



12

July 16, 1997

Redevelopment Agency and
City Council of the City of Sacramento
Sacramento, California

Honorable Members in Session:

SUBJECT: DEL PASO NUEVO REQUESTS FOR PROPOSALS AND QUALIFICATIONS

LOCATION AND COUNCIL DISTRICT: Area Bounded by South Avenue, Altos Avenue,
Arcade Creek and Norwood Avenue. District 2

RECOMMENDATION:

Staff recommends approval of the attached resolution which authorizes the Executive Director to:

- issue Requests for Proposals (RFPs) for real estate appraisal and acquisition services and pre-acquisition environmental assessments related to the Del Paso Nuevo Project;
- issue a Request for Qualifications (RFQ) for professional engineering, design and construction supervision services related to the Del Paso Nuevo project;
- issue an RFP for the development of Unit 1 of the Del Paso Nuevo project;
- convene committees for review and selection of proposals submitted;
- execute contracts for selected proposals;
- authorize a sole source contract for the engineering design of the realignment of Ford Road with Vail Engineering in the amount of \$48,500; and
- appropriate funds previously appropriated to the Planned Residential Development for acquisition-related and predevelopment costs for the Del Paso Nuevo project.

CONTACT PERSONS: John Dangberg, Director of Community Development, 440-1357
Al Esquivel, Program Manager, Housing Development and
Preservation, 440-1350

FOR COUNCIL MEETING OF: July 29, 1997

SUMMARY

This report recommends authorization of a competitive process for selection of providers of professional services related to the development of the Del Paso Nuevo project and for the disposition and development of Agency-owned land in the Project Area.

SACRAMENTO HOUSING & REDEVELOPMENT AGENCY

Redevelopment Agency and
City Council of the City of Sacramento
July 16, 1997
Page 2

COMMISSION ACTION

At its meeting of July 16, 1997, the Sacramento Housing and Redevelopment Commission recommended approval of the attached resolution. The votes were as follows:

AYES: Amundson, Dobbins, Hoag, Newsome, Rotz, Simon, Harland
ABSTAIN: Taylor
NOES: None
NOT PRESENT TO VOTE:.. Castello, Cespedes
ABSENT: Holloway

<u>TABLE OF CONTENTS</u>	<u>Page(s)</u>
BACKGROUND	2
FINANCIAL CONSIDERATIONS	3
POLICY CONSIDERATIONS	3
ENVIRONMENTAL REVIEW	4
M/WBE	4
RESOLUTION	5
ATTACHMENT I: RFP FOR APPRAISAL AND ACQUISITIONS	7
ATTACHMENT II: RFP FOR PRE-ACQUISITION SITE ASSESSMENTS	12
ATTACHMENT III: RFQ FOR ENGINEERING, DESIGN AND SUPERVISION	17
ATTACHMENT IV: RFP FOR DEVELOPMENT OF UNIT 1	21

BACKGROUND

At its meeting of June 3, 1997, the City Council authorized the acceptance of a \$5 million Economic Development Initiative (EDI) grant and the application for \$5,466,498 in Section 108 loan guarantees for development of the Del Paso Nuevo Homeownership Project. Del Paso Nuevo is a 150-acre master-planned neighborhood bounded by South Avenue, Norwood Avenue, Arcade Creek and Altos Avenue. EDI and guaranteed loan funds will be used to pay for infrastructure and community facilities to support 300 new single family homes. Pursuant to conditions of the grant award, an amended EDI application and the application for loan guarantees were submitted to HUD on June 6, 1997. It is anticipated that the EDI grant and loan funds will be accessible by October 1997.

Staff is recommending approval of the attached resolution which authorizes the Agency to initiate the selection process for providers of professional services to the Del Paso Nuevo Project and for the development of the first homes within the project:

- Attachment I is an RFP for Real Estate Appraisal and Acquisitions services.
- Attachment II is an RFP for Pre-Acquisition Site Assessment services for Phase One environmental assessments.

SACRAMENTO HOUSING & REDEVELOPMENT AGENCY

Redevelopment Agency and
City Council of the City of Sacramento
July 16, 1997
Page 3

- Attachment III is an RFQ for Professional Engineering, Design and Construction Supervision Services for infrastructure improvements.
- Attachment IV is the RFP for the development of Del Paso Nuevo Phase One, Unit One, on the Agency-owned land within the project.

The selection committees will consist of a Redevelopment Commissioner, a professional in the field of the request, an Agency staff member associated with the RFP/RFQ field (architect, real estate specialist, toxics specialist) and the project manager. Proposals will also be reviewed by the Del Paso Nuevo Committee, a committee of neighborhood constituents to be formed to provide input on the development of the project. Contract awards for Engineering Service and Unit One development will be contingent upon the Agency's actual receipt of federal funds. The services proposed to be obtained through these competitive processes are eligible expenditures under the EDI program and constitute the first step to beginning the development as quickly and efficiently as possible.

The resolution also requests authorization for a sole-source contract in the amount of \$48,500 with Vail Engineering for the design of Ford Road improvements. This authorization is requested in order to expedite development of the project and based on Vail's previous experience with the project (preparation of the conceptual plan, development plan revisions, infrastructure studies, and planning documents). Authorization of the contract as requested would allow construction to begin on a significant element of the plan as soon as this year.

FINANCIAL CONSIDERATIONS

EDI and guaranteed loan funds are not expected to be accessible until October 1997. Contract awards for Engineering and Unit 1 development would be contingent upon the Agency's actual receipt of Federal funds. Contracts for acquisition services are not expected to exceed \$100,000. Contracts for design and supervision services are not expected to exceed \$750,000. The attached resolution appropriates funds previously-appropriated for the Planned Residential Development (Del Paso Heights Tax Increment set-aside, Del Paso Heights Low-Moderate Capital Improvement Program, Del Paso Heights Tax Exempt TARBS) for acquisition-related and predevelopment costs related to the Del Paso Nuevo project including the design of the realignment of Ford Road, professional services, and property purchase options.

POLICY CONSIDERATIONS

The action recommended in this report is consistent with Agency policies regarding contracting for professional services and expenditure of CDBG funds with the exception of the sole-source to Vail Engineering. This report requests a waiver of the Agency's procurement policy to allow for the immediate design of the first phase of the project.

SACRAMENTO HOUSING & REDEVELOPMENT AGENCY

Redevelopment Agency and
City Council of the City of Sacramento
July 16, 1997
Page 4

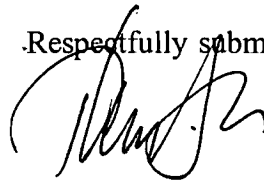
ENVIRONMENTAL REVIEW

The proposed actions do not constitute a project under CEQA per Guidelines Section 15378(b)(3), nor a federal undertaking per NEPA.

M/WBE REVIEW

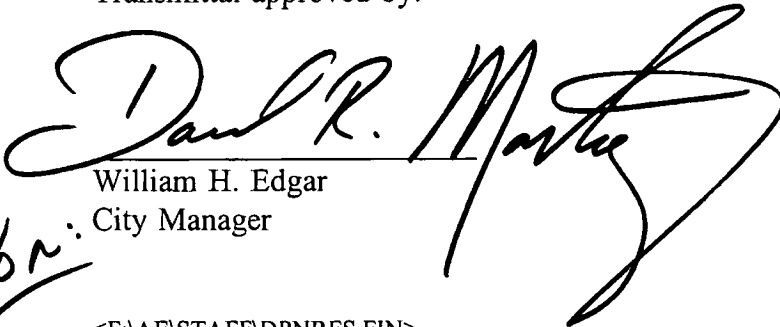
M/WBE firms will be solicited and encouraged to respond to the RFP's and RFQ.

Respectfully submitted by,



THOMAS V. LEE
Executive Director

Transmittal approved by:



William H. Edgar
City Manager

to n:

<F:\AE\STAFF\DPNRFS.FIN>



RESOLUTION NO. 97-028

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF _____

**DEL PASO NUEVO PROJECT:
REQUESTS FOR PROPOSALS AND QUALIFICATIONS FOR PROFESSIONAL
SERVICES AND FOR DEVELOPMENT OF DEL PASO NUEVO UNIT 1**

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY
OF SACRAMENTO:

Section 1. The Executive Director is authorized to issue requests for proposals (RFP) for real estate appraisal and acquisitions and for pre-acquisition site assessments related to the Del Paso Nuevo Project in the form of Attachments I and II, respectively.

Section 2. The Executive Director is authorized to issue a request for qualifications (RFQ) for professional engineering, design and construction supervision services related to the Del Paso Nuevo project in the form of Attachment III.

Section 3. The Executive Director is authorized to issue an RFP for the disposition and development of Del Paso Nuevo Unit 1, the Agency owned property located at Ford Road, Carroll Avenue, and Norwood Avenue in the Del Paso Nuevo Project Area in the form of Attachment IV.

Section 4. The Executive Director is authorized to convene selection committees for review and selection of proposals submitted, in accordance with Agency Policy.

Section 5. The Executive Director is authorized to execute contracts for selected proposals for professional services pursuant to Sections 1 and 2 of this resolution, subject to actual receipt of federal funds appropriated for the Del Paso Nuevo Project, and is directed to return with the selection committee's recommendations for development of Del Paso Nuevo Unit 1.

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Section 6. The Executive Director is authorized to execute a contract with Vail Engineering for the engineering design of the realignment of Ford Road in the amount of \$48,500.

Section 7. The Executive Director is authorized to amend the Agency's budget to transfer \$16,400 from the Del Paso Heights Planned Residential Development Project fund (Del Paso Heights Tax Increment), \$124,344 from Del Paso Heights Planned Residential Development Project fund (Del Paso Heights Low to Moderate Income Capital Improvement Program), and \$140,000 from the Del Paso Heights Planned Residential Development Project fund (1993 TARBS Tax Exempt) to the Del Paso Nuevo Project for acquisition-related and predevelopment costs.

CHAIR

ATTEST:

CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

Request for Proposals
Real Estate Appraisal and Acquisitions
Del Paso Nuevo Project

Introduction

The Sacramento Housing and Redevelopment Agency is requesting proposals for real estate appraisal services and real estate acquisition services for multiple sites as part of the Del Paso Nuevo project located in the Del Paso Heights Redevelopment Project Area in the City of Sacramento.

Project Description

Del Paso Nuevo is a 150 acre master-planned community bounded by South Avenue on the north, Norwood Avenue on the west, Arcade Creek on the south and Altos Avenue on the east as shown in the map included as Exhibit A. Much of the project area is characterized by larger, irregular-sized rural lots, many of which are unimproved; a variety of mainly single-family houses, many of which are in poor to sub-standard condition; and inadequate curb, gutter, sidewalk, street, utility, and storm drainage improvements.

Part of the required master plan work will be the realignment and widening of existing streets, construction of new streets and construction of needed public infrastructure. Appraisals are needed to establish just compensation for use in the purchase of real estate for the above uses. In addition, other appraisals of public use areas and possible development sites will be needed.

Background

Sacramento was the only city west of the Mississippi to receive an award from the U.S. Department of Housing and Urban Development's (HUD) 1997 Homeownership Zone Program. HUD has awarded the City a total of \$10 million in combined grant and loan financing to help fund the Del Paso Nuevo Project, which will ultimately comprise of 300 new residential units along with related infrastructure and public improvements.

Appraisal Scope of Services

Professional services will include appraisals necessary to estimate the fair market value of the fee simple estate of the property to be acquired and will be used in establishing just compensation for the proposed acquisition of the property. The appraisals shall be prepared using contemporary appraisal methodology and in compliance with the Uniform Standards of Professional Appraisal Practice (USAP). There is federal funding involved with this project.

- **Right-Of-Way Appraisals:** Prepare appraisals of the estimated fair market value of approximately 11 parcels of real property needed for street widening, new street, and infrastructure construction purposes. The appraisal report(s) will include any severance damages or damages to the remainder.
- **Vacant and Improved Property Appraisals - Street and Infrastructure Construction:** Prepare appraisals of the estimated fair market value of approximately six (6) parcels of real property that will be needed in their entirety for street widening, new street, and infrastructure construction purposes.
- **Vacant and Improved Property Appraisals - Public Use and Development Sites:** Prepare appraisals of the estimated fair market value of approximately 27 parcels of real property that will be needed in their entirety for public use areas and/or development sites and for two (2) parcels partially needed for residential development.
- **Documentation to-be Supplied by Agency:** Agency will provide to the appraiser the following documentation for use in preparing the appraisals:
 - Take Plats and Legal Descriptions for each parcel of right-of-way.
 - Current Preliminary Title Reports for all pertinent sites.

Hazardous waste investigations will be conducted by the Agency, but the results may not be available prior to the deadline date for completion of the appraisals.

The Agency will handle any relocation issues through its Relocation Coordinator.

Real Estate Acquisition Scope of Services

The real property to be purchased will be used in implementing and developing the Del Paso Nuevo project. Purchase negotiations and transactions will be conducted in compliance with any applicable federal laws since federal funding is being used for the project. Please see Exhibit B for List of Acquisitions.

- **Right-of Way-Acquisition:** The consultant shall handle all aspects of purchasing the needed property, including but not limited to:
 - Establishing contact with the owner of record;
 - Negotiating and documenting the agreement for the purchase of the property;
 - Opening escrow, requesting any earnest money deposits, clearing title exceptions, etc.;
 - Reviewing and approving escrow closing papers, requesting closing funds, monitoring closing of escrows;
 - Submitting a completed property acquisition file for each property to the

Agency after close of escrow. At a minimum, the file will contain copies of i) closing statement and escrow instructions, ii) conformed copy of deed showing recording information, iii) copy of the purchase agreement, and iv) reviewed and approved original title insurance policy.

- **Possible Acquisition of Vacant and Improved Property for Street and Infrastructure Construction, Public Use Areas, and Development Sites:** Depending on availability of Agency staff and project timing requirements, consultant may be requested to purchase additional property. The requirements would be the same as listed above.

Evaluation Criteria

Submittals will be reviewed by a Selection Committee assembled by the Agency. The committee will rank the respondents in terms of the following criteria

- An active State of California Real Estate Appraiser's License for real estate appraisal work.
- An active State of California Real Estate Broker's License for the real estate acquisitions.
- **Statement of Qualifications:** Include a list of past appraisal and purchase assignments all related to similar projects.
- **References:** Include references, from public agencies for which similar assignments were completed, that may be consulted by Agency staff (include location, type of work, cost and length of time to complete work).
- **Team Qualifications:** Identify the personnel to be assigned to this project and their individual qualifications and responsibilities, including any sub-contractor and their specific responsibilities.
- **Scope of Services:** The proposal shall define in detail the approach to accomplishing the requested services , including methodology and specific work task items. You are encouraged to explain in detail your understanding of the Scope of Work and to identify any supplemental tasks deemed necessary to expedite the completion of the work. Include as a task, the preparation and submittal to the Agency's Real Estate Coordinator a monthly status update.
- **Schedule:** Provide a time line chart outlining days required for each task for this work. Begin at the Notice to Proceed from the Agency and continuing until all services are completed. A total of 46 properties are to be appraised and acquired in a one year period. Please see Exhibit C for overall project schedule.

- **Cost:** Provide an estimated cost for each task involved in completing the Scope of Services, include key person performing tasks and projected time to complete each task. Also, for estimating purposes assume on a monthly basis the consultant(s) will be meeting with Agency staff and other consultants to discuss project status.

Include a current schedule of hourly charges used to calculate fee estimates. Also include hourly rate for court testimony.

State "not to exceed" figure for completing scope of services as outlined in this RFP. To the extent possible include a unit cost for additions or deletions of property.

Contract Award

All responsive submittals will be reviewed and ranked by the Selection Committee, which will be composed of individuals familiar with the project requirements. As determined by the evaluation criteria, the firm deemed most qualified by the Selection Committee at the conclusion of the evaluations will be invited into contract negotiations with the Agency.

In the event that an agreement cannot be reached with the selected firm, at the Agency's sole discretion, the Agency shall have the right to negotiate with the next ranking firm until an agreement can be reached with an applicant.

Contract Articles

Sample contract documents containing typical provisions as shown in Exhibit D are included for applicants' reference but are subject to modification by the Agency prior to contract award. Please read the sample contract carefully and take special note of the provisions related to required insurance coverage and disclosure in Part II.

Submittal Information

A pre-proposal conference will be held August 12, 1997 at 2:00 p.m. to answer questions regarding the above project.

Qualification information must be received no later than 5:00 p.m., August 27, 1997, in the office of the Agency Clerk, 630 I Street, 3rd Floor, Sacramento, CA 95814. Please submit five (5) copies of the submittal. A cover or transmittal letter executed by an authorized signatory of your firm not to exceed one (1) page. No fax submittals will be accepted, and late submittals will not be considered.

All material submitted to the Agency as part of the qualification package will be retained by the Agency. The Agency reserves the right to: (1) reject any or all submittals; (2) request clarification of any submitted information; (3) waive any informalities or irregularities in any submittals; and/or (4) cancel all or any portion of the selection proceedings at any time.

For more information contact Lisa Bates, Housing Development and Preservation Division, Ownership Development Section, SHRA, 488 I Street, (916) 440-1399, Extension 1421.

List of Exhibits: (Exhibits not included with staff report)

<u>Exhibit A</u>	<u>Project Location</u>
<u>Exhibit B</u>	<u>List of Acquisitions</u>
<u>Exhibit C</u>	<u>Project Schedule</u>
<u>Exhibit D</u>	<u>Sample Contract</u>

Request for Proposals
Pre-Acquisition Site Assessments
the Del Paso Nuevo Project

July 31, 1997

Introduction

The Sacramento Housing and Redevelopment Agency is seeking proposals for toxic investigation and possible remediation services for multiple properties being acquired for the Del Paso Nuevo Project. The services shall include, but not be limited to completion of pre-acquisition site assessments to identify and quantify the toxic liabilities that should be incorporated into property valuation studies. Subsequent services may be included as needed.

Project Description

Del Paso Nuevo is a master-planned mixed-use community which is planned for development in Del Paso Heights as shown in the map included as Exhibit A. Phase I of the Project will require the preparation of site assessments for various parcels prior to their purchase by the Agency.

Background

Sacramento was the only city west of the Mississippi to receive an award from the U.S. Department of Housing and Urban Development's (HUD) 1997 Homeownership Zone Program. HUD has awarded the City a total of \$10 million in combined grant and loan financing to help fund the Del Paso Nuevo Project, which will ultimately comprise approximately 300 new residential units along with related infrastructure and public improvements.

The selected consultant will act as an agent of the Agency in preparing pre-acquisition site assessments. The Agency will require strict adherence to project timelines and performance standards for the selected consultant.

Scope of Services

The scope of services shall include:

- Preparation of Phase I Site Assessments for up to 46 parcels (See Exhibit B).

By mutual written agreement of Agency and consultant, the scope of services may be expanded to include:

- Prepare investigation workplan(s);
- Prepare a summary report(s) and remedial cost analysis (analyses);
- Prepare remedial action plan(s);
- Implement a remedial action plan(s) in accordance with state contracting law; and
- Prepare closure report(s).

Evaluation Criteria

The proposals of the most qualified firms will be evaluated on criteria that include their responsiveness to project needs, innovative approaches, projected turnaround times and cost.

Contract Award

All responsive submittals will be reviewed and ranked by the Agency. The firm submitting the most responsive proposal at the Agency's sole discretion will be invited into contract negotiations with the Agency.

In the event that an agreement cannot be reached with the selected firm, at the Agency's sole discretion the Agency shall have the right to negotiate with the next ranking firm until an agreement can be reached with an applicant.

Contract Articles

Sample contract documents containing typical provisions are included for applicants' reference but are subject to modification by the Agency prior to contract award. Please read the sample contract carefully and take special note of the provisions related to required insurance coverage and disclosure in Part II.

Submittal Information

Proposals must be received no later than 5:00 p.m., August 13, in the office of the Agency Clerk, 630 I street, 3rd Floor, Sacramento, CA 95814. Please submit five (5) copies of the submittal. No fax submittals will be accepted, and late submittals will not be considered.

All submittals must include:

- Total cost for the Site Assessments referenced in Scope of Services;
- Timeline for completion of the Site Assessments referenced in the Scope of Services;
- Unit costs for each of the work products listed in Scope of Services above;
- A schedule of billing rates;
- A schedule of laboratory rates; and
- Any new certifications as a minority or woman-owned business (if applicable).

All material submitted to the Agency as part of the qualification package will be retained by the Agency. The Agency reserves the right to: (1) reject any or all submittals; (2) request clarification of any submitted information; (3) waive any informalities or irregularities in any submittal; and/or (4) cancel all or any portion of the selection proceedings at any time.

For more information contact Lisa Bates, Housing Development and Preservation Division, Ownership Development Section, SHRA, 488 I Street, (916) 440-1399 Ext. 1421.

List of Exhibits: not included with staff report

<u>Exhibit A</u>	<u>Project Location</u>
<u>Exhibit B</u>	<u>Environmental Audit Requirements</u>
<u>Exhibit C</u>	<u>Project Schedule (Not included with staff report)</u>
<u>Exhibit D</u>	<u>Sample Contract (Not included with staff report)</u>

Environmental Audit Requirements

Phase I -- Site Characterization shall include at a minimum:

1. A historical review of the uses and improvements made to the property. This historical review shall include a review of Sanborn maps and an appropriately designed chain-of-title search using the complete records of the appropriate county recorder in order to discover relevant deeds, property descriptions, covenants, restrictions, and other recorded documents.
2. An analysis of old aerial photographs to determine the construction or destruction of buildings and the existence of ponds and disposal areas on the property over time.
3. An investigation of the property and sites within 2,000 feet of the property with regard to the Environmental Protection Agency's National Priority List, Comprehensive Environmental Compensation and Liability Information System (CERCLIS) list, and any similar state lists.
4. A description of the sites within 2,000 feet of the property which may contain hazardous substances which could impact the property.
5. A review of building, zoning, planning, sewer, water, fire, environmental and other records that would have information on the property.
6. A review of the files and records of the Department of Health Services, Solid Waste Management Board, Regional Water Quality Control Board, Air Quality Management District and other relevant boards or agencies whose actions may affect, or have affected, the property.
7. An inspection of the property and all existing improvements with particular attention to the use of hazardous substances on the land, within structures, as building components, or in operating equipment.
8. Findings from interviews with neighbors to determine prior uses of the property (when appropriate and acceptable to the parties involved).
9. Inclusion of the "PROPERTY/ENVIRONMENTAL INFORMATION DISCLOSURE" signed by the sellers or other party with knowledge of the property if available from the Agency.
10. An indication as to whether present or past owners or tenants have stored, created, or discharged hazardous materials or wastes, and a review of whether appropriate procedures, safeguards, permits and notices are in place.

11. An asbestos and lead-based paint report based on comprehensive inspection for asbestos-containing building materials. The inspection must be performed by an inspector certified by the Environmental Protection Agency. The report must provide enough information to enable any building demolition, or removal that may occur to comply with applicable local, state and federal laws or regulations regarding the demolition or rehabilitation of buildings containing asbestos and lead-based paint.
12. A discussion of the hazards, if any, posed by the presence of underground storage tanks, contaminated soil, contaminated ground water, landfill gas, or other dangerous gases.
13. A clear, concise and prominent summary of the reports, findings, conclusions, and recommendations.
14. An indication of the qualifications of the environmental auditor and the subcontractor(s) used in preparing the report.
15. CERTIFICATION by the environmental auditor.

Request for Qualifications

Professional Engineering, Design and Construction Supervision Services

For the Del Paso Nuevo Project

Introduction

The Sacramento Housing and Redevelopment Agency is seeking an engineering firm to coordinate and supervise a team of engineering and related professionals in the design, entitlement and construction supervision of public improvements related to the first phase of the Del Paso Nuevo Project.

Project Description

Del Paso Nuevo is a master-planned mixed-use community which is planned for development in Del Paso Heights as shown in the map included as Exhibit A. Phase I of the Project will require the design, entitlement and construction supervision for lot and infrastructure development, including but not limited to roads, water supply, drainage and sewer improvements. A more specific scope of work is included as Exhibit B.

Background

Sacramento was the only city west of the Mississippi to receive an award from the U.S. Department of Housing and Urban Development's (HUD) 1997 Homeownership Zone Program. HUD has awarded the City a total of \$10 million in combined grant and loan financing to help fund the Del Paso Nuevo Project, which will ultimately comprise approximately 300 new residential units along with related infrastructure and public improvements.

The selected consultant will act as an agent of the Agency in designing, obtaining entitlements for and overseeing the necessary lot and infrastructure development work. The Agency will require strict adherence to project time lines (See Exhibit C) and performance standards for the selected consultant.

Scope of Services

Professional services will include all services necessary to plan, design, entitle and oversee lot development and infrastructure installation work for the Project. A detailed Scope of Work is included as Exhibit B (scope not attached to this staff report). The required services will include, but not be limited to:

- Development of plans for lot grading, streets, sewer, water, curbs, gutters, sidewalks, electrical, gas, lighting and other necessary infrastructure;
- Coordination with the Agency to obtain Agency input and approval for proposed plans;
- Submission of the Agency-approved plans to the City of Sacramento for approval and oversight of the entitlement process including all required follow-up material and public meetings in coordination with the Agency;
- Coordination with the Agency in the selection of a general contractor to implement the plans upon City and Agency approval; and
- Project management during the construction process including review of draw requests, consultation with the Agency regarding proposed change orders, dispute resolution and inspection of work.

Evaluation Criteria

Submittals will be reviewed by a Selection Committee assembled by the Agency. The Committee will rank the respondents in terms of the following criteria (not listed in order of priority). All of the submittals indicated below must be included.

- **References** List of references for each firm, including addresses and telephone numbers.
- **Statement of Qualifications** Indicate consultant team's experience with successfully completing similar projects (include location, type of work, cost and length of time to complete work);
- **Organizational Capacity** Indicate capacity (financial, personnel and other resources) and availability of each firm comprising the consultant team to deliver the professional services required;
- **Scope of Services** Define in detail the approach to accomplishing the requested services, including methodology and specific work task items. You are encouraged to explain in detail your understanding of the Scope of Services and identify any supplemental tasks deemed necessary that may

expedite the completion of the work.

- **Team Experience** Summarize consultant team's experience working together on similar projects; and
- **Management Structure** Indicate to whom responsibility will be assigned and provide resumes for primary staff persons.

Contract Award

All responsive submittals will be reviewed and ranked by the Selection Committee, which will be composed of individuals familiar with the project requirements. As determined by the evaluation criteria, the firm deemed most qualified by the Selection Committee at the conclusion of the evaluations will be invited into contract negotiations with the Agency.

In the event that an agreement cannot be reached with the selected firm, at its sole discretion the Agency shall have the right to negotiate with the next ranking firm and so on until an agreement can be reached.

Contract Articles

Sample contract documents containing typical provisions are included for applicants' reference but are subject to modification by the Agency prior to contract award. Please read the sample contract carefully and take special note of the provisions related to required insurance coverage and disclosure in Part II.

Submittal Information

An informational meeting for all interested applicants will be held at 2:00 p.m. on August 13, 1997 at the Sacramento Housing and Redevelopment Commission Hearing Room, 600 I Street, Sacramento.

Qualification information must be received no later than 5:00 p.m., September 24, 1997 in the office of the Agency Clerk, 630 I street, 3rd Floor, Sacramento, CA 95814. Please submit five (5) copies of the submittal. No fax submittals will be accepted, and late submittals will not be considered.

All material submitted to the Agency as part of the qualification package will be retained by the Agency. The Agency reserves the right to: (1) reject any or all submittals; (2) request clarification of any submitted information; (3) waive any informalities or irregularities in any submittal; and/or (4) cancel all or any portion of the selection proceedings at any time.

For more information contact Lisa Bates, Housing Development and Preservation Division, Ownership Development Section, SHRA, 488 I Street, (916) 440-1399 Ext. 1421.

List of Exhibits: Not included with the staff report

<u>Exhibit A</u>	<u>Project Location</u>
<u>Exhibit B</u>	<u>Scope of Work</u>
<u>Exhibit C</u>	<u>Project Schedule</u>
<u>Exhibit D</u>	<u>Sample Contract</u>

REQUEST FOR PROPOSALS (RFP)

Development of Unit 1

in the Del Paso Nuevo Project

July 31, 1997

INTRODUCTION

The Sacramento Housing and Redevelopment Agency (Agency) is pleased to present an opportunity to develop new market-rate, single-family homes on Agency-owned property within the Del Paso Nuevo neighborhood of Sacramento.

PROJECT DESCRIPTION

Del Paso Nuevo is a master-planned community bounded by Norwood Avenue, South Avenue, Altos Avenue, and Arcade Creek that will include a mix of low and medium density residential, commercial and open space uses in a pedestrian-oriented environment (Attachment I). Through grants and special financing provided by the US Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program, the Agency will invest \$10.5 million in the project for land acquisition, and infrastructure and residential lot development in the neighborhood.

Unit 1 of Del Paso Nuevo will be located on Agency-owned property bounded by Norwood Avenue, Ford Road, and Carroll Avenue as shown on Attachment II and further described on Attachment III. The Agency is requesting proposals for a high quality, high character single-family home development on the site that are responsive to the Del Paso Nuevo Community Design Guidelines and the evaluation criteria included in this Request for Proposals.

As this is the first residential development in Del Paso Nuevo, the successful proposal for Unit 1 will be a signature development which will embody the Del Paso Nuevo concept and set the tone for the entire project development.

SUBMISSION REQUIREMENTS

A development proposal shall consist of the completed Agency application (Attachment VII) with all attachments including letters of interest from proposed financing sources prior to the filing deadline. Proposals will be subject to the Agency's Ownership Housing Development Assistance Guidelines.

SELECTION CRITERIA

Specific evaluation criteria (in no particular order) will include the following:

- A. Development Qualifications:
 - 1. Fulfillment of project goals and objectives:
Quality of development, consistency with Del Paso Nuevo concept
 - 2. Project Economics:
Feasibility of proposal including cost and marketing analysis
 - 3. Architecture and Design Quality
Quality of architectural design
Attractiveness and appropriateness of site design
Density consistent with Del Paso Nuevo Plan
Project amenities
 - 4. Business Offer and Development Schedule
Amount to be paid for purchase of property
Type and amount of financing requested from the Agency
Schedule for commencement and completion of construction
- B. Development Team Qualifications
 - 1. Development Experience
Planning, constructing, and marketing housing
Experience with projects of a similar size and complexity
 - 2. Strength of Development Team
Qualifications and experience of personnel
Financial strength and ability to raise required capital

SELECTION PROCESS

All responsive proposals will be reviewed and evaluated by a Selection Committee, which will be composed of individuals familiar with the project requirements. The applicant deemed most qualified by the Selection Committee at the conclusion of the evaluations will be invited into development negotiations with the Agency. In the event that an agreement cannot be reached with the selected applicant, at the Agency's sole discretion, the Agency shall have the right to negotiate with the next ranking applicant and until an agreement can be reached with an applicant.

If a successful agreement is reached, the project and negotiated disposition and development agreement will be forwarded to the Agency Loan Approval Committee, Sacramento Housing and Redevelopment Commission and City Council for approval.

BASIC FINANCING TERMS AND CONDITIONS

Agency funding may be available to supplement construction financing from conventional sources,

grants or loans from other sources, and owner/developer equity. Applicants are expected to make an equity contribution and to obtain maximum conventional debt financing, as well as to aggressively seek out funding from other private and public sources.

To the extent federal funding is required, development will be conducted in compliance with any applicable federal laws. Included as Attachment IV are the basic disposition and development agreement and federal requirement provisions.

TIMING

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 5:00 P.M., WEDNESDAY, SEPTEMBER 24, 1997, IN THE OFFICE OF THE AGENCY CLERK, 630 I STREET, 3RD FLOOR, SACRAMENTO, CA 95814. Please submit one original copy and three copies of the proposal in separate three ring binders. No faxed submittals will be accepted, and late proposals will not be considered.

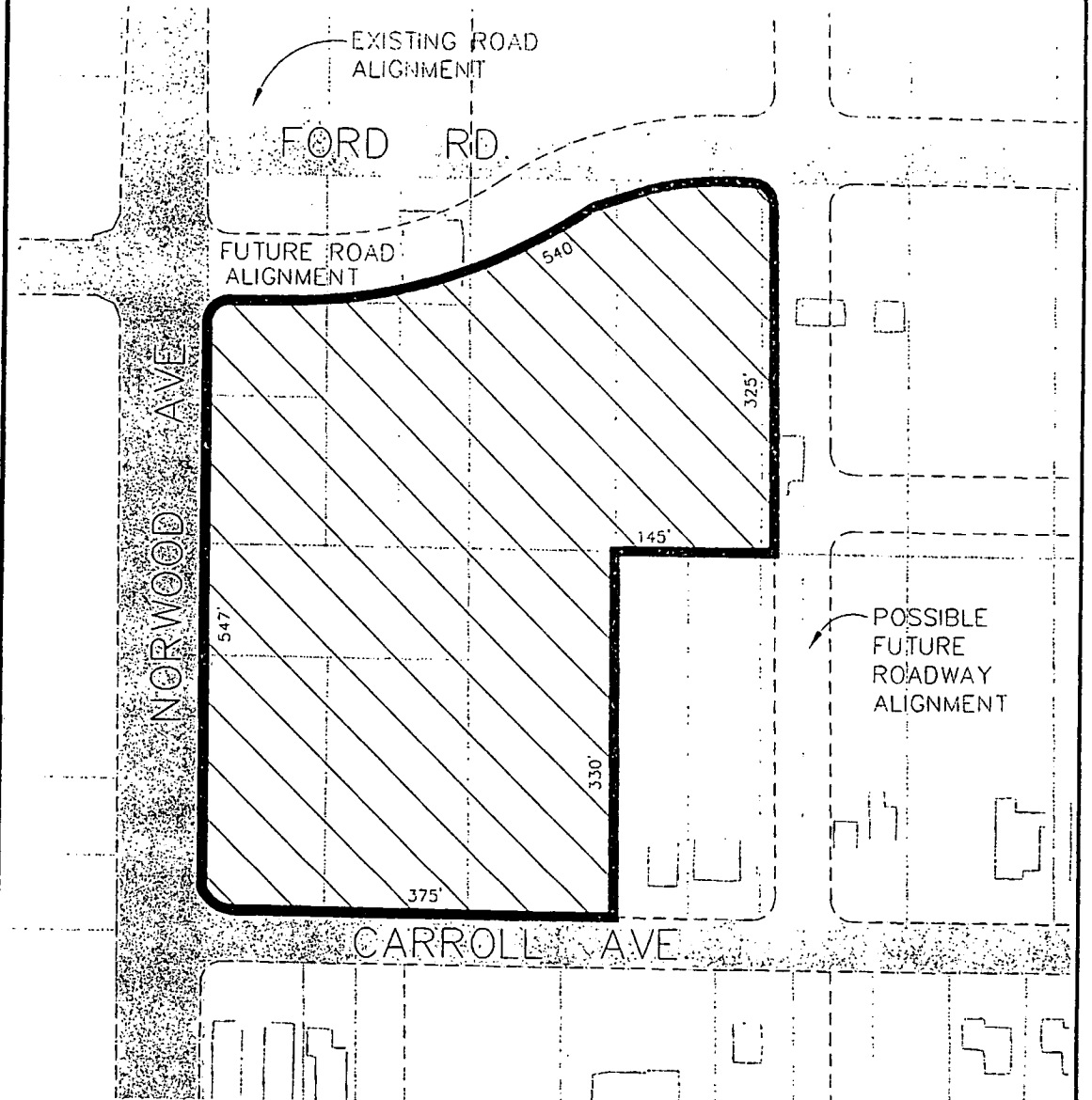
An informational meeting for all interested applicants will be held at 2:00 p.m. on August 13, 1997 at the Sacramento Housing and Redevelopment Commission Hearing Room, 600 I Street, Sacramento.

For more information contact Lisa Bates, Housing Development and Preservation Division, SHRA, 488 I Street (916) 440-1350.

ATTACHMENTS: (Redlined Attachments not included with staff report)

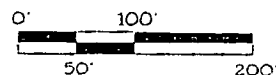
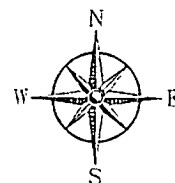
- I. Map and summary of Del Paso Nuevo Project
- II. Development Site Map
- III. Del Paso Nuevo Community Design Guidelines & Development Standards
- IV. Disposition and Development Agreement Provisions
- V. Schedule
- VI. Ownership Housing Development Guidelines
- VII. Application

DEL PASO NUEVO SACRAMENTO, CALIFORNIA



LEGEND

-  UNIT ONE
AGENCY OWNED LAND 6 ACRES
-  EXISTING ROADWAYS



UNIT ONE Phase Exhibit

