



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

**Item**   L  

*Review Draft 2 – September 24, 2012*

## **Request for Conceptual Proposals Old City Shops Affordable Housing Project** City and Borough of Sitka, Alaska October 2012

- I. Overview
- II. Property History
- III. General Requirements
- IV. Proposal Format and Content
- V. Documents to be Provided in Second Proposal (If Selected)
- VI. Evaluation Criteria and Selection Process
- VII. Schedule
- VIII. Where to Submit the Conceptual Proposal and the Deadline
- IX. Appendices

### **I. Overview**

The City and Borough of Sitka, Alaska is requesting conceptual proposals from construction firms and qualified organizations for the Old City/State Shops property in the 1300 and 1400 block of Halibut Point Road. The proposals shall meet the broad goal of developing an affordable housing project on the parcels.

The proposal process is a two step process designed to 1) solicit initial interest in the development of the property and 2) allow the firm or organization to further refine their proposal following the municipality's selection of a successful candidate.

This request for conceptual proposals includes many of the elements of the RFP for the property that resulted in the submittal by Trapline Partners in 2007. The Trapline Partners affordable housing project was not pursued to completion due to financing issues. Interested organizations and firms are encouraged to acquaint themselves with that earlier process.

The 2012 process is broader than the early effort, has fewer initial submittal guidelines, and provides more time for the submittal of conceptual designs.

The general goal of providing affordable housing remains in the forefront and will guide the selection process. The basic evaluation criteria also remain an integral part of this process.

## **II. Property History**

Through Ordinance No. 2006-32 approved in the October 2006 municipal election, the voters of Sitka authorized the City and Borough of Sitka to dispose of the "Old City Shops" property located at 1306, 1410, and 1414 Halibut Point Road for an affordable housing project, without being subject to competitive bidding.

The three lots contain a total of approximately 3.3 acres. Approximately 1.66 acres of buildable land that was valued at \$620,000 in 2007.

1414 Halibut Point Road (the Old State Shops portion of the property) shall not be built upon until its hill side is stabilized to prevent future landslides. There is a documented history of slides along the 1400 Block of Halibut Point Road and the most recent slides have been analyzed in two geo technical reports prepared for the City and Borough.

This left approximately 1.10 acres of buildable land, not including setbacks and easements that were previously valued at \$484,000.

In the fall of 2012, the City and Borough Assembly indicated that it would be receptive to a request from the owners of Lot B of Little Critter Subdivision for a portion of the property located at 1306 Halibut Point Road. A request for a 40 foot wide by 90 foot deep area, adjacent the vet clinic has been received from Victoria Vosburg and Burgess Bauder. Responders to this Request for Conceptual Proposals shall recognize that this strip is not available at this time. Responders shall further recognize that the land value estimates and acreages, in the property history above, have not been adjusted for the Vosburg/Bauder request.

The property is zoned R-2 Multifamily Residential District. The Sitka Zoning Code provides development standards for properties in the R-2 zones. The Sitka Subdivision Code allows for planned unit developments that encourage innovative site planning and flexibility in zoning regulations. The Old City Shops property is long and narrow with a substantial amount of the property being undeveloped hillside. Proposers are to assume that they will replat the parcels and that relief will be granted from many zoning standards.

## **III. General Requirements**

The City and Borough of Sitka is flexible in housing types and mixes, and encourages developers to exercise utmost creativity to develop an aesthetically pleasing project that meets the targeted functions.

It is the explicit goal of the City and Borough of Sitka that the new affordable housing units will serve low-income families and the community. It is desired that the design be architecturally tasteful in appearance and economical in operation.

Proposers may target the entire property or only a specific portion of it.

In the event buildings are planned for the Old State Shops parcel at 1414 Halibut Point Road, a plan for a future analysis and stabilization of the historic landslide area shall be provided.

## **IV. Proposal Content and Format**

The Conceptual Proposal shall include a narrative, proposed subdivision plat, and building site plan.

A. Letter of Transmittal

B. Project Narrative

1. Please describe in sufficient detail what your vision for the site is. The City and Borough of Sitka will consider imaginative proposals that utilize the entire site or only a portion of the site. Your narrative may include, but may not be limited to: site design, building type(s), number of stories, tenure type(s), mix of incomes, mix of unit sizes, number of accessible units, parking, traffic circulation, community spaces, any on-site facilities, landscaping, storm water management, energy efficiency construction, other amenities, targeted funding sources, timeline, and any planned property management plan.
2. Provide a description of how the project will achieve the broad goal of providing affordable housing in the near and long term.
3. Provide a brief description of the applicant organization, including its experience and the experience of its key individuals who will be working on the project.
4. Provide a list of relevant projects owned, designed, and/or developed by or under the direction of the organization or individual submitting the proposal. Provide three client references.

C. Budget

Submit a rough budget of the total project, including a line item for developer's fee, and fully explain how the project will be funded and financed. The status of all current and proposed financing shall be listed (including any submittal and award dates for housing programs).

D. Land Transaction Option

The present valuation for the entire property is \$620,000. \$136,000 may be deducted from the price if 1414 Halibut Point Road (landslide) is not included. Choose from the following three options and indicate your choice in the Project Narrative. The City and Borough of Sitka may work with the best proposers on how best to address the land slide area separately.

1. Purchase the land at the time the contract is awarded. Proposer will offer a price it deems reasonable to deliver the affordable housing project.
2. Sign a land control agreement that defers payment of the land until substantial completion of construction. Proposer will pay the current valuation of the land, plus 5% annual interest, at substantial completion of construction. There will be penalties for failing to meet the substantial completion deadline.
3. If project feasibility is prohibited by land cost, then the developer shall take all steps necessary to form an independent nonprofit community land trust (similar to Juneau Housing Trust Inc.), entrust the land to the land trust, then build the affordable housing structures. The general framework of a proposed lease and lease terms shall be proposed in the event this option is selected.

**V. Documents to be Provided in Second Proposal (If Selected)**

While the Conceptual Proposal need only include a narrative, proposed subdivision plat, and building site plan, a detailed series of documents will be required by the firm or organization that the Assembly invites to submit a follow up proposal.

The documents that may be required in a follow up proposal include:

Preliminary site plan	Building configuration	Sample architectural design
Property management	Replacement reserves	Projected operating expense
Hillside stability	Storm water drainage	Landscaping
Traffic impact study	On-site circulation	Pedestrian & parking design
Development budget	Potential funding sources	Timeline

## **VI. Evaluation Criteria and Selection Process**

The City and Borough Assembly, with the assistance of municipal staff, will determine which Conceptual Proposal to pursue. Depending on the scale and quality of the proposals, the Sitka Assembly may choose one or more of the submittals. The Sitka Assembly has the sole discretion to how the process will proceed.

The Assembly may consider the following evaluation criteria. The higher ranking criteria are highlighted in **bold text**.

1. Quality of the proposed use of the site.
2. Quality of the proposed amenities and plans.
3. **Quality and cost-effectiveness of the proposal.**
4. Ability of the project to provide affordable housing.
5. **Ability of the project to continue to provide affordable housing years into the future.**
6. Attractiveness of purchase or lease terms for acquisition to the municipality.
7. **Development timetable and ability to acquire all necessary financing.**
8. **Qualifications and experience of the applicant organization or firm.**

## **VII. Schedule (tentative and subject to revision after submittal deadline)**

Advertise the RFP	October 16, 2012
Proposals Due at CBS Clerk Office (4:00 PM)	January 4, 2013
Packets and Review Panel Comments to Assembly	January 10, 2013
CBS Assembly Work Session	January 17, 2013
CBS Assembly Public Meeting with Neighborhood	January 25, 2013
Assembly Selection of Conceptual Proposal	February 12, 2013
Submittal Deadline for Full Proposals	April __, 2013
Assembly and Public Review Full Proposal	April __, 2013
Replatting, Authorization Ordinance, Agreements	Beginning May 2013

## **VIII. Where to Submit the Conceptual Proposal and the Submittal Deadline**

Please submit **8 sets** of the completed Conceptual Proposal in an envelope marked:  
Old City Shops Affordable Housing Project RFCP

Date the proposal and deliver it to:  
City and Borough of Sitka  
Municipal Clerk  
100 Lincoln Street, Room 301  
Sitka, Alaska 99835

**Proposals shall be received at the office of the Municipal Clerk until 4:00 PM, January 4, 2013.**

Prior to the submittal, inquires may be directed to Wells Williams, Planning Director, City and Borough of Sitka at [wells@cityofsitka.com](mailto:wells@cityofsitka.com) while phone inquiries can be made to (907) 747-1824, emails are requested to allow for tracking of potential questions. Thank you.

***X. Appendices – A SERIES OF APPENDICES WILL BE ADDED PRIOR TO THE ISSUANCE OF THIS RFCP***