



REQUEST FOR PROPOSAL

Affordable Housing Development

**Proposal Due Date: March 15, 2017
City of Bend**

**710 NW Wall
Bend, Oregon 97701**

**Affordable Housing
Economic Development Department
710 NW Wall Street
BEND, OREGON 97701**

REQUEST FOR PROPOSAL – NOTICE

The City of Bend request proposals for development of a site for affordable housing. The site is between Alden and Glenwood Avenues near 9th street. Proposals must be submitted to Jim Long, 710 NW Wall St, Bend, Oregon 97701 by 5:00 PM Pacific Standard Time, March 15, 2017

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

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

The 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 City 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% of median income for Homeownership Property Development.

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: Approximately 2 acre site south of Alden Avenue on 9th Street.

Map Taxlot: 181204000100

Zoning: Residential Single Family (RS)

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

Price:

The City does not anticipate receiving any payment for the transfer of the property. The successful proposer will be responsible for all costs associated with development, including but not limited to cost of vacation, cost of recording, and costs of obtaining necessary governmental approvals.

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, equity recapture provisions, land trusts, ownership by public or non-profit entities, or other long term mechanisms. (NOTE: Property will have deed restrictions that will require property to remain as affordable. Applicants must show how they will ensure that this requirement can be maintained in their proposal for points to be awarded in this category and how they will retain such usage).

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 and compatibility for a distinct development (10 points)
- On-site amenities of project, such as common space, play-ground, community garden, etc. (10 points)

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

SPECIAL SITE REQUIREMENTS:

Developer will be required to show, via submitted preliminary site plan, the following:

- A. To most reasonable and feasible extent any common areas for development will be placed in such a manner as to provide a buffer on east portion of site between new development and existing homes on NE Burnside Avenue.
- B. Developer will be required to coordinate with City of Bend Transportation Planning Staff (Robin Lewis) and Bend Parks and Recreation Staff on placement of Bicycle/Pedestrian path to be incorporated into overall design while keeping accessibility.

- C. Developer will be to show how access to 9th Street will be provided. The Applicant may propose vacation of either Alden or Glenwood and show how the vacation will be included in the proposed development plans.
- D. Developer should coordinate with adjacent property owners regarding parking availability, including, but not limited to: Bend High School, First Presbyterian Church, Bear Creek Elementary, and the commercial businesses to the south of the site.

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.

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

January 26, 2017	Request for Proposal available to public
March 15, 2017	Proposals due at City Hall by 5:00 P.M.
March 15 to March 22, 2017	AHAC Reviews Conducted/Presentation by applicant (March 22)
March 22, 2017 (possibly March 29 if necessary)	AHAC makes recommendation
April 5, 2017 (possible) or April 19, 2017	Council Makes final decision
April 20, 2017	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
- **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

