



Public Works Department
P.O. Box 1609, Mammoth Lakes, CA, 93546
(760) 965-3657
www.townofmammothlakes.ca.gov



Dear Interested Party:

The Town of Mammoth Lakes (Town) is excited to issue this Request for Statements of Qualifications (RFQ) for development of affordable housing on the 25-acre vacant site known as The Parcel, located in the center of Mammoth Lakes, California. The key objective of this RFQ process is to identify the Development Team consisting of one or more Developers that will be the best fit to partner with the Town to develop The Parcel in our vision of a sustainable, thriving, affordable housing community serving the year-round residents of Mammoth Lakes. The Town will be a partner throughout this project and will provide oversight, but will rely to a great extent on the successful Developer's professional experience and qualifications for critical items including, but not limited to final detailed planning, design, financing/funding, construction and ongoing asset management.

This RFQ and the website links contained herein include significant details about The Parcel and the recent Conceptual Land Use Planning process. In reviewing the responses received, we will be very interested in the approach the Developer proposes to complete the required research and engage with staff, stakeholders and the community. It will also be critical to understand how the Developer expects to use this information to work toward a specific agreement.

The Town's recent Conceptual Land Use Planning Process, which included significant public engagement, has set broad guidelines and objectives for future development and describes the community's priorities. The Town Council is expected to accept a Preferred Conceptual Land Use Plan, a substantial starting point, on December 11, 2019. We expect the eventual development program will include several steps, including but not limited to final detailed planning by the Town and Developer, environmental documentation, and an appropriate entitlement process, before final design and site work can begin.

A Pre-Submittal Conference for interested parties is scheduled for the morning of November 21, 2019, and will include an overview of the project, a site visit to The Parcel, a brief tour of the Town of Mammoth Lakes for those that request it and an opportunity to ask questions. For further information and to ensure written addenda are appropriately distributed, interested teams should provide appropriate contact information.

Thank you for your interest in this exciting opportunity.

A handwritten signature in black ink that reads "Amy Callahan for Grady Dutton".

Grady Dutton
Public Works Director

Town of Mammoth Lakes

Town of Mammoth Lakes Public Works Department

Request for Statements of Qualifications (RFQ)

The Parcel Affordable Housing Development



Release Date: Friday, November 8, 2019

Pre-Submittal Conference: Thursday, November 21, 2019 at 8:30AM

Deadline for Submission: Thursday, December 19, 2019 at 4:00 PM

Project Manager: Grady Dutton

Town of Mammoth Lakes
Public Works Department
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Mammoth Lakes, CA 93546
Ph: (760) 965-3657

Table of Contents

A. Introduction.....	4
B. General Overview/Regional Background.....	4
C. Project Description, Objectives, and Scope of Work.....	6
D. The Parcel Background Information.....	10
E. Town Provided Information and Materials.....	11
F. Preliminary RFQ Schedule.....	11
G. Response Format.....	12
H. Response Evaluation and Selection.....	15
I. Submission of Responses.....	18
J. Other Requirements.....	18
K. Legal Matters.....	19
L. Information and Inquiries.....	20

A. Introduction

In 2017, as a result of the Town's recent [Housing Needs Assessment](#) and [Community Housing Action Plan \(CHAP\)](#), the Town of Mammoth Lakes (Town) identified a need for several hundred affordable housing units by 2022. As a significant step toward responding to that need, in March of 2018 the Town purchased [The Parcel](#), a 25-acre vacant site, currently zoned for affordable housing, located near the center of Town.

Since the purchase of The Parcel, the Town has compiled information related to the site, including but not limited to a Preliminary Title Report, a Phase One Environmental Analysis, preliminary boundary and topographic surveys and land use information. Throughout 2019, the Town has been involved in a significant Conceptual Land Use Planning effort with a planning and public engagement consultant team led by Lisa Wise Consulting (LWC) of San Luis Obispo, California. That effort will culminate in a presentation to Town Council of a Preferred Conceptual Land Use Plan on December 11, 2019. The Town expects to maintain momentum by moving directly into a development partner selection process as begun with this RFQ.

The Town is seeking experienced affordable housing development teams meeting the qualifications described in this RFQ that have successfully demonstrated their ability to design, build, and manage quality affordable housing projects in the State of California. This RFQ is a solicitation of creative responses that will assist the Town in selecting one or more Developers to work with the Town to complete development of affordable housing on The Parcel in accordance with the Preferred Conceptual Land Use Plan.

The Town anticipates Responses to this RFQ that demonstrate an understanding of the Mammoth Lakes community, its housing needs, and the unique opportunities presented by The Parcel. The Town expects the development of The Parcel will provide high quality affordable housing in multiple phases, with the first units developed as soon as is feasible. The Town anticipates that the selected Developer will demonstrate a diverse range of development experience in a variety of housing product types.

The Town would like to convey a sense of urgency in meeting our community's significant affordable housing needs. While the selection process will be deliberate, time is also of the essence. The Town anticipates this RFQ process will take several weeks, after which time staff will recommend the selection of one or more Developers to the Town Council for negotiation of an appropriate agreement. While the dates and schedule stated in this RFQ represent the Town's preferred timetable, it shall not be considered binding upon the Town. In addition, the submission of a response to this RFQ shall not be binding upon the Town nor construed as a contract with or commitment by the Town.

B. General Overview/Regional Background

1. Town of Mammoth Lakes

The [Town of Mammoth Lakes](#) (Town), incorporated in 1984, is the only incorporated city in Mono County, California. The year-round population of the winter and summer resort

Town is approximately 8,000, while the population of Mono County totals approximately 17,000 (including the Town). It is not at all unusual for the Town to swell to nearly 40,000 total inhabitants on busy winter weekends.

The Town encompasses a total of 4.5 square miles within its Municipal Boundary and is generally surrounded by federal lands, specifically the Inyo National Forest. The Town is uniquely situated on the east side of the Sierra Nevada mountain range at an elevation of approximately 8,000 ft. The nearest large city is Reno, Nevada, a distance of 170 miles to the north. To the south, it is 290 miles to the greater Los Angeles area.

The Town has a City Manager form of government with a five-member [Town Council](#). That Town Council is elected in two parts, with an election every two years. Two Town Council seats will be up for election in 2020, with the remaining three in 2022. On an annual basis, the Town Council appoints a Mayor and a Mayor Pro Tem.

The Town has primarily a recreation and tourism-based economy, with the majority of annual revenue being provided by Transient Occupancy Taxes (TOT). While it is still busiest in the winter, over the past few years the area has made significant progress in transitioning to a more year-round economy. A portion of those TOT revenues are directed to housing on an annual basis. The Town is actively investigating appropriate alternatives for securing additional long-term funds to support affordable housing in the area.

The Town manages most municipal duties, with special districts in place for water and wastewater (Mammoth Community Water District) and fire protection (Mammoth Community Fire Protection District).

2. Eastern Sierra

Located on the eastern slopes of the Sierra Nevada mountain range, the Eastern Sierra is a vast area of significant natural, historic and recreational resources. Within an hour's drive from Mammoth Lakes are several regionally and nationally known tourist and recreation destinations, including Yosemite National Park, Devils Postpile National Monument, Inyo National Forest, Mammoth Mountain Ski Area, June Mountain Ski Area, Mono Lake, Convict Lake, Long Valley Caldera and many others. The Town often experiences extreme winter weather conditions resulting in significant snowfall and the subsequent requirement to manage snow removal and storage. The Town's building code requirements reflect those conditions.

This snowfall is of course key to the success of our winter resort base. The area attracts millions of visitors each year who make what can sometimes be a trek to get here. Year-round, the drive from Southern California takes between five to seven hours. It is about the same during the summer from the San Francisco Bay Area, with even longer travel times during the winter when most Sierra Nevada mountain passes are closed.

3. Mammoth Mountain Ski Area (MMSA)

MMSA is one of the largest (2,600 acres) and busiest (approximately 1.3 million annual visitors) ski resorts in California and the United States. MMSA generally opens for winter

operations in early November, with a season that typically runs through late May. It is not unusual for the winter sport season to extend through June and July, and occasionally into August. MMSA also runs a substantial summer mountain biking resort, with operations typically spanning between late May and late September.

4. Additional Local Information

Additional information about the local area can be found on-line at:

- Town of Mammoth Lakes: <https://www.townofmammothlakes.ca.gov/>
- Visit Mammoth / Mammoth Lakes Tourism: <https://www.visitmammoth.com/>
- Mono County: <https://monocounty.ca.gov/>
- Mammoth Community Water District: <https://www.mcwd.dst.ca.us/>
- Mammoth Lakes Fire Protection District: <https://mammothlakesfd.homestead.com/>
- Mammoth Lakes Housing: <https://mammothlakeshousing.org/>
- Mammoth Resorts / Mammoth Mountain Ski Area: <https://www.mammothresorts.com/>
- Inyo National Forest: <https://www.fs.usda.gov/inyo/>
- Yosemite National Park: <https://www.nps.gov/yose/index.htm>
- Devils Postpile National Monument: <https://www.nps.gov/depo/index.htm>

C. Project Description, Objectives, and Scope of Work

1. Project Description

- The Parcel overall detailed project description is included in the [DRAFT Preferred Plan COMPILED with Appendices](#) that will be available for review by November 15 and is expected to be accepted by Town Council on December 11, 2019.

In summary, it is anticipated The Parcel development (the Project) will include the following Key Features:

- Approximately 400 to 450 housing units, with a mix of unit sizes and housing types, reserved for households with incomes at or below 120% Area Median Income (AMI).
- A Circulation Network consisting of transit access, sidewalks, trails and multi-use paths (MUPs), a holistic neighborhood street framework, and connections to the surrounding community.
- A Community Facility such as a childcare center, community center, or supportive service.
- Both formal and informal Open Spaces accommodating active and passive recreation as well as site drainage.
- Vehicle and bicycle Parking for residents and guests.

2. Guiding Principles and Development Objectives

The [Guiding Principles and Development Objectives](#) below were developed through extensive public engagement as part of the recent Conceptual Land Use Planning process:

- A. Provide long-term community housing by addressing a substantial portion of Mammoth Lakes' current housing need.**
 - i. Provide a variety of housing types (e.g., small house, duplex, triplex, townhouse, apartment).
 - ii. Provide a mix of unit types (e.g., studio, one-bedroom, two-bedroom, three-bedroom) to meet the needs of a variety of families and individuals.
 - iii. Provide both deed-restricted rental and ownership products to accommodate households of different ages and incomes.
 - iv. Serve moderate income households and below (< 120% AMI) consistent with the 2017 Needs Assessment.

- B. Provide a range of mobility options and multi-modal (walk, bike, transit, etc.) connections from The Parcel to community destinations.**
 - i. Provide safe and intuitive pedestrian and bicycle connections through The Parcel to surrounding areas.
 - ii. Design a circulation network that prioritizes pedestrians, bicyclists, and transit.
 - iii. Explore transit potential to determine how best to provide transit stops, possible shelters, and connectivity to the larger Mammoth Lakes community.
 - iv. Include traffic calming measures to create a safe, family-oriented neighborhood that minimizes vehicular speeding.
 - v. Explore parking and traffic management strategies to further encourage alternative travel modes, considering that some future residents will rely on individual vehicles.

- C. Provide amenities and open spaces while focusing on community housing and striving to make the best use of every square foot of land.**
 - i. Incorporate supportive uses (such as child care facility) into the design.
 - ii. Provide amenities (such as community gathering spaces and/or parks and playgrounds) necessary for the successful functioning of a livable neighborhood.
 - iii. Design amenity spaces to be multi-purpose (such as park space with snow storage, when compatible).
 - iv. Consider pets in the design of the neighborhood.
 - v. Provide parking for residents and guests, but limit the land required for parking, thereby reserving available land for other uses.

D. Focus on environmentally sustainable design concepts.

- i. Integrate natural features (wetlands, trees, and open space) into the neighborhood design.
- ii. Incorporate sustainable infrastructure and energy-efficient designs.
- iii. Integrate well-planned snow storage areas and accommodate efficient snow management operations.
- iv. Minimize the amount of impervious paving to allow water absorption into soil on site and minimize runoff.
- v. Design for high durability and low maintenance.

E. Establish a livable, integrated, and well-designed community housing neighborhood that stands the test of time.

- i. Create a neighborhood that connects seamlessly to the street network and reflects a design character appropriate to the Eastern Sierra Nevada mountain setting.
- ii. Design the site to provide a transition in building scale and type from the adjacent higher intensity commercial areas to neighboring residential areas.
- iii. Ensure the site is designed to be pedestrian-oriented and comfortable to walk in and through.
- iv. Build upon the recent efforts of Walk, Bike, Ride and Downtown Revitalization to ensure the new neighborhood becomes an integral part of the greater community.

F. Balance guiding principles and development objectives with a viable development program that is sustainable over the long-term and can be constructed in an orderly and timely fashion.

- i. Prepare an overall program for development and management that implements guiding principles, to the extent feasible, while achieving long-term viability.
- ii. Accommodate densities and design features necessary to qualify for essential funding.
- iii. Consider specific and relevant regulatory actions that would be necessary to implement the development program.
- iv. Consider economic factors, including those related to potential investors, affordable housing developers, and future residents.
- v. Develop a phasing plan that reflects market conditions and encourages construction to begin as early as practical.

3. Site Control/Property Disposition

The Parcel consists of two properties which are currently owned by the Town of Mammoth Lakes. The Developer ultimately selected by Town Council will be invited to begin negotiations with the Town and, if successful, enter into one or more appropriate partnership agreements with the Town. The agreement will allow the selected Developer reasonable time, with possibility for limited extension of the term, to complete its due diligence on The Parcel and conduct a detailed review of available documentation, including a review of the process and deliverables of the recent Conceptual Land Use Planning Process. During negotiations, the Developer and the Town will work together to prepare a mutually agreeable preliminary schedule for development of The Parcel. Developer should anticipate the future agreement will include milestones for progress of the Project including final planning and entitlement, environmental documentation, design, funding and other steps through delivery and ongoing management of affordable housing units.

4. Environmental Documentation

The Town will work with the selected Developer to complete environmental review of the proposed development for compliance with the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA).

5. Entitlements

The Developer will be responsible for obtaining all necessary entitlements, which may include zoning and plan amendments, and other discretionary review processes. The Town will assist with the process to the maximum extent possible, recognizing that ultimate decision-making will lie with the Town Planning and Economic Development Commission and the Town Council. During negotiations, the Town and the Developer will determine the appropriate CEQA and/or NEPA review for the project for implementation as indicated above.

6. Timeline

The Town expects that The Parcel will likely be developed in multiple phases over many years; however, it is also imperative that new affordable housing units be completed as soon as possible. Preference will be given to development teams with a demonstrated ability to develop housing incrementally within multi-phased projects, adhere to strict project schedules, and obtain all necessary plan approvals, financing and construction commitments in a timely and transparent manner.

D. The Parcel Background Information

1. Site Description and Background Documents

The Parcel is comprised of two contiguous vacant properties, located at 33 Center St and 1699 Tavern Rd, totaling approximately 25.4 acres. Much of the available site information listed at the links below can also be found within The Parcel website at:

<https://www.townofmammothlakes.ca.gov/904/Maps-Reports-Useful-Documents:>

- [Mono County Parcel Viewer: https://gis.mono.ca.gov/apps/pv/](https://gis.mono.ca.gov/apps/pv/)
- [2018 Preliminary Title Report](#)
- [2018 Phase I Environmental Assessment](#)
- [2014 Wetlands Delineation Study](#)
- [2004 Parcel Boundary Map](#)
- [2003 Topography/Base Map](#)
- [General Plan](#)
- [2019-2027 Draft Housing Element Update](#)
- [Municipal Code \(Title 17, Zoning Code\)](#)
- [1991 Shady Rest Master Plan](#)
- [2018 Allowed Building Heights](#)
- [2018 Existing Land Uses](#)
- [2018 General Plan Land Use](#)
- [2018 Zoning Districts](#)
- [2017 Mammoth Lakes Community Housing Action Plan](#)
- [2017 Housing Choice & Needs Survey Results](#)

2. Development Standards – Preferred Conceptual Land Use Plan

The Town's Public Engagement during the recent [Conceptual Land Use Planning](#) Process has set broad guidelines and objectives for future development which describe the community's priorities for the development process and the final product. The Town Council is expected to accept a Preferred Conceptual Land Use Plan on December 11, 2019. In advance of that, the [DRAFT Preferred Plan COMPILED with Appendices](#) will be available for review by November 15, 2019.

That plan represents a substantial starting point for the Project, and once accepted will be considered the primary guiding document for future development proposals. The Town expects that the eventual development program will include several steps, including but not limited to final detailed planning by the Town/Developer, environmental documentation, and an appropriate entitlement process, before final design and site work can begin.

E. Town Provided Information and Materials

In addition to the documents listed in Section D above, the Town of Mammoth Lakes will provide the following:

- [Town of Mammoth Lakes Standards](#) - Plans and Specifications
- NEPA and CEQA coordination with environmental consultant
- Coordination with jurisdictional partners
- [Other Engineering Resources](#) as needed

F. Preliminary RFQ Schedule

The following is a preliminary schedule for this RFQ process. It is provided as a guide only for your use in preparing your Response:

Description	Completion Date
Advertisement/Distribution of Request for Qualifications	November 8, 2019
Preferred Conceptual Land Use Plan Draft Available	November 15, 2019
Pre-Submittal Conference (see details below)	November 21, 2019
Town Council Consideration of Preferred Plan	December 11, 2019
Responses Due	December 19, 2019
Initial Response Evaluation per Criteria and Numerical Ranking	January 8, 2019
Prepare Preselection Shortlist	January 10, 2019
Interviews	February 2020
Prepare Selected Shortlist for Future RFPs	February 2020
Development Team Initial Selection	February-March 2020
Negotiations and Notice to Proceed	TBD

1. Pre-Submittal Conference

A Pre-Submittal Conference for interested parties is scheduled as shown below, and will include an overview of the Project, a site visit to The Parcel, a brief tour of the Town of Mammoth Lakes for those that request it and an opportunity to ask questions. This conference is not mandatory. Based on information shared and questions received at that conference, the Town may issue an addendum to ensure all parties have the the same information.

Date: Thursday, November 21 at 8:30 AM

Location: 437 Old Mammoth Road, Town Council Chambers / Suite Z (next to Vons, above Starbucks)

Interested parties who are unavailable to meet in person may join via this Zoom Online Meeting: <https://monocounty.zoom.us/j/547596634>

Meeting ID: 547 596 634

Dial by your location:

+1 669 900 6833 US (San Jose)

+1 646 876 9923 US (New York)

G. Response Format

The following Response format is required and has been designed to facilitate comparison among responses submitted. The Response should not exceed (20) 8.5” x 11” pages of content either single- or double-sided, not including attachments. Failure to include all of the elements specified may be cause for rejection. Additional information may be submitted, provided it is succinct and relevant to the goals of this RFQ. All copies of the Response should be bound or contained in binders, using section dividers labeled according to the sections specified below.

1. Eligible Applicants

Eligible Responses under this RFQ may consist of one entity or a team of several entities. Responses that include several entities must identify a lead entity which has demonstrated experience and capacity in the successful development and management of affordable housing in California, such as that proposed for The Parcel.

2. Cover Letter – Introduction

- Provide a summary of your Response demonstrating your general understanding of the Project, including your understanding of the Town's affordable housing need and the objectives and scope of effort for development of The Parcel as described in this RFQ.
- Include an introduction to your Team as well as a primary contact person's name, phone number, email, and mailing address.
- Identify any potential challenges or special concerns that may be encountered.
- Tell us why your Development Team should be selected to partner with the Town in this critical undertaking.

3. Qualifications, Experience and References

- Provide a summary of your Team's qualifications and experience in the development planning, design and implementation of similar projects.
- Include (5) references for whom you have provided similar services, including duration and description of the projects.
- Provide a detailed description of your Team's prior experience and qualifications in developing a range of affordable housing unit types.

The Town understands that affordable housing projects come in a wide range of shapes and sizes, and we believe that opportunities similar to The Parcel for development of affordable housing are few and far between. For that reason, the Town understands requesting experience very similar to The Parcel as described below may not allow Respondents to fully describe their expertise. Therefore, please provide at least five (5) examples of projects that you believe will enable your team to best respond to the Town's needs. Be specific as to characteristics of your experience that will result in a better project for the Town.

Please include, as an Attachment, the following information for each project example:

- Location and photographs
- Identify the number of units, the mix of units types and sizes, number of square feet and any customer survey/satisfaction information
- Present the total development cost; identify the amount of debt and the amount of equity used to finance project, and economic return(s) achieved
- Identify the key development team members. If any team members are different from the Team being proposed in your Response, provide an explanation of why the new team members were selected
- Identify any community uses or amenities incorporated into the project, or other benefits to the community at large or the specific neighborhood, which were part of or resulted from the project.

4. Funding Considerations - Approach and Experience

Successful affordable housing development requires a thorough understanding of financial considerations. The successful Respondent will provide examples of their experience in successfully administering various state and federal grants and tax credit programs, and will demonstrate their comprehensive understanding of this aspect of development.

Provide a summary of your Team's qualifications and experience in financial issues related to affordable housing development. There is no need to repeat information you may have provided in response to the previous section, but please make it clear how they relate to each other.

- Include the names of references, duration and description of the project.
- Include names and contact information for as many as three (3) references for whom you provided similar services.
- Provide a description of your Team's prior experience and qualifications in providing a range of affordable housing unit types with a range of funding sources. Also, please specifically reference the experience of the Team in working with private, local, State and Federal funding sources.

5. Technical Approach and Scope of Work

- Provide a summary work plan of technical assumptions for the project. This could include, among other things, meetings with Town staff, specific output to be generated at various steps, and major milestones.
- Provide a narrative description of the development approach you have in mind for the Project. Describe how the proposed approach addresses the objectives in this RFQ.

6. Staffing, Partners and Consultants

- Provide an organizational chart of the proposed Team, listing any firms or individual staff members that will participate on this assignment.
- Identify the proposed Project Manager and key Team members and their responsibilities or level of anticipated involvement.
- Please include a brief resume of credentials and experience in similar projects completed by each individual within the past 15 years. Be sure to highlight if Team members have worked together previously.

7. Work Program / Timing Requirements

As described previously, the Town seeks to have the Project developed as soon as is feasible. The Town will require the work to move forward expeditiously, with a strong preference for identification and development of a first phase that can provide much-needed housing quickly, and in a responsible fashion. As earlier described, the Town and the successful Respondent will mutually agree on significant milestones during the negotiation process. The Respondent should submit a narrative and preliminary timeline that describes how this Project could proceed.

8. Additional Information

Include any additional information you feel to be relevant to the selection or makeup of your Team, including proposed partners or consultants.

9. Sample Contract and Exceptions

The top ranked Respondent will be invited to negotiate an agreement with the Town. A detailed scope of work will be developed and agreed to by the selected Developer and the Town. This detailed scope of work and associated requirements will be incorporated as part of the agreement. A sample standard Town of Mammoth Lakes contract is available upon request. Please provide any exceptions as an Attachment to your Response.

The Developer shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is encouraged.

H. Response Evaluation and Selection

The Developer will be selected on the basis of demonstrated competence and professional qualifications toward addressing the goals and objectives of this RFQ.

Responses received by the submittal deadline will be reviewed by a panel of select staff Town members and authorized representatives. If all required information is not provided, a Response may be considered nonresponsive and rejected without detailed evaluation. Late submittals, submittals to the wrong location, or submittals with inadequate copies are considered nonresponsive and shall be rejected. Reviewers will evaluate responses based on each of the criteria below, rating them on a scale of 1-5 which will be multiplied by the weighted values, as seen in the table below. If clarification is required, a please submit questions in writing.

After review and ranking of the Responses, the panel will conduct one or more interviews of the top ranked teams, scheduled as shown in Section F above. Each Development Team who submits a Response shall be notified in writing regarding the Team(s) who were selected for interviews as part of the top ranked list. Such notification shall be made within 14 days of the list approval date.

The rankings will serve as an evaluation tool in the selection process and will form the basis for an advisory recommendation to the Town Manager, but shall not limit the Town's discretion in the final recommendation to Town Council for selection of a Developer. The final decision may not be appealed by the Respondents or any other party for any reason. Unsuccessful Respondents will be notified in writing no later than 14 days after initial selection and may contact the Town for debriefing.

The goal of negotiations with the selected Developer is to come to an agreement for development of The Parcel. If negotiations with the selected Developer are unsuccessful, the Town may proceed with negotiations with the next most qualified Developer. In addition, should the Town find there are specific attributes of more than one Developer that appear to be the best fit to benefit the community, the Town may consider selecting multiple Developers and negotiate with them for various parts of the whole Project.

Response Evaluation Criteria	Weight Factor	Rating (1-5)	Weighted Rating
1. Responsiveness to Request for Qualifications: Respondent must provide a complete, clear and concise response in the required format.	0.05		
2. Qualifications of the Development Team and Key Staff: Preference shall be given to those Teams with appropriate experience in affordable housing development and whose personnel have experience and a demonstrated knowledge of a variety aspects of affordable housing development.	0.10		
3. Overall Understanding of the Mammoth Lakes Community and The Parcel Project: Preference shall be given to those Teams that can demonstrate an understanding of the Mammoth Lakes community and the overall Project requirements, and potential challenges of developing affordable housing in the community. This includes but is not limited to an understanding of the need for the services to be appropriate for the region, including issues related to the environment, setting, recreation-based economy and information technology.	0.10		
4. Affordable Housing Development Experience: Preference shall be given to those Teams that demonstrate significant, appropriate affordable housing experience.	0.10		
5. Specific Financial Understanding and Experience: Preference shall be given to those Teams that demonstrate comprehensive, appropriate affordable housing financial experience.	0.20		
6. Appropriateness of Approach and Work Plan: Preference shall be given to those Teams that have demonstrated a comprehensive approach and work plan that will lead to the desired results, including an appropriate process to arrive at a feasible approach.	0.20		
7. Experience in Working with Various Housing Types: Preference shall be given to those Teams with demonstrated experience working with a variety of housing types.	0.15		
8. Response to Schedule Requirements: Preference shall be given to those Teams that provide a reasonable preliminary schedule based on clear understanding of the community and the affordable housing industry. Consideration will be given to Teams that provide a clear schedule with a solid approach, not simply one that is aggressive.	0.05		
9. Ability to Deliver project as required: Preference shall be given to those Teams that clearly demonstrate their ability and wherewithal to complete the work within the project requirements.	0.05		
10. Financial Responsibility (Mandatory): Respondent must demonstrate the Team has the resources and overall financial responsibility to provide the required services.	N/A	N/A	N/A
TOTAL SCORE:			

I. Submission of Responses

Please submit five (5) signed hard copies and one (1) electronic copy on a USB drive of your entire Response in a sealed envelope labeled “RFQ – The Parcel Affordable Housing Development”.

Your response must be received prior to 4:00 PM, Thursday, December 19, 2019.

Responses submitted by US Mail should be sent to the following address:

Town of Mammoth Lakes
Office of the Town Clerk
Attention: Amy Callanan, Associate Engineer
P.O. Box 1609
Mammoth Lakes, CA 93546

Responses submitted by parcel services such as UPS, FedEx or courier should be sent to the following address:

Town of Mammoth Lakes
Office of the Town Clerk
Attention: Amy Callanan, Associate Engineer
437 Old Mammoth Road, Suite 230
Mammoth Lakes, CA 93546

J. Other Requirements

By submitting a Response, Respondent represents that it has thoroughly examined and become familiar with the work required under this RFQ and is capable of performing quality work to achieve the Town’s objectives.

All Responses shall remain valid for a minimum of 120 calendar days after the submission deadline or until a final agreement is executed with the successful Respondent, whichever is earlier.

By submitting a Response, the Respondent warrants that any and all licenses and/or certifications required by law, statute, code or ordinance in performing under the scope and specifications of this RFQ are currently held by the Respondent and are valid and in full force and effect. Businesses that work in the Town of Mammoth Lakes must have or obtain a current business tax certificate from the Town of Mammoth Lakes.

K. Legal Matters

1. Labor and Prevailing Wage Requirements

The Parcel was acquired by the Town with public funds, therefore dependent on the final details of the development proposal, its development may be considered a “public works” project and subject to prevailing wage requirements as defined by California Labor Code Sections 1725 and 1776. The Developer will be responsible for its compliance and the compliance of all contractors and subcontractors. Prevailing Wage requirements are located on the State of California’s Department of Industrial Relations website.

2. Execution of Contract

All legal rights and obligations between the Developer and the Town will come into existence only when one or more appropriate agreements are fully executed by the parties and approved by the Town Council.

3. Pre-Contractual Expenses

Respondent to this RFQ agrees that the preparation of all materials for submittal to the Town and all presentations are at the Respondent’s sole cost and expense, and the Town shall not, under any circumstances, be responsible for any costs or expenses incurred by the Respondent. The Town shall not, in any event, be liable for any pre-contractual expenses incurred by the Respondent in the preparation of its response. Respondent shall not include any such expenses as part of its response. Pre-contractual expenses are defined as expenses incurred by the Respondent in:

- Preparing its Response to this RFQ;
- Submitting the Response to Town; or
- Negotiating with Town on any matter related to the Response

4. Ownership and Disclosure

Each Respondent agrees that the Response and any Attachments submitted become the exclusive property of the Town, will not be returned, and shall be subject to the California Public Records Act (Government Code Section 6250 et seq.). The Town’s use and disclosure of its records are governed by this Act. Those elements in each Response which Respondent considers to be trade secrets should be prominently marked as “TRADE SECRET”, “CONFIDENTIAL”, or “PROPRIETARY” by Respondent. The Town shall not in any way be liable or responsible for the disclosure of any such records including without limitation those so marked, if disclosure is deemed to be required by law or by an order of the Court.

L. Information and Inquiries

Please submit questions or requests for clarifications to this RFQ to the Town Staff listed below in writing. Should it be found that the point in question is not clearly and fully set forth in the RFQ, the Town may issue a written addendum clarifying the matter.

Substantive changes to the requirements will be made by written addendum to this RFQ. Any written addenda issue pertaining to this RFQ shall be incorporated into the terms and conditions of any resulting agreement. The Town shall not be bound to any modifications to or deviations from the requirements set forth in this RFQ as the result of oral instruction.

For further information and to ensure written addenda are appropriately distributed, interested teams should provide appropriate contact information.

1. Town of Mammoth Lakes staff contact:

Amy Callanan
Associate Engineer
acallanan@townofmammothlakes.ca.gov

with copy to:

Sandra Moberly
Community and Economic Development Director
smoberly@townofmammothlakes.ca.gov

Sincerely,



Grady Dutton, PE
Public Works Director
Town of Mammoth Lakes
(760) 365-3656
gdutton@townofmammothlakes.ca.gov