



THE CITY OF RANCHO CUCAMONGA REQUEST PROPOSALS FOR

*a Non-Profit Partner to Build, Sell and Provide Wrap
Around Services for the*

8th Street Affordable Modular Homes Demonstration Project

Pre-proposal Virtual Meeting:

Organizations must schedule and attend a virtual pre-proposal meeting to qualify for this process.

Email melinda.garcia@cityofrc.us to schedule your pre-proposal meeting time.

All meetings must take place by December 15, 2020.

Proposals Due:

Tuesday, January 5, 2021 by 4:00 pm

Direct Questions to:

Elisa Cox, Deputy City Manager
City of Rancho Cucamonga
elisa.cox@cityofrc.us
909-774-2004



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8th Street Affordable Modular Homes Demonstration Project
Deadline: Tuesday, January 5, 2021 by 4:00 pm

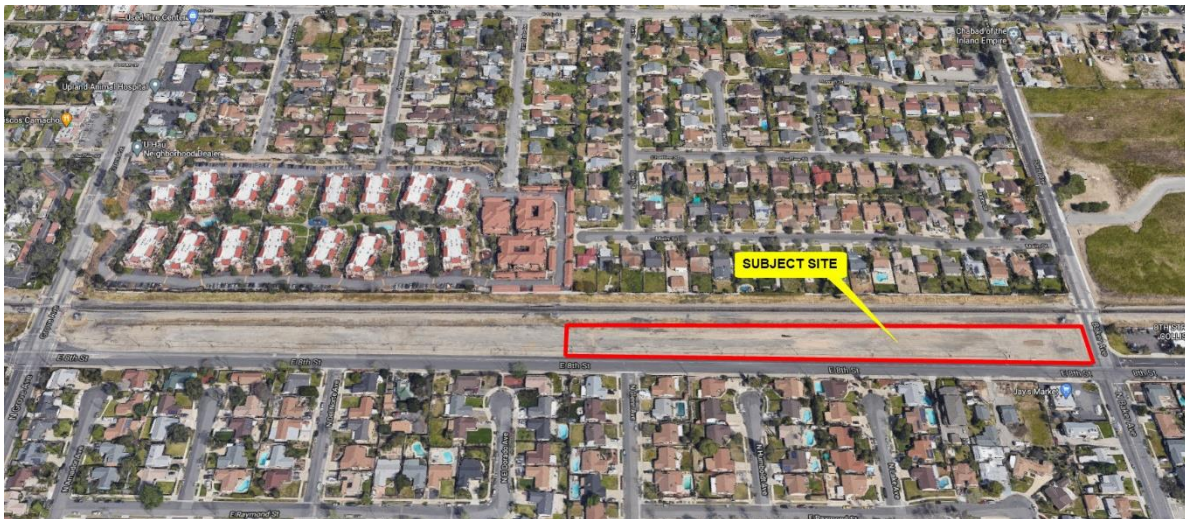
I. Background

Summary

The City of Rancho Cucamonga (City) is seeking to partner with a qualified non-profit organization (partner) to facilitate the building and selling of modular affordable homes as well as provide wrap around services to the future homeowners on a 2.3-acre parcel of land owned by the City located on the northwest corner of 8th Street and Baker Avenue in Rancho Cucamonga, California. The goal of this Request for Proposals (RFP) is to identify and select a partner who has a proven track record of successfully completing one or more affordable, for-sale, modular single-family home projects in either San Bernardino, Los Angeles, Riverside, or Orange counties. The intent is to form a multi-year partnership to complete the 8th Street Demonstration Project for Affordable Modular Homes (8th Street Project), and in future years replicate the homes and services in other parts of the city.

About the Site

The 8th Street Project will be located on the northwest corner of 8th Street and Baker Avenue.



The 8th Street property is 2.3-acres, City-owned, and runs adjacent to an active railway line. It is currently zoned General Industrial (GI) District, however, the City is planning on changing the zoning during the General Plan update currently in process. The site is not entitled; entitlements for use will need to be addressed by the selected partner during the application process.

Funding

The City intends to use its approximately \$2.5 million share of Permanent Local Housing Allocation (PLHA) through the State of California / County of San Bernardino to support this project in addition to providing the land for 8th Street Project. Staff time spent on the project will



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be considered as an in-kind contribution; the City may consider waiving some of its fees as an in-kind contribution depending on the proposal. The PLHA funding will be distributed to the City over a five-year period; a portion of the PLHA will be used to cover the City's administrative costs.

It is the City's intent that any profit from the sale of the homes would be earmarked for funding future projects.

II. Intent and Scope of Work

The goal of this RFP is to create a long-term partnership with a non-profit partner to build, sell and provide wrap around services for low-income modular single-family residences in a manner and process that can be duplicated in the future as funding and land are acquired.

The City envisions the non-profit partner will:

- Design a site plan for a small lot development that includes:
 - o At least 20, single-family lots that will accommodate single-story detached houses under 1,200 sq ft with site-built garages or covered carports of wood-frame construction
 - o Mitigation for the railroad impacts such as a sound wall / barrier
 - o How to integrate with surrounding neighborhoods so that residents feel connected to the larger community and are able to use nearby services without having to drive a car
 - o As part of the entitlement process, the site plan will need to be developed in concert with the City
- Bring additional funding or funding partner to the project, if needed
- Propose at least one manufacturer for modular homes or MH Advantage – not manufactured housing
- Design homes to be:
 - o Equipped with roof top solar panels as required per the California Energy Code – with option for a stationary storage battery system.
 - o Energy efficient – all electric or combination of electric and natural gas
- Assist in developing and recording deed restrictions against the property that meets all PLHA requirements.
- Assist City staff in setting a purchase price that would target households earning up to 120% of the Area Median Income for the Riverside-San Bernardino-Ontario MSA.
- Provide wrap around services to the homeowners / residents. Suggested housing counseling and education services include, but are not limited to:
 - o Pre-purchase Homebuyer Education and Counseling
 - o Post-purchase Education and Counseling
 - o Mortgage Default/Foreclosure Prevention Education and Counseling



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- Financial Management Education and Counseling
- Minor home repair education
- Work with City's Community Affairs team for good end-to-end documentation to use for education and future projects; including, but not limited to a time lapse video of building in factory and on lot

III. Content of Proposals

- Cover Letter
 - Project Title
 - Partner Name and Contact Information
 - Executive Summary
 - Signature of an Officer of the Organization Authorized to Submit the Proposal
- Partner Qualifications
 - Type of organization, size, professional registrations and affiliations
 - Identify and present qualifications of key development team partners (e.g. architects, engineers, designers, material providers, service providers)
 - Propose at least one manufacturer for the homes to be approved by the City
 - Resume of the principal individual(s) from the partner organization who will be working directly with the City with this initiative
 - Outline of financial qualifications / relationships with outside funders for the project
 - Track record of building and selling modular affordable homes and providing wrap around services to such homes in San Bernardino, Los Angeles, Riverside or Orange counties.
 - Outline of similar projects completed
 - Client references from recent related projects, including name, address, email address and phone number of individual(s) to contact for referral
- Understanding of and Approach to the Project
 - Description of how the project will be a demonstration project for affordable and attainable housing into the future
 - Summary of proposed approach to the project to be taken and why
 - Benefits / impacts of the project
 - Target population for the project
 - Description of the organization and staffing plan to be used for the project both during development and for providing wrap around services into the future



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- Preliminary concept plans; describe in detail the proposed use of the property and how it will integrate into the existing neighborhood
- Demonstration of financial ability and development experience
- Preliminary financial analysis (pro forma) which includes:
 - Quality of interior
 - Landscaping
 - Utilities
 - Solar and EV ready electrical services
 - Railroad mitigation
 - CEQA Studies to allow City to make determination that the project is exempt per State guidelines
- Innovations bringing to the table, including, but not limited to, design, services, financing, new ways for subdividing not currently in the code
- Proposed role of City / City staff
- Timeline
- Other information that may be appropriate
- Certification that have visited the 8th Street property - coordinated with the Metrolink Train Schedule to occur when the train is passing
- Comments / concerns with the City's standard Public Services Agreement

IV. **RFP Timeline**

The RFP timeline is as follows:

- RFP Release: **Thursday, November 12, 2020**
- Organizations must schedule and attend a virtual pre-proposal meeting to qualify for this process. Contact Melinda Garcia at 909-774-2022 or melinda.garcia@cityofrc.us to schedule your pre-proposal meeting time.
- All meetings must take place by **Tuesday, December 15, 2020**; please note that meetings will be scheduled on a first-come, first-served basis and there may be limited time available after Monday, November 30, 2020
Deadline for written questions: **Wednesday, December 16, 2020 at 4:00 pm**
- Addenda will be issued that addresses questions raised during each of the virtual meetings along with responses to written questions received before the deadline provided above. The final addendum is anticipated to be released to the registered proposers on December 22, 2020.
- *Please note, all City offices are closed from December 24, 2020 through January 4, 2021.* During this time period City staff will not be available to respond to any requests or to answer any questions.

RFP Electronic Submittal Deadline: **Tuesday, January 5, 2021 at 4:00 pm**



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V. Submittal Guideline

The deadline for receiving electronic proposals is **4:00 pm on Tuesday, January 5, 2021**.

Respondents are required to submit **one electronic copy** (in Adobe Acrobat 10 or later preferred) in response to the RFP. Submit all proposals to:

City of Rancho Cucamonga
c/o Office of the City Clerk
Proposal for 8th Street Demonstration Project
city.clerk@cityofrc.us

10500 Civic Center Drive
Rancho Cucamonga, CA 91730

All questions or requests for information should be directed to:

Elisa Cox, Deputy City Manager
elisa.cox@cityofrc.us
909-744-2004

Responses to general written or oral questions regarding the process, the 8th Street site, and other questions of interest to all parties will be shared as addenda with all registered respondents via email. The City reserves the right to revise the RFP, its timelines, and/or its process at any time; registered respondents will be notified by email of any changes.

VI. Selection of Partner

A team of City staff will review and evaluate the RFP responses based on proposer's knowledge, skills, experience, past performance, and quality of proposal. In addition, the following criteria will also be used in the evaluation process:

- Quality of concept design; level of detail included in the project proposal. Proposals that are more fully developed (for example, have project teams identified; have a tentative site plan and architectural concepts and/or drawings; have determined financing and financial terms) will be considered more favorably than more general, conceptual proposals.
- Financial terms and financial capacity of the proposer. The City will give high priority to proposals that have a detailed Pro Forma and include how the project will be funded, including but not limited to funding partners and qualifications.
- Project feasibility and proposed timeline, including process following selection.



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- Partner references, and quality of similar past projects; demonstrated professional skill and credentials of staff and/or consultants assigned to the project.
 - o Experience in using and/or reporting PLHA or similar State funding.
- Innovations identified and included in the proposal, including but not limited to design, financing, and service delivery.

The City anticipates inviting the top proposers to interview on Wednesday, January 13, 2021.

VII. Terms and Conditions

The following terms and conditions apply to this RFP:

- All responses shall become the property of the City.
- Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those making responses. Neither the City nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposures.
- The City reserves the right to select consultants from the responses received; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel any requirement in its entirety; or to reject any or all proposals received. The City also reserves the right to approve any subcontractors used by submitting proposers.
- A response to this RFP does not constitute a formal bid, therefore, the City retains the right to contact any/all proposing partners after submittal in order to obtain supplemental information and/or clarification in either oral or written form. Furthermore, an explicit provision of this RFP is that any oral communication made is not binding on the City's proposal process.
- The City will not be liable for, nor pay for any costs incurred by responding proposers relating to the preparation of any proposal for this RFP.