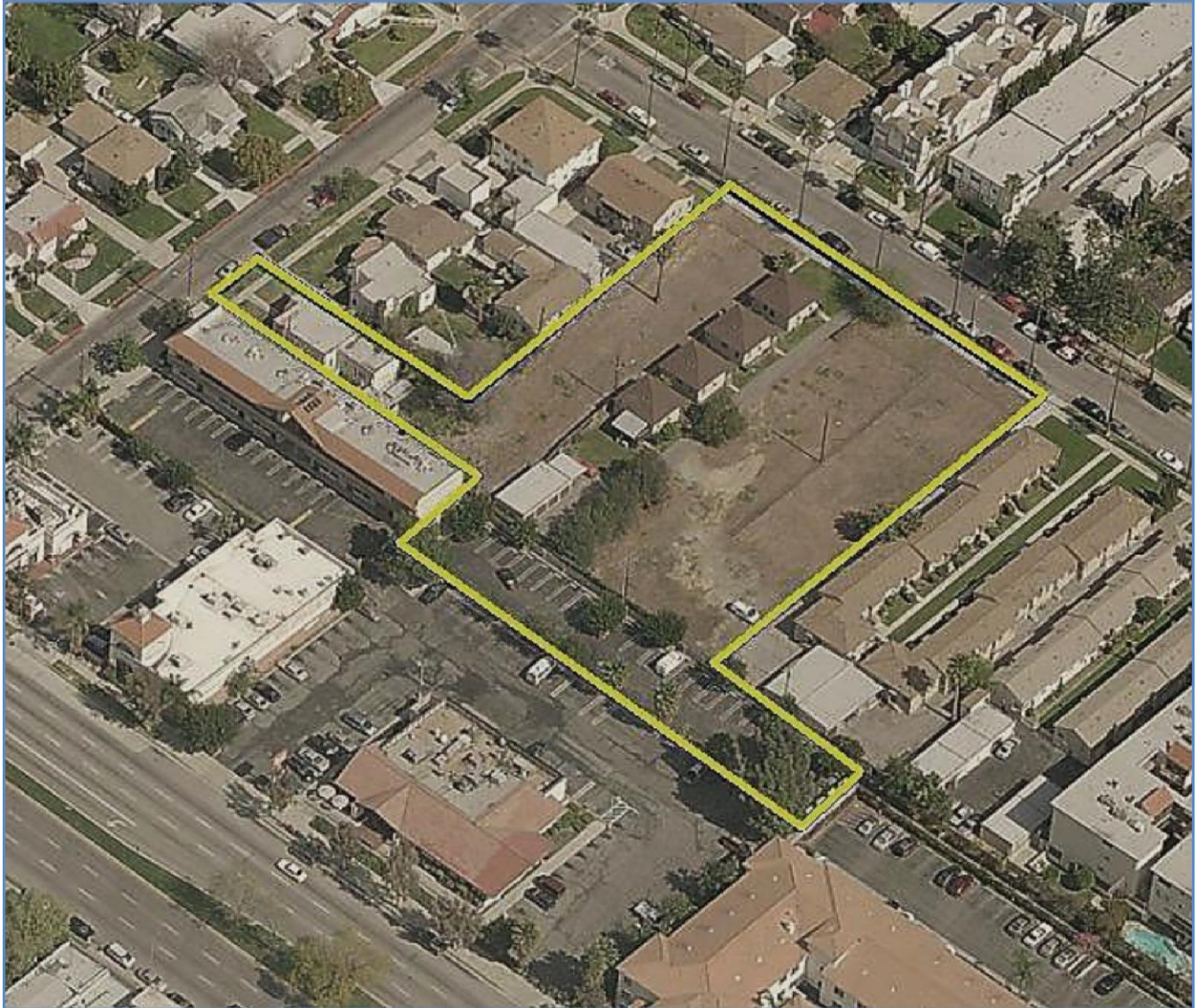


**REQUEST FOR PROPOSALS  
AFFORDABLE SENIOR HOUSING**

**5<sup>TH</sup> & SONORA**



**Deadline:  
Wednesday January 13, 2016 at 5pm  
Community Development Department  
Housing Division  
141 N Glendale Avenue, Suite 202  
Glendale, California 91206**

**NOTICE REGARDING DISCLOSURE  
OF  
CONTENTS OF DOCUMENT**

All responses to this Request for Proposals accepted by the Glendale Housing Authority shall become the exclusive property of the Glendale Housing Authority. At such time as Glendale Housing Authority staff recommend a developer and such recommendation, with any recommended contract appears on the Glendale Housing Authority agenda, all proposals accepted by the Glendale Housing Authority shall become a matter of public record and shall be regarded as public, with the exception of those elements of each proposal which are defined by the developer as business or trade secrets and plainly marked as "Trade Secret", "Confidential" or "Proprietary". Each element of a proposal which a developer desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e. regarding entire pages, documents or other non-specific designations) shall not be sufficient and shall not bind the Glendale Housing Authority in any way whatsoever. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the Glendale Housing Authority shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

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# REQUEST FOR PROPOSALS FOR DEVELOPMENT

## I. THE OPPORTUNITY

The Glendale Housing Authority (Housing Authority) is soliciting a Request for Proposals (RFP) for an affordable, senior housing development. The Site, known as 5th and Sonora, is comprised of property owned by the Housing Authority. The Site measures approximately 1.56 acres and was acquired by the Housing Authority for \$6 million in 2008.

The Housing Authority wishes to ensure that development of the Site will produce a well-designed and managed, high-quality housing project in the Grandview neighborhood of Glendale. This is an opportunity for development of senior, affordable housing in a safe neighborhood with access to shopping, dining, entertainment, employment centers, and community services.

Proposals are due by **Wednesday, January 13, 2016, at 5:00 p.m.** and shall be submitted in sealed packages. Submission requirements are detailed in a later section of this RFP.

## II. BACKGROUND

### City of Glendale

Over the past 100 years, Glendale has grown from a small community at the edge of Los Angeles into a dynamic cosmopolitan city as diverse in its culture as it is in opportunities. Today, Glendale is the fourth largest city in Los Angeles County and is surrounded by Southern California's leading commercial districts including Los Angeles, Pasadena, Hollywood, and Universal City. Incorporated on February 16, 1906, the City of Glendale spans approximately 30.6 square miles with a current population of approximately 191,719.

The fact that Glendale is consistently listed as one of the Safest Cities in America and the City's abundant amenities make Glendale a distinct place to call home for residents and businesses alike. Glendale is a full-service city offering first class amenities with its own police and fire departments, a wholly owned municipal utility company offering water and power, a complete public works department to maintain infrastructure, libraries to provide programs for lifelong learning, and a variety of parks for quiet enjoyment, organized sports or open space adventure. Glendale also offers its own bus service, the Beeline, with ten routes connecting customers to the Jet Propulsion Laboratory (JPL), the City of Burbank, and the Metrolink Stations in both Burbank and Glendale.

In addition to its reputation for safety, Glendale is a vibrant commercial and cultural center, with a blend of large and small businesses, multi-national corporations, and special event venues such as the legendary Alex Theatre. Glendale's five small but unique neighborhood shopping districts offer convenience to bordering neighborhoods, while the Glendale Galleria and The Americana at Brand offer exciting shopping and entertainment options. Even with its bustling business culture, the City has retained its small-town appeal with quiet tree-lined neighborhoods, mountain ridges, wilderness reserves, and historical tracts of Spanish colonial homes.

The City is also home to Glendale Community College, a fully accredited institution which currently serves approximately 25,000 day and evening students, and approximately 10,000

others who participate in adult education and specialized training programs. Glendale's grade schools also have a long-standing reputation. Operating out of 31 schools and instructing approximately 27,000 culturally diverse children with innovative educational programs, the Glendale Unified School District is committed to achieving the highest standards on campuses. This is exemplified by the fact that nine schools have earned the National Blue Ribbon designation and 23 have earned the State Distinguished School Award, directly reflecting the schools' academic achievements, quality of instruction, school leadership, parent involvement, and school-community partnerships.

### **Housing Authority of the City of Glendale**

The Housing Authority is a 7-member board consisting of the Glendale City Council and two tenant commissioners. The Housing Authority is responsible for the administration of the City's affordable housing programs and projects. Generally, the Housing Authority utilizes Federal Housing and Urban Development HOME funding, leveraged with other public agency funding such as Low Income Housing Tax Credits, New Market Tax Credits, and City of Industry funds to support its affordable housing goals.

The Community Development Department implements the Housing Element on behalf of the Housing Authority. The Department administers various resources, coordinating with other City departments and community partners (housing developers, property owners, lenders, other public agencies and private agencies), to achieve community housing goals. The vision is to ensure that all neighborhoods are quality, livable places that are free of blight, where residents feel safe, and can access resources and services which enhance their ability to support themselves and their families. Developing and preserving affordable housing is a key role of the Housing Authority in achieving this vision. Furthermore, key housing goals have been identified as crucial in city efforts to carry out this vision. These goals include:

- Creation of a wide range of housing types
- Establishment of high quality residential neighborhoods
- Increased opportunities for home ownership
- Organization of housing services that address special housing needs
- Equitable housing opportunities
- Continuation of housing that is livable, sustainable and well-designed

These goals are consistent with the Housing Authority's current HUD Consolidated Plan. More information on the Housing Element in the City of Glendale can be found at the City of Glendale's website under *Glendale General Plan and Housing Element*. A link to this and other relevant documents has been provided at the end of this RFP.

### **Recent Housing Authority Activity**

Since 2005, the Housing Authority has assisted with the development of sixteen (16) affordable housing projects totaling 462 units. All projects are consistent with the City of Glendale's Housing Element with a special emphasis on "green development" and amenity enriched housing. A majority of the projects developed in the City are eligible for certification by the U.S. Green Building Council or Build it Green. For reference, the following is a summary of the more recent activity by the Housing Authority to provide quality affordable housing, including type and size of projects and the populations served.

## Recently Completed Housing Authority Projects

- **Doran Gardens**

A 60-unit, neighborhood revitalization ownership project developed by Heritage Housing Partners and utilizing New Market Tax Credits funding. The development has been completed and unit marketing and sales are currently taking place. The development includes 57 new Craftsman-style, attached condominium homes that were sold to first-time, moderate-income homebuyers, three existing homes that have been substantially rehabilitated and sold as market rate units, and a mini-park complete with play areas for children ages 2-5 and 5-12. Doran Gardens is certified Green-Point Rated by Build it Green.
- **Cypress Senior Living – Community Development Partners**

An 18-unit affordable housing, 9% tax credit, senior rental acquisition and rehabilitation project with Community Development Partners. The existing brick building was built in the 1920s and was overcrowded with small and large families with insufficient parking. Cypress Senior Living is now reserved for seniors, with six units reserved for veterans and is also Green-Point Rated equivalent.
- **Gardens on Garfield**

A 30-unit affordable housing, 9% tax credit, family rental project developed by Thomas Safran and Associates incorporating craftsman style elements such as hardy-board siding and shakes, wrought iron guard rails, painted wood trim, and asphalt shingle roof. Gardens on Garfield was the first project in the City to be certified Green-Point Rated by Build it Green.
- **Casa De La Amistad**

A 24-unit rental project for developmentally disabled residents. The Housing Authority partnered with United Cerebral Palsy of Los Angeles and HUD to provide independent living opportunities through onsite service providers and specially designed units.
- **Geneva Homes – San Gabriel Valley Habitat for Humanity**

A 5-unit family ownership project developed for first-time, low-income home buyers and developed in conjunction with an approximate 5,600 square foot community garden. Each of the new home owners has a plot in the new community garden built adjacent to the project. The Geneva Homes is certified Green-Point Rated by Build it Green.
- **1911 Gardena – Ascencia**

A 9-unit acquisition and rehabilitation project for previously homeless residents funded with HOME funds. Rehabilitation work has been completed and the building is 100% occupied.

## Current Housing Authority Activity

- **Glendale Arts Colony – Meta Housing**

The Housing Authority and the YMCA of Glendale partnered in issuing an RFP to develop the YMCA owned site in February, 2013. The RFP resulted in

twelve submittals from ten different developers. Meta Housing was eventually selected. With a commitment of \$6.1 million from the Housing Authority, in March, 2014 Meta Housing was awarded an additional \$20.5 million in 9% Affordable Housing Tax Credits. The Glendale Arts Colony broke ground in December, 2014 and its construction is well underway, with completion expected in the Fall of 2016.

- **Veteran's Village – Thomas Safran and Associates (TSA)**

The Housing Authority once again partnered with TSA, this time to develop a 44-unit 9% tax credit, affordable rental project for low-income families with a preference for veterans. TSA successfully applied for 9% Tax Credits in March, 2013. The Housing Authority has invested \$5.3 million in HOME and Redevelopment Set Aside funds to the project which was completed in September, 2015. Veteran's Village will be certified Green-Point Rated by Build it Green. The Housing Authority has committed an additional \$1.575 million in HOME funds for the permanent financing of the project.

- **Habitat Chestnut – Habitat for Humanity San Gabriel Valley**

Habitat Chestnut is the eighth partnership between the Housing Authority and Habitat for Humanity San Gabriel Valley. It is a three-unit affordable, for-sale housing development currently in construction. The Housing Authority committed \$400,000 to the project, which is expected to complete in the Spring of 2016.

- **Habitat Lomita - Habitat for Humanity San Gabriel Valley**

With a commitment of \$1.4 million in HOME funds, the Housing Authority in May, 2015 approved the Habitat Lomita low-income, home-ownership project. The six-unit project is currently in the entitlement phase and is expected to break ground in June, 2016.

### III. PROJECT SITE

The total size of the property is 67,740 square feet, or 1.56 acres. The site consists of nine (9) parcels, of which eight (8) are zoned residential (R-2250) and one (1) is zoned commercial (C2-1). The associated addresses are 1116 Sonora Avenue, developed with a single-family home, 1412, 1414 and 1422 5<sup>th</sup> Street which are vacant parcels (with the exception of a paved parking lot at the rear of 1414 5<sup>th</sup> Street), and 1418 5<sup>th</sup> Street which has four (4) one bedroom, one bathroom bungalows. All five residential units are currently occupied. There are power lines running through the property which will need to be relocated/undergrounded in order to maximize the use of the land. Glendale Water and Power estimates the cost at \$700,000, but this estimate is very preliminary and would need to be studied further.

All of the properties are contiguous, with approximately 45 feet of frontage along Sonora Avenue and 200 feet of frontage along 5<sup>th</sup> Street. A parcel map is attached as Exhibit 1. An aerial view with the Site outlines is attached as Exhibit 2.

#### Neighborhood

The site is located northeast of Glenoaks Blvd, on the south side of 5<sup>th</sup> Street, between Sonora and Rosedale Avenue, in the Grandview neighborhood. The area between the commercially zoned

properties facing Glenoaks Boulevard and Glenwood Road, two (2) blocks north, is an area zoned for multi-family residential, with the exception of the lots immediately facing Glenwood Road, west of Sonora Avenue. This multi-family area acts as a transitional zone between the commercial properties facing Glenoaks Boulevard, and the single-family residential area to the north of Glenwood Road. The area was developed over time and has an eclectic mix of building types and styles, including some single-family developments within the multi-family zone. The streets and sidewalks are in good condition, with parkways planted with grass and trees.

Immediately adjacent to the property are one (1) and two (2) story residential buildings. Across 5<sup>th</sup> Street are more residential properties ranging from one (1) to three (3) stories. To the southwest is a three (3) story Homestead Suites Motel. Directly behind the property was the site of Bob's Big Boy, later called the Glenoaks Café and recently approved by Design Review for a new construction, 55-unit rental residential project. Glenoaks Blvd to the southwest of the property is a major commercial corridor. Serving the neighborhood one block to the west is the Grandview Library, at the corner of 5<sup>th</sup> Street and Ruberta Avenue, and across 5<sup>th</sup> Street from the library is Thomas Jefferson Elementary School. The buildings within the neighborhood exhibit an eclectic mix of building types and styles, including Craftsman, Spanish Colonial Revival, Minimal Traditional, Modern and Contemporary architecture

#### **IV. DEVELOPMENT PRIORITIES**

On June 2, 2015 the Housing Authority provided staff direction with respect to the future development of the site. The Housing Authority would like to see a new development for low-income seniors. The development should be well planned to blend in with the neighborhood and strike a balance between providing much needed affordable senior housing (density) and providing a development that includes open space and other neighborhood mitigation measures beyond what code requires. Examples of amenities could include a community garden for the future tenants, a community meeting room or useable, publicly accessible open space towards the front of the property abutting 5<sup>th</sup> Street and other ideas the Housing Authority looks to the developer to propose. The following links provide access to staff's presentation of the site and the opportunity, as well as the Housing Authority's discussion and direction.

[http://glendale.granicus.com/MediaPlayer.php?view\\_id=12&clip\\_id=5113](http://glendale.granicus.com/MediaPlayer.php?view_id=12&clip_id=5113)  
[http://glendale.granicus.com/MediaPlayer.php?view\\_id=20&clip\\_id=5248](http://glendale.granicus.com/MediaPlayer.php?view_id=20&clip_id=5248)

#### **V. ZONING**

The Site consists of nine parcels. Eight parcels are zoned R-2250 Medium Density Residential and one parcel zoned C2-1 Community Commercial Height District 1. Code allowed density is 39 units. A density bonus of 35% increases the allowed unit count to 53, however the City and Housing Authority would consider more units provided the overall design addresses the additional density and compliments the neighborhood and provides sufficient open space and/or opportunities for unique or creative amenities for the project or neighborhood. The following chart details allowable floor area ratios, lot coverage, height, stories and setbacks for each of the two zones.



**5th and Sonora Property**

**Zoning Standards (R-2250 Zone)**

FAR	Lot Coverage	Height	Stories	Setbacks					
				1st Story		2nd Story		3rd Story	
				Front (Min./Average) ft.	Interior (Min./Average) ft.	Front (Min./Average) ft.	Interior (Min./Average) ft.	Front (Min./Average) ft.	Interior (Min./Average) ft.
0.85	50% Max.	36 feet*	3	20/23	5/8	23/26	8/11	23/26	11/14

Min. Landscaped Open Space	Parking Min. Spaces/Unit					Min. Unit Size/bed		
	1 bedroom	2 bedroom	3 bedroom	4 bedroom	Guest	1	2	3 or more
25%	2	2	2.5	3	0.25	600 sf.	800 sf.	1,000 sf.

\*Additional 5 feet permitted where 3:12 pitched roof

**Zoning Standards (C2 Zone/Residential Uses subject to R-1250 standards)**

FAR	Lot Coverage	Height	Stories	Setbacks					
				1st Story		2nd Story		3rd Story	
				Front (Min./Average) ft.	Interior (Min./Average) ft.	Front (Min./Average) ft.	Interior (Min./Average) ft.	Front (Min./Average) ft.	Interior (Min./Average) ft.
1.2	50% Max.	36 feet*	3	20/23	5/8	23/26	8/11	23/26	11/14

Min. Landscaped Open Space	Parking Min. Spaces/Unit					Min. Unit Size/bed		
	1 bedroom	2 bedroom	3 bedroom	4 bedroom	Guest	1	2	3 or more
25%	2	2	2.5	3	0.25	600 sf.	800 sf.	1,000 sf.

\*Additional 5 feet permitted where 3:12 pitched roof

Residential uses in the C2 zone require approval of CUP if residential proposed at ground floor level.

**Additional Zoning Information:**

**Unit Size:** 600 sq. ft. min. for efficiency and 1-bedroom  
800 sq. ft. min. for 2-bedroom

**Private Storage:** 90 cu. ft. per unit

**Common Open Space:** 200 sq. ft. min. per unit for the first 25 units; 150 sq. ft. min. per unit for the second 25; and 100 sq. ft. min. per unit for each additional dwelling unit above 50. Any common outdoor space shall have a minimum level surface dimension of 10 ft. and a minimum area of 200 sq. ft.

**Private Open Space:** 40 sq. ft. min. per unit with minimum length or width of 4 ft.

**Additional Open Space:** 2,102 sq. ft.

**Landscaping:** Min. of 25% of site should be landscaped (16,935 sq. ft.)

**Parking Senior Housing:** 1 space per unit  
No guest parking required

## VI. ENTITLEMENT PROCESS

### 1. Environmental Review

Development of the site is subject to CEQA review and may be subject to NEPA review, depending on the funding source(s). Environmental review is required prior to the entitlement process for both the density bonus and design review applications. The appropriate level of review will be determined upon project submittal.

### 2. Density Bonus Application

The entitlement process will require approval of a Density Bonus Housing Plan and Design Review. A brief description of the process is discussed below.

- a. Director of Community Development (not public hearing)

The request for approval of a Density Bonus Housing Plan, including a density bonus, incentives or concessions, and/or parking concessions will be reviewed by the Director of Community Development without a public hearing. Depending on the affordability of the housing development, a maximum of three concessions can be granted without a public hearing. Should the housing development require more than the maximum number of permitted concessions, a hearing by the Planning Hearing Officer will be necessary for approval of waivers.

- b. Planning Hearing Officer (if waivers are necessary)

The request for approval of a Density Bonus Housing Plan with a request for waivers or modifications of development standards shall be reviewed by a Planning Hearing Officer at a public hearing.

The Density Bonus Housing Plan entitlement process will take approximately three months to complete and may be processed concurrently with the design review discussed below.

### 3. Design Review Process

The selected proposal will need approval from the Design Review Board (DRB). The DRB meets twice a month and is comprised of five members of the community, most with a background in design or architecture. The Design Review Process is likely to take between three and four months.

### 4. Housing Authority

If funding assistance from the Housing Authority is being requested, then a meeting with the Housing Authority will be necessary in order to review the proposal and reserve and commit Housing Authority funding via an Exclusive Negotiation Agreement (ENA) or Affordable Housing Agreement (AHA). The Housing Authority conducts meetings on a weekly basis, every Tuesday at 3PM.

## VII. REQUIREMENTS FOR RFP

Interested applicants should submit seven (7) hard copies and one (1) electronic copy (USB flashdrive) response to this RFP. The response should address the following:

- **Development Concept (Vision and Usage):** A statement on the type of development that is being proposed and how it meets the goals outlined in this RFP. The statement should include the developer's vision of the property and proposed development, including design, sustainability, and compatibility to the surrounding neighborhood.
  - **Type of Use and Anticipated Number of Units:** Unit counts, square footage details, amenities description, design features, etc.
  - **Design:** Site plans, floor plans, parking plans, and colored elevations are requested at this time, along with a detailed description of the proposal and types of uses envisioned.
  - **Additional Benefits:** A description of the additional potential community benefits offered by the proposal that the Housing Authority should be aware of. Examples of additional benefits can include open space, sustainability, amenities, social services, community programming, high quality innovative design, neighborhood parking, collaborations/partnerships with local partners, etc.
  
- **Experience and Professional Qualifications:**
  - Description of the mission of the applicant's organization, how the proposal fits in with the organization's goals, and why the proposal is of interest to the organization.
  - Description of the legal status of the applicant (non-profit, private, partnership, LLC, corporation, etc.).
  - A description of applicant's business and/or development experience, including any major projects in which the applicant has been involved.
  - A description of applicant's experience in new construction and the rehabilitation and adaptive re-use of properties, including specific reference to past projects. This may include any experience working with tax credit, senior, rental, market rate, or any type of affordable housing.
  - A description of key individuals (if identified at this time) on the development team (engineers, project manager, economic advisor and others), their background experience and any other significant information the applicant would like to convey about the team.
  - Proposed Architect/design team with experience in high quality, sustainable design.
  - A description of applicant's experience working in the City of Glendale, if any.
  - Applicant's references.

- **Project Economics:**
  - Submit a preliminary Sources and Uses detailing the various funding sources through construction and at permanent financing, and a project budget equal in detail to Section IV of the TCAC 9% Tax Credit application must be provided. Developer must assume relocation entitlements to residents of the five units that will be demolished as part of any proposal. Preliminary estimates value relocation benefits at approximately \$18,000 per household.
  - If the proposal is for a 9% Tax Credit project, than Section V, VI, and VII of the 9% Tax Credit application should also be included indicating the competitiveness of the proposal.
  
- **Partnerships:** Description of any additional individuals or organizations that the applicant proposes to partner with to implement its proposal for the Site.
  
- **Constraints and Assumptions:** A description of possible constraints (such as funding, scheduling, etc.), anticipated concerns regarding the project's goals, expectations or requirements, or assumptions being made for public agency financing, other funding, zoning changes, or other entitlements.
  
- **Timeline:** Describe the anticipated timeframe proposed for the development.
  
- **Conflict of Interest Declaration:** Developer must complete and submit a Conflict of Interest Declaration (link provided in Section XII of this RFP).
  
- **Confidentiality:** Applicants may request that financial qualifications or financial statements be kept confidential. All confidential information shall be submitted under a separate cover and marked confidential. If a request is made by a member of the public to see such documents, the Housing Authority will notify the applicant and ask if such information may be released. If the applicant consents or does not reply to the request, the Housing Authority Executive Director may release the information. If the applicant requests that the information not be released, the applicant may be required to defend its position that the document should remain confidential in any legal action to which the Housing Authority may become a party.

In any event, the following individuals will likely have access to the confidential information: the Housing Authority Board, Housing Authority Executive Director or his designee, Glendale City Attorney, Glendale city employees, consultants employed by the City of Glendale, and other persons that may be requested to review such material by the Housing Authority Executive Director.

Any applicant that responds accepts the risk that information marked confidential may be disclosed, and by submitting a proposal, agrees to hold harmless the Housing Authority, the City of Glendale, the YMCA of Glendale, their employees, contractors, public officials, or members of the review panel from any damages that may result from such disclosures.

## VIII. REVIEW AND SELECTION PROCESS

### Review Committee

A Review Committee consisting of staff from various divisions within Community Development and Community Services and Parks will review all completed submittals received by the closing date in accordance with the criteria and procedures identified in this RFP.

It is anticipated that the Review Committee will analyze the submittals and bring forward a recommendation to the Housing Authority in approximately 90 days following the RFP submittal deadline with the goal of recommending a proposal for development. The Review Committee may, at its option, request additional information, clarification of information, or interviews with developers before final selection is determined.

Immediately after receiving authorization from the Housing Authority, city staff will notify the developers of the housing Authority's decision. The Housing Authority may select a developer at the conclusion of the RFP process and enter into an Exclusive Negotiation Agreement (ENA). During the ENA period, City staff will negotiate the terms of an Affordable Housing Agreement (AHA) with the developer.

### Selection Criteria

The Housing Authority selection process will be based on the quality of the responses, including thoroughness and applicability to the requirements of this RFP. The following criteria will be used to assess Qualifications:

- **Development Experience**
  - Background knowledge and experience with housing projects or similar design projects will be evaluated. References will also be a component upon evaluation of previous experience.
- **Development Team/Partnership**
  - Strength of development team with respect to expertise and experience as well as possible partnerships being utilized for projects.
- **Design Team**
  - Strength of Design team to provide well-designed, sustainable projects with high level of livability.
- **Sources and Uses**
  - Types of funding being utilized giving consideration to overall costs, Housing Authority assistance, and other possible revenues.
- **Developer Vision**
  - Articulation of the vision and use for the property and its responsiveness to the development priorities of this RFP.
- **Housing Cohesion**
  - Review how proposed development fits into the overall housing vision for the site, neighborhood and city.
- **Sustainability**
  - Beneficial elements of the proposed development as it relates to efficiently using energy, water, and other resources, protecting occupant health, and reducing waste, pollution and environmental degradation.

- **Additional Benefits**
  - Other beneficial elements of the proposed development to the City, community, neighborhood, environment, etc.
- **Project Timeline**
  - Feasibility of time schedule for the proposed project.
- **Compliance to RFP**
  - Compliance of RFP submittal to RFP requirements.

## **IX. WAIVER AND RIGHTS**

The Housing Authority reserves the right, at its discretion, to pursue any or all of the following actions relating to this RFP:

- Request clarification or additional information from Developers;
- Invite one or more Developers for interviews or presentations;
- Accept or reject, in whole or part, submittals received in response to this RFP;
- Negotiate with any qualified source;
- Cancel in whole or in part this RFP;
- Amend this RFP by written addendum or notification. Such addendum would be made available to each person or organization which Housing Authority records show received RFP;
- Waive any irregularities in any proposal;
- Issue subsequent RFP's based on refinement of concepts proposed in response to RFP;
- Negotiate an agreement based on original proposals or on the basis of additional information obtained; and/or
- Negotiate modifications with any Developer as necessary to serve the best interest of the project.

The Housing Authority will not be liable for any costs incurred by Developers responding to this RFP. The RFP is not a contract or commitment of any kind. The Housing Authority reserves the right to reject any or all proposals, and not proceed with the development of the property.

It is Housing Authority policy to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

## **X. PROPOSAL SUBMISSION AND CLOSING DATE**

Under this RFP, parties interested in responding are asked to submit seven (7) hard copies and one (1) electronic copy (USB flashdrive) responses to this RFP no later than **5:00 PM Wednesday JANUARY 13, 2016** to:

City of Glendale – Community Development Department - Housing Division  
 C/O Mike Fortney, Senior Housing Project Manager  
 141 N. Glendale Avenue, Suite 202  
 Glendale, CA 91206

Proposals that are incomplete, have other content errors, or deficiencies will be rejected.

Contextual changes and/or additions to the proposal after submission will not be accepted. However, the Housing Authority may require additional information for the determination of the proposal's qualifications. Facsimile (FAX) transmission copies will not be accepted.

Questions related to the submission of your proposal, and/or questions regarding this RFP and affordable housing developments should be directed to Michael Fortney, Senior Housing Project Manager at (818) 548-3723 or at [mfortney@glendaleca.us](mailto:mfortney@glendaleca.us). Only proposals submitted in response to this RFP will be considered.

Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions stated herein. Lack of compliance with legal or administrative submission requirements may lead to disqualification. Proposals that are disqualified will not be reviewed and rated.

**Links:**

- 1) Campaign Finance Disclosure (Conflict of Interest) (two links)  
<http://www.ci.glendale.ca.us/planning/CounterForms/CampaignFinanceDisclosure/DisclosureforApplicants.pdf>  
<http://www.ci.glendale.ca.us/planning/CounterForms/CampaignFinanceDisclosure/Acknowledgment%20of%20Receipt%20of%20Disclosure%20Process.pdf>
- 2) Glendale General Plan and Housing Element  
<http://www.ci.glendale.ca.us/planning/plangeneralplanelements.asp>

**Exhibits:**

1. Parcel map
2. Aerial view of Site

**Exhibit 1  
Site map**

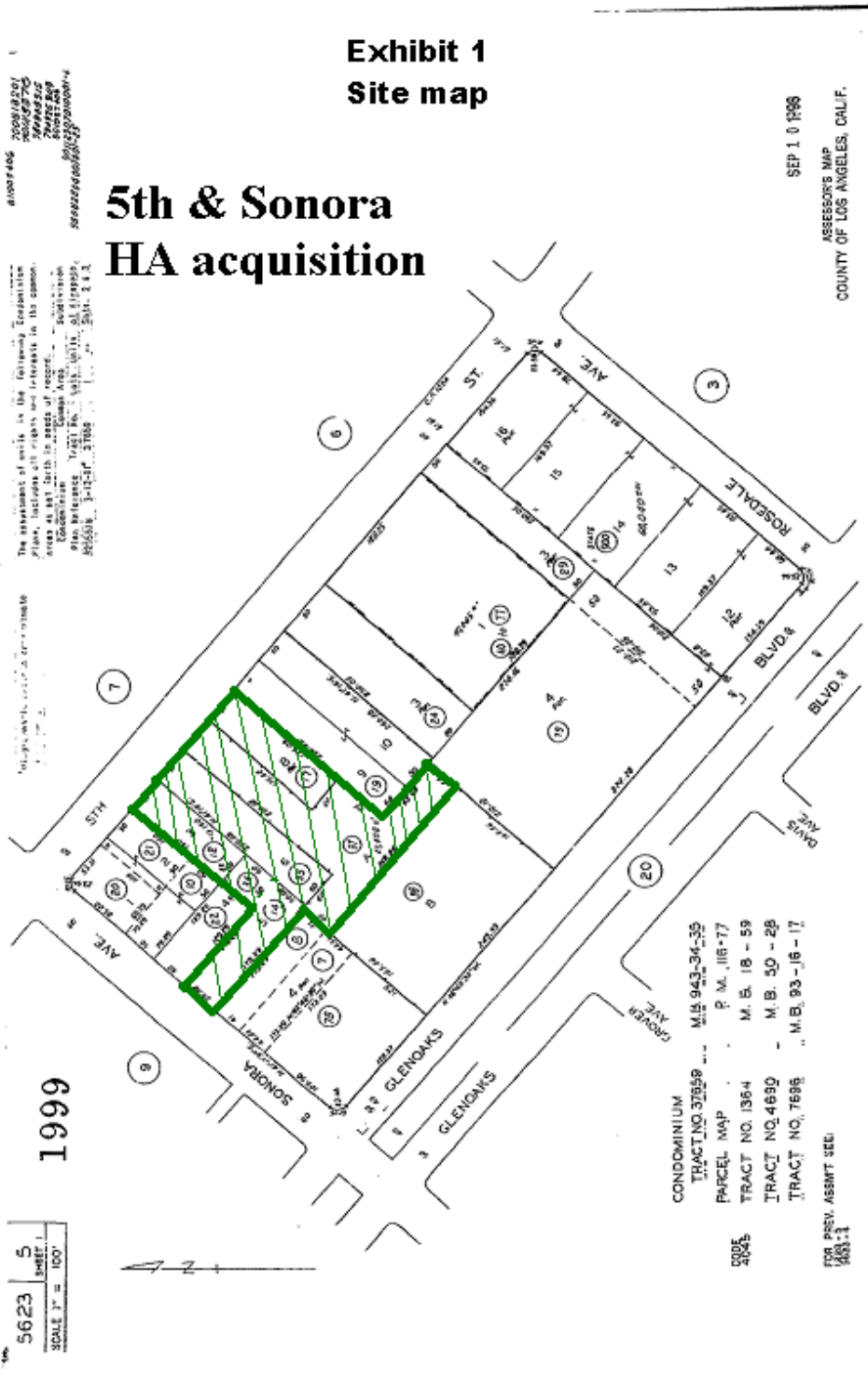
**5th & Sonora  
HA acquisition**

41007406 2008/12/01  
2008/07/20  
2008/05/22  
2008/03/29  
2008/02/09  
2008/01/09  
2007/12/08

The statement of work in the following Construction Plans, includes all rights and interests in this common area as set forth in the Assessor's Map, and includes all other interests in this common area as set forth in the Assessor's Map, and includes all other interests in this common area as set forth in the Assessor's Map, and includes all other interests in this common area as set forth in the Assessor's Map.

1999

5623 5 SHEET 1  
SCALE 1" = 100'



CONDOMINIUM  
TRACT NO. 37859 M.B. 943-34-39  
PARCEL MAP P.M. 118-77  
5095 TRACT NO. 1364 M.B. 18-59  
TRACT NO. 4890 M.B. 50-28  
TRACT NO. 7888 M.B. 93-16-17  
FOR PREV. ASSESSMENT SEE MAP 5623-1

SEP 1 0 1998  
ASSESSOR'S MAP  
COUNTY OF LOS ANGELES, CALIF.



**Exhibit 2**

