibly July 6)	Council makes final decision
TBD (dependent upon project)	Invitation extended to applicant(s) to enter into Purchase and Sale Agreement

### ***Submission Instructions***

- **Deliver proposals via hand delivery, mail or email to:**  
**Jim Long**  
**Affordable Housing Manager**  
**City of Bend**  
**P.O. Box 431**  
**710 NW Wall Street**  
**Bend, OR 97709**  
**(541)312-4915**  
**[jlong@ci.bend.or.us](mailto:jlong@ci.bend.or.us)**
- **One Signed Hard Copy must be submitted and an electronic must be submitted, excepting oversize plans or renderings which must be submitted as hard copies on or before the due date.**

### **Questions?**

If you have any questions please contact Jim Long at (541)312-4915, [jlong@ci.bend.or.us](mailto:jlong@ci.bend.or.us)

# 1475 NE Forbes Road

1.1 Acres Zoned CG

