

REQUEST FOR PROPOSALS



Senior Housing Feasibility Study
Need and Market Analysis

CITY OF SUISUN CITY
701 CIVIC CENTER BOULEVARD
SUISUN CITY, CA 94585

ISSUE DATE:
August 4, 2010

DEADLINE FOR SUBMISSIONS:
Thursday, August 25, 2010
2:00 P.M.

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The Community Development Department of the City of Suisun City is seeking proposals from qualified consulting firms to conduct a Senior Housing Feasibility Study to identify sites within the downtown area that are appropriate for the development of housing targeted toward low- to moderate-income older adults (age 55 and over). Funds for the Senior Housing Feasibility Study have been secured through a Community Development Block Grant (CDBG) Planning and Technical Assistance (PTA) grant awarded to the City of Suisun City. Under the direction of the Community Development Director, the consulting firm(s) is expected to prepare an appropriate scope of services and perform the necessary studies that are described in this Request for Proposals (RFP).

Request for Proposals may be obtained at the City of Suisun City, Community Development Department or may be downloaded from the City's website at www.suisun.com.

Each proposal must be submitted in a sealed envelope clearly marked on the outside "Senior Housing Feasibility Study." RFP's will be accepted until Thursday, August 25, 2010 at 2:00 P.M. Late copies will not be accepted.

In order to ensure that all interested firms have access to the same information, all questions must be submitted by email to the Community Development Director, April Wooden, at awooden@suisun.com. If you would like to receive responses to questions, please provide your email address.

Please submit your Proposal to the attention of:

April Wooden, Community Development Director
City of Suisun City Community Development Department
701 Civic Center Boulevard
Suisun City, CA 94585

The City reserves the right to take all proposals received under advisement for a period not to exceed sixty (60) days from the date proposals are received. All proposals submitted shall remain valid during that period of time.

INTRODUCTION

The City of Suisun City is soliciting professional consulting service proposals from qualified firms or teams of consultants to conduct a Senior Housing Feasibility Study. The project will consist of a needs and market analysis (Phase I) as well as a site-specific predevelopment study (Phase II). The needs and market analysis will identify one or more sites in the downtown area that are appropriate for the development of mixed-income or low- to moderate-income senior housing units. The subsequent site-specific predevelopment study will be solicited under a separate RFP at a later date and will develop an in-depth site analysis and preliminary site design for the location that is identified as appropriate through the needs and market analysis.

Funds for the study have been secured through a CDBG PTA grant in the amount of \$70,000. From these funds, \$35,000 will be allocated to the needs and market analysis.

At this time the City is requesting proposals from qualified and interested consulting firms and/or teams of consulting firms to accomplish all of the necessary components of the project scope for Phase I. Joint venture proposals shall identify a lead consultant. The deadline for submitting proposals is Thursday, August 25, 2010 at 2:00 P.M.

The City anticipates completion of the needs and market analysis by December 9, 2010 and circulation of an RFP for Phase II shortly after the first of the year.

BACKGROUND

Suisun City has identified a need for housing that is accessible to low-income residents aged 55 and older. At present, the City has only one senior living development, a 104-unit complex with 16 units that are restricted for very low-income seniors. However, 83% of Suisun City senior renters are low, very low, or extremely low-income.

The Suisun City 2009-2014 Housing Element has established objectives and programs to respond to the City's unmet need for senior housing. The Housing Element identifies adults age 55 and over as a population group with special needs in relation to housing and states that the City will plan and encourage the development of housing to meet the housing needs of special population groups. Program 3.A.4 of the Housing Element provides that the City will cooperate with nonprofit housing corporations and for-profit developers specializing in housing for adults 55 years of age and above to accommodate housing that meets the needs of this age group. A specific action included in this program states that the City will assist developers in locating suitable sites for senior housing development.

Suisun City has identified the downtown area as an ideal location for new development. The City has established a Priority Development Area (PDA) downtown and adjacent to the Amtrak train station with the intent of creating a location where the day-to-day needs of residents of high-density housing are met in a pedestrian-friendly area served by transit. The Senior Housing Feasibility Study will determine how mixed-income or low-income senior housing might be compatible within this part of the downtown area, analyze the availability of related needs for seniors, and identify specific sites for the development of senior housing units.

SCOPE OF SERVICES

The needs and market analysis portion of the Senior Housing Feasibility Study will identify one or more appropriate sites in the downtown on which to pursue senior housing units and analyze the availability of related needs for seniors.

The needs and market analysis will consist of the following:

- An evaluation of the City's senior housing need and future trends
- Identification of seniors' needs for related services, the maximum distance for the preferred location of such services, and a strategy for providing the identified needs
- A market analysis that will provide the City with an understanding of the potential for success for non-profit and/or for-profit development of senior housing in the downtown
- Identification of appropriate sites for senior housing from among the sites designated for housing in the Downtown Waterfront Specific Plan and the PDA

The City, at its discretion, may choose to engage the successful consultant(s) on any or all of the items mentioned above. The consultant(s) shall provide all labor, materials, tools, equipment, implements, and methods of process to complete the work to the satisfaction of the City.

Deliverables shall include the following:

- Two hard copies and electronic files of draft reports and field notes.
- Five hard copies and electronic files of final reports.

SUBMITTAL REQUIREMENTS

Please submit five (5) complete copies of the proposal (not to exceed 15 double-sided pages inclusive of consultant firm background information). Additional material may be submitted but will not necessarily be reviewed. Proposals must be received at City Hall no later than 2:00 P.M. on Thursday, August 25, 2010. A CD containing the proposal in a PDF format shall also be included. Late proposals will not be accepted.

Proposals submitted by facsimile or email will not be accepted or considered. Suisun City strongly discourages the submission of elaborate artwork, corporate brochures, lengthy narratives, expensive paper, and other extraneous presentation materials. The City encourages proposal formats that include only recyclable materials. Printing on recycled paper and double-sided printing is strongly preferred. All proposals and documents submitted become the property of the City of Suisun City.

Proposals shall include:

1. Cover sheet (Attachment A) as first inside page of proposal;
2. General information about the consultant (i.e. company size, location of office(s), size of staff, etc.);
3. Identification of key personnel anticipated to be assigned to this project;
4. Description of both qualifications and responsibilities of key personnel;
5. List of five (5) or more references for prior similar work, particularly any prior work that was funded through a PTA grant;
6. If this is a joint venture, explain in detail the responsibilities of each firm and identify a lead firm and project manager;
7. Identification of proposed sub-consultants (if any);
8. Familiarity with Solano County and the local area;
9. Work program, including the following:
 - a. Project schedule tied to milestones and deliverables
 - b. Project budget
 - c. Hourly rates by job title
 - d. Anticipated hours for each person working on the project by component, task, and deliverables
 - e. Proposed fee structure for additional work outside of the contract; and

10. Statement that the firm(s) has sufficient staff resources and capability to perform the work contained within the request for proposal within the specified time frame.

Additionally, all agencies or companies receiving CDBG funds must provide documentation of liability insurance, workman's compensation, unemployment and disability insurance. The consulting firm(s) will be required to submit such proof of insurance upon selection.

Please submit proposals to the attention of:

April Wooden, Community Development Director
City of Suisun City Community Development Department
701 Civic Center Boulevard
Suisun City, CA 94585

SELECTION PROCESS

Timing:

If necessary, the City will conduct phone interviews with qualified firms on August 27, 2010. The City anticipates issuing a Notice to Proceed not later than September 23, 2010. The City anticipates completion of the needs and market analysis by December 9, 2010. The entire Senior Housing Feasibility Study, including both the needs and market analysis and the site-specific predevelopment study, is to be completed not later than the end of March 2011.

Selection Criteria (not in order of significance):

1. A high level of professional competence and a proven record in the preparation of needs and market analysis;
2. Experience of personnel assigned to the project;
3. Adequacy and availability of staffing and in-house resources;
4. Knowledge and experience with resource agencies;
5. Local familiarity;
6. Responses of references;
7. Ability to complete the project in a timely manner; and
8. Cost.

In accordance with CDBG regulations, firms that are on the federal debarred or suspended list or are otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 will not be considered.

The City's selection committee, comprised of Economic Development and Community Development Department staff, will examine all proposals, rank firms based on the selection criteria, and identify preferred consultants.

The City of Suisun City reserves the right to reject any and all proposals or to waive any minor defects or informalities in proposals. This Request for Proposal does not commit the City to award a contract; to pay any costs incurred in the preparation of the contract in response to this request; or to procure or contract for services.

CONTRACTUAL REQUIREMENTS

The selected consultants' proposals and this RFP shall jointly become part of the City's "CONTRACT SERVICES AGREEMENT" for this project when said agreement is fully executed by the consultants and the City. Consultants and all sub-consultants are obligated to provide evidence of insurance and abide by the requirements of the City's

"CONTRACT SERVICES AGREEMENT". Selected consultants and sub-consultants shall maintain required professional licenses and registration during the life of the contract with the City. The selected consultants and all sub-consultants shall possess valid Suisun City Business Licenses prior to start of work.

Prior to awarding any work, the selected consultant(s) will be required to execute a "CONTRACT SERVICES AGREEMENT" with the City (Attachment B). Any proposed changes to the contract shall be identified in the response to the RFP and shall be subject to the sole approval of the City.