



**CITY COUNCIL  
STAFF REPORT**

**TO:** Honorable Mayor and Councilmembers  
**DATE :** March 4, 2014  
**THROUGH:** John W. Donlevy, Jr., City Manager *JWD*  
**FROM:** Dan Maguire, Economic Development and Housing Manager *DM*  
**SUBJECT:** Discussion and Request for Direction on How to Proceed with Consideration of Developer Selection for Affordable Senior Housing Project on the Grant Avenue Commercial Parcel – **Update to staff report**

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**RECOMMENDATION:**

Receive the staff report update and staff's recommendation to approve issuance of a Request for Proposals and Qualifications for Developers for the Development of Senior Affordable Housing ("RFP/RFQ") for the Grant Avenue Commercial property.

**BACKGROUND:**

Since the release of the initial March 4, 2014 staff report, staff has continued working to develop timelines and milestones relative to the release of an RFP/RFQ that would preserve the ability to submit a grant application for the 2014 Community Development Block Grant ("CDBG") Notice of Funding Availability ("NOFA") by the application deadline (April 11, 2014). Staff is recommending approval for the release of the attached RFP/RFQ.

The CDBG application will require the City initiate environmental under CEQA and NEPA prior to the application deadline. Staff has communicated with contract planner Heidi Tschudin and also with DeNova Planning, the consultant who assisted the City with the recently adopted Housing Element Update. Staff will bring to City Council at the March 18, 2014 meeting a consultant contract with DeNova Planning for the preparation of CEQA and NEPA in conjunction with the Senior Affordable Housing Project. The environmental consultant's work will be overseen by Heidi Tschudin. Additionally, staff has been in communication with Lisa Baker, CEO for Yolo County Housing ("YCH"). At that same March 18<sup>th</sup> City Council meeting, Staff will be bringing a recommendation for an addendum to expand the services provided by YCH under the existing Intergovernmental Agreement to include assisting the City in the CDBG Grant Application. The existing agreement is for CDBG Compliance Technical Assistance. YCH just recently entered into an agreement with Yolo County to provide Grant Writing

assistance.

Staff feels the revised schedule will allow for the use of the RFP/RFQ process for developer selection, and allow staff to bring to City Council at the April 1, 2014 meeting both a City Council selection of the Developer with a proposed Exclusive Negotiation Agreement, and a Resolution authorizing submittal of the CDBG application to the State Department of Housing and Community Development ("HCD").

**FISCAL IMPACT:**

None by this action

**ATTACHMENTS:**

Request for Proposals and Qualifications for Developers for the Development of Senior Affordable Housing  
Project Site Map



## ***Request for Proposals and Qualifications for Developers for the Development of Senior Affordable Housing***

### **The Project:**

The City of Winters is seeking proposals from developers interested in developing a senior affordable housing project in the Grant Ave. Commercial Center (site map attached). The approximately 1.5 acre site is located in a mixed use center which the City aims for commercial, residential and service related uses. It is the City's desire to integrate a quality and affordable senior residential use on the indicated site.

### **Scope of Services:**

The City is seeking the partnership with a full service development company to facilitate the construction and operation of the senior housing. The ideal developer will have the capabilities to advance all aspects of the development including planning, utilities and the overall financing of a quality development on the location.

### **Proposals and Process:**

Proposals should include a description of the qualifications of potential developers to develop such a project within the scope of an eventual development agreement. The proposal should give insight into the vision of the developer for the site along with a preliminary plan for execution which includes a site plan, scope of the project, implementation strategy and financing. The RFP process will lead to the selection of a preferred developer for the project and the execution of an Exclusive Negotiation Agreement (ENA) for the formulation of an eventual project with the City.

### **Schedule:**

The City is conducting an expedited process in order to meet a deadline for the upcoming CDBG NOFA which is scheduled for submittal on April 11, 2014. The schedule is as follows:

March 3, 2014	Release of Request for Proposals
March 11, 2014	Deadline for submittal of any written questions
March 21, 2014	Proposals Due- 5 paper copies and 1 electronic copy due by 10:15 a.m.
March 24, 2014	Interviews with Qualified developers
April 1, 2014	City Council Selection and ENA execution
April 11, 2014	CDBG NOFA Application

### **Contacts and questions:**

All questions regarding this RFP should be submitted to Dan Maguire, Economic and Housing Manager at [Daniel.maguire@cityofwinters.org](mailto:Daniel.maguire@cityofwinters.org) or calls to (530) 794-6718.

