



Request for Proposal
for
Construction Management Services

ISLAND CITY DEVELOPMENT
701 ATLANTIC AVENUE
ALAMEDA, CALIFORNIA 94501

Request for Proposal Issued

August 31 2023

Deadline for Submitting Proposal

Date and Time

September 19, 2023 @ 4:00 p.m. PST

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**REQUEST FOR PROPOSAL
Construction Management Services**

SECTION I. GENERAL INFORMATION

PURPOSE OF THE RFP

ICD is seeking proposals from qualified firms to provide Construction Management Consulting Services for three projects under **North Housing Block A** as part of the overall North Housing Redevelopment Project. Please note this is subject to change under ICD's discretion to contract out specific phases at any one part during the construction phase.

The awarded Construction Management firm will work under the direction of the Director of Housing and Community Development and/or designated personnel during pre-development, construction, and post-construction phases for the North Housing Redevelopment Project. The Consultant will be expected to work closely with the project team including but not limited to the Architect, General Contractor, Engineers, and other project consultants.

The selected consultant will provide pre-development, construction, and post-construction phase services in accordance with the guidelines, standards and limitations contained in the Scope of Services, Attachment A, attached hereto and incorporated herein.

The sources of financing for this development includes:

- Alameda Housing Authority (AHA) loan
- Alameda Affordable Housing Trust Fund (AAHTF) loan
- Affordable Housing Program (AHP) loan
- City of Alameda's Affordable Housing Unit/Fee (AHUF) funds
- City of Alameda CDBG loan
- City of Alameda HOME loan
- Construction bank loan
- 9% and 4% Low Income Housing Tax Credits (Federal and State Tax Credits) and Tax-Exempt Bonds
- Infill Infrastructure Grant (IIG)
- Multifamily Housing Program (MHP) loan
- Permanent Local Housing Allocation (PLHA) funds
- Veterans Housing and Homelessness Prevention Program (VHHP) Loan

In addition, the project will be assisted with new Section 8 Project-Based Vouchers (PBV): forty (40) PBVs at North Housing PSH I, forty (40) PBVs at North Housing PSH II, and forty (40) PBVS at North Housing Senior Apartments.

AGENCY OVERVIEW

Island City Development (ICD) is a California non-profit public benefit corporation. ICD was created in 2014 to serve as the nonprofit developer for the Housing Authority of the City of Alameda (AHA). ICD's directors and officers have been appointed by Executive Director of AHA. To date, ICD has participated in the development of four properties financed by the Low Income Housing Tax Credit program (LIHTC), totaling 175 units of affordable housing. Three of these are self-developed. One property recently completed construction while the other properties have stabilized occupancy, and no properties are in default or noncompliance status. ICD is the sole member and manager of the general partners to its tax credit developments.

AHA was established on August 6, 1940 and is located at 701 Atlantic Avenue, Alameda, California 94501. In partnership with the entire community, AHA advocates and provides quality, affordable, safe housing; encourages self-sufficiency; and strengthens community inclusiveness and diversity in housing. AHA is dedicated to providing and expanding high quality affordable housing. The governing body of AHA is a seven-member Board of Commissioners appointed by the Mayor of the City of Alameda. The Executive Director is the President and Chief Executive Officer. AHA is a separate public body from the City of Alameda.

ICD has two affiliates, Alameda Housing Authority (AHA) and Alameda Affordable Housing Corporation (AAHC) and several limited partnerships.

PROPERTY DESCRIPTIONS

The proposed North Housing Redevelopment Project is located at the former Alameda Naval Air Station (NAS) on a 12-acre parcel which was formerly Coast Guard Housing. The North Housing parcel was successfully transferred to the Alameda Housing Authority (AHA) on May 30, 2019. AHA is leading the development under a homeless accommodation conveyance, alongside partners Alameda Point Collaborative (APC) and Building Futures. Island City Development (ICD) is the developer.

The North Housing Redevelopment Project is a 12-acre site that will be developed in multiple phases to be completed over several years. North Housing Block A is the first phase of the larger 12-acre redevelopment. There are a total of three projects that are located on the Block A parcel, which includes: North Housing Permanent Supportive Housing I (PSH I), North Housing Permanent Supportive Housing II (PSH II), and North Housing Senior Apartments, consisting of three separate 4-story wood-framed new construction projects, totaling 155 units.

North Housing PSH I and North Housing PSH II are the two buildings that will be constructed along Mosley Avenue and will provide a total of ninety-one (91) units of Permanent Supportive Housing (PSH). The ninety-one (91) PSH units will be built in two phases with 45 units in the first, and 46 units in the second phase with approximately 70,000 square feet in combined gross area.

The North Housing PSH I project will include a single four-story building with twenty-four (24) studio units, twenty (20) one-bedroom units, and one (1) two-bedroom Manager's unit. North Housing PSH I is located at 500 Mosley Avenue, Alameda, California 94501.

The North Housing PSH II project will include a single four-story building with twenty-six (26) studio units and twenty (20) one-bedroom units. North Housing PSH II is located at 520 Mosley Avenue, Alameda, California 94501.

When both PSH phases are complete, the two PSH buildings will form a U-shaped building as if they were one single building. The U-shaped building will define a generous central courtyard that includes a barbecue, a patio for gatherings, and relaxation and contemplation spaces.

The North Housing Senior Apartments project will include a single four-story building with forty (40) studio units, twenty-three (23) one-bedroom units, and one (1) two-bedroom Manager's unit. North Housing Senior Apartments is located at 2000 Lakehurst Circle, Alameda, California 94501.

North Housing Senior Apartments will be located at the corner of Lakehurst Circle and Mabuhay Street, providing 64 units of affordable senior apartments. The senior apartment building is configured in an L-shaped building with a courtyard to the west for gatherings and group activities, with approximately 46,000 square feet in gross area.

It is anticipated that construction will commence Fall 2023. We expect that the first phase of construction for North Housing PSH I to last approximately 22 months. This timeline encapsulates ground improvements and off-site improvements from notice to proceed to construction completion.

The duration of construction for North Housing PSH II and North Housing Senior Apartments will each last approximately 19 months.

IMPORTANT DATES FOR THE RFP

1. RFP published and distributed: August 31, 2023

Notice published on ICD website <https://www.islandcitydevelopment.org/procurements/>

2. Questions regarding the RFP

Questions must be e-mailed to Jenny Wong at jwong@alamedahsg.org with a copy to Tony Weng at tweng@alamedahsg.org and Sylvia Martinez at smartinez@alamedahsg.org prior to the Proposal submittal deadline.

Please use the subject line "ICDCM-08-31 RFP - Questions."

A list of the questions asked and the answers will be posted on the ICD website <https://www.islandcitydevelopment.org/procurements/>

3. Deadline for Submittal of Proposals: September 19, 2023 4:00 p.m. PST

Please email responses to Jenny Wong at jwong@alamedahsg.org with a copy to Tony Weng at tweng@alamedahsg.org and Sylvia Martinez at smartinez@alamedahsg.org

Subject of the email should be labeled "ICDCM-08-31 Proposal by [Respondent's name]."

IMPORTANT INFORMATION ABOUT THE RFP

ICD reserves the right to modify this schedule at our discretion. Notification of changes in connection with the RFP as well as answers to questions posed by Respondents will be made available to all interested parties via our website.

ICD reserves the right to take the following actions, to:

- Require a Respondent to submit additional data, discuss the qualifications, or to make a presentation of the qualifications.
- Solicit information from any available source concerning any aspect of the qualifications.
- Conduct interviews via phone or in person.
- Check references and to contact any current or past users of the Respondent's services.
- Conduct credit and LexisNexis checks.
- Waive any or all minor informalities or irregularities.
- Reject any qualifications.
- Reject all qualifications.
- Terminate this RFP.
- Negotiate with all qualified and approved Respondents, which might result in revisions to qualifications.
- Award a contract based solely on the proposals received without further discussion with the Respondent. Proposals submitted, therefore, should reflect the most favorable terms from a cost/benefit standpoint.
- Enter into serial or multiple contracts with the winning Respondent(s).
- Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the ICD President.

Respondents are advised to be as complete as possible in their responses. Any materials submitted by Respondents that is considered confidential must be clearly marked as such. ICD and its representatives are not responsible for any errors or omissions in these specifications.

ICD will reject the proposals of any Respondent who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing agencies and other HUD grantees.

In submitting a response, the Respondent acknowledges that ICD shall not compensate the Respondent for any submission or contract negotiation costs, including cost of preparation, appearances for interviews, and/or travel expenses. The Respondent assumes all responsibility for submission of proposals and meeting of required deadlines.

GENERAL REQUIREMENTS

All work is to be performed in accordance with all applicable professional standards, HUD regulations, requirements and criteria and local codes, regulations, ordinances, and statutes. The selected respondent will perform only work which is authorized by ICD.

All documents produced under contract to the ICD must be submitted in a format to which both parties agree. All documents and products created by the selected respondent and any sub-contractors shall become the exclusive property of ICD.

ICD is committed to affirmatively furthering fair housing for all persons regardless of age, race, color, national origin or ancestry, citizenship, religion, sex, sexual orientation, gender, gender identity, gender expression, marital status, physical or mental disability, medical condition, genetic information, marital status, familial status, or any other basis protected by state, federal, or local law. All contractors are required to promote fair housing and comply with the Fair Housing Act and fair housing laws and regulations.

ICD, AHA, HUD, and the Comptroller General of the United States shall at all times have access to any books, documents, papers, and records of the selected individual/firm which are directly pertinent to the specific contract for the purpose of audit, examination, or for excerpts or transcripts.

SELECTION CRITERIA

The criteria and process for determining the selection of the successful Respondent(s) is at the sole and absolute discretion of ICD. Proposals containing the requested information will serve as the primary basis for final selection, supplemented by other means as described in this RFP.

All proposals will be reviewed by ICD based on the evaluation criteria contained in this RFP. ICD will select the top Respondent(s) based upon the evaluation of the proposals and the fees/terms proposed (not necessarily the lowest pricing/bidder).

ICD expects to enter into a Letter of Intent with the top ranked Respondent(s) at which time ICD and the Respondent will resolve any necessary issues. If, in the sole judgment of ICD, these negotiations are not successful, ICD reserves the right to enter negotiations with other construction management firms, proceeding in the order of their initial ranking.

The Respondent to whom an award will be made will be notified at the earliest practicable date.

SECTION II. QUALIFICATIONS SUBMISSION REQUIREMENTS

Respondents who wish to serve as the Construction Manager should prepare and submit an effective, clear, and concise proposals. E-mail submission must contain Construction Management Service RFP Proposal by [Respondent's name]" in the subject line. The deadline for delivery and delivery locations are described above.

Corrections or modifications received after the specified proposals submittal date will not be accepted. All proposals, including attachments and supplementary materials will become the property of ICD and will not be returned to the Respondents.

Proposals will not be opened publicly. Once ICD has completed its review of the proposals and a decision has been made on whether to award a Letter of Intent to which company, this information will be recorded and this document will become a public record.

Proposals must include the following minimum information:

A. GENERAL INFORMATION REQUIRED FROM ALL RESPONDENTS

1. Name, address, and telephone number of the principal office from which services and contract will be administered.
2. Name, telephone number, an email address, and position of employee who will be the primary point of contact in coordinating the loan (Respondent's Key Manager).
3. Bear the signature of a principal or officer of the Respondent.
4. Experience and Qualifications
5. Scope of Services (Attachment A)
6. Fully executed Non-Collusion Affidavit (Attachment B).
7. Fee Schedule (Attachment C)
8. References- Provide contact information including name, title, affiliation, phone number, email address and the name of the transaction.

B. CONTENT OF QUALIFICATIONS

Respondents wishing to submit a proposal must respond as indicated in these instructions and requirements. The nature and form of the response is at the responder's discretion. The following information is required:

- a. Team Composition: Provide resumes of key individuals. Identify staff to be assigned and certify immediate availability for the requested Services.
- b. Provide evidence of successful completion of multiple projects, including low income housing tax credit funded projects. Indicate specific experience of Construction Management services on similar projects. Please also provide completed project summary data on your firm's estimated construction cost compared to the final awarded general contractor bid and indicate the percentage of variance.
- c. Team Approach: Indicate your firm's approach to providing the Services elements described above.
- d. Staffing Plan and Fee for Services: Provide a staffing plan for completion of the work. Indicate hourly rates of key personnel and support staff. Provide an itemized Not to Exceed estimate of the fee for all the tasks associated with Attachment A – Scope of Services for the construction management services for this project on a per month basis and a Not to Exceed amount for the entire contract. Please provide a cost inflator percentage as needed for the future phases of the project (See Attachment C).
- e. Information, technical approach with details on past relevant projects that key staff completed. For instance, examples of value engineering, problem solving before and during construction, negotiation issues with general contractors and/or subcontractors.
- f. Example List of major issues and concerns in completing past projects on time and on budget, if any.
- g. Review and comment on the Standard Contract Template.
- h. One electronic copy in a PDF document. Responses should be limited to no more than 15 pages.

SECTION III. SELECTION PROCESS

ICD RESERVATION OF RIGHTS AND DEBARMENT

ICD reserves the right to reject any or all proposals, to waive informalities and irregularities in the RFP process, or to terminate the RFP process at any time, if deemed to be in the best interests of ICD. ICD reserves the right not to award a contract pursuant to this RFP.

EVALUATION

Each proposal received will be evaluated and a determination will be made if it meets the minimum requirements. Failure to meet these requirements will be a cause for eliminating the proposal from further consideration. Evaluation of the proposals will be made by a review panel appointed by the Director of Housing Development.

EVALUATION CRITERIA: The following criteria will be utilized to evaluate each submission:

MAX POINT VALUE	CRITERION DESCRIPTION
20 points	<p><u>Experience:</u></p> <p>Provide comparable projects list, demonstrated experience of the team in providing Construction Management for local (Alameda County) housing development projects, experience with alternative building and energy system feasibility, design, and installation.</p>
10 points	<p><u>Team Composition:</u></p> <p>Provide experience of the team and previous successful projects with the proposed team members.</p>
10 points	<p><u>On-Time & On-Budget Performance:</u></p> <p>Demonstrated ability to meet ICD goals for budget and schedule for complex housing projects, in addition to managing construction project risks, and mitigating unforeseen site conditions and challenges.</p>
10 points	<p><u>Compatibility with the General Contractor/Owner Team:</u></p> <p>Provide previous successful work with General Contractors, and ability to develop and foster a team-based approach to Construction Administration Project Management.</p>

50 points	<u>Price Proposal:</u> The Proposer must demonstrate that the proposed fee schedule and other miscellaneous chargeable expenses are reasonable according to industry standards, years of experience, and geographic area.
100 points	Total Points

During the evaluation process, ICD may require a representative of the firm/agency submitting the proposal to answer specific questions orally and/or in writing. Proposals received late will not be opened or given any consideration for the proposed services unless doing so is deemed to be in the best interest of ICD as determined in the sole discretion of ICD.

ICD intends to retain the successful respondent(s) pursuant to a "Best Value" basis, not a "Low Costs" basis. Best Value in that ICD will consider other factors described above in making the award decision.

ICD will be the sole and exclusive judge of quality and compliance with proposal requirements. ICD reserves the right to award one or more contracts in any manner it deems to be in the best interest of ICD and make the selection(s) based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the respondents.

This RFP is a solicitation and not an offer to contract. ICD reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any qualifications received, and to determine the final scope and terms of any contract for services, and whether to enter any contract.

SECTION IV. TERMS AND CONDITIONS

Withdrawal of RFP:

Proposals may be withdrawn before and after the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, proposals may not be re-submitted after the deadline.

RFP Costs:

All costs incurred in the preparation and submittal of the RFP shall be completely borne by the responding party to the RFP. In no event will ICD be liable for any cost whatsoever for the preparation or submittal of a response to this RFP. All documents submitted as part of the RFP will become property of ICD. Requests for specific material to be returned will be considered. Any proprietary information submitted in response to this RFP must be clearly marked on each page and will be handled in accordance with applicable federal and state laws. Respondents should assume that all portions of a response other than proprietary information will be public records.

Contact:

The designated individual responsible for coordination of the RFP is Jenny Wong, Senior Project Manager. Any technical questions relating to this RFP should be directed to Jenny Wong at Jwong@alamedahsg.org. Jenny Wong will be responsible for administering the contract after the award is made.

Authorization to Distribute:

DocuSigned by:
Vanessa Cooper

8/30/2023

Vanessa M. Cooper, President of Island City Development

Date

ATTACHMENTS

Attachment A: Scope of Services

Attachment B: Non-Collusion Affidavit

Attachment C: Fee Schedule

Attachment D: Sample Consultant Agreement

Attachment E: North Housing Block A Construction Schedule Duration

Attachments F1- F3: Architecture Drawings and Redevelopment Plan