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## City of Industry Property and Housing Management Authority

Regular Meeting Agenda  
AUGUST 9, 2017  
5:00 p.m.

Chairman Joseph Emmons  
Board Member Saul Jauregui  
Board Member Erin Schriever

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California

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### **Addressing the Authority:**

- ▶ **Agenda Items:** Members of the public may address the Authority on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a three-minute time limit per person for any matter listed on the Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker's Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the Authority.
- ▶ **Public Comments (Non-Agenda Items):** Anyone wishing to address the Authority on an item not on the Agenda may do so during the "Public Comments" period. In order to conduct a timely meeting, there will be a three-minute time limit per person for the Public Comments portion of the Agenda. State law prohibits the Authority from taking action on a specific item unless it appears on the posted Agenda. Anyone wishing to speak to the Authority is asked to complete a Speaker's Card which can be found at the back of the room and at each podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called by the City Clerk and prior to the individual being heard by the Authority.

### **Americans with Disabilities Act:**

- ▶ In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk's Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

### **Agendas and other writings:**

- ▶ In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Friday 9:00 a.m. to 5:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.

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1. Call to Order
  2. Flag Salute
  3. Roll Call
  4. Public Comments

5. **BOARD MATTERS**

5.1 Consideration of the Register of Demands for August 9, 2017.

*RECOMMENDED ACTION: Approve the Register of Demands and authorize the appropriate Authority Officials to pay the bills.*

5.2 Discussion and direction regarding requests to secure rental housing in the City of Industry.

*RECOMMENDED ACTION: Discuss and provide direction to Staff.*

5.3 Consideration of setting a special meeting for the purpose of receiving presentations from housing developers who submitted responses to the Request for Qualifications/Proposals for Affordable Housing Design Build Opportunity Sites.

*RECOMMENDED ACTION: Select the time and date for a special meeting.*

6. Adjournment. Next regular meeting: Wednesday, September 13, 2017 at 5:00 p.m.

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.1

**INDUSTRY PROPERTY & HOUSING MANAGEMENT AUTHORITY**  
AUTHORIZATION FOR PAYMENT OF BILLS  
Board Meeting August 9, 2017

<u>FUND</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
160	INDUSTRY PROPERTY & HOUSING	7,728.31

<u>BANK</u>	<u>DESCRIPTION</u>	DISBURSEMENTS
BofA	BANK OF AMERICA CHECKING	7,728.31

APPROVED PER CITY MANAGER

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**Industry Property and Housing Management Authority  
Board Meeting  
August 9, 2017**

Check	Date	Payee Name		Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21048</b>	07/12/2017	<b>LA PUENTE VALLEY COUNTY</b>		<b>\$913.30</b>
	Invoice	Date	Description	Amount
	2017-00001587	06/20/2017	04/18-06/20/17 SVC - 15652 NELSON	\$205.83
	2017-00001588	06/20/2017	04/18-06/20/17 SVC - 15702 NELSON	\$32.63
	2017-00001589	06/20/2017	04/18-06/20/17 SVC - 15714 NELSON	\$219.75
	2017-00001590	06/20/2017	04/18-06/20/17 SVC - 15722 NELSON	\$145.51
	2017-00001591	06/20/2017	04/18-06/20/17 SVC - 15730 NELSON AVE	\$168.71
	2017-00001592	06/20/2017	04/18-06/20/17 SVC - 15736 NELSON	\$140.87
<b>21049</b>	07/12/2017	<b>ROWLAND WATER DISTRICT</b>		<b>\$180.62</b>
	Invoice	Date	Description	Amount
	2017-00001593	06/28/2017	05/17-06/19/17 SVC - 17229 CHESTNUT	\$98.41
	2017-00001594	06/28/2017	05/17-06/19/17 SVC - 17217 CHESTNUT	\$82.21
<b>21050</b>	07/12/2017	<b>SO CALIFORNIA EDISON COMPANY</b>		<b>\$39.29</b>
	Invoice	Date	Description	Amount
	2018-00000003	07/06/2017	06/05-07/05/17 SVC - 15722 NELSON AVE	\$39.29
<b>21051</b>	07/28/2017	<b>INDUSTRY PUBLIC UTILITY</b>		<b>\$106.15</b>
	Invoice	Date	Description	Amount
	2018-00000031	07/12/2017	06/10-07/10/17 SVC - 16218 TEMPLE AVE	\$106.15
<b>21052</b>	07/28/2017	<b>WALNUT VALLEY WATER DISTRICT</b>		<b>\$251.59</b>
	Invoice	Date	Description	Amount
	2696631	07/11/2017	06/07-07/05/17 SVC - 22002 (22036) VALLEY BLVD	\$43.97
	2701350	07/13/2017	06/06-07/06/17 SVC - 20137 WALNUT DR	\$207.62
<b>21053</b>	08/09/2017	<b>ABORTA-BUG PEST CONTROL</b>		<b>\$155.00</b>
	Invoice	Date	Description	Amount
	21089	06/29/2017	JUNE 2017 PEST SVC - 17217 & 17229 CHESTNUT ST	\$130.00
	21088	06/29/2017	JUNE 2017 PEST SVC - 20137 WALNUT DR S	\$25.00

**Industry Property and Housing Management Authority  
Board Meeting  
August 9, 2017**

Check	Date		Payee Name	Check Amount
<b>IPHMA.CHK - IPHMA BofA Checking</b>				
<b>21054</b>	08/09/2017		<b>HOME DEPOT CREDIT SERVICE</b>	<b>\$3,123.28</b>
	Invoice	Date	Description	Amount
	1973273	06/21/2017	NEW APPLIANCES - 16218 TEMPLE AVE	\$3,123.28
<b>21055</b>	08/09/2017		<b>IPHMA - PAYROLL ACCOUNT</b>	<b>\$500.00</b>
	Invoice	Date	Description	Amount
	JUL-17	08/02/2017	REIMBURSE PAYROLL - JULY 2017	\$500.00
<b>21056</b>	08/09/2017		<b>KLINE'S PLUMBING, INC.</b>	<b>\$1,875.00</b>
	Invoice	Date	Description	Amount
	10408	07/07/2017	EMERGENCY LEAK - 16220 TEMPLE AVE	\$475.00
	10409	07/07/2017	EMERGENCY TOILET REPLACEMENT - 16218	\$1,050.00
	10414	07/13/2017	EMERGENCY PLUMBING SVC - 16000 TEMPLE AVE	\$350.00
<b>21057</b>	08/09/2017		<b>SAN GABRIEL VALLEY NEWSPAPER</b>	<b>\$584.08</b>
	Invoice	Date	Description	Amount
	0010968028	06/21/2017	REQUEST FOR PROPOSALS - AFFORDABLE	\$584.08

Checks	Status	Count	Transaction Amount
	Total	10	\$7,728.31

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.2



INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

P.O. BOX 3366 • CITY OF INDUSTRY • CALIFORNIA 91744  
(626) 333-2211 • Fax (626) 961-6795 • www.cityofindustry.org

## MEMORANDUM

**TO:** Honorable Chair and Members of the Board of Directors, City of Industry Property and Housing Management Authority

**FROM:** Paul J. Philips, Executive Director *Paul J. Philips*

**DATE:** August 9, 2017

**SUBJECT:** Attached correspondence

Please find attached six letters of interest in possible residential/rental in the City of Industry.

Said correspondence is from the following persons:

Jessica Salazar  
Andrew Cowan  
Blanca Betancourt  
Armando and Lorena Gutierrez  
Jennifer Vasquez  
Rita Ruelas

IT IS RECOMMENDED that the Board of Directors adopt a three step process:

1. After review, approve the six letters/requests;
2. Prior to relocation, require each of the six applicants to successfully process any future formal application adopted and required by the Board;
3. Require each applicant to comply with any additional requirements approved by the Board during the final approval process.





July 9, 2017

Dear Mr. Paul Philips, City Manager and Mr Joe Emmons, Housing Chairman

My name is Jessica Salazar and I have been praying for a miracle. I believe you two gentlemen can be the answer to my prayers.

For over 20 years, my domestic partner Juan Anguiano and I have been together. We have three beautiful sons: Nathan (16), Issac (14), and Jaden (7). Jaden has special needs and has autism and learning disabilities. Because of him, I am a stay at home mom. All three boys share one bedroom in our apartment which is in a terrible part of Pomona. Drug activity and gang bangers are on our street every day. The older boys want to participate in high school sports which Juan and I encourage, because we want to keep them away from the wrong kind of kids. We "interview" all of their friends to make sure they will not tempt them with the wrong ideas. A safe and secure home with great schools would be a godsend.

We have been searching and applying for subsidized housing and recently learned from one of the non-profits that your city may have some vacancies.

For six years, Juan has had a job he loves in Pomona. He started as a welder, and then was promoted to shipping and receiving and then was promoted to his current job as production manager reporting directly to the General Manager! Unfortunately, our good fortune did not last for long. For years, Juan has been suffering from back pain. Repeated trips to the doctor resulted in no relief and he was assured that everything was OK. Until two months ago when all of a sudden he lost all feelings below his chest. He was rushed into surgery where an infection was discovered on his spine that had been lingering for years. The surgery in May was successful, but he is on great discomfort, walks a cane, cannot sit for over 20 minutes and cannot work. His employer promises to take him back as soon as he is able, but that is many, many months away. Currently, our only income is \$749 very two weeks from disability. We have applied for food stamps. Our rent is \$1,275 per month. Our landlord raises our rent every six months and has no sympathy for our current medical challenges. We drive a 1998 Nissan that we hope will start every time we get in. We are a proud, hard-working family who wants to raise their boys in the right way. A home close to Juan's work where we can be safe would be an answer to our prayers. Please help us!

Sincerely,  
Jessica Salazar

A handwritten signature in black ink that reads "Jessica Salazar". The signature is written in a cursive, flowing style.

Dear Mr. Philips and Mr. Emmons,

My name is Andrew Cowan, and I have been a resident of the Hacienda Heights/City of Industry area for nearly my entire life. Aside from a brief stint in Davis, CA while I earned my degree, the entirety of my near 32 years has been spent living within sight of Pacific Palms (even when it was the Sheraton!). I have grown, experienced, and learned so much from our wonderful community here in the San Gabriel Valley, and I am writing to you now because I fear that I may have to leave it.

I, along with my two brothers and my sister, are in the same position so many other young millennials find themselves in: saddled with exorbitant student debt and living with our parents much to the discomfort and detriment of us all. Between the loan payments and incidental costs of living, even working as a bartender things are tenuous at best and I am unable to afford rent for a modest one bedroom apartment. The long-view dream of owning a home here in the area seems just that, and a swiftly banished one when viewed in the harsh light of the appreciating housing costs across Southern California. While we are all actively working to further our educations, employment opportunities, and careers (I myself just recently received my California Real Estate Salespersons license), the simple truth of the matter is that we need help.

It is for this reason that I am writing to you, Mr. Philips and Mr. Emmons. I would like to humbly request that my siblings and I be viewed with consideration for inclusion in the new City of Industry affordable housing development, located near Grand Avenue and Valley Boulevard. The four of us are all intelligent, highly educated young adults. Citizens in good standing trying to get off the ground, begin our lives, and work towards our own American dream. With your assistance, I strongly feel that we may be able to.

Thank you for your time, consideration, and all of your hard work in growing and developing the community we all love. Please feel free to contact me if you have any questions or need any information from me. My siblings and I have experienced a wonderful past here. It is my fondest wish that we are able to experience the bright future ahead, as well.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew Cowan', with a long horizontal flourish extending to the right.

Andrew Cowan

July 7, 2017

Dear members of the City of Industry Housing Commission,

My name is Blanca Betancourt. For years I lived in a subsidized housing development in the City of Los Angeles. I moved to Covina because the schools and the environment in LA was not acceptable situation for me to raise my three kids. I learned from our housing provider that there may be some housing available for me in the City of Industry. I am writing to you in hope that may consider our application.

I am a single mother of three children: Armando Lopez, Litzy Lopez and Mia Tellez. Currently, all three children are forced to share one bedroom with no AC unit. I have been employed by a group of doctors for six years in Pasadena I love helping patients. In addition to working full time, I am attending Citrus college and I am slowly, but steadily working on a nursing degree.

My current take home pay is \$1200 every 2wks. Our apartment is \$1400 a month plus utilities. I own a 2000 Honda Accord with 260,000 miles on it. In the year 2016 I received a grand total of \$300 for the entire year in child support. In 2015 approx \$200 for the year from the father. Obviously, the kid's father is in a major default of his child support obligations. I have a student loan from 1998 that I have not been able to reduce and I am constantly juggling credit card payments to stay afloat.

With all our challenges, I continue to feel blessed. I and all of my kids are healthy and we are happy to be together. I am trying to show

them the correct path which is hard work and education. A safe neighborhood for us would be another blessing that I will leave in your hands.

Thank you for your consideration and time.

Blanca Betancourt

*Blanca Betancourt*

To the honorable City of Industry Property and Housing Management Authority,

In order to improve ourselves we have been searching for housing we can afford and have learned the city of Industry may have some openings soon. I am writing to you today on behalf of my family and myself, to humbly ask for sanctuary within your city. My small family consists of my wife, Lorena Gutierrez, myself, Armando Gutierrez, and our two wonderful boys, Armando (2 year old) and Aaron (11 month old). I am currently working as a temp at a warehouse where I am struggling to make 35 hours per week at minimum wage, which is the only source of income we have. My wife Lorena is currently attending Mt. San Antonio College part time, so that in the future we can better our finances for our family. Education is a major investment for us at the moment, and we are trying to show our kids that school is the only way to better ourselves. My family of four currently live in a small one bedroom apartment, in a really bad area located in Valinda, CA. We witness gang violence, drug use, and fear for the safety of our children. I am frightened for my family's safety, especially when I'm off at work where I can't protect them from any harm. We desperately need sanctuary elsewhere. I'm here asking as a father in need for safe housing for me and my family. I would be truly grateful, and will treat your home with the outmost care and respect, shall you be willing to consider giving my family a helping hand, while also giving my children a safe environment where they can grow and mature to be outstanding men.

Thank you for your time and for considering us as candidates for housing.

Best regards,

Armando Gutierrez and Lorena Gutierrez

To: Mr Paul Philips and Mr Joe Emmons  
Industry Property Management and  
Housing Authority

From: Jennifer Vasquez

Re: Request for consideration for affordable  
housing

Dear Sirs,

My name is Jennifer Vasquez, I grew up  
in Rowland Heights and attended Rowland High  
School. I am 27 years old and a single mother  
of my beautiful son NATHAN.

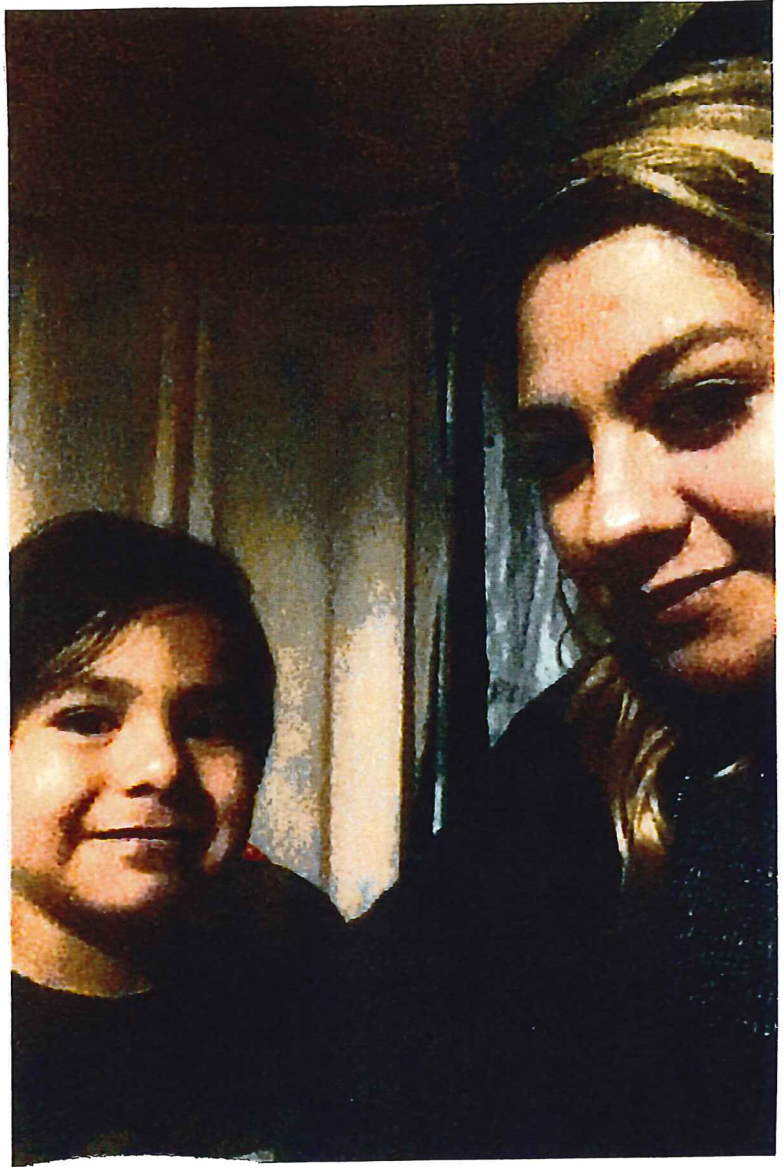
I work as a quality assurance inspector for  
a company that makes composite aerospace parts.  
As you can imagine, being a single mother is not  
easy. My sister Veronica, who is 28 has offered  
to help with my child care needs while I am  
working. Between my sister and I, the  
two of us added together, our total income  
last year was \$30,000<sup>00</sup>. You can imagine  
how difficult it is for us to find suitable  
housing at our income level.

I am asking for your consideration for a place  
that I can raise Nathan that is safe, and that  
is in a school district so my son can have the  
future he deserves. I have enclosed a picture  
of us so you can see how the impact of your  
decision can help a real family in need.

Thank you for considering this request. We anxiously  
await your reply.

Sincerely  
Jennifer Vasquez

Jennifer Vasquez



Mr. JOE Emmons

Mr. SAUL JAUREQUI

MS. ERIN SCHREIVER

Mr. PAUL PHILIPS

My name is Rita Ruelas. Last month my family and I were evicted from our apartment in Rowland Heights because of our inability to pay our rent.

My daughter Ashley (age 20), my son Enrique (age 18) and my son Christopher (age 13) and I were forced to move in with my daughter, her fiancé and their baby because we had no other place to stay. All seven of us are sharing a one bedroom apartment.

Ashley is working at pieology and attending Mt. SAC. Enrique is working and attending automotive trade school of Rio Hondo. Christopher is starting at Rowland High School in the fall. Their father does not honor his \$500 per month child support obligation.

We have no car and must rely on public transportation. I babysit to make money and I am not on welfare and I do not receive food stamps.

We are praying that the affordable housing we have heard about in City of Industry will have an



opening for us.

Thank you for your time and consideration.

Rita Ruelas  
RITA RUELAS

~~Ashley Montoya~~  
ASHLEY MONTAYA

*CITY OF INDUSTRY PROPERTY AND HOUSING  
MANAGEMENT AUTHORITY*

ITEM NO. 5.3



## INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY

P.O. BOX 3366 • CITY OF INDUSTRY • CALIFORNIA 91744  
(626) 333-2211 • Fax (626) 961-6795 • www.cityofindustry.org

### MEMORANDUM

**TO:** Industry Property and Housing Management Authority

**FROM:** Paul J. Philips, Executive Director *Paul J. Philips*

**STAFF:** Tim D'Zmura, Planning Consultant

**DATE:** August 9, 2017

**SUBJECT:** **Statements of Qualifications/Proposals for Affordable Housing Design Building Opportunity Sites**

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#### Proposal

The Industry Property and Housing Management Authority ("IPHMA") has received four proposals from housing developers in response to a Request for Qualifications/Proposals ("RFQ/P") for Affordable Housing Design Build Opportunity Sites.

#### Staff Analysis

On June 16, 2017, staff, on behalf of the IPHMA, issued a RFQ/P for Affordable Housing Design Build Opportunity Sites. The RFQ/P was advertised through the City's electronic RFP vendor system, PlanetBids, which resulted in 40 city registered vendors being notified on the RFQ/P. In addition, approximately 1,500 external vendors (additional vendors in the PlanetBids system that were not already registered with the City of Industry) were notified of the opportunity. Staff also contacted approximately 30 more developers that had previously submitted proposals to the City of Los Angeles for a similar RFQ/P for affordable housing last year. Notice was also published in the San Gabriel Valley Tribune.

The advertising effort resulted in a total of 64 companies registering with PlanetBids as prospective bidders. Ultimately, a total of four proposals were received prior to the submission deadline on July 18, 2017 from developers interested in working with the IPHMA in developing affordable housing at the two sites identified in the RFQ/P. The following are the developers that submitted proposals:

- National Community Renaissance of California
- New Economics for Women
- Partnership Housing Incorporated
- Sunjoint Development, LLC

Given the fact that four proposals were received, our recommendation is that all four companies be afforded the opportunity at a special meeting of the IPHMA to present and

discuss their qualifications and proposals to the IPHMA Board. The following format is suggested for such presentations:

- 45 minutes total for each developer
  - 25 for presentation from the developer on their qualifications and specific proposal
  - 15 minutes for questions & answers
  - 5 minutes allotted for transition between presentations

This would result in approximately a three hour meeting, plus the time for IPHMA discussion and possible action.

The following dates and times are suggested as options for the special meeting:

- Option #1: Wednesday, August 23, 2017 at 5:00 PM
- Option #2: Wednesday, August 30, 2017 at 5:00 PM

### **Fiscal Impact**

None for the setting of a special meeting.

### **Recommendation**

It is recommended that the IPHMA select a desired date and time for a special meeting for the purpose of receiving presentations from housing developers who submitted responses to the RFQ/P for Affordable Housing Design Build Opportunity Sites.

### **Attachments**

- Exhibit A: RFQ/P for Affordable Housing Design Build Opportunity Sites

**CITY OF INDUSTRY  
PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REQUEST FOR QUALIFICATIONS / PROPOSALS  
FOR AFFORDABLE HOUSING DESIGN BUILD OPPORTUNITY SITES**



**Submission Deadline:  
July 18, 2017 at 4:00 p.m.**

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**SUMMARY**  
Request for Qualifications / Proposals

**DATE ISSUED:** **June 16, 2017**

**DESCRIPTION:** The City of Industry Property and Housing Management Authority ("IPHMA") is seeking Statements of Qualifications and Development Strategies from housing developers interested in building housing on City and/or IPHMA owned land.

**DEADLINE FOR SUBMISSION:** Responses must be received via the City of Industry PlanetBids Vendor Portal by **July 18, 2017 at 4:00 p.m.** (Pacific Standard Time).

**SUBMISSION DELIVERY** All proposals must be submitted via PlanetBids.

**TECHNICAL ASSISTANCE:** All questions related to this Request for Qualifications and Proposals shall be submitted via the City of Industry PlanetBids Vendor Portal no later than **July 6, 2017 at 4:00 p.m.** Responses to questions will be published on PlanetBids by **July 10, 2017.**

## **I. OVERVIEW**

The IPHMA is issuing this Request for Qualifications/Proposals (RFQ/P) with the goal of compiling a list of pre-qualified housing developers for selected properties, which have been identified as potential affordable housing opportunity sites.

The purpose of the pre-qualified list is to shorten the time to match a site with a qualified developer. Responders to this RFQ/P are required to submit at least one development strategy to be placed on the pre-qualified list. The IPHMA will have the ability to enter into an Exclusive Negotiating Agreement (ENA) if an appropriate development strategy is received. Both the qualified list and the ability to enter into an ENA will expedite the development of these sites.

The goal of this RFQ/P is to consider the development of housing units on these sites. However, we are soliciting development strategies that cover a variety of housing types. Again, a prequalified list would allow the IPHMA to move quickly to match developers with potential sites.

## **II. BACKGROUND**

The City of Industry's 2013-2021 Housing Element Update was approved by the City Council in the Spring of 2014. Industry's previous housing elements were unique in that housing was not proposed. In 1992, the State Legislature adopted Senate Bill 1718, which allowed the City to prepare a Housing Element that "makes no provision for new housing or meeting its share of regional housing needs ..." To receive this exemption, the City contributed 20 percent of its redevelopment tax increment to the Los Angeles County Housing Authority for the purpose of constructing/maintaining affordable housing within a fifteen mile radius of the City. Since 1992, this program dedicated approximately \$240 million to the Los Angeles County Housing Authority. These funds were leveraged with an additional \$1.5 billion in funding for the production, rehabilitation, and preservation of housing. The City of Industry's funding program has resulted in the construction and rehabilitation of more than 8,700 housing units, of which 6,700 units are deed restricted and affordable to low income households. This has arguably been one of the most successful housing programs in the State of California.

With the elimination of redevelopment, the exemption described above has also sunset.

This RFQ/P invites developers to submit information that will enable them to be selected as qualified developers for housing. Qualified developers are those who have a proven track record of successful completion of the development process from initial community engagement through project design, financing and development. Qualified developers must bring passion and creativity, and a vision for how to produce housing units as quickly as possible. Developers are encouraged to utilize energy-efficient construction methods and materials, and propose innovative projects.



### **What makes this a RFQ/P?**

Interested developers must respond with site-specific strategies. Only one development strategy is required to be submitted for a developer to be deemed responsive to this RFQ/P. However, we encourage developers to respond with as many Development Strategies as they feel represent the range of housing types that their firm is qualified to produce.

Based on a specific development strategy, the IPHMA may directly enter into an ENA with a developer for a site on this initial list. This ability to enter directly into an ENA is what makes this both a Request for Qualifications and a Request for Proposals.

The proposed term for the list of pre-qualified developers will be two years from the time of approval by the IPHMA. The IPHMA may issue a future RFQ/P to add additional firms to the list.

The selection of firms for the pre-qualified list will be based on two parts:

- A. Experience and Capacity (up to 60 points). Developers will provide evidence of development team experience, financial capacity, prior history of providing community benefits, and detailed information of at least five recent developments completed by the developer.
- B. Development Strategies (up to 40 points). Developers will select one or more of the sites listed in Exhibit B to use as the basis of an exercise in creating an affordable housing strategy.

Development Strategies will include one or more of the following types of affordable housing:

- Single Family Housing
- Innovative Housing Types such as Micro Housing, Stacked Modular Housing and other types of Manufactured Housing

**III. RFQ/P SCHEDULE**

<b>Date (2017)</b>	<b>Time (PST)</b>	<b>Milestone</b>
June 16, 2017		Issuance of RFQ/P
July 6, 2017	4:00 p.m.	Deadline for receipt of Questions, Inquiries and Clarifications
July 10, 2017	Close of business	Responses to questions posted on PlanetBids website for all developers
July 18, 2017	4:00 p.m.	Submission Deadline via the City of Industry PlanetBids Vendor Portal

Interviews with selected developers may be scheduled after the Submission Deadline, with a final review by the IPHMA Commission.

**IV. EVALUATION CRITERIA**

**A) Developer Threshold Requirements**

Submissions must meet the following minimum threshold requirements in order for the developer to be eligible for inclusion on the list of pre-qualified housing developers.

***Threshold Requirements:***

- 1) The submissions must be received by the determined deadline.
- 2) The submissions must include all the required information and executed forms.
- 3) The developer must not be subject to any adverse findings. These include, but are not limited to:
  - a) Out-of-compliance with City of Industry business practices;
  - b) Arson conviction or pending case;
  - c) Harassment conviction or pending case;
  - d) City, state, federal or private mortgage foreclosure proceedings or arrears;
  - e) In remedial foreclosure; sale of tax lien or substantial tax arrears;
  - f) Defaults under any federal, state or city-sponsored program;
  - g) Federal Debarment - debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any Federal department or agency from doing business with the Federal Government;
  - h) A record of substantial building code violations or litigation against properties owned and/or managed by the developer or by any entity or individual that comprises the developer;
  - i) Past or pending voluntary or involuntary bankruptcy proceedings;
  - j) In ligation with the City of Industry; and
  - k) Conviction for fraud, bribery or grand larceny.

Submissions that meet the threshold requirements will be evaluated and ranked based on the Selection Criteria and Submission Scoring described below.

### **B) Selection Criteria**

This RFQ/P will select successful developers with a proven ability to design housing that enhances the existing neighborhood.

Reviewers of this RFQ/P are looking for development strategies that result in the ability to:

- 1) Develop one or more of the sites for potential housing units;
- 2) Build units as quickly as possible; and
- 3) Use the lowest amount of IPHMA subsidy per unit as possible.

Qualified developers should demonstrate their ability to:

- 1) lead a team that will successfully design and build housing in Industry; and
- 2) “think outside the box” and expedite the current typical schedule for housing units.

## **V. SUBMISSION SCORING**

A maximum of 100 points may be awarded to a developer responding to this RFQ/P.

Of the 100 points, a maximum of 60 points will be awarded to developers on their experience and capacity.

Of the 100 points, a maximum of 40 points will be awarded for the Development Strategy or Strategies that are proposed. Each Development Strategy will be scored separately and the highest score will be used for the final Capacity and Experience Criteria score.

***Developers that achieve a score of 80 points or higher will be placed on the pre-qualified list.***

### **A. Experience and Capacity (60 points maximum)**

#### ***1) Development Team Experience***

The proposed development team will be evaluated on the experience of the individual team members including the Developer and the Construction Manager. Provide the following:

- Description of the Applicant’s organization, including mission and legal status.
- Firm resumes for each team member that list the experience for each specified Housing Type. Individual resumes for all key staff.
- A narrative on the past experience working together for all team members.
- For any developer that is submitting a development strategy that includes housing, submit firm resumes for select service providers that the developer has worked with in the past five years.

- At least three references (name, title, email and phone number).
- Describe one example of a project in which the time from conception to completion was shortened by strategic decisions on the part of the developer, and describe that strategy and the result.

## **2) Portfolio Summary**

Include information for a minimum of 3 recent housing projects, including projects in collaboration with public sector entities, in which the development team and proposed associates have participated.

Provide a one or two page narrative project description for each project that includes a general overview of the scope of the project and its location.

Provide the following for each project:

- Project Type
- Location
- Team members, including architect, contractor, property manager and service provider, if any
- Financing sources
- Total development cost and cost per unit
- Length of time to complete and actual completion date.
- Description of unique challenges (if any)
- Sustainable features

Include pictures of the completed projects to highlight architectural design for each project description.

## **3) Financial Capacity**

Document stable income and net income over a three-year period; provide detailed explanations of any interruptions in that stability; provide any explanations of any extraordinary expenses; and include a summary schedule that presents side-by-side columns of the three years of audited income statements for comparative purposes.

Document stable and adequate cash and cash equivalent assets as equity resources and consistent avoidance of an over-leveraged financial position; include a summary schedule that presents three years of balance sheets in side-by-side columns for comparative purposes.

Explain any material contingent liabilities and relevant financial arrangements whether noted or not in "Notes to Audited Financial Statements" that are reasonably important to judging financial capability.

Show the ability to access capital appropriate to the size and type of developments that could be proposed.

Include the documentation, explanations, summary schedules and audited financial statements for the last three (3) audits of the developer.

For developers which consolidate limited partnership interests in their audited financial statements, the summary financial information should reflect the 'stand alone' financials of the developer.

### **B. Development Strategy (40 points maximum)**

Each developer must submit a Development Strategy for one or more of the properties listed in Exhibit B. Each development strategy will be scored up to a maximum of 40 points. The highest development strategy score will be added to the Capacity and Experience Criteria for a maximum score of 100 points. Each development strategy response should not exceed 15 pages.

Submit the applicable documentation:

1. Narrative project description.
2. Conceptual site plan (does not need to be professionally produced).
3. Unit matrix, include unit quantity, type and size
4. Development Budget and Schedule, including assumptions.
5. Innovative approaches for achieving rapid delivery of units
6. Innovative approaches to financing

The IPHMA anticipates that the sites may require entitlements changes in order to accommodate housing development and supportive uses.

## **VI. SELECTION AND NEGOTIATION PROCESS**

All submissions in response to this RFQ/P will be reviewed based on the requirements and evaluation criteria described herein, including consistency with the goals and objectives of this RFQ/P. In addition, submissions will be reviewed for completeness, developer and team experience, as well as the ability of the developer to finance, undertake, and complete the proposed type of project.

Upon receipt of submissions, the IPHMA will review the submissions and may recommend a short list of developers to interview. At its discretion, the IPHMA may contact references and industry sources, investigate previous projects and current commitments, interview some or all of the development team members, and take any other information into account in its evaluation of the responses. The IPHMA reserves the right to request clarification or additional information from developers and to request that development teams make presentations to the IPHMA.

If the composition of the development team changes, the developer will be required to notify the IPHMA of these changes and, at its sole discretion, the IPHMA will determine whether this revised development team meets the requirements of the RFQ/P.

### **Final Approval Process**

Once the IPHMA makes its recommendation, the selected qualified list of Developers and/or any recommendations to enter into an agreement must be approved by the IPHMA. If a Developer is selected for a specific parcel, the IPHMA will prepare an agreement in cooperation with the Developer.

## **SUBMISSION REQUIREMENTS**

Proposers must submit one (1) one electronic copy in a single PDF file to via PlanetBids no later than **July 18, 2017 at 4:00 pm.**

All submissions shall include the required forms and disclosures listed in the forms section. All forms that require signature(s) shall be signed by a principal or officer authorized to represent and commit on behalf of the Developer.

Refer all questions, inquiries and request for clarification regarding this RFQ/P via the City of Industry PlanetBids Vendor Portal. All inquiries must be received no later than **July 6, 2017 at 4:00 pm.** All questions and answers will be posted to PlanetBids no later than **July 10, 2017.**

## **VII. REAL ESTATE AND OTHER DISCLOSURES**

This information is applicable only to Developers who are selected to enter into an Exclusive Negotiating Agreement with the City for a specific site.

### ***Additional Reports:***

Should any selected Developer desire additional surveys or any other types of inspections, an independent surveyor and/or inspectors may be employed by the Developer at its own expense.

### ***Land Use and Zoning:***

Developers will be responsible for all entitlements required.

### ***Environmental:***

Selected Developers shall be responsible for meeting all the requirements of the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA), as applicable, including the completion of all environmental assessments to determine project feasibility.

### ***Section 504, Americans with Disability Act (ADA) and Prevailing Wage Requirements:***

All housing developments shall comply with all applicable City, State and Federal accessibility laws and agreements, including but not limited to the Fair Housing Act, Section 504 of The Rehabilitation Act of 1973 and the Americans with Disabilities Act. All projects shall comply with prevailing wage requirements.

## **VIII. CONDITIONS**

The IPHMA reserves the right to request additional information from developers, reject any and all submissions, waive any irregularities in the submission requirements, or cancel this RFQ/P. By their submission, developers acknowledge and agree to the terms and conditions of this RFQ/P and to the accuracy of the information they submit in response. All submission packages become the property of the IPHMA and will not be returned.

## **ATTACHMENTS**

### **Additional detail and requirements regarding Section V. Submission Scoring**

#### **Proposed Development Team**

- a. Provide information regarding the organizations incorporating the proposed ownership and Developer, including the official name of the organizations, address and the names and titles of the proposer's principals, the name and address of the person who is authorized to receive notices, make decisions and represent the proposer. Indicate the form of legal entity of the proposed ownership (e.g., individual, limited partnership, nonprofit corporation, general partnership, joint venture, for profit corporation, Limited Liability Company, etc.) and any relationship the development organization(s) may have with a parent corporation, subsidiaries, joint ventures or other entities.
- b. Provide information on the history, mission, programs, track record and roles and responsibilities of the Developer as it relates to housing development. Provide the same information for key members of the development team, if applicable.
- c. Include an organizational chart indicating the ownership structure and its parties. If the ownership entity and/or Developer will consist of more than one entity, include a detailed description of the roles, responsibilities and authorities of each entity.
- d. Provide the name, title, address, telephone and fax number, email address and resumes for key members of the proposed development team.
- e. Submit one copy of the Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the California Secretary of the State for each entity within the ownership structure, other than the limited partner, if any.
- f. Provide proof of good standing and authorization to do business in California for each entity within the proposed ownership structure, except for the limited partner, if any.
- g. Provide Secretary of State Corporate Number, a copy of your organization's by-laws and a current list of the Board of Directors.
- h. Provide a brief description of the number of years of housing development experience for the Developer and proposed development team. Indicate the number of years of affordable housing development experience.
- i. Describe the Developer's local presence.
- j. In addition to housing development, describe other programs that are part of the Developer's portfolio.

#### **Financial Capacity**

Submit the documentation, explanations, summary schedules and audited financial statements for the last three (3) consecutive years (2014, 2015, 2016) of all parties in the proposed ownership structure (or related parties and/or affiliates that will provide financial resources and/or guarantees), other than the limited partner, if any.



**Format of Development Budget and Schedule**

Provide the development sources and uses and the construction budget, development schedules should show the following major milestones and sub tasks:

- a. Financing
- b. Entitlements and Permits
- c. Design
- d. Bid Process and Contractor Selection
- e. Construction
- f. Leasing
- g. Stabilized Occupancy

**Affordable Housing Opportunity Sites RFQ/P  
Exhibit A: General RFQ/P Information**

**A. Costs Incurred by Developer**

All costs of submission preparation shall be borne by the Developer. The IPHMA shall not, in any event, be liable for any pre-contractual expenses incurred by Developers in the preparation the submissions. Submissions shall not include any such expenses as part of the proposed budget.

**B. Accuracy and Completeness**

The submission must set forth accurate and complete information as required in this RFQ/P. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the Developer knowingly and willfully submits false performance or other data, the IPHMA reserves the right to reject that submission. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFQ/P, the IPHMA reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy submissions or other presentations beyond those needed to give a sufficient, clear response to all the RFQ/P requirements are not desired.

**C. Withdrawal of Submissions**

Submissions may be withdrawn by written request of the authorized signatory on the Developer's letterhead at any time prior to the submission deadline. The firm may thereafter submit a new submission before the submission date. Submissions may not be re-submitted after the submission date.

**D. General IPHMA Reservations**

The IPHMA reserves the right to extend the submission deadline should this be in the interest of the IPHMA. Developers have the right to revise their submissions in the event that the deadline is extended.

The IPHMA reserves the right to withdraw this RFQ/P at any time without prior notice. The IPHMA makes no representation that any contract will be awarded to any Developer responding to the RFQ/P. The IPHMA reserves the right to reject any or all submissions. If an inadequate number of submissions is received or the submissions received are deemed non-responsive, not qualified or not cost effective, the IPHMA may at its sole discretion reissue the RFQ/P or execute a sole-source contract with a Developer.

The IPHMA shall review and rate submitted submissions. The Developer may not make any changes or additions after the deadline for receipt of submissions. The IPHMA reserves the right to request additional information or documentation, as it deems

necessary. The IPHMA reserves the right to issue future RFQ/Ps to add firms to the requalified list.

The IPHMA reserves the right to verify all information in the submission. If the information cannot be verified, and if the errors are not willful, the IPHMA reserves the right to reduce the rating points awarded.

The IPHMA reserves the right to require a pre-award interview and/or site inspection. The IPHMA reserves the right to waive minor defects in the submission.

If the selection of the Developer is based in part on the qualifications of specific key individuals named in the submission, the IPHMA must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The IPHMA reserves the right to have the Developer replace any project personnel.

#### **E. Contract Negotiations**

The IPHMA reserves the right to make a contract award contingent upon the satisfactory completion by the Developer of certain special conditions. The contract offer of the IPHMA may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the IPHMA reserves the right to:

- Fund all or portions of a Developer's submission and/or require that one Developer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- Elect to contract directly with one or more of any identified collaborators; and/or require all collaborators identified in the submission to become co-signatories to any contract with the IPHMA.
- There may be covenants and deed restrictions in regards to the conveyance of the property.

#### **F. Standing of Developer**

Regardless of the merits of the submission submitted, a Developer may not be selected if it has a history of contract non-compliance with a public entity or any other funding source, poor past or current contract performance with a public entity or any other funding source, or current disputed or disallowed costs with a public entity or any other funding source.

Developers/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFQ/P process, until this sanction is removed.

The IPHMA will enter into an agreement only with entities that are in good standing with the California Secretary of State and the City of Industry.

### **G. Proprietary Interests of the IPHMA**

The IPHMA reserves the right to retain all submitted submissions which shall then become the property of the IPHMA and a matter of public record. Any department or agency of the City has the right to use any or all ideas presented in the submission without any change or limitation. Selection or rejection of a submission does not affect these rights. All submissions will be considered public documents, subject to review and inspection by the public at the IPHMA's discretion, in accordance with the Public Records Act.

Developers must identify all copyrighted material, trade secrets or other proprietary information claimed to be exempt from disclosure under the California Public Records Act (California Government Code Sections 6250 et seq.) In the event such an exemption is claimed, the submission must state: "(Name of Developer) shall indemnify the IPHMA and the City, and hold it and its officers, employees and agents harmless from any claim or liability and defend any action brought against the IPHMA and /or the City for its refusal to disclose copyrighted material, trade secrets or other proprietary information to any person making a request thereof." Failure to include such a statement shall constitute a waiver of the Developer's right to exemption from disclosure.

### **H. Discount Terms**

Proposers agree to offer the IPHMA any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement, which meet the discount terms.

### **I. Americans with Disabilities Act**

Any contract awarded pursuant to this RFQ/P shall be subject to the following:

The Developer/Consultant hereby certifies that it will comply with the Americans with Disabilities Act 42, U.S.C. Section 12101 et seq., and its implementing regulations. The Developer/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Developer/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Developer/Consultant, relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

### **J. Child Support Assignment Orders**

Any contract awarded pursuant to this RFQ/P shall be subject to the following:

Developer/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development Department. Developer/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to

the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110.

#### **K. Development Policies and Requirements**

##### ***Labor Requirements for Development***

This RFQ/P includes the information on laws that affect development projects. This section highlights requirements related to prevailing wage, which would apply to a project that could develop as a result of this RFQ/P.

##### ***Local Hiring Program Requirements***

Selected Developers must comply with Federal Section 3. Contractors and others engaged in construction and rehabilitation are encouraged to hire and train the maximum feasible number of employees from the community.

Developers are also encouraged to consider employment programs for the homeless or formerly homeless, as a resource for potential employees.

#### **L. Supplemental Information Related to the RFQ/P Process**

##### ***Contact AFTER RFQ/P Submission***

During the period immediately following the deadline to submit submissions and continuing until a recommendation has been submitted to the IPHMA, developers are not to contact City staff, the City Council, and any Commissioners on this specific matter. Any such contact may result in the immediate disqualification of any respondent from consideration. All questions or request for clarification or additional information shall be submitted via PlanetBids.

##### ***Amendments to the RFQ/P***

Any amendments to this RFQ/P shall be effected in writing and issued by IPHMA staff. If this RFQ/P is amended, then all terms and conditions which are not modified remain unchanged.

All interested proposers shall acknowledge receipt of any amendment to this solicitation by including a statement in its submission that it has received the amendment (the amendment number, if any, should be identified).

##### ***Restriction on Disclosure of Data***

Prospective firms who include data or information in their submissions that they do not want disclose to the public for any purpose or used by the IPHMA except for evaluation purposes, shall mark the title page with the following legend:

“This submission includes data that shall not be disclosed outside the IPHMA and shall not be duplicated, used or disclosed – in whole or part – for any purpose other than to evaluate this submission, subject to the California Public Record Act. If, however, a contract is awarded to this prospective firm as a result of, or in connection with, the submission of this data, the IPHMA shall have the right to duplicate, use or disclose the

data to the extent provided in the resulting contract. This restriction does not limit the IPHMA's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets)."

Mark each sheet of data Developer wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this submission."

***Submission Preparation Expenses***

The IPHMA will not in any event be liable for any pre-contractual expenses incurred by the prospective firm. The prospective firm shall not include any such expenses as a part of the price proposed in response to this RFQ/P. Pre-contractual expenses are defined as expenses incurred by the prospective firm in (1) preparing the submission in response to this RFQ/P; (2) submitting and delivering the submission to the IPHMA; (3) discussing and/or negotiating with the IPHMA on any matter related to this RFQ/P; or (4) any other expenses incurred by the prospective offer or prior to the date of award, if any, of a proposed contract.

***Misunderstandings***

All questions related to this Request for Qualifications and Proposals shall be submitted in writing via PlanetBids no later than July 6, 2017 at 4:00 pm. Responses to questions will be published on PlanetBids by July 10, 2017. The IPHMA's decision shall be final in any matter of interpretation of the documents.

***Late Submissions***

It is the responsibility of each proposer responding to this solicitation to ensure that its submission is received by the IPHMA prior to the time specified in this RFQ/P. Any submission received by the IPHMA after the exact time specified for receipt is "late" and shall be date and time stamped and not considered for inclusion on the pre-qualified list.

***Right to Reject Any or All Submissions***

This RFQ/P is not a contract offer, a request for technical services or an agreement to construct any project that may be proposed or otherwise submitted and does not commit the IPHMA to create a pre-qualified list, to enter into any exclusive negotiating agreement, disposition and development agreement, ground lease, or any other agreement, or to accept any part of any submission, including, without limitation, a selected submission, or to pay any costs incurred in submission of any submission.

Should this process result in an Exclusive Negotiating Agreement, the execution of such agreement does not constitute a contract, agreement or promise that such agreement will lead to a Disposition and Development Agreement or Ground Lease, or that the IPHMA will agree to build or have built any proposed project.

**Affordable Housing Opportunity Sites RFQ/P  
Exhibit B: LIST OF PROPERTIES & PROFILES**

**1) FAURE AVENUE – 22036 Valley Blvd, APN 8709-027-908**

**Property Description:** Site is 3.33 acres and has one existing residential structure that is to be removed by the developer. Site is city-owned and near to residential uses. Site has direct access to roadways and all utilities; however, conceptual plans for infrastructure improvements have been prepared and are included as a part of this RFP.

Previously identified as a conceptual location for 10 single family units.



**2) E WALNUT DRIVE SOUTH #1 - 20137 E. Walnut APN: 8762-002-902**

**Property Description:** Site is 3.81 acres and has one existing single-family unit that can be considered for removal by developer. Site is IPHMA-owned and adjacent to residential uses. Site has direct access to roadways and all utilities.

Previously identified as conceptual location for 10 single family units in combination with E Walnut Drive South #2.





**3) E WALNUT DRIVE SOUTH #2 - 20249 E. Walnut APN: 8762-002-901**

**Property Description:** Site is 1.53 acres and is vacant with no uses. Site is IPHMA-owned and adjacent to residential uses. Site has direct access to roadways and all utilities.

Previously identified as a conceptual location for 10 single family units in combination with E Walnut Drive South #1.

