

**City of Grants Pass, Oregon**  
Community Development Department

**Request for Proposals**

**AMERICAN RESCUE PLAN ACT (ARPA)  
PUBLIC INFRASTRUCTURE FOR  
AFFORDABLE HOUSING  
Round 2**

**Submit Proposals to:**

LIVE  
NOISE  
Oregon  
Karen Frerk, City Recorder  
Administration Department, Room 205  
City of Grants Pass  
101 NW "A" Street  
Grants Pass, OR 97526

**Due Date:**

**May 31, 2023 by 3:00 pm**



**CITY OF GRANTS PASS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**REQUEST FOR PROPOSALS (RFP)  
AMERICAN RESCUE PLAN ACT (ARPA)  
PUBLIC INFRASTRUCTURE FOR  
AFFORDABLE HOUSING  
ROUND 2**

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## **ADVERTISEMENT**

### **City of Grants Pass American Rescue Plan Act (ARPA) Public Infrastructure for Affordable Housing Request for Proposals**

The City of Grants Pass (City) is soliciting sealed written proposals from residential developers to incentivize the development of affordable housing through a public-private partnership where the City contributes ARPA funds for the design and/or extension of public infrastructure (i.e. water, sewer, transportation).

The ideal qualified residential developer will either own land or can demonstrate a clear ability to acquire land within the Grants Pass Urban Growth Boundary that has strong residential development potential for at least 20 dwelling units. Proposers will need to demonstrate proven success in obtaining funding to construct similar sized projects within the last five (5) years. Priority will be given to neighborhoods where development potential is constrained and/or there is some barrier to extending public sewer, water, stormwater, or street infrastructure to serve the area.

An agreement between the City and a developer committing to a specific development site and scope must be fully executed no later than December 1, 2024.

Key objectives for the project include community compatibility, affordability targeted to households earning 120% of Area Median Income or below, high quality design and materials, and long-term affordability.

The deadline for sealed submission in response to this request for proposals is **Wednesday, May 31, 2023 by 3:00** pm local time. The sealed submittals shall be labeled and directed to the following:

**City of Grants Pass  
American Rescue Plan Act (ARPA)  
Public Infrastructure for Affordable Housing  
Round 2  
Attn: Karen Frerk, City Recorder  
Administration Department, Room 205  
101 NW "A" Street  
Grants Pass, Oregon 97526**

Facsimile proposals are **NOT** acceptable. Project proposals not meeting the RFP technical requirements will be rejected and not evaluated.

The City's selection process will be based upon an evaluation of the submitted proposals by a selection team and ranked upon the following criteria:

- The site has a demonstrated history and/or clear evidence of not being developed due to a lack of municipal sewer, water, stormwater, and/or transportation service. (10 points)
- Areas in need of both water and sewer extensions will be ranked higher than those only needing one of these utilities. (10 points)
- The amount of land that will be opened up to new development (larger vacant or underdeveloped areas will receive higher priority). (10 points)
- The potential number of new affordable dwelling units created. (10 points)
- Return on Investment: public resources leverage cost per dwelling unit. (5 points)
- Project aligns with a recommended capital project in an adopted Master Plan that increases capacity. (5 points)
- Project aligns with residential density goals. (5 points)
- Demonstrated experience of the developer in the successful execution of affordable or workforce housing projects. (10 points)
- The developer's proven ability to access funding resources to develop and complete projects with 20+ units or lots. (10 points)
- Developer's demonstrated readiness to proceed with a project no later than July 1, 2024. (10 points)
- The capacity and history of developer to implement high quality housing projects on time and meeting budget. (10 points)
- Developer references. (5 points)

The selection team will recommend an award based upon the above evaluation criteria. At the City's discretion, interviews may be conducted with the top ranked proposer(s).

The City of Grants Pass reserves the right to reject any and all proposals, to waive formalities or to accept any submittal that appears to serve the best interest of the City of Grants Pass.

This RFP will be posted on the "Request for Proposals" page on the City's website at <https://www.grantspassoregon.gov/bids.aspx>. for viewing and downloading.

For questions regarding this RFP, contact the City of Grants Pass Community Development Department located at 101 NW "A" Street by calling Mark Trinidad, Planning Manager, at (541) 450-6062, or e-mailing: [mttrinidad@grantspassoregon.gov](mailto:mttrinidad@grantspassoregon.gov).

# **I. OBJECTIVES OF THE REQUEST FOR PROPOSALS**

## **GENERAL INFORMATION & SCOPE OF WORK**

The City of Grants Pass has been granted \$9.37 million in ARPA funds. Within these funds, City Council has elected to allocate \$1,615,000 and approximately **\$867,500** are available in this Round 2 RFP to incentivize the development of affordable housing through a public-private partnership where the City helps to fund the design and extension of public infrastructure (i.e. water, sewer, transportation) that will serve affordable housing. Since the release of the original RFP in Fall 2022 (Round 1), the U.S. Treasury Department issued new guidance called “ARPA Flex” which expands the types of projects that can be funded with the City’s ARPA funding. Applications filed under this Round 2 RFP may now include transportation infrastructure in their request for funding.

All ARPA funds shall be obligated by December 2024 and spent by December 2026 to respond to immediate public health and financial stability needs, support households, workers and business that were hit hardest by the Covid-19 pandemic. The funds are also intended to be used to make strategic long-term infrastructure investments for a strong economic and equitable recovery. For more information about the ARPA program, please visit U.S. Treasury at <https://home.treasury.gov/policy-issues/coronavirus>.

The ideal qualified residential developer will either own land or can demonstrate a clear ability to acquire land within the Urban Growth Boundary (UGB) that has strong residential development potential for at least 20 dwelling units. Proposers will need to demonstrate proven success in obtaining funding to construct similar sized projects within the last five (5) years. Priority will be given to neighborhoods where development potential is constrained and/or there is some barrier to extending public sewer, water, stormwater, or street infrastructure to serve the area.

An agreement between the City and a developer committing to a specific development site and scope must be fully executed no later than **December 1, 2024**.

The City of Grants Pass intends to select a development team that demonstrates expertise in all aspects of affordable housing development, including financing, planning, design, construction, and management. Proposers should describe how a proposed project would incorporate mechanisms to secure the housing as affordable through a designated period of time. Examples of recent housing developments completed by the proposer is required. Prior examples can be market rate housing as long as the developer is willing to agree to affordability limits under this project. Prior experience of the team members working together in previous projects is preferred and photographs of completed projects are encouraged.

The following criteria will be used to assess the highest and best use of ARPA funds. There are several “pockets” within the UGB of different sizes and levels of service that

could benefit from a public sector infrastructure investment. The City will use an objective, transparent, defensible approach to identify the specific neighborhood(s) and/or corridors where ARPA funds will be spent. Below are some key assumptions and guidelines to narrow down options for a prioritized list of neighborhoods:

- The site has a demonstrated history and/or clear evidence of not being developed due to lack of municipal sewer or water service, stormwater improvements, or public street facilities.
- Areas in need of both water and sewer extensions will be ranked higher than those only needing one utility.
- The amount of land that will be opened up to new development (larger vacant or underdeveloped areas will receive higher priority).
- The number of potential barriers and capital project cost estimate.
- Some preliminary engineering analysis has been completed.
- Project aligns with a recommended capital project in an adopted Master Plan that increases capacity.
- Neighborhoods where there is known property owner/developer readiness to proceed with development.
- Providing new system capacity to previously undeveloped or underdeveloped lands is preferred over repair or mitigating existing deficiencies.
- Existing environmental concerns and/or violations that could be mitigated by construction of the new public infrastructure (e.g. abandoning septic systems, improving stormwater runoff).
- ARPA funds can be paired or leveraged with other readily available funding sources.

**The City is not seeking architectural drawings or engineering plans from proposers as part of this RFP.** The City does anticipate that prior to responding to this RFP proposers will have researched housing needs in Grants Pass and evaluated sites and development potential in order to present a conceptual site plan, approximate number of units, financing plan, and the project schedule, that demonstrates the feasibility of the project envisioned.

### **Affordability**

The City's key objectives for the project include community compatibility; affordability targeted to households earning 120% of Area Median Income or below; high quality

design and materials; and long-term affordability. The City seeks developer(s) with demonstrated success in establishing mechanisms that will secure the units as permanently affordable. The City will consider projects that include mixed-income housing development.

### **Sustainability**

The City places a priority on sustainability and will pursue projects that exemplify cost-effective techniques to achieve this objective. It is the City's position that as energy costs continue to rise, efforts to increase the housing unit energy efficiency has direct financial benefits to the occupant households. The use of "green" building materials, use of energy-efficient appliances, low-water use landscaping, building design and operational factors that minimize energy use and resource consumption as well as avoiding negative indoor health impacts is desired.

### **General Objectives**

The City is seeking proposals and qualifications from developers who demonstrate strong experience with affordable housing development and show a collaborative approach to working with the neighborhood and impacted properties.

This Request for Proposals invites proposals from either nonprofit or for-profit developers to oversee planning and development and to carry out the development program. The City is seeking a development team that will provide affordable ownership and/or rental housing for low to moderate income households.

Demonstrated experience with affordable housing development is a critical element. It will be essential for developers to show financial and organizational capacity, have proven experience with community processes, obtaining financing, obtaining requisite planning and building approvals and with construction management. The development team(s) selected will have given assurance that they are ready to proceed on the schedule presented.

Responses to the RFP shall be submitted received by 3:00 pm local time **Friday, May 12, 2023** in the office of the City of Grants Pass City Recorder located in Room 205 of City Hall, 101 NW "A" Street, Grants Pass, OR 97526. Facsimile proposals are **NOT** acceptable.

The proposer shall submit five (5) hard copies of the proposal for consideration by the City. The proposal shall be no more than 15 pages. Submission of electronic documents will not satisfy the printed material submittal requirements; however, delivery of documents in electronic form is encouraged to allow the City to more easily reproduce materials.



Selection of developer(s) will be on weighted criteria as cited in the Request for Proposal document, which include, but are not limited to experience, references, schedule, project approach and infrastructure needs.

### **Communications during the RFP Process**

The City of Grants Pass reserves the right to reject any and all proposals, to waive formalities or to accept any submittal that appears to serve the best interest of the City of Grants Pass. Questions regarding this RFP should be directed to Mark Trinidad, Planning Manager, at 541-450-6062 or [mtrinidad@grantspassoregon.gov](mailto:mtrinidad@grantspassoregon.gov).

Proposers shall address all inquiries, if any, in writing to Mark Trinidad, Planning Manager, at [mtrinidad@grantspassoregon.gov](mailto:mtrinidad@grantspassoregon.gov), not later than 7 days before the date of opening of the Proposals.

If it becomes necessary to revise any part of this RFP or if additional data is necessary to enable an exact interpretation of provisions of this RFP, revisions will be posted electronically on the City website at <https://www.grantspassoregon.gov/bids.aspx>. It is the responsibility of the Proposer to frequent the City website to obtain and download addendums and any other applicable information prior to proposal submission.

### **Withdrawal of Proposal**

Proposals may be withdrawn upon written request from the Proposer at the address shown in the solicitation prior to the date and time specified for submission of Proposals. Negligence on the part of the Proposer in preparing the proposal confers no right of withdrawal after the date and time specified for submission of Proposals.

### **Late Submissions**

Proposals, amendments thereto, and/or requests for withdrawal of proposals will not be considered after the date and time specified for submission of Proposals. Late Proposals will be returned unopened if the proposer's return address is shown.

### **Acceptance**

Unless otherwise specified by the City of Grants Pass, all formal Proposals submitted shall be binding for City of Grants Pass acceptance for ninety (90) days from the date of the Proposal opening.

## **Estimated Timeline and Proposal Activity**

<b><u>Schedule</u></b>	<b><u>Activity</u></b>
April 7, 2023	Publication & Posting of Advertisement for Proposals
May 12, 2023	Deadline for Submission of Proposer Inquiries
May 31, 2023, 3:00 pm	Deadline for Submission of Proposals
June 12-16, 2023	Evaluation of Proposals
June 19-23, 2023	Proposer Interviews
Late July/Early August 2023	Proposal Presented to Council for Consideration of Approval
September 2023	Negotiations

The City reserves the right to modify this schedule at the City's discretion.

This request for proposal has been initiated by the City of Grants Pass Community Development Department and approved by the Grants Pass City Council.

## **II. CONTENTS**

The proposer shall submit five (5) copies of the proposal for consideration by the City. The proposal shall address each of the following listed items and shall be organized in accordance with this section. The proposal shall be no more than 15 pages. Submission of electronic documents will not satisfy the printed material submittal requirements; however, delivery of documents in electronic form is encouraged to allow the City to more easily reproduce materials.

### **A. Executive Summary**

### **B. Information about Development entity**

B1. State the name, address, telephone number, e-mail and primary contact person of the lead organization or firm making the proposal.

B2. If a joint venture or team is submitting the proposal, state this information for each participating organization or firm and outline each party's responsibility for the completion of the project.

B3. Describe the experience of each organization or firm and key personnel. Attach resumes of the lead project manager(s). (*This will not count towards the 15-page limit of the response*).

B4. Describe recent and current projects the organization or firm is engaged in, especially as they relate to building and managing affordable housing.

B5. Describe the capacity of the organization or firm to undertake this project in a timely manner in conjunction with current projects and or future planned developments.

### **C. Project Approach**

Although precise details on project financing or site design details are not expected at this time, proposers should address key topics with respect to project approach. In addition to the information requested pertaining to previously developed projects, please provide responses to each of the following:

C1. Provide a narrative regarding the proposed property to be developed and complete the attached financing budget in MS Excel, identifying project costs for land, hard & soft costs and committed funding.

C2. Describe your organization's success in identifying funding sources and securing appropriate funding to complete a comparable project. Please complete list the project names for any federal and/or state tax credit awards your organization (or partner organization) has received over the last 5 years.

C3. How would your organization address a situation where there has been a substantial increase in development costs? Similarly, have there been situations in which there was a substantial *decrease* in costs, and how was that addressed?

C4. What financial contingency does your firm have should any of the funding sources fail to provide anticipated financing?

C5. In previous projects completed by your organization what neighborhood compatibility issues were identified and how were they addressed in the planning and development of the project?

C6. If the City of Grants Pass selects your organization for this project, what is your readiness to proceed with funding and development? Do you anticipate a phased development? What steps would be involved and what milestones would be achieved within what timeframe? Please specify an approximate year and quarter for anticipated occupancy of the housing.

### **D. References**

D1. Provide references for similar projects completed or underway. Include the name, mailing address and *current* phone number of their principle representation and a brief description of the project.

D2. Provide photos of previously completed projects as an attachment to the RFP submittal (these do not count towards the 15-page limit of the response).

### **III. EVALUATION PROCESS**

#### **REVIEW PROCESS**

Proposals will be reviewed and evaluated by the RFP Review Committee and the Housing Advisory Committee for recommendations to be forwarded to the City Council for a final decision/selection.

The selection process will involve several phases:

**Phase One:** A RFP Review Committee will evaluate developer submittals. In addition to City of Grants Pass staff, this team will likely include members of the Housing Advisory Committee and the Urban Area Planning Commission. The initial review will determine conformance to submission requirements and whether proposals meet minimum criteria established. Review will include the developer's acceptance of RFP terms and completeness of submissions.

Experience in development of comparable projects will be considered and as will demonstrated ability of the development team to deliver a quality project.

**Phase Two:** The City may request additional information from the most qualified developers and interview the most qualified applicants.

**Phase Three:** As necessary, the RFP Review Committee will review the final developer submittals. Proposers may be invited to present their qualifications before the RFP Review Committee who will provide a selection recommendation to the City Council.

**Phase Four:** The City Council will make the final developer selection(s) and an initial agreement between developer(s) and City will be executed.

**Phase Five:** Selected developer(s) will then produce more detailed documentation of the proposed development in terms of the design and projected affordability mixes. In addition, the developer will provide a detailed project financing plan, to be reviewed by the City to determine project feasibility. The City will enter into negotiations leading to a development agreement.

## **IV. SELECTION CRITERIA**

### **EVALUATION CRITERIA**

Submittals will be evaluated based upon the following weighted criteria:

- The site has a demonstrated history and/or clear evidence of not being developed due to lack of municipal sewer, water, stormwater, and/or transportation service. **(10 points)**
- Areas in need of both water and sewer extensions will be ranked higher than those only needing one of these utilities. **(10 points)**
- The amount of land that will be opened up to new development (larger vacant or underdeveloped areas will receive higher priority). **(10 points)**
- The potential number of new affordable dwelling units created. **(10 points)**
- Return on Investment: public resources leverage cost per dwelling unit. **(5 points)**
- Project aligns with a recommended capital project in an adopted Master Plan that increases capacity. **(5 points)**
- Project aligns with residential density goals. **(5 points)**
- Demonstrated experience of the developer in the successful execution of affordable or workforce housing projects. **(10 points)**
- The developer's proven ability to access funding resources to develop and complete projects with 20+ units or lots. **(10 points)**
- Developer's demonstrated readiness to proceed with a project no later than July 1, 2024. **(10 points)**
- The capacity and history of developer to implement high quality housing projects on time and meeting budget. **(10 points)**
- Developer references. **(5 points)**

## **V. LEGAL REQUIREMENTS**

This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and any candidate(s). All legal rights and obligations between the successful candidate(s), if any, and the City will come into existence only when an agreement 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 agreement and any other documents specifically referred to in that agreement and executed by the parties.

Applicants are cautioned not to make any assumptions as the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information on or clarification of the RFP, must be submitted to Mark Trinidad, Planning Manager, in writing at least seven (7) days prior to the date set for the deadline for proposals.

### **A. CITY RESERVATION**

The City of Grants Pass reserves the right to waive irregularities or discrepancies in a proposal if the City determines that the waiver is in the best interest of the City.

### **B. ADDENDA TO THE RFP**

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by proposers raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided on the City's website at <https://www.grantspassoregon.gov/bids.aspx>. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

### **C. PROTEST**

Any prospective developer who contends that the provisions of the RFP or any aspect of the procurement process will encourage favoritism in the award of the contract, or substantially diminish competition, must file a written protest to the RFP at least seven days prior to the date set for the opening of proposals. Failure to file a protest will be deemed a waiver of any claim by a proposer that the procurement process violates any provision of ORS Chapter 279, the City of Grants Pass Local Contract Review Board Rules or the City's procedures for screening and selection of persons to perform personal services.

#### **D. CONTRACT**

The developer(s) selected by the City will be expected to enter into a written contract with the City of Grants Pass. Unconditional refusal to accept the contract provisions proposed by the City without offering acceptable alternatives may result in disqualification of the proposer or a less favorable evaluation of its proposal.

#### **E. GRANTS PASS BUSINESS LICENSE**

The selected developer(s) must have a current City of Grants Pass business license prior to conducting any work in the City of Grants Pass.

#### **F. EVALUATION CRITERIA and PROFESSIONAL QUALIFICATIONS**

The selection of the development and management team for the project shall be based on weighted criteria as cited in Section V. The Section IV criteria include, but is not limited to; infrastructure needs, units provided, income affordability targets, period of affordability, professional experience, references, and schedule.

#### **G. PROFESSIONAL RESPONSIBILITIES**

The selected development and management team shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards. The selected developer(s) shall be responsible to comply with any additional federal or state requirements that may apply to the project.

#### **H. INSURANCE REQUIREMENTS**

Upon selection of developer(s) and entering into a contract agreement the developer(s) shall, at their own expense, at all times during the term of the contract, maintain in force:

1. A comprehensive general liability policy including coverage for contractual liability for obligations assumed under this contract, blanket contractual liability, products and completed operations and owner's and contractor's protective insurance;
2. A professional errors and omissions liability policy; and
3. A comprehensive motor vehicle liability policy including owned and non-owned motor vehicles.



4. The coverage under each liability insurance policy shall be not less than \$1,000,000 single limit liability for each occurrence, and aggregate coverage of not less than \$2,000,000. The insurance shall cover any occurrences, resulting from any conduct, act, or failure to act, by Proposer, or by an employee, representative, or agent of Proposer, and which occurrence or occurrences result in damages of any kind, including, but not limited to, personal injury or death to any person or persons, damage to any property (personal or real), or damage to any contractual or other commercial right or interest.
5. Liability coverage shall be provided on an "occurrence" basis. "Claims made" coverage will not be acceptable.
6. Certificates of insurance acceptable to the City shall be filed with City prior to the commencement of any work by developer(s). Each certificate shall state that coverage afforded under the policy cannot be cancelled and any change in or cancellation of coverage cannot be made until at least 30 days prior written notice has been given to City. A certificate which states merely that the issuing company "will endeavor to mail" written notice is unacceptable.

#### **I. OWNERSHIP OF DOCUMENTS**

Final original documents prepared for this project shall be deemed to be owned by the City of Grants Pass and shall be delivered to the City at the project close-out.

#### **J. ADDITIONAL TERMS**

1. The City reserves the right to wave irregularities or deficiencies in a proposal if the City determines that waiver is in the best interest of the City.
2. The City may request supplemental written information from a proposer concerning the proposer's ability to perform services. If a proposer fails to provide supplemental information within the time stated in the request, the City may refuse to consider the proposal.

3. The City may request an interview with any proposer. If a proposal is unclear, or appears inadequate, the proposer may be given an opportunity in the interview to explain how the proposal complies with the RFP.
4. The City reserves the right to make such investigation as it deems appropriate to determine whether a proposer is qualified to provide services. If a proposer fails to cooperate with the investigation, or if a proposer provides false, misleading or incomplete information, the City may refuse to consider the proposal.
5. In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFP.

**City of Grants Pass, Oregon  
Community Development Department**

**Request for Proposals and Qualifications  
AMERICAN RESCUE PLAN ACT (ARPA)  
PUBLIC INFRASTRUCTURE FOR AFFORDABLE HOUSING  
ROUND 2**

**Request for Proposal  
Application Form**  
(please include as top-sheet of Proposal)

<b>Project Name:</b>	_____
<b>Project Description:</b>	_____ _____ _____
<b>Applicant:</b>	_____
<b>Address:</b>	_____
<b>City, State &amp; Zip:</b>	_____
<b>Contact Person:</b>	_____
<b>Phone Number:</b>	_____
<b>Email Address:</b>	_____