

Request for Workforce Housing Consultant Proposals

The Novato Unified School District (“District”) seeks proposals for consulting services on the development of education workforce housing on District-owned properties.

Deadline for Submittals:

5:00 PM PST on Monday, February 26, 2024

The District contact person for all matters regarding this RFP is Derek Knell, dknell@nUSD.org.

NOTE REGARDING THE PUBLIC RECORDS ACT:

All proposals submitted shall be public records, and proposers shall have no expectation of privacy in their proposals.

Table of Contents

- 1. EXECUTIVE SUMMARY**
- 2. SCHEDULE - KEY DATES**
- 3. RESPONSE REQUIREMENTS AND FORMAT**
- 4. EVALUATION**
- 5. CONDITIONS AND LIMITATIONS**

1. EXECUTIVE SUMMARY

1.1 BACKGROUND AND CONTEXT

District is pleased to issue this Request for Proposals (“RFP”) for consulting services on the development of education workforce housing on Novato Unified School District-owned properties. The District is seeking proposals from qualified respondents (“Respondent”) to potentially consult on the development of options for one or more of multiple properties owned by the District. The District has determined that the development of workforce housing serves a public purpose in that it will assist in meeting the needs of the District relating to education, staff retention, recruitment, and facilitation of educators and staff living within the communities in which they work. By facilitating this educator and staff housing development, the District seeks to support its employees, whose incomes are generally not high enough to afford market-rate rents or sales prices.

1.2 DESCRIPTION OF SERVICES

The goals of this RFP include any of the following 1) select a Respondent that can consult the District in identifying possible sites for one or multiple (“Project(s)”); 2) potentially provide consulting on development services and/or design services and/or financial options and/or the operation of one or multiple Project(s) of housing units for rental or sale that are affordable to educator and staff households, in a professional, sustainable, and expert manner; 3) potentially provide consulting services on conducting an employee housing survey to ensure that any Project(s) chosen for development includes staff needs and interest; 4) potentially provide consulting on a Project(s) that is high-quality and compatible with the surrounding neighborhood while still maintaining development and operational cost efficiencies; 5) potentially provide consulting services on neighborhood outreach and ensure that any Project(s) chosen for development confers extensive benefits to the broader community as well as to its future residents; and 6) potentially provide consulting services to successfully navigate the Project(s) through the applicable entitlement process.

1.3 PRICING PROPOSAL/FEE STRUCTURE

As shown in Exhibit A, the District has various property assets that should be considered as part of this project. The District anticipates that the selected consultant will perform an initial study and analysis of the District's available properties to determine which site is best for development of the project. The District requests proposers provide a price quote for the performance of this "Phase 1" analysis or, alternatively, propose a different fee structure and/or approach.

If the consultant anticipates charging based on hourly rates, please provide the anticipated hourly rates you would charge.

If you would act as a real estate broker/agent, please discuss your desired compensation method, such as a percentage of the sale and your anticipated fee percentage. Please discuss whether this would be in lieu of, or in addition to, any hourly charges.

Please describe any other pricing methods you would propose and describe any approach you would employ to advance development analysis costs for the District.

1.4 NUSD SCHOOL PROPERTIES UNDER CONSIDERATION

See Exhibit A. Additional properties not identified but considered appropriate by the Responder may be added to the list of properties under consideration upon further review by the District.

2. SCHEDULE - KEY DATES

2.1 RESPONSES

RESPONSES MUST BE SUBMITTED NO LATER THAN 5:00 p.m. PST on Monday, February 26, 2024, [Novato Unified School District, Attn: Derek Knell, 1015 7th Street, Novato, CA 94949.] The District contact person for all matters regarding this RFP is Derek Knell at dknell@nUSD.org.

2.2 PRE-SUBMISSION QUESTIONS

Questions about this RFP must be submitted in writing to dknell@nUSD.org by February 21, 2024, at 5 p.m. PST. If appropriate, the District will issue an addendum in response to such questions. No response shall be an official response of the District unless issued in writing.

3. RESPONSE REQUIREMENTS AND FORMAT

The Responder shall submit one original and two hard copies of a response package. The complete response package shall also be submitted digitally. All responses will have four (4) required sections and in the order as set forth as shown below. Please label each section and number all pages.

SECTION 1- SUBMITTAL COVER

SECTION 2 - EXPERIENCE AND QUALIFICATIONS OF FIRM AND OF PROVIDER TEAM

SECTION 3 - REFERENCES

SECTION 4 - STATEMENT OF FINANCIAL QUALIFICATIONS

3.1 SECTION 1- SUBMITTAL COVER

This section shall include the title of the RFP, submittal date, the lead respondent, principal contact, address, telephone number, fax number, email address, and website address, if applicable.

3.2 SECTION 2- EXPERIENCE AND QUALIFICATIONS OF FIRM AND OF PROVIDER TEAM

Consultant and Subconsultant characteristics. It is anticipated that a Responder may need to include some subconsultant(s) to meet the required qualifications for a successful Consultant.

Provide the following information for each Respondent and any subconsultant you plan to use:

- Firm name, location, and website;
- Project Manager and key participants, with resumes;
- Any history of relationship with the City of Novato and the District;
- Experience with workforce housing or similar projects with public agencies;

3.2 SECTION 3 - REFERENCES

Provide background information that reflects experience similar to the consulting services presented here. For each, provide the Project's description, fee structure, additional cost or reimbursement, and references with contact information. Of particular interest to the District are those consulting services that reflect:

- Experience with Project(s) that seek to maximize public benefits, including Project(s) with workforce housing goals and public-serving amenities;
- Experience in housing targeted to schools or public service workforce;
- Experience consulting on Project(s) that are subject to complex regulatory review.

3.4 SECTION 4 - STATEMENT OF FINANCIAL QUALIFICATIONS

Provide the following information for each responding Consultant or Subconsultant identified in your response identified above:

- Is the Consultant or Subconsultant a subsidiary of, or affiliated with, any other corporation, partnership, or firm? If so, please specify. If the Consultant or Subconsultant is a subsidiary, please indicate the extent to which the parent entity will guarantee performance by the subsidiary.
- Has the Consultant or Subconsultant or its officers, principal members, shareholders, or investors, or any of its parent, subsidiary, or affiliated entities or other interested parties been adjudged bankrupt, either voluntarily or involuntarily, within the past ten years? If so, explain.
- Is there any pending litigation against the Consultant or Subconsultant or its officers, principal members, shareholders or investors, or any parent, subsidiary or affiliated entities or other interested parties, other than minor personal injury suits involving claims under \$100,000? If so, explain.

4. EVALUATION

The responses will be evaluated, and the District will make a selection based, at its sole discretion, on which Consultant it believes will be the best fit. The District may elect to choose more than one (1) finalist, who may be asked for an interview during the week of February 26, 2024 (subject to change). The District anticipates that one or more of the finalists will be presented to the NUSD Board of Education at the Board of Education Meeting to be held on Tuesday, March 5, 2024 (subject to change) for determination of qualifications. The Board of the District reserves the right to determine that more than one (1) respondent is qualified.

5. CONDITIONS AND LIMITATIONS

This RFP does not represent an offer or commitment by the District to enter into an agreement with a Responder or to pay any costs incurred in the preparation of a response to this request. The responses and any information made as part of the responses will not be returned to the Responders. This RFP and the selected Responder's response to this RFP may, by reference, become a part of any formal agreement between the Responder and the District resulting from this solicitation.

The Responder shall not collude in any manner or engage in any practices with any other Responder(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Responder's submittal to be rejected by the District. The prohibition is not intended to preclude joint ventures or subcontracts that are identified in the response.

All responses submitted must be the original work product of the Responder. The copying, paraphrasing, or otherwise using of substantial portions of the work product of another Responder is not permitted. Failure to adhere to this instruction will cause the response to be rejected.

The District also reserves the right to extend the date responses are due.

It should be noted explicitly that there is no "bidding" process intended with this submission review process, and this invitation is not an offer by the District to enter into an agreement to negotiate or any other agreement, nor is a response by an interested party to be considered as an offer that may be accepted by the District. Neither the District nor any respondent will be bound to any agreement unless that agreement is in writing and executed by both the interested party and an official authorized by the District.

The District reserves the right to waive any irregularities in responses received. Decisions of the District may be based on subjective as well as objective evaluations.

The District will not provide compensation to Responders for any expenses incurred by Responders for response preparation or for any demonstration that may be made. Responders submit responses at their own risk and expense.

Responses must be organized following the response submission requirements set forth above and must include at least the requested information.

This solicitation shall not be construed in any manner to be an obligation by the District to enter into an agreement with any Responder.

The District reserves the right to reject any or all responses.

--END--

EXHIBIT "A"

Novato Unified School District

Provide an option for 01 alone and an option for combining option 01 with 01A & 01B			
Property	01_San Andreas Parcel Owned by NUSD	Property	01A_San Andreas Parcel Owned by City of Novato
Address	San Andreas Ave - 94945	Address	San Mateo Way - 94945
APN	124-010-08	APN	124-010-09
Acreage:	21.58	Acreage:	4.43
Sq Footage	Unimproved	Sq Footage	Unimproved
Zoning	PD	Zoning	PL
Current Use	Vacant Middle School Size Lot	Current Use	Vacant
Property	02_District Office Parcel	Property	01B_San Andreas Parcel Owned by City of Novato
Address	1015 7th St - 94945	Address	San Mateo Way - 94945
APN	141-212-17	APN	124-293-09
Acreage:	1.48	Acreage:	TBD
Sq Footage	18,556 sqft	Sq Footage	Unimproved
Zoning	BPO	Zoning	PL
Current Use	District Offices	Current Use	Vacant
Property	03_Hill Ed Center Parcel		
Address	720 Diablo Ave - 94947		
APN	140-281-06		
Acreage:	6.2		
Sq Footage	65,663 sqft		
Zoning	CF		
Current Use	Continuation High & Ind Study with 100 +/- Students		
Property	04_Meadow Park Annex Parcel		
Address	5520 Nave Dr - 94949		
APN	155-020-16		
Acreage:	TBD		
Sq Footage	8-portables (24' x 40') 7,680		
Zoning	CF		
Current Use	Headstart Child Center		
Combine these two parcels into a single Project			
Property	05_Warehouse, Transportation, Food Services - Building	Property	05A_Warehouse, Transportation, Food Services - Parking Lot
Address	819 Olive Ave	Address	Mulligan Ln Alley
APN	153-011-38	APN	153-011-46
Acreage:	TBD	Acreage:	TBD
Sq Footage	TBD	Sq Footage	TBD
Zoning	CG	Zoning	CG
Current Use	Warehouse and Food Services	Current Use	Bus Fuel and Parking
These three parcels are not zoned for residential development but can be used temporarily or permanently for placement of other site uses.			
Property	06_Hamilton Parcel 1A Parcel	Property	07_Hamilton Parcel 1B Parcel
Address	1125 C Street - 94949	Address	930 C St - 94949
APN	157-980-07	APN	157-980-08
Acreage:	9.408	Acreage:	2.95
Sq Footage	Partially improved	Sq Footage	Partially improved
Zoning	PD - NO Residential Restrictions	Zoning	PD - NO Residential Restrictions
Current Use	NUSD GMO Bldg	Current Use	Marin County Library
Property	08_Hamilton Parcel 2 Parcel		
Address	940 C St - 94949		
APN	157-980-04		
Acreage:	7.626		
Sq Footage	Portables		
Zoning	PD - NO Residential Restrictions		
Current Use	Charter School		