



**Procurement Division
1209 Admiral Street
Richmond, Virginia 23220**

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference: RFQ for the Master Developer for the Dove Street Area
RFQ No. RRHA-RFQ-2010-01

Issue Date: October 25, 2009

Closing Date and Time: December 15, 2009 at 2:00PM

Pre-Proposal Conference: November 10, 2009 at 10:00AM
(Optional)

The above solicitation is hereby changed to add:

Item #1: Questions and Responses from the Pre-Proposal Conference held on November 10, 2009 at 10:00AM at 1209 Admiral Street, Richmond, Virginia 23220.

Item #2: Attachment A – Pre-Proposal Conference List of Attendees..

QUESTIONS AND ANSWERS

1. Question: Is the market analysis available?

Response: Yes. High-level summary narrative from the Dove market analysis is available in the Dove Street Area Master Plan (page 17). The plan can be retrieved at: <http://www.rrha.org/revitalization/news/Dove.pdf>

2. Question: How much of the proposed site does RRHA control?

Response: RRHA controls a total of 16.78 acres of which 4.5 acres are located in the northwest quadrant of the proposed site. The remaining acreage includes the former sites of Dove Court (3.8 acres), Northridge, and Carrington Gardens (11.0 acres).

- 3. Question:** How much of the proposed site is not controlled?

Response: A total of 35.72 acres are not currently controlled by RRHA: Armory (19.93 acres), School (10.83 acres), and Park (4.95 acres). Steps to facilitate the transfer of these sites from City of Richmond entities to RRHA have been underway.
- 4. Question:** Can you explain more about the community planning process? Which groups were or are involved? Is this a plan with which most stakeholders are on board?

Response: Several community meetings were held at the Overby-Sheppard Elementary School. The meetings were facilitated by Icon Architecture, the firm RRHA contracted with to create the Master Plan. The meetings were well attended by City of Richmond Political and Administration officials, City of Richmond Public Schools, neighborhood civic leaders and concerned residents from Green Park, Barton Heights, and Highland Park. Evaluation and refinement of the plan continues with the Dove Street Task Force. A smaller group of stakeholders who are meeting regularly and composed of representatives from the City Richmond, Richmond Public Schools, and the community.
- 5. Question:** Have changes been initiated regarding zoning and land use?

Response: No. Most property is zoned residential: R-6 or R-48, or R-53. Please see page 39 of the Dove Street Area Master Plan for more information.
- 6. Question:** Is a retail zone possible when the entire area is zoned residential?

Response: Yes, however if retail is to be included as a development component; the site would have to be rezoned by the Master Developer or the Master Developer would have to submit a Special Use Permit Application to the City Planning Department. RRHA would work with the Master Developer and the City to seek approval of any required rezoning or Special-Use Permit applications.
- 7. Question:** Has the HUD disposition been filed?

Response: Yes. HUD has approved the demolition/disposition of Dove Court. There are no other parcels in the Dove Street Area that require a HUD Demolition/Disposition approval.
- 8. Question:** Please provide an explanation of deed restrictions on Carrington site?

Response: The Department of Housing and Urban Development (HUD) sold Carrington Gardens at foreclosure sale. Deed restrictions and Foreclosure Sale use Agreement stipulates that “[t]he Purchaser covenants that one hundred and one (101) units must be maintained as affordable housing for a period of twenty (20) years after the date of this Deed or such earlier time as the Seller

may specify in writing (the “Restricted Period”). Any Change in this number of units must receive prior written approval from Seller.”

RRHA has corresponded with HUD and they are “willing to consider conversion from affordable rental housing to affordable homeownership based on the following conditions:

- A proposed plan for redevelopment of the Carrington Gardens Site into homeownership units will need to be submitted for review.
- The proposed plan must contain details about the redevelopment of the site and must include the targeted (upper limit) income of prospective homeownership, the number of affordable homeownership units to be developed and a detailed timeline for initiate the completing the proposed construction.
- The revised development plan must have the review and written approval from the City of Richmond, based on its approved Consolidated Plan for the area.”

9. Question: How long is the deed restriction?

Response: “The replacement rental units must remain affordable for a period of twenty (20) years from the date of initial occupancy and the homeownership units must remain affordable for a period of fifteen (15) years from the date of initial occupancy.”

10. Question: Does the community want retail and homeownership opportunities, or is this RRHA’s vision?

Response: During the master planning process, the community expressed an interest in having a majority of the units be designated as homeownership units in addition to the possibility of neighborhood serving retail uses.

11. Question: Did the market analysis address retail for this corridor?

Response: Yes. Preliminary market analysis does not support retail in the community. However, the community has requested that this be looked into further. RRHA, along with the master developer will reevaluate the potential for retail uses in the future.

12. Question: Clarification of low income and market rate housing.

Response: Please see page 17 of the Dove Street Master Plan “Housing Market Analysis”.

13. Question: Is the master plan available for viewing?

Response: Yes. The master plan for the Dove Street Area can be from the RRHA website via the following link: <http://www.rrha.org/revitalization/news/Dove.pdf>

- 14. Question:** What consultant team did RRHA work with to complete the master plan?
- Response:** The master planning consulting team was lead by Icon Architecture of Boston, MA. Offerors are advised not to contact Icon Architecture or other team members regarding the Dove Street Project.
- 15. Question:** Who was the architect that did the drawings?
- Response:** Icon Architecture in partnership with BAM Architects in Richmond, VA. Potential developers are advised not to contact Icon Architecture or BAM Architects regarding the Dove Street Project.
- 16. Question:** Can RRHA discuss the product type? How do you envision the rental product?
- Response:** Please see page 38, Chapter 4 – Design Guidelines of the Master Plan Document which addresses single and rental product type.
- 17. Question:** Is there any agreement with the former public housing residents to return?
- Response:** No formal agreement exists between RRHA and former public housing residents of Dove Court. However, the opportunity does exist for those families to return assuming they meet the re-occupancy criteria. They may be contacted and invited to apply for units in the new community. Again, it is RRHA’s goal not to have more than 30% of the total number of units in the area serve public housing eligible households.
- 18. Question:** Is there a certain portion or goal for replacement public housing?
- Response:** Not more than 30% of the new community will consist of public housing eligible units.
- 19. Question:** Will some units have to be “hard” ACC public housing units?
- Response:** Yes, there is the potential that some units will be “hard” ACC/Section 9 units.
- 20. Question:** Explain the difference between “public housing unit” and “public housing eligible unit”.
- Response:** *“Hard” Public Housing unit*- housing unit that is subsidized under an Annual Contributions Contract with the U.S. Department of Housing and Urban Development. These units receive a predetermined operating subsidy.

Public Housing Eligible unit- housing unit that is attainable by individuals and/or families that have incomes between 0 and 80% of Area Median These units have historically been at 30% or less in RRHA communities. Income; however the unit is not subsidized under an Annual Contributions Contract with the U.S. Department of Housing and Urban Development.

- 21. Question:** Will RRHA apply for tax credits before a developer is on board?
Response: No, RRHA will not apply for LIHTC credits before procuring a developer.
- 22. Question:** Is RRHA applying for LIHTC for 2010?
Response: No, RRHA will not apply for 2010 LIHTC funding.
- 23. Question:** What is the estimated time until the developer will be chosen?
Response: The developer will be chosen as soon as possible. We will begin the selection process immediately after the closing date of the RFQ and are expected to complete the selection process by February 15, 2009 or until the developer agreement is signed.
- 24. Question:** Is RRHA going to interview the top developer teams?
Response: After the initial proposal review process is complete, a “short list” of Offerors will be created. The number of Offerors chosen for the “short list” could vary and is unknown at this stage in the process. Once the short list is compiled, presentations and/or interviews may be conducted as a fact-finding measure.
- 25. Question:** Do you think a new school will be on the same site or can it be relocated?
Response: RRHA anticipates that the school can be relocated to the Armory site however further discussions will be needed with Richmond Public Schools.
- 26. Question:** Has an environmental study been completed?
Response: Yes, a Phase 1 Environmental has been completed for the Dove, and Carrington/Northridge sites. RRHA plans to upload these reports to its website by 11/25/09. You may access the reports via the following link:
<http://www.rrha.org/html/contracting//itb/09/MapWetland.pdf>
- 27. Question:** Where is the wetland pocket?
Response: As stated in the RFQ: Per a review of GIS mapping, there may be a wetland pocket to the north of the artillery depot parking area and a possible perennial stream located south of the Overby-Sheppard Elementary School. More investigation will be needed to determine the full impact of these environmental conditions. You may reference the map on RRHA website at
<http://www.rrha.org/html/contracting//itb/09/WetlandPocket.pdf>

- 28. Question:** Will the master plan need to be approved by City Council?
- Response:** No. The master plan for the Dove Street Area does not require approval by Richmond City Council.
- 29. Question:** 300 units to be focused upon on RRHA controlled land – where are these planned units to be located? Is this figure correct?
- Response:** Page 36 of the Master Plan provides a table which reflects the unit count according to the Preferred Alternative Site Plan 3b. Approximately 175 units are being proposed for the sites RRHA control (Dove Court 57 housing units, Northridge 51 housing units, Carrington 67 housing units).
- 30. Question:** Will parcel “G” on the map be rentals or sales units?
- Response:** It is expected that the Master Developer and RRHA will work together to determine the most appropriate tenure for each development component.
- 31. Question:** Is the percentage of rental vs. homeownership based on market study or community input?
- Response:** RRHA, along with the master planning team came to a reasonable consensus with the desires of the Dove Street Area community and market realities for the community. More information regarding both the public participation process and the market analysis can be found in the Dove Street Master Plan: <http://www.rrha.org/revitalization/news/Dove.pdf>.
- 32. Question:** Will RRHA be able to discuss, in more detail the funding sources?
- Response:** Page 12 of the RFQ Section 2.6 Project Funding - adequately describes the status/and or sources funds for this project. RRHA plans to work with the Master Developer concerning any and all sources of funds feasible for the development of this project.
- 33. Question:** Are replacement housing funds based on ACC units?
- Response:** RHF funds must be used to construct public housing units.
- 34. Question:** Details on debt behind Carrington?
- Response:** The Carrington was acquired by RRHA in January 2008 for \$2,600,000.00.
- 35. Question:** **How did RRHA arrive at 55 LIHTC units that it contemplated submit a LIHTC Application for?**

- Response:** Based upon a preliminary site plan, a financial and operating proforma was completed for the Dove Court, Carrington and Northridge sites. The 55 affordable rental units were calculated out of 175 total; which represented roughly 30% of the units in this area of the project; which is RRHA's goal for public housing-eligible units.
- 36. Question:** Does RRHA desire to issue bonds?
- Response:** RRHA will be willing to issue bonds for this project.
- 37. Question:** Is the Master Developer to personally guarantee private funds?
- Response:** Yes
- 38. Question:** Will that require a bond to be obtained by the Master Developer?
- Response:** Yes
- 39. Question:** Will the structures and/or land be tax exempt?
- Response:** It depends on the type of ownership structure that is negotiated between RRHA and the Master Developer
- 40. Question:** What role does RRHA expect to play in property and asset management?
- Response:** RRHA has not made a final determination as to what role it may or may not play in property and asset management for this project. This will be an item for negotiation.
- 41. Question:** What role will RRHA play in monitoring Section III compliance by the Master Developer?
- Response:** The Division of Procurement and Contract Administration is responsible for compliance with all federal laws and regulations pertaining to Section III. RRHA will assign a Contract Administrator after the contract has been awarded to work with the Master Developer to ensure reports are submitted on time and in the correct federal format.
- 42. Question:** Page 19; Section 3.2.A.7): What are RRHA goals?
- Response:** RRHA goal is 50%. RRHA goals are to provide opportunities for MBE/WBE through contracting partnerships and sub-contracting opportunities. Each Offeror should establish their goals based on their proposal for services that will be provided through the Master Developer Agreement.

- 43. Question:** Who from the master planning side will work with the Master Developer to prepare HUD submissions?
- Response:** RRHA will work with the master developer on HUD submissions.
- 44. Question:** Are you asking for us to identify all members of the team we would use for this project?
- Response:** RRHA is asking the Offeror to identify the following team members:
- All Developer(s)
 - Primary/Lead Architect(s)
 - Primary/Lead Engineer(s)
 - Other team members will be welcomed but not required
- 45. Question:** Clarify what members of the team you expect to see at the interview table.
- Response:** All development partners must be identified along with the lead architectural and engineering firms.
- 46. Question:** If two developers work together will they have to be one legal entity at the time they submit the proposal?
- Response:** Not necessarily, however RRHA asks that you identify all developer partners along with the lead architectural and engineering firms. All development firms that will play a role in the project must submit all financial documentation as requested in the RFQ.
- 47. Question:** Should we submit our proposals on the current master plan or should we present our own ideas?
- Response:** Offerors are asked to provide a narrative that includes any suggested modifications to accomplish the overall goals and objectives of the project, and should specifically address the rental units, the homeownership units, and proposed non-residential components. The Offeror should also discuss their proposed role in the design and master planning process. Creative and constructive criticism is encouraged.
- 48. Question:** Are there any stakeholders involved in the evaluation of the proposals?
- Response:** Yes
- 49. Question:** Will you provide information regarding scoring or status of proposals?
- Response:** All Offerors will have the opportunity to review the procurement file after the Notice of Intent to Award have been made and the scoring will be available in the review file. The status will be posted on RRHA's website at www.rrha.org.

50. Question: Will the scoring be public for public viewing?

Response: Yes, after the Notice of Award of the Master Developer Agreement.

50. Question: Can we have a list of the Pre-proposal conference attendees?

Response: Yes, list of attendees is included in this addendum as an attachment.

Note: A signed acknowledgement of this Addendum must be received at the submission location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal.

Sincerely,

Dr. MaLinda B. Washington, VCO, CPPB, SMP, LFLC
Director of Procurement and Contract Administration

Name of Firm

Printed Name/Title

Signature/Date

PRE-PROPOSAL CONFERENCE
RFQ No. RRHA-RFQ-2010-01
MASTER DEVELOPER FOR THE DOVE STREET AREA
NOVEMBER 10, 2009 at 10:00 a.m.

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End of List