



MEMORANDUM

DATE: February 7, 2020
TO: Shortlisted Proposers
FROM: Valerie F. Bernardo, Housing Coordinator
SUBJECT: Clarification(s) - 4300 San Pablo Avenue RFQ/P

The City of Emeryville is issuing the following Clarifications for Phase 2 of the RFQ/P process for 4300 San Pablo Avenue.

Allowable Development Calculation

AB 1763 went into effect on January 1, 2020. Pursuant to AB 1763, the allowable development calculations have been revised for 4300 San Pablo Avenue. The City recommends that each developer selected to submit proposals for Phase 2 of the RFQ/P review the attached revised allowable development calculations and take them into consideration prior to submitting the proposal for Phase 2. Developers can make any necessary revisions or changes to accommodate the new allowances outlined or continue with their proposal as originally submitted.

Project Information Sheet (Tab 2)

Fill out each cell of the project information sheet. Do not leave any space blank, instead identify 0 or NA if it is not applicable. Please ensure that the information referenced here does not contradict information in Tab 3 and Tab 4. For all projects that exceed 16 units, please include one (1) Property Management unit at market rate. If the project will be intergenerational, indicate the distribution of units designated for senior occupancy and non-senior occupancy.

Renderings & Design (Tab 4)

- Design proposals must include pictures of proposed interior finish levels of the flooring, countertops, cabinets, and appliances to be found in the units.
- For Intergenerational Housing Projects only, identify the building for each tenant group and the associated access points.

Community Benefits (Tab 5)

Please identify which allowable development concession/incentives, if any will be requested.

Supportive Information (Tab 8)

If proposing an Intergenerational Housing project, please include the following:

- Tenant Selection Process(es)
- Identify the services that will be provided to each tenant group

Tab 9 Feasibility Analysis (NEW Submission Requirement)

To ensure the selection panel has all of the information needed to make an informed evaluation of the financial feasibility of the proposals, the City is requesting that each developer include an updated feasibility analysis under Tab 9. Only the feasibility analysis information submitted within Phase 2 will be evaluated. The updated feasibility analysis must include the following attachments:

- Sources & Uses (Attachment 11)
- 30 Yr. Cash Flow Proforma (Attachment 12)
- Operating Budget (New)
- Financial Narrative

Sources & Uses (Attachment 11, in Microsoft Excel format)

- Prevailing Wages must be identified as a separate line items within the Project Sources & Uses. Do not include it in another line item.
- Development Impact Fees (To calculate Development Impact Fees, please visit [http://emeryville.org/DocumentCenter/View/9022/Development-Impact-Fees-?bidId=.](http://emeryville.org/DocumentCenter/View/9022/Development-Impact-Fees-?bidId=))
- Contingency (Assume 10% Hard Cost and 10% Soft Cost Contingency)
- Financing Sources must only assume 4% Tax Credits as the base proposal, but alternative financing approaches are encouraged and can be submitted separately
- Include an electronic version of this information on a flash drive

30 Yr. Cash Flow Proforma (Attachment 12, in Microsoft Excel format)

- Include projected payments related to the ground lease, distribution of residual receipt payments to the City and other funders, deferred developer fee, and any other financial obligations that would be payable from project income/cash flow

Operating Budget – Each Developer shall include an operating budget. Developers may utilize their own form for submission, but it should be in Microsoft Excel format.

Financial Narrative- Each Developer shall include in the financial narrative the following information:

- Provide a justification for proposed sources and uses
- Identify when each funding source is anticipated to be applied for and describe the project's eligibility and competitiveness for the proposed funding based an assessment of the viability of being successfully awarded
- For Tax Credits, indicate the following:
 - Tax Credit Calculation Basis, Pay-In Rate and Tax Credit Equity Amount
 - Tax Credit Point Score and Tie Breaker Score
- Describe the proposed terms for the City ground lease and City financial assistance
- Describe the likely terms for all other funding sources
- Describe the terms under which any deferred developer fee will be repaid

NOTE: A flash drive with an excel version of the sources and uses, 30-year cash flow proforma and operating budget must also be attached to the Phase 2 proposal.

Timeline

The revised schedule for Phase 2 is as follows:

Item	Deadline
Phase 2 Submittal Due	April 10, 2020
Interviews of Short List by Housing Sub-Committee	May 4-8, 2020
Housing Committee Considers Recommendations and forwards Recommendation to the City Council	June 3, 2020
Contract Awarded by City Council	July 7 or July 21, 2020

If there are any questions regarding the attached clarifications or timeline schedule, please submit your questions in writing no later than February 14, 2020.