

**BERKELEY UNIFIED SCHOOL DISTRICT  
EMPLOYEE AFFORDABLE HOUSING DEVELOPMENT  
REQUEST FOR PROPOSALS FOR ARCHITECTURAL  
SERVICES BERKELEY, CA**

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***Introduction***

The Berkeley Unified School District (BUSD) is requesting proposals from qualified firms for a new employee affordable housing development located in Berkeley, California. The development aims to provide affordable, stable rental housing for non-management BUSD employees and their families within the City of Berkeley (COB).

At this point in time, a site has not been selected for development, and details of the project program and scope are still being determined. Several possible locations are under consideration, and the City of Berkeley is providing funding to BUSD to facilitate initial preplanning analysis of potential sites for development. This RFP is to solicit proposals from firms with experience in multifamily housing to study potential sites and examine the capacity for housing development.

***Development History (optional)***

The need for teacher housing, as well as housing for our classified employees, is urgent and is well documented. BUSD contracted with the Center for City and Schools at UC Berkeley to help conduct a housing survey of all BUSD employees, certificated and classified employees in Fall 2017. Over 800 employees responded, which corresponds to over 60% of all BUSD employees. The survey results make clear that the current affordability crisis is creating significant housing security pressures on BUSD employees. In fact, over half of the households for BUSD employees who rent are “cost burdened” (i.e., they spend more than 30% of their family income on rent) and 20% are “severely cost burdened” (i.e., they spend more than 50% of their family income on rent). Additionally, 78% of BUSD employees who are not homeowners experience financial pressures due to high housing costs, which impacts their long-term ability to stay with BUSD.

**Site Selection:**

In 2016-2017, the District commissioned a study to identify BUSD-owned opportunity sites that could accommodate housing. While the initial study identified four potential sites, it was only a preliminary inquiry and did not provide BUSD with the information needed for site selection or to determine a feasible financing model.

***Relevant City Plans and Guidelines***

Berkeley Municipal Code: <https://www.codepublishing.com/CA/Berkeley/> for Building Code (Title 19), Planning & Development Procedures (Title 22) and Zoning Maps:

***Scope of Services***

The scope of this RFP is limited to pre-development studies at this time. Should the project

continue past the pre-development phase, a separate procurement process will be initiated for the entitlements, construction documents, and construction administration scope.

The scope of this RFP includes:

Prepare financing model for 1-2 conceptual site plans, including how much could be financed by rents, by tax credits, by COB G.O. bonds (via Measure O), and by other sources

Summarize any legal constraints on/issues with financing model

### ***Project Schedule***

The current project schedule through Entitlements is as follows:

Proposals Due: *May 17, 2019*

Interviews: *May 29, 2019*

Selection: *June 12, 2019*

Begin Pre-Development: *June 17, 2019*

*Present preliminary site and financial analyses to BUSD: August 15, 2019*

*Conduct community meeting at each potential site: September 23-27, 2019*

*Deliver final site and financial analyses to BUSD: October 15, 2019*

### **RFP RESPONSE REQUIREMENTS**

Firms interested in responding to this Request for Proposals should submit the following information by *May 17, 2019 3pm PST*. Following review of the proposals, we expect to invite 2-3 firms to interview on *June 12, 2019*. All responses to this RFP should include the following:

1. Approach,

Include a brief description of your approach to the project, design philosophy, and experience developing projects within a political environment including facilitation of community involvement in the design process.

2. Experience of the firm,

Descriptions of the firm's current multifamily housing projects should be included as well as photos of completed projects that are similar in scope to the proposed employee affordable housing project. Site plans and representative renderings are encouraged. Please also include the firm's experience obtaining entitlements for, and overseeing construction of projects in Berkeley. Resumes should be provided for the firm's principals as well as the specific individuals who will be assigned to this project. The role of each staff member should be clearly defined.

3. Resumes of key personnel

4. Examples of cost effective design

Provide a description and examples of cost effective design work done by the firm for

other projects.

5. Fee Estimate

The fee should include the scope of work as described under “Scope of Services” in this RFP.

A budget should be prepared outlining the fee for firm services only, excluding subcontracted services, which should be identified separately, as applicable. Please also include an estimate for reimbursable expenses and specifically identify the budget for travel.

**RFP SCORING**

All responses to this Request for Proposals will be evaluated by BUSD. Points will be awarded for each category as follows (please note that partial points may also be awarded):

- 1. Approach (xx points)
- 2. Experience and capacity of the Firm (xx points)
- 3. Resumes of Key personnel (xx points)
- 4. Cost Effective Design (xx points)
- 5. Fee Estimate (xx points)

Total points: 100

Any questions concerning this RFP may be directed to ***Berkeley Unified School District Attn:***