REQUEST FOR PROPOSAL (RFP) FOR THE REDEVELOPMENT AND OPERATIONS OF NEVIN PLAZA
Richmond, California
Housing Authority

ISSUED:
JUNE 26, 2019

PROPOSAL DUE:
AUGUST 16, 2019 AT 2:00 PM (PDT)

MANDATORY PRE-PROPOSAL CONFERENCE:
JULY 26, 2019 AT 2:00 PM (PDT)
CITY HALL, CITY MANAGER'S CONFERENCE ROOM (THIRD FLOOR)
450 CIVIC CENTER PLAZA
RICHMOND, CA 94804
RICHMOND HOUSING AUTHORITY (RHA)

REQUEST FOR PROPOSAL

REDEVELOPMENT AND OPERATIONS OF
NEVIN PLAZA

Date Issued: June 26, 2019
Date Due: August 16, 2019
Mandatory Pre-Proposal Date: July 26, 2019
Deadline for Questions: August 2, 2019

RHA Contact for all communications:
Nannette Beacham, Executive Director
NBeacham@rhaca.org
510-621-1300

&

City Manager’s Office Contact:
Thomas Omolo, Management Analyst
thomas_omolo@ci.richmond.ca.us
510-620-5560
OPPORTUNITY

The Richmond Housing Authority (RHA) is seeking a qualified affordable housing development team to partner on the redevelopment and operations of Nevin Plaza. The development team will work with RHA to convert Nevin Plaza to a local Project Based Vouchers (PBV) contract using the Section 18 Disposition process. The team will also leverage Low-Income Housing Tax Credit (LIHTC) and other state and local development subsidies to address capital needs.

Downtown Richmond has a lot of exciting developments on the horizon that will help to restore its historic role as a social, cultural, and civic destination. The preservation of affordable high density housing on this site is critical to RHA's mission. The ideal redevelopment will incorporate thoughtful design, serve a broad spectrum of low-income individuals, and maximize the number of units that can best serve the community and remain consistent with the neighborhood’s vision.

PROPERTY

The site is located at 2400 Nevin Avenue, Richmond, CA 94804, and encompasses .92 total acres adjacent to the Richmond Farmer’s Market, Memorial Auditorium and Public Library. The site contains Nevin Plaza, a 12-story, 142-unit, 100,000 Square Feet steel and concrete structure built in 1986.

The site is pedestrian friendly with multiple nearby amenities. Walkscore.com lists the site as “Very Walkable”, with a Walk Score of 85, a Bike Score of 81, and a “Good Transit” rating, being within .5 miles of the Richmond Multi-Modal Transit Station with access to BART, Amtrak, and AC Transit.

A Physical Needs Assessment has been completed on the building, which is available in Appendix I.

PROPERTY UPGRADES

Elevators

Nevin Plaza has two elevators that provide mobility to over 150 tenants, but recently only one has been consistently working. For this reason, the elevators are in need of upgrades and modernization to ensure the safety and comfort of tenants. A request for proposals was distributed on April 12, 2019, and Enpro Services’ proposal was found to be acceptable to City standards.

The Richmond Housing Authority has entered into an approximately $1 million contract with Enpro Services, Inc. for an Elevator Modernization project to replace one of the two existing elevators.

Boiler

Nevin Plaza’s boiler, which supplies hot water to tenants, has been failing frequently. Copper and Hawkins Engineers were awarded a $100,000 contract to replace the boilers and perform routine services on this domestic hot water system.
DEVELOPMENT GOALS

RHA has established five primary development goals for Nevin Plaza:

1. Improve the physical condition of Nevin Plaza
2. Preserve the long term affordability of Nevin Plaza
3. Stabilize operations and long term financial viability
4. Reposition RHA's role in the development
5. Activate the vacant lot to the west of the parking lot

DEVELOPMENT TEAM

Qualified development teams must have substantial affordable housing redevelopment and repositioning experience. Teams must include a developer/operator and property manager (in-house or contract) as well as an experienced urban architect and financial consultant. Threshold requirement include maximum California Tax Credit Allocation Committee (CTCAC) general partner and property manager experience with points for 9% tax credits.

The developer selected through this RFP (Developer) may enter into an Exclusive Right to Negotiate (ERN) with RHA. The ERN will generally define roles, responsibilities, contingencies, and commitments of the Developer and RHA. Upon successful negotiation, RHA and the Developer may enter into a Disposition and Development Agreement (DDA), or other agreement outlining in detail the terms and conditions of
A mandatory pre-proposal meeting will be held on July 26, 2019 at 2:00 PM PDT at City Hall in the City Manager’s Conference Room on the 3rd floor, 450 Civic Center Plaza, Richmond, CA 94804.

Those interested in submitting a proposal in response to the RFP should, at a minimum, address the Submittal Requirements outlined in Section 8 of this RFP. Responses - by mail or email - are due at the RHA offices no later than the day and time listed on the cover sheet and addressed to:

Richmond City Manager’s Office
Attn: Nannette Beacham, RHA Executive Director
450 Civic Center Plaza, Ste. 300
Richmond, CA 94804
Phone: 510-621-1300
E-mail: NBeacham@rhaca.org

SUBMISSION DEADLINE
August 16, 2019 at 2:00 PM (PDT)

QUESTIONS
Questions regarding this Request for Proposal must be submitted via email to NBeacham@rhaca.org by August 2, 2019. Answers to questions will be posted publicly on the City of Richmond Opportunity Site by 5:00 PM (PDT) August 9, 2019.

It is the proposer’s responsibility to periodically check the Richmond Opportunity Sites website to view answers to questions received. If RHA finds it necessary to issue an addendum, prospective applicants will receive e-mail notification of the addendum.

Interested parties may download copies of the above-mentioned proposal and all attachments by visiting the Richmond Housing Authority website.

DESCRIPTION
The Richmond Housing Authority (RHA) is a public entity chartered by the City of Richmond in 1941 to provide decent, safe, and sanitary housing for low-income individuals and families. Today, RHA’s portfolio includes 559 units of public housing, 259 other affordable housing units for a total inventory of 819 units of housing. The operating budget for the agency for 2019 is $27.33 million and the agency has 19 budgeted full-time employees.

The City Council of the City of Richmond acts as the Board of Commissioners for the Housing Authority with two elected resident commissioners. The Richmond Housing Authority’s purpose is to provide decent, safe, and sanitary housing for low-income individuals in the City of Richmond, California.

ASSET REPOSITIONING GOALS
1. Preserve and rehabilitate the existing building.
2. Identify a development partner to assist with the redevelopment and operations of a repositioned Nevin Plaza.
3. Convert Nevin Plaza to a local PBV contract using the Section 18 Disposition process.
4. Leverage Low-Income Housing Tax Credit (LIHTC) and other state or local development subsidies to address capital needs. RHA will ground lease the site to the development limited partnership. The City and RHA will provide no gap funding for the project.

5. Create a policy giving preference to elderly residents at Nevin Plaza.

GUIDING PRINCIPLES

To guide the repositioning of RHA assets, four principles were developed. Each addresses issues at the core of a successful repositioning of a public housing authority portfolio.

1. Continue to provide housing for extremely low to very low income households and families.
   RHA provides housing for extremely low income people. Elderly and disabled and school-age children are the two largest demographic categories in RHA housing. RHA provides a critical housing resource to these populations.

2. Improve the physical conditions and financial performance of the project.
   The current physical condition and financial performance of the RHA portfolio are a threat to its ongoing existence. Buildings need to be recapitalized and operations shifted off of the public housing platform in order to preserve these assets.

3. Leverage skills and capacity of development partners.
   RHA has a track record of working with development partners to deliver quality affordable housing. RHA should continue this pattern and work with existing affordable housing developers and operators who have the internal capacity and who have values that are aligned with RHA. The general partner and property manager must score maximum general partner experience points from the California Tax Credit Housing Allocation Committee (CTCHAC). This is a threshold requirement.

4. Ensure accountability for residents and public.
   Repositioning the RHA portfolio should be done without decreasing access to affordable housing for extremely low income families. Decisions should be clear and transparent. The City / RHA should maintain rights and authority over the repositioned assets to ensure ongoing public benefit.
3. NEIGHBORHOOD & COMMUNITY ASSETS

Richmond is home to diverse neighborhoods, inter-modal transit hubs, pristine marinas, shopping, recreational and cultural amenities, and 32 miles of trail-lined shoreline. This all contributes to making Richmond among the most desirable up-and-coming communities in California.

There are a number of resources and amenities easily accessible from the project site along the Macdonald Avenue corridor. These resources and activities complement Downtown Richmond’s plan for growth as the City continues to encourage smart growth and transit-oriented development.

DOWNTOWN

The Downtown neighborhood is supported by an actively managed Property and Business Improvement District (PBID), Richmond Main Street Initiative (RMSI), which works to support businesses and hosts activities and events that draw activity to the district. A newly opened cafe, food hall and Co-Biz, a co-working space for small businesses, entrepreneurs and the freelance creative workforce, will further activate the downtown region by transforming a formerly unused space on the ground floor of the BART Garage. An active farmer’s market and concert series are among the myriad of events that draw people Downtown. In addition, anchor tenants, including Kaiser Permanente, the United States Social Security Offices, and the East Bay Center for the Performing Arts, bring approximately 6,600 daily visitors to the district in addition to over 10,000 residents who call Downtown home.

COMMUNITY & CULTURE

The City of Richmond is committed to investing in its residents to build a healthy community and strong future employment base. Richmond recently launched the Richmond Promise to dedicate $35 million over 10 years to provide college readiness support and scholarships for Richmond residents graduating from local schools.

Richmond is also known for celebrating its rich history. The Rosie the Riveter WWII Home Front National Historic Park, one of the few urban parks in the country managed by the National Park Service, highlights Richmond’s prominent role in the World War II home front effort. Every year the park hosts the “Rosie Rally,” which attracts thousands of guests to celebrate Richmond’s history and dress like Rosie the Riveter. This celebration currently holds a Guinness World Record for the most “Rosies” in one place.

Rosie Museum

RFP for the Redevelopment and Operations of Nevin Plaza  |  Richmond Housing Authority (RHA)
The East Bay Center for the Performing Arts, located within walking distance of the site, was recently named the “Best Longstanding Performing Arts Education Venue” by the East Bay Express, the East Bay Center for the Performing Arts is a cultural and civic hub recognized for its contribution to training youth and young adults in the performing arts. Located Downtown on Macdonald Avenue in a renovated Beaux Arts building, the Center features a glowing new ground-floor performance space, two new theaters and an additional 5,000 square feet of space for practice rooms and teaching labs.

PARKS AND RECREATION

Richmond has over 32 miles of the Bay Trail, exceeding all other cities on this planned 500-mile walking and biking route encircling the San Francisco Bay and San Pablo Bay. The Bay Trail offers access to commercial, industrial, and residential neighborhoods; points of historic, natural and cultural interest; recreational areas including beaches, marinas, fishing piers, boat launches, and more than 130 parks and wildlife preserves totaling 57,000 acres of open space.

A highlight among these parks is the 23-acre Point Isabel Regional Shoreline Dog Park, rated by experts as the number one dog park in North America. Visitors can enjoy breathtaking views of the Bay, the San Francisco skyline, and the Golden Gate, as they and their dogs explore an array of multi-use trails.
3. NEIGHBORHOOD & COMMUNITY ASSETS

TRANSPORTATION

Richmond enjoys a central Bay Area location, strong regional transit connectivity and existing infrastructure. These assets provide important opportunities to enhance, revitalize and develop new activity centers to serve both residents and visitors.

The site is located within a half-mile of the Richmond Multi-Modal Transit Station which provides directly connections to the region's commuter rail system, Bay Area Rapid Transit, AC Transit rapid bus service, and Amtrak/Capitol Corridor. Connecting the site and the transit station, Nevin Avenue recently underwent a $13 million renovation that features infrastructure and pedestrian/bicycle improvements from 19th St. to 27th St. The site is also conveniently located 2.7 miles from the new Richmond Ferry Terminal offering service direct from Richmond to San Francisco. With multiple amenities nearby, Walkscore.com lists the site as “Very Walkable,” giving it a Walk Score of 85, a Bike Score of 81, and a “Good Transit” rating.

CIVIC INVESTMENT

NEVIN AVENUE STREETScape IMPROVEMENTS

Nevin Avenue underwent a $13 million renovation that features infrastructure and pedestrian/bicycle improvements from 19th St. to 27th St., including building a new entrance plaza, elevator, and ramp on the east side of the station. The project extends down Nevin Avenue to 27th St, connecting the Multi-Modal Transit Station to the Richmond Civic Center and the site.
**RICHMOND MULTI-MODAL TRANSIT STATION**

The Richmond Multi-Modal Transit Station is the only station in the San Francisco Bay Area to provide direct connections to the region’s commuter rail system, Bay Area Rapid Transit (BART), AC Transit rapid bus service, and Amtrak/Capitol Corridor, providing unparalleled access to the greater Bay Area and beyond.

The Station recently underwent a $25 million renovation that brought station access to grade level. Improvements include ADA and elevator access and sustainable features like energy efficient LED lighting and drought-resistant landscaping. In addition, a multi-story garage with 760 parking spaces was built.

**CIVIC CENTER PLAZA**

The Richmond Memorial Auditorium and Convention Center was originally constructed in 1949, and continues to be a focal point for the community of Richmond. This magnificent facility has played host to a number of different activities including concerts, car shows, boxing exhibitions, basketball games, mixed martial arts events, High School Graduations and a host of others.

The Richmond Public Library lies in the heart of the Civic Center. It houses over 204,686 books, 4,014 audio materials, 5,277 video materials, and 491 serial subscriptions.

**RICHMOND FARMERS’ MARKET**

The Richmond Farmers’ Market is an exciting year-round destination providing a variety of fresh fruits and vegetables directly from the certified growers. The venue is also a cultural hub attracting many of Richmond’s artists, artisans and food stars.
3. NEIGHBORHOOD & COMMUNITY ASSETS

Richmond Ferry Terminal

The recently completed Richmond Ferry Terminal provides direct service between Richmond’s Ford Point and San Francisco’s Downtown/Financial District. The Richmond Ferry Terminal is approximately 2.5 miles from the properties - approximately 8 minutes by car - and will have passengers in San Francisco in less than 30 minutes.

Weekdays Richmond Ferry Schedule

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Kaiser:

Kaiser Permanente’s Richmond Medical Center is a fully integrated healthcare delivery program located near its birthplace at the Richmond Shipyards. The hospital prides itself on being a closely-knit and integral part of the community, with a dedication to providing easy access to a comprehensive set of services for Richmond inhabitants. The medical center’s Community Benefits Funding helps Kaiser Richmond engage residents with medical subsidies and offers volunteer opportunities and other non-medical support.
3. NEIGHBORHOOD & COMMUNITY ASSETS

Richmond Senior Center/Library

The Richmond Senior Center is within one block of the site and provides Richmond’s senior residents with access to a variety of fitness, nutrition, and health programs. The community center also has a snack bar, game room and periodically hosts field trips and special events. The Richmond Senior Center is a local asset for all residents. Adjacent to the Senior Center is the main Richmond Library, offering a multi-faceted program of service, including Contra Costa County UC Master Gardeners classes and events, access to Internet, and ample books and resources.

BUSINESS COMMUNITY

PROPERTY AND BUSINESS IMPROVEMENT DISTRICT

The Downtown neighborhood where Nevin Plaza resides is supported by an actively managed Property and Business Improvement District (PBID), Richmond Main Street, which works to support businesses and hosts activities and events that draw activity to the district. An active farmers’ market and concert series are among the myriad of events that draw people Downtown. In addition, anchor tenants, including Kaiser Permanente, the United States Social Security Offices, and the East Bay Center for the Performing Arts, bring approximately 6,600 daily visitors to the district, in addition to the 10,000 residents who call Downtown home.

CALLE 23

Calle 23 is the name of the colorful 23rd Street District and the public/private partnership that supports it. Its mission is to optimize the potential of the 23rd Street Commercial corridor as the heart and economic engine of Richmond. Built around a comprehensive community-driven approach, the project is focused on beautification, economic development, events and promotion, and security.

Calle 23 is full of Latino heritage, culture, restaurants and art. The district also hosts several popular community events, including their annual Cinco de Mayo Parade and Festival in May that attracts over 100,000 attendees.

LARGE BUSINESS COMMUNITY

Richmond’s central Bay Area location, easy access to transportation, mild climate and great value continue to attract a myriad of well known, diverse businesses looking to create or expand their Bay Area presence. Amazon, Blue Apron, Columbia Sportswear, Hello Fresh, SunPower, Restoration Hardware, Whole Foods, and Williams Sonoma are just a
few of the marquee companies that now call Richmond home.

Richmond’s diverse and flexible commercial, office, and industrial space present attractive options for new, growing, and established businesses of all sizes. Demand is only expected to grow with the new ferry terminal offering convenient service to San Francisco.

HISTORIC FORD POINT BUILDING

Adjacent to the Richmond Ferry Terminal, Columbia Sportswear, Ekso Bionics, and SunPower anchor the beautifully renovated, waterfront offices of the historic Ford Point building and Craneway Pavilion. The Ford Point building, winner of the American Institute of Architects’ National Honor Award, hosts 517,000 square feet on 26.5 acres overlooking the San Francisco Bay.

THRIVING MICRO ENTERPRISES

Richmond’s affordable spaces and proximity to multi-modal transportation networks also make it an ideal location for entrepreneurial microenterprises. Nestled in Point Potrero, Riggers Loft Wine Company offers tastings of award-winning wines and ciders against the backdrop of panoramic views of the San Francisco Bay.

With quick connections to the Bay Areas regional bike network (San Francisco Bay Trail), East Brother Beer Company specializes in creating classic style beers with a modern twist. The newest entry into the micro-brew scene but also the most experimental, Armistice Brewing Company, has brewed 38 unique beers since its opening in August of 2017.
3. NEIGHBORHOOD & COMMUNITY ASSETS

CURRENT DEVELOPMENT PROJECTS

A number of developers recognize Richmond’s assets and are currently in the development pipeline. A partial list of the development projects that are under construction, entitled, and proposed are featured below:

- **Waterline**: 60 Units
- **Miraflores Senior Housing**: 80 Units
- **The Quarry**: 193 Units
- **The Point**: 27 Townhomes
- **Latitude** (Dornan Drive & Brickyard Cove Road): 316 Units
- **The Terraces at Nevin** (21 Nevin Avenue): 289 Units
- **Rows at NOMA** (Marina Way South & Wright Avenue): 193 Townhomes/Live-Work
- **Richmond Central Ave Project Apartments** (Central Ave & San Mateo Street): 155 Units
- **Garrity Way Apartments** (Garrity Way & Blume Drive): 98 Units
- **12th and MacDonald**: 256 Units
- **Miraflores**: 270 Units
- **Metro-Walk Phase II**: (495 Units - under negotiation)
4. SITE AND PARCEL SUMMARY

PROPERTY DESCRIPTION

ADDRESS
Nevin Plaza, 2400 Nevin Avenue and 319 25th Street
(APNs: 515-261-001, 515-261-010, 515-261-002, and 515-261-003)

SITE SIZE
50,000 SF or 1.15 acres (including vacant parcels behind parking lot)

ZONING
CM-5 Commercial Mixed-Use, Activity Center with IS-1, Form-Based Code overlay. The site is also adjacent to the Civic Center Historic District.

This district is intended for mid- and high-rise mixed-use development at major activity centers to serve the community and residents and businesses in the San Francisco Bay Area. Office, retail, entertainment, and residential uses are allowed. Standards for physical form will create an urban character as envisioned in the General Plan with streets with minimal setbacks, wide sidewalks, and public spaces that cater to pedestrians and transit riders.

FORM-BASED CODE
The Form-Based Code is a reflection of the community vision for implementing the intent of the General Plan to create walkable mixed-use neighborhoods. These Form-Based Code standards are intended to ensure that the proposed development is compatible with existing and future development on neighboring properties, and produces an environment of desirable character, consistent with the General Plan.
T5 Main Street (T5MS-O): To provide a vibrant, walkable urban main street commercial area that provides locally- and regionally-serving commercial, retail, entertainment uses, and civic and public uses, as well as a variety of urban housing choices. The Open sub-zone provides the same building form but allows for a more diverse mix of uses.

Desired Form:
  • Attached
  • Simple Wall Plane along Street
  • Small-to-Large Footprint
  • Buildings at or close to ROW
  • No Side Setback
  • Up to 55' (85' in some areas)
  • Flush Ground Floor
  • Primarily with Shopfronts

**ACTIVITY CENTERS**

Richmond’s major activity centers are envisioned as concentrated, high-intensity community hubs that generate revenue and jobs, and serve as the focal point of cultural, commercial, and social activities. Major activity centers should define Richmond’s distinct identity and reflect the character of surrounding neighborhoods.

Activity Centers are intended to be pedestrian and transit-friendly community hubs characterized by mixed-use and higher-density development capable of providing services and amenities to residents, businesses, and visitors.
4. SITE AND PARCEL SUMMARY

FLOOD MAP
Flood Map Area No. 0613C0236G, 0.2% Annual Chance Flood Hazard

TRANSPORTATION ACCESS
AC Transit Bus Line 71, 72M, 74, 667 and 800. Richmond BART Access, and Nevin Avenue Bicycle Boulevard and Pedestrian Streetscape

UTILITY SERVICE

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<th>Contact Information</th>
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<tr>
<td>PG&amp; E</td>
<td>510.287.1388</td>
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<td></td>
<td><a href="http://www.pge.com">www.pge.com</a></td>
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<tr>
<td>Republic Services</td>
<td>510.262.7547</td>
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<tr>
<td>Bielle Moore</td>
<td><a href="mailto:bmoore2@republicservices.com">bmoore2@republicservices.com</a></td>
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<tr>
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<td>510.287.1008</td>
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<tr>
<td>New Business Office</td>
<td><a href="mailto:nbo@ebmud.com">nbo@ebmud.com</a></td>
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<td>MCE Clean Energy</td>
<td>888.632.3674</td>
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<td><a href="mailto:info@mceCleanEnergy.org">info@mceCleanEnergy.org</a></td>
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<tr>
<td>Waste Water/Storm Utilities</td>
<td>510.620.5486</td>
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<tr>
<td>Ryan Smith</td>
<td><a href="mailto:Ryan_Smith@ci.richmond.ca.us">Ryan_Smith@ci.richmond.ca.us</a></td>
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CURRENT BUILDING DESCRIPTION
Nevin Plaza consists of 142 senior units in a 7-story concrete block building constructed in approximately 1983. In addition to the units, there are extensive common spaces on the ground floor used for activities for the seniors and management and service offices.

RHA currently occupies approximately 8,044 square footage of the first floor in Nevin Plaza. RHA intends to permanently move its offices to an alternative location.

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<tr>
<td>Total Number of Dwelling Units</td>
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IDENTIFIED POTENTIAL BUILDING SCOPE ELEMENTS
RHA has identified a possible scope of rehabilitation work to be undertaken to improve the comfort and safety of the residents and extend the useful life of Nevin Plaza.

UPGRADES TO BUILDING SHELL
1. Replace all windows and sliding glass doors
2. Inspect exterior and repair as needed to keep the building watertight and prevent wind penetration
3. Reroof low roofs; inspect upper roof and repair as needed
4. Improve roof insulation if possible
5. Repaint exterior
6. Replace doors as needed

UPGRADE TO BUILDING SYSTEMS
1. Upgrades to mechanical and electrical systems to improve comfort, efficiency, and safety, and reduce maintenance costs per RPCA, including replacing thermostats, water heaters, heating system, wiring and panels as required
4. SITE AND PARCEL SUMMARY

2. Improvements to exterior lighting
3. Interior lighting improvements for energy savings including in common areas
4. Repair/Replace elevators (in addition the replacement of one elevator, for which funding has been committed)
5. Replace trash chutes
6. Security

UPGRADES TO DWELLING UNITS

Upgrade apartments to include:
1. Replacement of all appliances in kitchens
2. New flooring
3. Bathrooms
4. Replace other appliances
5. Repainting

IMPROVEMENTS TO ACCESSIBILITY

1. Improvements to all accessible units for compliance with current codes as required by HUD.
2. Improvements to paths of travel to accessible units and common facilities as needed
3. Suggest improvements to site, parking and other facilities if needed
4. Common Alleys

SITE AND LANDSCAPING

1. Improvements to useful outdoor areas, including gathering areas, community gardens
2. Improvements to entry to site and path of travel for residents and visitors
3. Improvements to way finding and signage
4. Repair or replace security gates
5. Public art

ENERGY EFFICIENCY UPGRADES

All upgrades to the building shell, building systems, lighting, should be done to the highest energy (and water) efficiency standards available given projected funding sources. Some local resources include:

1. GRID Alternatives: a nonprofit organization that installs solar systems exclusively for low income communities. The SOMAH rebate program can offset the entire cost of installing solar on multifamily affordable housing in California.
2. MCE: a local energy provider that offers complimentary energy assessment for multifamily properties. The Energize Richmond program can give multifamily property owners additional cash rebates for energy efficiency upgrades.
3. Bay Area Regional Environmental Network: Energy Upgrade California program offers cash rebates and no-cost energy consulting for multifamily properties that upgrade energy and water systems.
5. DEVELOPMENT GOALS

RHA has established five (5) primary development goals for Nevin Plaza:

1. IMPROVE THE PHYSICAL CONDITION OF NEVIN PLAZA
   - Improve building system (mechanical, electrical and plumbing) to increase efficiency of operations.
   - Address all critical life and safety needs including replace or modernize the elevators.
   - Resolve all leaks in the building envelope and roof, improve energy efficiency of the windows and exterior walls.
   - Replace cabinet, surfaces and fixtures in bathrooms and kitchens.
   - Improve safety and security of the building through technology and changes to the location and visibility of management on site.

2. PRESERVE LONG TERM AFFORDABILITY OF NEVIN PLAZA
   - Secure long-term Section 8 contract for Nevin that preserves affordability for extremely low and very low income households.
   - Continue to serve extremely low and very low income households and provide services that assist residents.

3. STABILIZE OPERATIONS AND LONG-TERM FINANCIAL VIABILITY
   - Obtain Section 18 approval from HUD with a determination of obsolescence and new Tenant Protection Vouchers.
   - Establish initial deposits and annual deposits to replacement reserve adequate to fund anticipate capital needs for 20 years.

4. REPOSITION RHA'S ROLE IN THE DEVELOPMENT
   - Select a partner with experience redeveloping and operating similar building types that serve an elderly population.
   - Select a partner compatible with RHA’s mission and values.
   - Provide financial return to RHA to sufficiently support on-going asset management roles related to financial performance and on-going public benefit.
   - Maintain ownership of the site by providing long-term ground lease to the development entity.

5. ACTIVATE THE VACANT LOT TO THE WEST OF PARKING LOT
   - Design and implement a program for the opportunity lot to the west of the site between 24th and 25th street that provides additional affordable housing, resident services, enhanced open space, renewable energy or other community opportunities for residents of Nevin Plaza.
The following table reflects the primary delineation of roles and responsibilities between RHA and the Partner. This table is intended to convey RHA's expectations related to primary project roles. As necessary, details are expected to be negotiated and documented in project agreements. Provide any objection to these broad delineations of roles in your proposal. No City of RHA subsidy will be provided for development of the project beyond conveyance of the building, ground lease of the land, and funded elevator repairs. The Developer will be responsible for predevelopment activities including design and securing all necessary financing sources, including vouchers with the support of RHA. RHA will have primary responsibility for SAC and Section 18 application to HUD:

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<th>RESIDENT ENGAGEMENT</th>
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<th>PARTNER</th>
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<tr>
<td>Resident Meetings / Communication</td>
<td>Coordinate with partner</td>
<td>Maintain communication with residents up until ownership is transferred. Support with logistics, planning and creation of content for all necessary meetings and notices.</td>
</tr>
<tr>
<td>Relocation</td>
<td>Coordinate with partner</td>
<td>Responsible for all temporary relocation needed to support the renovation scope of work.</td>
</tr>
<tr>
<td>Lease Renewal and Certifications</td>
<td>Coordinate with partner</td>
<td>Responsible for signing new leases with residents needed as a result of Low Income Housing Tax Credit (LIHTC) and Section 8 Housing Assistance Payment (HAP) contract.</td>
</tr>
</tbody>
</table>

| HUD                          |                                                                      |                                                                      |
|------------------------------|                                                                      |                                                                      |
| Section 18 Application       | As the building owner and public housing authority, RHA is responsible for submitting the Section 18 and/or RAD contracts to HUD. RHA is responsible for all certifications needed in support of applications. | Assist with submission of Section 18 and/or RAD application by contracting with any vendors needed to produce due diligence items including any study or report needed to support obsolescence, eCNA tool, and Environmental Review (NEPA & CEQA). |
| Section 8 process            | Facilitate HAP contract between Contra Costa County Housing Authority and ownership entity. | On behalf of ownership entity, to enter into HAP contract with Contra Costa County Housing Authority for Section 8 operating subsidy. |
|                              | To the extent available, seek Tenant Protection Vouchers for Nevin Plaza. |                                                                      |
### 6. ROLES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>DEVELOPMENT</th>
<th>RHA</th>
<th>PARTNER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Design</strong></td>
<td>Support design process by providing all available building records and access to building as necessary to support the design process.</td>
<td>Responsible for selection of architectural and engineering team, and management of entire design process. Responsible for all working capital necessary to fund design tasks needed to obtain permits and begin construction.</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>Support pre-construction activities by granting access to building as needed, allowing for reasonable deconstructive testing needed in support of developing scope and cost estimates, managing communication with residents prior to start of construction and transfer of building ownership.</td>
<td>Responsible for selection and management of general contractor from pre-construction through final close-out and any warranty or repair needs.</td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>Finance the purchase with of the building with sales payment for the building as funding sources allow and subordinate residual receipts debt offered on terms mutually agreed to by RHA and Partner. Ground lease the land to the development limited partnership.</td>
<td>Responsible for securing capital financing including: LI-HTC allocation and investor, tax exempt bond allocation, construction and permanent lender, any state development subsidy. Responsible for providing all guarantees necessary to secure financing.</td>
</tr>
</tbody>
</table>

### OPERATIONS

| Property Management | Responsible for sharing all available and relevant information with Partner and generally supporting the transfer of property management functions. | Responsible for all aspects of property management once the building ownership transfers. |
| Asset Management    | Responsible for asset management related to RHA’s stake in the project including lessor of land, seller financing, and public benefits relating to ongoing affordability. | Responsible for asset management roles customary for an owner or general partner including reporting and compliance, annual audits, annual budget review and forecasting, capital improvement planning. |
| Land Lease          | Lease land to the ownership entity on terms mutually agreed to by RHA and partner. | On behalf of the ownership entity, lease land from RHA on terms mutually agreed to by RHA and partner. |

### OWNERSHIP INTERESTS

| RHA retains ownership of parcel and provides ground lease of the site. | Intent is for partner to function as managing general partner |
7. SUBMISSION REQUIREMENTS

COVER LETTER

Provide a cover letter describing interest in the site and summarizing the major points contained in the development proposal.

TEAM MEMBERS

Provide a description of all team members, including the following:

Demonstrated successful experience on projects similar in scope and type to proposed project including projects with public/private development relationship and development, financing, construction, and operation of affordable housing. Demonstrated experience of developer and architect with energy efficiency retrofits of existing buildings.

Identify the key staff members and any project team members identified. For any development team members not yet identified, please describe your process and timeline for selection.

Demonstrated financial capacity to complete the project within a reasonable timeframe.

For each member of the development team (including developer and architect), provide examples of similar projects completed within the past five years. Include the following information for each project: name, address, number of units, total project cost, type of financing, description of relocation and name of development partner, if applicable. For the developer, identify any cost or time overruns in the completion of any projects and explain the reason.

For at least three similar rehabilitation projects of the developer, preferably with voucher and housing authority partners, provide the following references:

1. Public Agency
2. Lender
3. Tax credit investor.

For the property manager, provide last three consecutive years audited financial statements for three comparable properties and a public agency contact for each project.

DEVELOPMENT PARAMETERS

Provide a statement of the objectives and proposed character of the development, including the following information:

1. Approximate square footage of residential space being proposed, as well as a description of housing typology(ies) and target market(s).
2. Approximate square footage of commercial space being proposed and a breakdown of the area proposed for each building, as well as the use being proposed (i.e. office, retail, restaurant, etc.).
3. Approximate square footage of community/open space.
4. Artistic features such as public art, special features, or landscaping. Please note that if artistic features are not included in the proposal, a public art fee (calculated as a percentage of project costs) shall be assessed.
MASTER PLAN

Approximate a master site/phasing plan which illustrates the location and configuration of the various buildings/uses proposed uses, including proposed uses for the vacant parcel to the west of the existing parking lot, as well as construction timing. This master plan should remain simple in design.

REDEVELOPMENT PROGRAM

Provide a statement of the objectives and proposed approach for the development including the following information:

1. Approach to determining the optimal rehabilitation scope for the building. Describe process for collecting existing condition information and evaluating building needs. Describe considerations used in setting rehabilitation priorities.

2. Describe plan to activate the vacant parcel to the west of the existing parking lot. RHA will consider alternative proposals for this area, which may include, but are not limited to: additional housing units, resident services, enhanced open space, and solar panels above parking (if suitable).

ENERGY EFFICIENCY PLAN

Describe your plan for incorporating the highest energy (and water) efficiency standards feasible and your proposed sources of funds, which may include but are not limited to California Energy Commission rebates, investment tax credits, and PG&E rebates, among others.

The building does not currently have individually metered units. Describe the pros and cons of individually metering units as part of the rehabilitation, the assumptions in your proposal, and how the decision affects capital and operating costs.

RESIDENT ENGAGEMENT & RELOCATION

Describe your approach to resident engagement and communication. Please break this response into the following phases: pre-construction, resident re-leasing, construction period post construction / warranty, operations. For each phase discuss primary objectives, tactics for engaging with residents. Also discuss your general approach to balancing the needs of residents with a cost effective approach to construction and achieving the desired rehabilitation scope.

Describe your staff pattern for resident engagement, communication tools and techniques used with residents and internal to the team, and the interface between the general contractor and resident engagement and relocation team.

MARKETING PLAN

Describe your marketing plan including compliance with fair housing laws and priorities for existing Nevin Plaza residents.

RESIDENT SERVICES

Describe in detail your resident services plan. Include the types of services to be provided on site and by whom. To the extent partnerships will be used in the delivery of services, please provide information about the proposed service provider. Include a budget for resident services that expands on any resident services budget included in the financial model.
7. SUBMISSION REQUIREMENTS

OWNERSHIP STRUCTURE

Describe and provide a graphic reflecting the proposed ownership structure including all partners or affiliated entities.

FINANCING

Provide a detailed financial model that includes an operating pro forma and development budget for the proposed redevelopment. Include detailed assumptions for revenue, operating expenses and debt service payments. Also include assumptions for pricing and terms for all capital, and a detailed development budget. Complete and submit the excel-based Financial Template listed in the appendix.

Provide three financial references with whom the lead development firm has recently obtained acquisition and/or construction financing. Provide the following information for each reference: institution, contact name and title, e-mail address, phone number, and address.

Provide the three most recent audited financial statements and current unaudited financials for each proposed General Partner.

Provide initial letters of willingness from LIHTC tax credit equity investors to invest in the project and stating their willingness to accept the candidate’s tax credit recapture, net worth, and operating deficit guarantees for any proposed tax credit rental development.

Provide initial letters of willingness from lenders to provide construction and permanent loans for the project and stating their willingness to accept the candidate’s construction completion and net worth guarantees for the proposed affordable/mixed-income rental development.

BUSINESS OFFER

Include in your offer the following information:

1. Proposed distribution of cash flow following payment of the first mortgage debt service. RHA expects a minimum of 50% of residual receipts, as allowed by proposed funding sources.

2. Proposed maximum developer fee.

3. General partner asset management fee.

4. Proposed role and terms for RHA in exercising the Right of First Refusal and/or Option relating to the exit of the investor limited partner.

RHA will provide a 10% scoring bonus to candidates that commit to providing a $100,000 non-refundable cash deposit at execution of the ERN. The deposit may be applied to the cost of building acquisition or RHA predevelopment or transaction costs.

CERTIFICATIONS

Signed certifications from the Developer(s)’ authorized signatory(is) stipulating (see Appendix III):

1. A statement that the candidate is eligible for management general partner experience points, and the proposed property manager is eligible for maximum property manager experience points, under current TCAC Regulations.
7. SUBMISSION REQUIREMENTS

2. A statement regarding prior bankruptcy, all outstanding judgments, pending or final, and ongoing or threatened lawsuits against the candidate, individual or any related entity.

3. A statement assuring the availability of all principal staff named in the application, including the name of the Project Manager(s) for the candidate.

4. A statement that the candidate is willing and able to provide all required financial guarantees and net worth obligations of lenders, the limited partner investor and the RHA.

5. A statement that the candidate is prepared to abide by all applicable City policies with respect to the zoning code, design guidelines, and City objectives for local contracting.

6. Non-collusion affidavit stating no financial contributions to City officials, elected or otherwise, in last five years.

SCHEDULE OF PERFORMANCE

Provide preliminary schedules for predevelopment, entitlement, schematic design, design development, financing and construction.

LOCAL BUSINESS, LOCAL RESIDENT HIRE & PUBLIC ARTS REQUIREMENTS

To the extent permitted by law, the project will be subject to the Richmond Municipal Code (RMC) including, but not limited to, local business and hiring requirements, including the City’s Business Opportunity Ordinance (RMC Chapter 2.50), the City’s Local Employment Program Ordinance (RMC Chapter 2.56), and the City’s Living Wage Ordinance (RMC Chapter 2.60). The selected developer will also be required to execute a First Source Agreement for hiring residents in accordance with the Local Employment Program Ordinance.

The project shall meet the requirements of Richmond Municipal Code (RMC) One-Percent for Public Art on Private Projects Program (RMC Chapter 12.62) by either including on-site publicly accessible art valued at one percent of the Building Development Cost or pay an in-lieu contribution of one percent of the Building Development Cost to the City’s Public Art Project account.

REFERENCES

Provide at least two references for all parties involved.

RFP SCHEDULE

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>6/26/2019</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>7/26/2019</td>
</tr>
<tr>
<td>Questions Deadline</td>
<td>8/2/2019</td>
</tr>
<tr>
<td>Answers Posted</td>
<td>8/9/2019</td>
</tr>
<tr>
<td>RFP Due</td>
<td>8/16/2019</td>
</tr>
</tbody>
</table>
The selection of the developers will occur through a three-step process as follows:

1. **SELECTION OF DEVELOPERS**

   The Staff Review Committee, comprised of RHA, City staff, and advisors will carefully review all responses submitted for completeness and compliance with the requirements contained in the RFP and ranking of qualified applicants against the selected scoring criteria.

   Following staff review, the Staff Review Committee will evaluate proposals and may request additional information from development teams.

   Staff may elect to conduct interviews with the top ranked teams.

   Upon completion of the review process, the Staff Review Committee may make recommendations to the RHA Board.

   The RHA Board will be asked to authorize selection of a preferred developer partner and instruct RHA staff to award an Exclusive Rights to Negotiate (ERN). Term of the ERN will be 90 days with two extensions for a total of 180 days.

**Completeness of Application**

Applicants must submit all required elements. All certifications must be signed by an authorized individual of each development partner submitting. Failure to submit any of the required information is grounds for rejection of any RFP response. RHA reserves the right to reject incomplete applications.

2. **TERM SHEET**

   RHA and the selected firm will negotiate terms and conditions of the development transaction in the form of a Term Sheet. These terms shall include such business points as performance milestones, financial obligations, schedules, ground lease and purchase terms, limits on developer and property manager compensation, including developer fee, asset management fee, property management fee and residual receipts definition and sharing with RHA.

3. **DISPOSITION AND DEVELOPMENT AGREEMENT**

   Once the Term Sheet is approved by the RHA board, the developer and RHA staff will negotiate a Disposition and Development Agreement (DDA) containing all terms and conditions of the land lease transaction and development of the site. The DDA is subject to approval of the RHA board and the RHA board reserves the right to reject the recommended DDA.

4. **SELECTION CRITERIA**

   **DEVELOPER EXPERIENCE**

   a. Extent of experience developing comparable projects.

   b. Success of comparable projects concerning:

      1. Economic success - including leasing and maintaining ground floor commercial tenants
      2. Overall architectural and landscape design, including energy and water efficiency
      3. Marketing of residential units
8. SELECTION PROCESS

4. Incentives and/or support to commercial tenants (please provide examples of specific tenants)
   c. Timeliness of previous performance.
   d. Experience with joint public/private real estate ventures and/or comparable large commercial/residential projects.

ARCHITECT EXPERIENCE
   a. Extent of experience with residential, commercial and office projects.
   b. Overall architectural and landscape design.

PROJECT CONCEPT
   a. The overall quality and innovation of the proposed project, including green building materials, and energy-efficient and renewable energy measures, methods and operations.
   b. Incorporation of specific design parameters specified in the Richmond Livable Corridors Form-Based Code (see also the Architectural Standards and Sustainability Guidelines).
   c. Incorporation of quality design elements and materials throughout the project to ensure the proposed development maximizes the livability of the site and caters to a walkable neighborhood in close proximity to community amenities.
   d. The extent to which the proposal presents an innovative and realistic project concept, based on the following parameters:
      1. Ability to respond to unique development opportunities and constraints.
      2. Demonstrated understanding of current market conditions.

FINANCIAL CAPACITY OF LEAD DEVELOPER
   a. Adequate level of existing assets, income and net worth.
   b. Ability to raise equity/debt funds.
   c. Strong relationship with lenders or demonstrated ability to internally finance the project.
   d. Ability to provide a track record of providing high quality operation and maintenance, including positive cash flow, properly funded replacement and operating reserves, good physical condition and quality of resident services.

FINANCIAL TERMS PROPOSED
   a. Sharing of residual receipts with RHA
   b. Maximum developer fee.
   c. Schedule of development.
   d. Overall value and community benefits of proposed project.
1. NO REPRESENTATION OR WARRANTIES

All facts and opinions stated herein including, but not limited to, statistical data, economic data, and projections are based on available information and no representations or warranties are made with respect to their accuracy or completeness.

2. RICHMOND HOUSING AUTHORITY RIGHTS TO REJECT ANY AND ALL PROPOSALS

This RFP and the selection process shall in no way be deemed to create a binding contract, agreement, or offer of any kind between RHA and any developer. If RHA selects a developer pursuant to this RFP, any legal rights and obligations between the successful team, if any, and RHA will come into existence only when the DDA is fully executed by the parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that agreement and executed by the parties.

Each developer submitting qualifications in response to this RFP agrees that the preparation of all materials for submittal to RHA and all presentations are at the developer’s sole cost and expense, and RHA shall not, under any circumstances, be responsible for any costs or expenses incurred by any candidate developer. In addition, each developer agrees that all documentation and materials submitted with a proposal shall remain the property of RHA. Subject to California law and City ordinances relating to access to public records, RHA may be required to publicly disclose all submitted information and materials to third parties requesting such information.

RHA reserves the right to accept or reject any or all developer proposals, to alter the selection process in any way, to postpone the selection process for its own convenience at any time, to waive any defects in any proposal, to cancel this RFP, to issue a new RFP at any time, or to hire any developer they deem appropriate in their sole and absolute discretion within or outside an RFP evaluation process.

3. A REAL ESTATE COMMISSION OR FINDER FEE WILL NOT BE PAID ON THIS TRANSACTION

4. CITY FUNDS ARE NOT AVAILABLE FOR THIS PROJECT AND CITY FEES WILL NOT BE WAIVED
10. PROPOSAL SUBMISSION PROCESS

To participate in the RFQ/P process, developers must submit a proposal by August 16, 2019 at 2:00 PM (PDT) deadline. The proposal shall be limited to 40 pages (8.5 inches x 11 inches), inclusive of attachments, graphics, forms, pictures, photographs, dividers, etc. The required font size is 12 points, with minimum left and right margins of one-inch, and top and bottom margins of 0.7 inches.

Please submit fifteen (15) original color hard copies of the proposal along with one (1) copy on a flash drive to the City of Richmond City Manager’s Office, Attention Nannette J. Beacham. Do not include audited and unaudited financial statements for the developer candidates and projects in this package. Proposals submitted by facsimile or e-mail are subject to immediate dismissal.

In addition to the package sent to City Manager’s Office, please upload the following items to this private DRA Dropbox:

- One copy of the excel Financial Template in excel (see Appendix II). Additional financing plan description, calculations and/or pro forma material may be submitted in addition to the excel Template on the flash drive to DRA

Dropbox Full Address:
https://www.dropbox.com/request/C3z9NxBTeSOr527nLowC

The proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer. Proposer is responsible for submitting its entire proposal package with all required submittal documents and any modifications or revisions, so as to reach the City of Richmond office as designated in the RFP by the time specified below. Any proposal, modification, or revision received by the City of Richmond after the exact time specified below may be rejected for review. The proposal must be received no later than 2:00 PM (PDT) on August 16, 2019, and addressed to the office of:

City of Richmond
City Manager’s Office
Attn: Nannette J. Beacham, Executive Director
450 Civic Center Plaza, Ste. 300
Richmond, CA 94804

Postmarks will not be accepted in lieu of this requirement. Proposals are to be submitted in sealed packages with the following information clearly marked on the outside of each package:

Name of proposer
Project Title
SUPPORTING DOCUMENTS

APPENDIX I - PHYSICAL NEEDS ASSESSMENT

APPENDIX II - PRO FORMA FINANCIAL TEMPLATE

APPENDIX III - CERTIFICATIONS