



## **REQUEST FOR PROPOSALS (RFP)**

### **FOR THE DEVELOPMENT OF AFFORDABLE, RENTAL HOUSING**

**At 515 Pioneer Drive in Glendale, California**

**Community Development  
Glendale Housing Authority  
141 N. Glendale Avenue, Suite 202  
Glendale, CA 91206**

**Release Date: July 29, 2020**

**Deadline for Submission:**

**November 2, 2020 by 5:00 PM (local time)**

## NOTICE REGARDING DISCLOSURE OF CONTENTS OF DOCUMENT

All responses to this Request for Proposals (RFP) accepted by the City of Glendale Housing Authority (Housing Authority) shall become the exclusive property of the Housing Authority. At such time as the Housing Authority executes a Letter of Loan commitment with a selected developer, as described herein, all proposals accepted by the 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 Housing Authority in any way whatsoever.

## REQUEST FOR PROPOSALS FOR THE DEVELOPMENT OF AFFORDABLE HOUSING – 515 Pioneer Drive

### I. INTRODUCTION

In an effort to promote additional affordable housing, the Housing Authority is soliciting proposals from developers to develop and construct an affordable housing project(s) on a Housing Authority-owned site. The goal of the Housing Authority is to develop a substantial number of rental units affordable to extremely low, very low and low income residents, both seniors and families. The Housing Authority intends to select a highly qualified and experienced developer that demonstrates the ability to develop a high-quality and cost effective project reflective of the Housing Authority's vision for the site.

Proposals are due **Monday, November 2, 2020** by 5:00 p.m. (local time) and shall be submitted in sealed packages. Submission requirements are detailed in a later section of this RFP.

The Housing Authority is committed to non-discrimination and equal opportunity. No person will be discriminated against on the grounds of race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation. Information about the Housing Authority can be found on the City's website at: <https://www.glendaleca.gov/government/departments/community-development/housing>.



*Vista Grande Court*

## II. BACKGROUND



*ACE 121*

### 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, the 23<sup>rd</sup> largest city in California, 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 205,330.

The fact that Glendale is consistently listed as one of the Safest Cities in America and the City's abundant amenities makes 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 regional 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 residential neighborhoods with distinctive and well-preserved period architecture.

The City is also home to Glendale Community College, a fully accredited institution which currently serves approximately

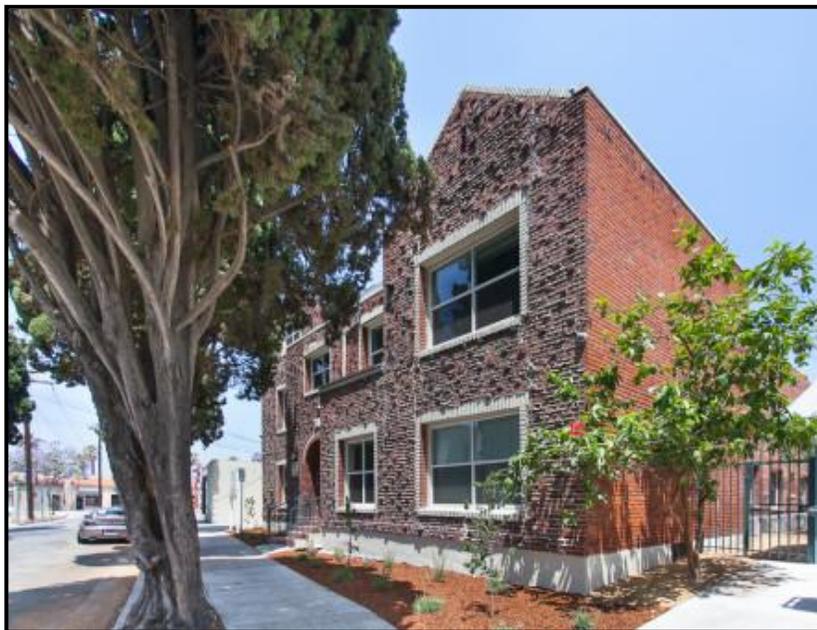


*Chestnut Homes*

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 for excellence. 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.

The local economy is dominated by retail and service industries with emphasis on the entertainment field. Glendale also boasts a large health care presence with three hospitals, two being regional medical centers, within its borders. Glendale is served by several major freeways, and its proximity to downtown Los Angeles, Bob Hope Airport (Burbank), and many recreational facilities make it a desirable place to live.

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



*Cypress Senior Living*

The Housing Authority is a seven-member board (consisting of the City Council and two Tenant Commissioners) responsible for the administration of the City's affordable housing programs. The Housing Authority utilizes former Redevelopment Set Aside funds, Federal Housing and Urban Development HOME funding and locally generated funds including Housing Asset Funds and funds generated through the City's newly adopted Inclusionary Housing Ordinance, Commercial Development Impact Fee and Measure S sales tax revenue.

### **Housing Plans**

The City of Glendale Community Development Department (CDD) 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. Preserving and developing 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; and
- continuation of housing that is livable, sustainable and well-designed.

These goals are consistent with Housing Authority’s current HUD Consolidated Plan and Implementation Plan. More information on the Housing Element in the City of Glendale can be found at the following link: <https://www.glendaleca.gov/government/departments/community-development/planning-division/city-wide-plans>.



*Lomita Homes*

### **Recent Housing Authority Developments**

Since 2005, the Housing Authority has assisted with the development of 20 affordable housing projects totaling 607 units. All projects are consistent with the City of Glendale’s Housing Element with a special emphasis on “green development”. 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 recent activity by the Housing Authority to provide affordable housing including type and size of projects and the populations served:

- **Lomita Homes – Habitat for Humanity San Gabriel Valley**
  - A new construction, six-unit family ownership project developed for first-time, low-income home buyers with income below 80% of Area Median Income (AMI). The project was completed in 2019 with all homes sold by early 2020.
- **Vista Grande Court – Linc Housing and National CORE**

- A new construction, 66-unit affordable housing, 9% tax credit, rental project for seniors. The project was designed with Spanish style elements and includes 60 one-bedroom and six two-bedroom units. Seven of the units are reserved for developmentally disabled seniors. The project was completed and occupied in December, 2019.
- **ACE 121 – Meta Housing Corporation**
  - A new construction, 70-unit, family rental project utilizing 9% tax credits. The project gave preference for local artists and includes an art gallery on the ground floor where residents can display their art to the community. The project was completed and fully leased in 2017.
- **Veteran’s Village – Thomas Safran and Associates**
  - A new construction, 44-unit, 9% tax credit rental project for low-income veterans and their families. The project was developed using Redevelopment Set-Aside funds and Federal HOME funds and was completed in 2016.
- **Chestnut Homes – Habitat for Humanity San Gabriel Valley**
  - A new construction, three-unit family ownership project developed for first-time, low-income home buyers with income below 80% of Area Median Income (AMI). The project was completed in 2014. All three units are three-bedroom and have their own attached two-car garage.
- **Cypress Senior Living – Community Development Partners**
  - An acquisition and rehabilitation of an existing 18-unit affordable senior rental housing project developed with 9% tax credits and Federal HOME dollars. Six of the 17 affordable units are reserved for senior veterans. The project was completed and fully leased in 2014.



*Veteran’s Village*

### **Housing Authority Programs**

**New Construction of Home Ownership Units:** The goal of this program is to enable low income households to purchase a new condominium or townhouse in Glendale by encouraging the development of affordable home ownership units. The program involves direct assistance from the Housing Authority to the developer to achieve project feasibility and direct financial assistance to the homebuyer to achieve home ownership affordability. Assistance may consist of land write down and/or gap financing for development costs.

**New Construction of Rental Units:** The goal of this program is to facilitate the development of affordable rental housing for lower income households by providing developers with direct and indirect incentives to minimize the financial detriment associated with developing income restricted units. The program involves assistance from the Housing Authority to achieve project feasibility and affordability through mechanisms such as land write down, rental subsidies, below market rate loans, or grants. The Housing Authority's policy is to retain ownership of the land and enter into a long-term ground lease with the developer.

**Acquisition/Substantial Rehabilitation of Rental Units:** The goal of this program is to assist developers with the acquisition and rehabilitation of existing housing within the City of Glendale for the purpose of providing safe, sanitary housing at affordable rents to income qualifying households.

### III. THE SITE

#### History

Historical maps and aerial photographs illustrate that the project site was undeveloped land between 1894 and 1902. By 1919, several small on-site parcels were developed with single-family residences. Each parcel had an auto-garage in addition to the residential building. By 1925, the entire site had been developed with similar residential structures (approximately 20 total). In or around 1970, in connection with the construction of the SR 134, the residences were demolished and the site was cleared. By 1977, the site had been redeveloped for commercial use by the Pacific Telephone Company, now AT&T. Between 1981 and 2012, the site was developed with three existing commercial buildings. By 2016, the northeastern portion of the site was developed with the existing canopy covered hazmat storage area.

#### Current Conditions

Located at 515 Pioneer Drive the site is bordered by North Pacific Avenue to the east, Pioneer Drive to the south, North Kenilworth Avenue to the west and the SR 134 to the north. It consists of an approximately 121,992 square feet (2.81 acre) tract of land improved with three masonry buildings (Buildings A, B, and C); an approximately 3,000 square-foot automotive repair and maintenance building that includes a loft (Building A) located on the eastern portion, an approximately 8,400 square-foot office building (Building B) located on the central portion of the site, and an approximately 6,800 square-foot office and warehouse building (Building C) located on the western portion of the site. The remainder of the site is improved with a canopy covered hazmat storage area, asphalt-paved parking lots, landscaped areas, and utilities. A site map/aerial is attached for reference.

With plans to vacate the site, in 2018 AT&T listed the property for sale. AT&T had commissioned Terracon to conduct a Phase I Environmental Site Assessment (ESA) dated May 31, 2018 and made it available for review. As part of the Housing Authority's due diligence, a second Phase I ESA was conducted, this time by ROUX and dated June 6, 2019. A number of Recognized Environmental Conditions were identified in both Phase I ESAs, prompting the Housing Authority to commission ROUX to complete a Phase II ESA. Both Phase I ESAs and the Phase II ESA are available for review through the RFP solicitation process. The Phase II, which included vapor and soil sampling and testing, identified trace amounts of volatile organic compounds, metals and other substances in a small portion of samples. However, none of these elements were detected at a concerning level.

On October 24, 2019 the Housing Authority acquired the 2.81-acre (121,992 square foot) site for \$13.1 million. The Housing Authority used Low and Moderate Income Housing Asset Funds to make the acquisition. The purpose of the acquisition was for the development of affordable housing.

### **Zoning**

The site is located immediately south of the 134 freeway, at the northwest corner of Pioneer Drive and Pacific Avenue. The site is zoned R-3050 allowing 39 residential units by right (13 units/acre). A 35% density bonus would bring the total number of units to 53, with five being restricted to low-income families leaving 48 market-rate units. CDD intends to recommend that the City Council re-zone the property to 50 units to the acre and provide a density bonus in order to achieve additional density. The site was previously studied at 50 units to the acre through the draft South Glendale Community Plan and the EIR was certified July 31, 2018.

### **Neighborhood**

The site is located in the Vineyard neighborhood and in the Kenilworth District, which was annexed by the City on August 7, 1918. Residential properties are located west and south of the site. Adjoining the site to the southeast is a Shell-branded gasoline service station. Located immediately south of the site, along Pioneer Drive is an approximately 20,700 square foot, at-grade parking structure for a nearby hotel; six single-family homes originally built in 1921, 1922 and 1923; and a six-unit condominium complex built in 1991. Additionally, commercial businesses, including a church and hotels are located southeast of the site.

Fremont Park, an approximately 7.8-acre park, is located northwest of the site across the SR 134, on Hahn Avenue and is connected to the site via a pedestrian undercrossing below the SR 134. The park features numerous heavily used amenities including: eight tennis courts, children's play equipment, a wading pool, a basketball half-court, a sand volleyball court, open fields, a rose garden and numerous picnic areas under mature trees. Built in 1922, Fremont Park is one of the City's oldest neighborhood parks and is set to undergo an extensive renovation project for its 100th birthday. Construction is expected to begin in July, 2020 and will span approximately two years. Some of the park's newly proposed amenities include: a community building with a tennis club house, meeting rooms, rentable space, kitchenette, restrooms and office space. Additional information on the Fremont Park renovation can be found at:

[https://www.ci.glendale.ca.us/government/council\\_packets/CC\\_HA\\_100819/CC\\_SpMtg\\_Item1\\_100819.pdf](https://www.ci.glendale.ca.us/government/council_packets/CC_HA_100819/CC_SpMtg_Item1_100819.pdf).

For further detail on the current conditions of the site as well as the pedestrian tunnel to Fremont Park, please click below for a short video from a recent drone flyover.

<https://youtu.be/NqUcuMHtEWw>

## **IV. THE OPPORTUNITY**

Since acquisition of the site, CDD has conducted preliminary site planning in order to estimate the number of units the site can physically support. The unit mix assumption for seniors was approximately 90% studios and one bedroom units and 10% two bedroom units. The unit mix assumption for families was approximately 50% studios and one bedroom units, 25% two bedroom units and 25% three bedroom units. Assuming a parking demand for senior units at .5

spaces/unit and parking for families at one space per one-bedroom unit and two spaces for two and three-bedroom units, CDD believes the site could support upwards of 300 affordable units atop a single level subterranean parking structure with approximately 290 parking stalls. To achieve this level of density, CDD is supportive of a zone change for the site to 50 units to the acre and would recommend a density bonus of 100% or more given the project will be reserved exclusively for extremely low, very low and low income households. The Housing Authority will consider proposals in excess of 300 units should respondents demonstrate it to be fiscally and financially feasible. The Housing Authority will also consider proposals with unit sizes less than what is typically required under the current City Zoning Code.

In order to achieve this unit count, CDD understands the site may need to be developed in phases. Should the project be financed using 9% Affordable Housing Tax Credits, it is the Housing Authority's desire to apply for senior affordable housing tax credits in July, 2021 for the first phase of the project.

### **Vision for the Site**

The Housing Authority's vision for the site is a balance of maximizing the number of affordable units on the site while maintaining neighborhood compatibility. Attention should be given to the perimeter of the site to provide a thoughtful transition and relationship to the surrounding neighborhood through design, materials, and massing. The proposal and site plan should encourage a sense of community and also establish connections with nearby Fremont Park.

- **Housing Diversity**
  - The site should incorporate a mixture of housing typologies, providing opportunities for seniors and families. This could be accommodated through a mixture of apartment sizes, but also opportunities for bungalows on the periphery of the site, or wrapping the larger apartment structures. The location and orientation of units internally and to the street should emphasize a community and neighborhood feeling.
- **Compatibility**
  - The design should consider the surrounding context of the site. This should include respectful transitions from properties to the south and west to prevent the master plan from overwhelming the adjacent properties, which are primarily single-family homes and modest multi-family structures. This could include reduced heights on the site's southern and western perimeters, or upper level stepbacks that reduce mass and scale.
- **Through Block Connectivity and Connections to Fremont Park**
  - North, across the SR 134, is Fremont Park. There is an existing tunnel under the SR 134 directly north of the site. The site plan should incorporate opportunities to cut through the site with modest green spaces and pedestrian pathways to create a logical and integrated connection. The tunnel should also be considered for improvements to create a safe and functional connection and employ design strategies that make the tunnel and proximity to the park an asset for the project.
- **Building Design**
  - The overall design of each independent structure should incorporate elements and features that reduce the massing and scale of the buildings. This can be accomplished through upper level stepbacks, roofline modulations, façade modulations, and a layering of materials that breaks down long facades into

smaller elements. Points of visual interest should be created with entries, stoops, and modulation to ensure visual interest for pedestrians and to create a high-quality design.

- **Streetscapes**

- Perimeter streets such as Pioneer and Kenilworth should include vegetated parkways and street trees. Buildings oriented towards the perimeter streets should incorporate residential entries and stoops to create visual interest and to increase visibility to the street. Any internal streets that are proposed in the masterplan should include parkways, street trees, and other landscape softening features.

- **Relationship to the SR 134**

- Consideration should be given to the potential negative impacts of the adjacent SR 134. This should include minimizing the number of units that face the SR 134 and consideration of the building height so that the minimum number of units face the SR 134. Site planning and mitigation efforts should consider the potential sound impacts of the freeway, to residential units.

### **Income Limits**

The income limit targets for the rental portion of the project should emphasize rents affordable to extremely low and very low income seniors and households (30% to 40% AMI) with a limited number of units targeting AMI between 50% and 60%.

### **Funding Availability**

In addition to contributing the land through a long term lease, the Housing Authority is prepared to invest upwards of \$10 Million in additional funding to develop the rental portion of the project using a combination of Federal HOME funds and local affordable housing funds. Federal HOME funds would be limited to 11 units in each phase of the project. Developers are strongly encouraged to seek leveraged funding from other sources, thus reducing Housing Authority requested investment.

### **Pre-Submittal Conference**

A pre-submittal conference will be held on site at 515 Pioneer Drive on **Tuesday, August 11<sup>th</sup>** from 10am to noon. Attendance of this pre-submittal conference is not mandatory but is highly encouraged. For social distancing purposes, please limit development teams arriving to the conference to one or two individuals. This pre-submittal conference is provided to allow for questions regarding the RFP after a brief introduction and welcoming remarks. The site will be open for a walk through immediately following the Q&A session. Please confirm your desire to attend the pre-submittal conference by **Wednesday, August 5<sup>th</sup>** by emailing Michelle Shahnazarians, Housing Analyst at [MShahnazarians@glendaleca.gov](mailto:MShahnazarians@glendaleca.gov). Parking for the pre-submittal conference will be available on site.

## **V. REQUIREMENTS FOR RFP**

Parties submitting a proposal in response to this RFP must submit a total of seven (7) copies of a response to this RFP (one (1) original and six (6) additional copies) as well as **a flash drive with PDF files of the entire submittal**. The submittals must address the following:

- **Development Concept (Vision and Usage):** A statement on the type of development that is being proposed and how it meets the goal of providing a “community benefit.” The statement should include the developer’s vision of the property and proposed development, including indication of attention to maximizing density, providing exceptional design and improving sustainability.
  - **Target Population:** A description of the households or population anticipated to benefit by the proposal (i.e. income ranges, family/senior, special needs, etc.) for each phase of the project.
  - **Type of Use and Anticipated Number of Units:** A thoroughly thought out site plan and conceptual drawings with aerial views that demonstrate a vision compatible with the Housing Authority’s vision of the site. Accompanying the conceptual design should be a data sheet describing the number of units, unit mix, size of units, unit layouts, height, stories, common areas and open space, private open space and parking.
  - **Additional Benefits:** A description of the additional potential community benefits offered by the proposal that the Housing Authority should be aware of including improvements to the pedestrian undercrossing connecting the site to Fremont Park, as well as improvements to pedestrian traffic surrounding the site, such as sidewalk improvements on Pacific Avenue. Additional benefits can include open space, sustainability, amenities, an emphasis on exceptional and local social services and high quality innovative design.
  
- **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 the applicant’s business and/or development experience, including any major projects in which the applicant has been involved.
  - A description of the applicant’s experience in developing new construction including specific reference to past projects, particularly those with projects of 100 units or more. This may include any experience working with tax credit, senior, rental, for-sale properties or any other type of affordable housing.
  - A description of key individuals on the development team (engineers, project manager, economic advisor, property management, service providers 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 the applicant’s experience working in the City of Glendale, if any.
  - Applicant’s references.

- **Sources and Uses:**
  - **Initial Investment:** 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.
- **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, environmental review or other entitlements.
- **Timeline:** Describe the anticipated timeframe for the financing and proposed development of the site through entitlements, financing, building plan check, construction and lease-up.
- **Conflict of Interest Declaration:** Developer must complete and submit a Conflict of Interest Declaration attached to this RFP as Exhibit 2.
- **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 to review or copy such documents is made under the California Public Records Act (Gov't Code §6250 *et seq.*) or federal law, the Housing Authority will notify the applicant and ask if such documents may be released. If the applicant consents or does not reply to the request, the Housing Authority Executive Director will release the information. If the applicant claims a privilege against public disclosure or otherwise objects to the records' disclosure, then the Housing Authority may either decline to produce the requested documents, or redact portions of the documents and produce the records. If the Applicant requests non-disclosure but the Housing Authority determines the requested records are records that must be disclosed, then the applicant may, when notified by Housing Authority of its intent to disclose records, seek protection from disclosure by timely applying for relief in a court of competent jurisdiction. Prior to declining – at the request of the applicant - to produce documents, the Housing Authority may require the applicant to indemnify, defend and hold harmless the Housing Authority, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, costs, or expenses arising out of Housing Authority's refusal to publicly disclose one or more records that the Applicant identifies or asserts is privileged. In any event, the following individuals will have access to the confidential information: the Housing Authority Board, Housing Authority Executive Director, Glendale City Attorney, and Glendale City employees, consultants and representatives assigned by the Housing Authority Executive Director to review such material. Any applicant that submits a proposal accepts the risk that information marked confidential may be disclosed as set forth herein, and by submitting a proposal, agrees to the Housing Authority, the City of Glendale, their officers, employees, agents and representatives from any liability or damages that may result from such disclosures.

## VI. REVIEW AND SELECTION PROCEDURE

### Review Committee

A Review Committee consisting of representatives of the CDD will review all complete submittals received by the closing date in accordance with the criteria and procedures identified in this RFP.

It is anticipated that the Review Committee staff will analyze the submittals and bring forward a recommendation to the Housing Authority in approximately 60 days following the RFP submittal deadline with the goal of recommending one developer/developer team to develop the site. The Review Committee may, at its option, request additional information, clarification of information, or interviews with developers before final selection is determined.

Based on the evaluation criteria, it is anticipated that the Review Committee will present recommendations to the Housing Authority for review and approval in January, 2021.

Immediately after receiving authorization from the Housing Authority, City staff will notify the developer of their selection. 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 a Letter of Loan Commitment with the developer. During the ENA period, the developer will be required to secure entitlements for the development of the site.

A summary of deadlines are as follows, which may be modified by the Housing Authority Director via RFP Addendum:

|   |                            |
|---|----------------------------|
| RFP Issued  | July 29, 2020              |
| Pre-Submittal Conference  | August 11, 2020 10 am      |
| RFP submittal due (90 days)   | <b>November 2, 2020</b>    |
| Initial Screening Complete and Recommendation to Housing Authority Board of selected developers (60 Days) | January, 2021              |
| ENA Period  | January – June, 2021       |
| Letter of Loan Commitment   | June 2021 – September 2022 |

### Selection Criteria

The Housing Authority's developer selection 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 proposals:

- **Development Experience**
  - Background knowledge and experience with affordable 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 the development team/partnership with respect to expertise and experience in developing large-scale affordable housing projects.

- **Design Team**
  - Strength of the design team to provide well-designed, sustainable projects with a high level of livability.
- **Financial Feasibility**
  - Demonstration of the financial feasibility of the proposed development.
- **Sources and Uses**
  - Types of funding being utilized giving consideration to overall costs, the Housing Authority's assistance and possible revenues.
- **Developer Vision**
  - Articulation of the vision for the property.
- **Housing Affordability**
  - Review how proposed development fits into the overall housing plan for the community including increasing the number of affordable units at extremely low and very low incomes.
- **Additional Benefits**
  - Beneficial elements of the proposed development to the community, target population, neighborhood, cityscape, environment, etc.
- **Project Timeline**
  - Feasibility of time schedule for the proposed project.
- **Compliance to RFP**
  - Compliance of RFP submittal to RFP requirements.

**Communication with Housing Authority Members and Others Prohibited; Gifts/Gratuities Prohibited**

a. After the proposal submittal deadline, and continuing until the Housing Authority and the selected applicant execute a Letter of Loan Commitment, if any, as described herein:

(1) Housing Authority and City Council members, and Housing Authority and City employees involved in the RFP process will not hold any meetings, conferences, or discussions with any applicant, except as this RFP allows or as allowed with respect to the selected applicant during the period of the ENA; and

(2) An applicant, including its board members, officers, employees, agents and representatives must not communicate, in any manner, with the individuals listed in Paragraph (a)(1), above, unless authorized by the Housing Authority. Applicants and their representatives are not prohibited, however, from making oral statements or presentations in public to one or more representatives of the Housing Authority or City during any public meeting. In addition, applicants may write to the Housing Authority as a whole once the staff recommendations on developer selection are made publicly available in anticipation of a public meeting.

b. From the date of the report to the Housing Authority recommending the initiation of this RFP process, to the date on which the Housing Authority and the City gives the final approval necessary for the development of the project(s) identified in this RFP, if any, no applicant shall directly or indirectly give, furnish, donate, or promise any money, compensation, gift, gratuity, or anything of value to the individuals listed in Paragraph 5(a)(1), for the purpose of, or which has the effect of:

- i. Securing or establishing an advantage over other applicant;
- ii. Securing or recommending the selection of the applicant's Proposal; or

- iii. Securing or recommending the approval of any contract to any applicant.
- c. Violations of Paragraphs (a), or Paragraph (b), or both, will constitute grounds for rejection.

## VII. WAIVER AND RIGHTS OF THE HOUSING AUTHORITY

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;
- modify the selection criteria;
- amend this RFP by written addendum or notification (such addendum would be made available to each person or organization which the Housing Authority's records show received this RFP);
- waive any irregularities in any proposal;
- negotiate an agreement based on original proposals or on the basis of additional information obtained; and
- 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.

## VIII. PROPOSAL SUBMISSION AND CLOSING DATE

The proposals shall be prepared in a simple and economical manner that provides concise description of capabilities to satisfy the requirements of this RFP. Any party submitting a proposal in response to this RFP must submit seven (7) copies of their proposal (one (1) original and six (6) additional copies) as well as **a flash drive with PDF files of the entire submittal** no later than **5:00 p.m. (local time) on Monday, November 2, 2020** to:

City of Glendale – Community Development  
Michael Fortney, Principal 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, Principal Housing Project Manager at (818) 548-3723 or at [mfortney@glendaleca.gov](mailto:mfortney@glendaleca.gov). 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.

## **IX. ADDITIONAL INFORMATION**

*Glendale General Plan and Housing Element*

<https://www.glendaleca.gov/government/departments/community-development/planning-division/city-wide-plans>

*Draft South Glendale Community Plan*

<https://www.glendaleca.gov/government/departments/community-development/planning-division/community-plans/south-glendale-community-plan>

### **Exhibits:**

- 1) Site Map/Aerial**
- 2) Conflict of Interest Declaration**



# Exhibit 1

## COMMUNITY DEVELOPMENT DEPARTMENT HOUSING DEVELOPMENT AND PRESERVATION

**515 PIONEER DRIVE, GLENDALE, CA 91203**

Assessor's Parcel Number (APN): 5637-023-806

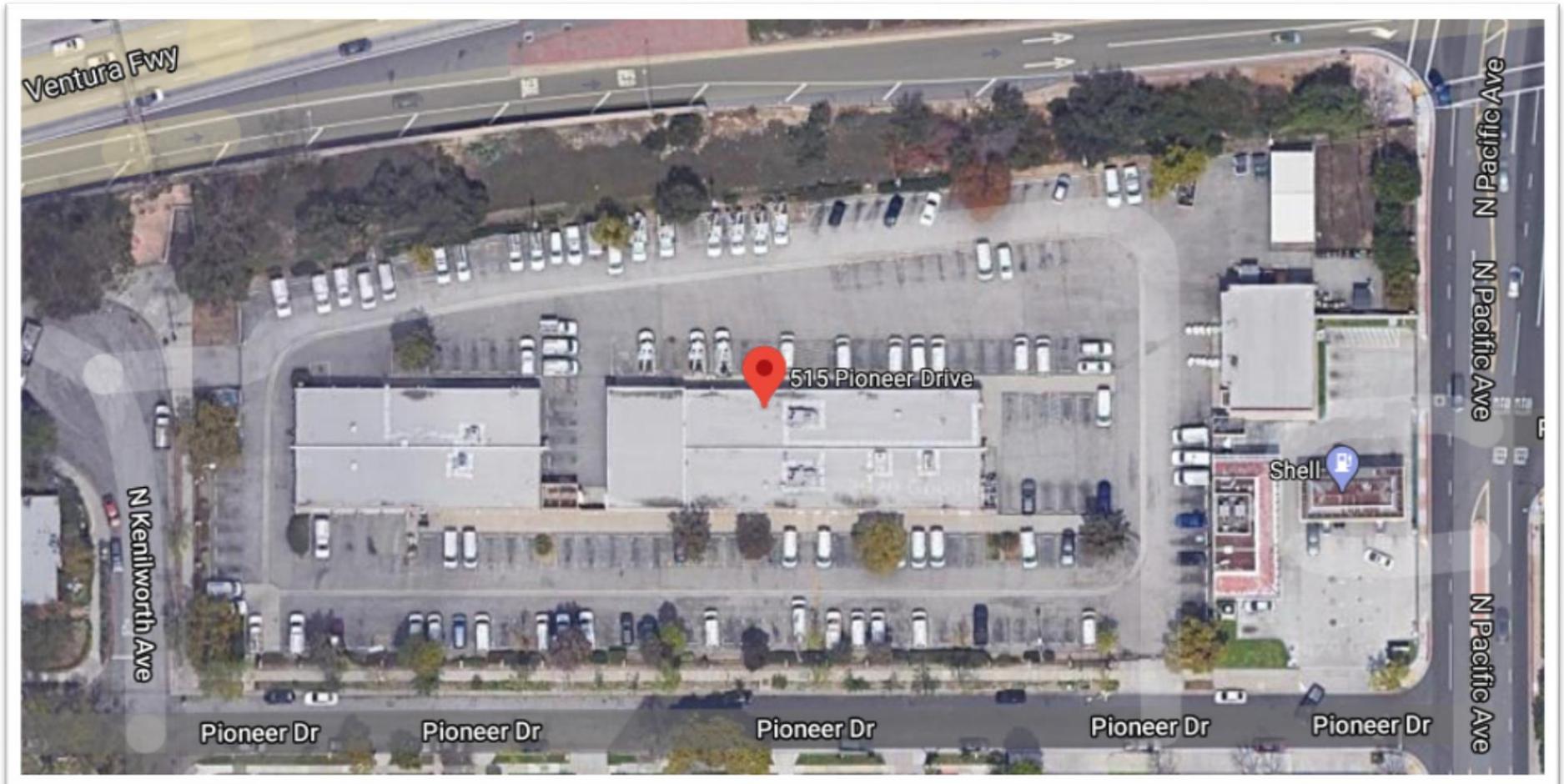
Total Property Land Area: 2.80 acres, 121,992 SF

Zoning Designation: R3050, Moderate Density Residential

Purchase Price: \$13.1M in October 2019

Proposed Use: Affordable Housing, Family and Senior

Proposed Number of Units: 270-300



## EXHIBIT 2 – 515 PIONEER DRIVE CAMPAIGN FINANCE ORDINANCE DISCLOSURE

City of Glendale  
Disclosure - Campaign Finance Ordinance

In August 2011, City Council adopted Ordinance No. 5744, Campaign Finance Ordinance, which became effective on September 9, 2011 and amended it with Ordinance No. 5768 in February 2011. The Ordinance prohibits campaign contributions from parties who contract/subcontract with the City of Glendale (City) or the Housing Authority (HA) of the City of Glendale and prohibits Council Members from voting on matters pertaining to contracts with persons who have provided campaign contributions.

The Ordinance requires disclosure in staff reports providing the following information for the contractor and it's subcontractor(s) receiving a contract, or a series or combination of contracts, from the City with a total value of \$50,000 or more and \$25,000 or more, respectively, in a fiscal year (July 1-June 30), excluding competitively bid contracts awarded to the lowest responsible Consultant:

- Name of the entity
- Name of the Chief Executive Officer/President
- Chief Operating Officer
- Chief Financial Officer
- Chairperson
- Any member of the board of directors
- Any person or entity that owns more than 10% of the contracting party or any subcontractor
- Name of any campaign committee controlled or sponsored by the contracting party

Please complete the following Information for contractors & subcontractors (including Consultants & Sub-consultants):

**Contractor(s) \***

| Name      |                                       | Address          |      |       |     |
|-----------|---------------------------------------|------------------|------|-------|-----|
| Full Name | Title                                 | Business Address | City | State | Zip |
|           | Chairperson                           |                  |      |       |     |
|           | Chief Executive Officer/<br>President |                  |      |       |     |
|           | Chief Operating Officer               |                  |      |       |     |
|           | Chief Financial Officer               |                  |      |       |     |
|           | Board of Directors                    |                  |      |       |     |
|           | More than 10% interest owner          |                  |      |       |     |

\* For purposes of the Ordinance, the Contractor is any "person" who is the party or prospective party to the contract with the City or HA or any member of that party's Board of Directors, its Chairperson, Chief Executive Office, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in the party, and any campaign committee, that is sponsored or controlled by the party. Please disclose the name and addresses of these persons above.

**Subcontractor(s) \*\***

| Name      |                                   | Address          |      |       |     |
|-----------|-----------------------------------|------------------|------|-------|-----|
| Full Name | Title                             | Business Address | City | State | Zip |
|           | Chairperson                       |                  |      |       |     |
|           | Chief Executive Officer/President |                  |      |       |     |
|           | Chief Operating Officer           |                  |      |       |     |
|           | Chief Financial Officer           |                  |      |       |     |
|           | Board of Directors                |                  |      |       |     |
|           | More than 10% interest owner      |                  |      |       |     |

\*\* "Subcontractor" means a person who has entered into a contract for the performance of all or a portion of the work undertaken under an agreement with an architect, design professional, engineer, or general or prime contract, usually by a general or prime contractor. For purposes of the "subcontractor", "Person" includes the subcontracting party as well as any member of that party's Board of Directors, its Chairperson, Chief Executive Office, Chief Financial Officer, Chief Operating Officer, any person with an ownership interest of more than ten percent (10%) in the party, and any campaign committee, that is sponsored or controlled by the party. Please disclose the names and addresses of these persons above.

Campaign Committee Controlled/Sponsored by \_\_\_\_\_

| Title | Business Address | City | State | Zip |
|-------|------------------|------|-------|-----|
|       |                  |      |       |     |

**Certification**

I hereby certify, on behalf of the above-named contractor, that the names of all "person" of the contractor and subcontractor under the contract are fully set forth above. I further acknowledge that the Consultant has a continuing obligation to update this disclosure form if the Consultant selects additional or substitute architects, design professionals, contractor or subcontractors within ten (10) days of the selection or change. I hereby certify that I have been legally authorized by the contractor to submit this disclosure form and certify to the content hereof.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

Contractor's Signature \_\_\_\_\_, Print Consultants' Full Name \_\_\_\_\_

Contractor's Address \_\_\_\_\_

Contractor's Contact Phone Number \_\_\_\_\_ Contractors' E-mail Address \_\_\_\_\_

**CERTIFICATION**

On behalf of the above-named  Contractor  Subcontractor:

- I acknowledge that I have a continuing obligation to update this disclosure form if I substitute— or if I select additional— architects, design professionals, contractors, or subcontractors within ten (10) days of the selection or change; and
- I hereby certify that:
  - I have identified all persons for which the Ordinance requires disclosure;
  - The information in this disclosure form (and any attachment to this form) is true, accurate, correct, and complete; and
  - I have been legally authorized to submit this disclosure form.

In total, this disclosure form (including attachments) is \_\_\_\_\_ pages.

Executed on: \_\_\_\_\_, 20\_\_\_\_, at: \_\_\_\_\_  
\_\_\_\_\_, California.

Signature: \_\_\_\_\_ Print Full Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_