

REQUEST FOR PROPOSAL (RFP)

for

**Development of Property located at
2301 and 2361 San Pablo Avenue, Pinole**



Issue Date: March 10, 2016

Submission Deadline: May 5, 2016

Award Date: TBD

Submit to: City of Pinole City Hall
2131 Pear Street
Pinole, CA 94564
Attn. Hector De La Rosa, Assistant City Manager

**Development Proposals for 2301 &
2361 San Pablo Avenue, Pinole**

REQUEST FOR PROPOSALS

INTRODUCTION

The Successor Agency to the Redevelopment Agency of the City of Pinole (Agency) currently owns two properties located in the City of Pinole's (City) downtown area. In accordance with AB 26 and AB 1484, the Agency has submitted a Long Range Property Management Plan to the Department of Finance requesting that various Agency owned properties be transferred to the City for sale and future development .

The two parcels include a historic building which was formally known as the old Bank of Pinole and is located at 2361 San Pablo Ave (see Picture #1). The other parcel is a vacant lot and located at 2301 San Pablo Avenue at the corner of San Pablo Avenue and Tennent Avenue (see Picture #2).

Picture #1



Property Description

Address:	2361 San Pablo Ave. Pinole, CA 94564	
Neighborhood:	Downtown/old town	
Parcel ID:*	401-162-003	
Size of Parcel:	6,100 Sq. Ft Lot	
Size of Building:	+/- 1,710 square feet of gross building area	
District Zoning:	CMU commercial mixed-use	
General Plan:	OTSA-Old Town Sub-Area (10.1-50.0 DU/AC)	
Census Tract Number:	3591.03	
Flood Hazard Zone	Panel No 06013C-0043F, Zone X500	Date 6-16-2009

Picture #2



Property Description

Address:	2301 San Pablo Ave. Pinole, CA 94564	
Neighborhood:	Downtown/old town	
Parcel ID:*	401-162-001	
Size of Parcel:	7,860 Sq. Ft Lot	
Size of Building:	None - Vacant Lot	
District Zoning:	CMU commercial mixed-use	
General Plan:	OTSA-Old Town Sub-Area (10.1-50.0 DU/AC)	
Census Tract Number:	3591.03	
Flood Hazard Zone	Panel No 06013C-0043F, Zone X500	Date 6-16-2009

PURPOSE OF THE REQUEST FOR PROPOSALS

The purpose of this Request for Proposal is to select a qualified Development firm or Developer who has both the ability to purchase the two City/Agency owned sites and to construct a unique small scale development project that preserves the integrity and historical perspective of 2361 San Pablo Ave while developing a project at 2301 San Pablo Ave. The City/Agency's suggestions for reuse have included, but are not limited to: mixed use, restaurant, office, and/or commercial space.

The City is looking for a firm with experience in purchasing and developing properties with portfolios including retail commercial and/or mixed use development. The firm to be awarded this contract should have some familiarity with laws and practices applicable to public agency real estate matters, financial means for development of the site and a history of constructing commercial sites.

Demolition of the structure at 2361 San Pablo Avenue will not be allowed due to the site's National Register of Historic Places designation. The parcel must be maintained and preserved in accordance with the *Standards for the Treatment of Historic Properties*. The City will require that a deed restriction be recorded on the property requiring the owners to retain the existing façade in its

current historic state and disallowing it from being demolished.

There is no commitment by the City/Agency to provide a subsidy for this project. Proposals must take this into consideration.

The City of Pinole has a land area of more than four square miles and a population of approximately 19,000. It is located in the San Francisco Bay Area on the shores of San Pablo Bay in western Contra Costa County. Interstate 80, which traverses the City, connects the San Francisco/Oakland metropolitan area with Sacramento and points east.

Pinole retains a small town character and friendliness with a colorful downtown/old town featuring unique shopping and dining destinations and recreation opportunities, including numerous parks and trails and opportunity sites for a variety of commercial, retail and restaurant uses.

The City has a fairly substantial portfolio of properties, many of which are used for City operations and services; a portion of the properties are leased for commercial use. The City-owned Old Bank of Pinole Building located in the heart of Old Town at 2361 San Pablo Avenue is one such property. Constructed in 1915, the building is the only neoclassical structure in the City with a characteristic limestone exterior, ionic columns and portico with arched glass entrance.

The building was used as a bank until the 1960s when it became a youth recreational facility run by the Pinole-Hercules Youth Memorial, an organization incorporated by Mechanics Bank. In 1975, the City acquired the building. Subsequently, the Old Bank Building became home to the City's Tiny Tots preschool program.

In 1992, the City sold the building to the Redevelopment Agency. The Agency completed a seismic retrofit and renovations, and in 1996, the Atlas Alehouse opened in the renovated building. In 1998, the Flower Cart replaced the Alehouse, moving to the historic building where it operated for twelve years.

The bank building space currently includes a work/prep area, large storage closet, walk-in freezer and a mezzanine level accessible by stairs. Included in the square footage is a fenced exterior patio area that measures just under 800 square feet.

QUALIFICATIONS

Prospective Developers/Firms must:

- A. Demonstrate an ability to evaluate the local commercial market, specifically for downtown properties.
- B. Have a minimum of 5-7 years experience in developing real property, including retail commercial and mixed use properties.

- C. Have experience performing pro forma and business plan analysis, including qualifying the financial stability of prospective tenants.
- D. Has the financial capacity to develop the project.

PROPOSAL REQUIREMENTS

Proposals should demonstrate the capacity and creativity of the Developer to transform the property by following high development standards and presenting the best economically viable project(s) for the City. It is pertinent that all federal, state and local historic guidelines are incorporated into the preservation of the bank building's façade and should complement existing structures in the downtown. Furthermore, the City will require that a deed restriction be recorded on the bank property not only requiring the owners to retain the existing façade in its current historic state but also disallowing it to be demolished.

All responses must include the RFP Summary Page as the cover page of the proposal package.

ALL RESPONSES MUST BE RECEIVED BY THE PROPOSAL DUE DATE. LATE SUBMITTALS WILL NOT BE REVIEWED.

The following Proposal Requirements will serve to establish a Developer's overall capacity to complete this project:

- A. **RFP Summary Page**
- B. **Project Narrative** – Please be brief and to the point.
 - a. Project Description – specific use, number of units (for residential) and/or commercial square feet (for retail, office)
 - b. Parking - parking required by zoning in relation to the parking necessary to meet the project demands
 - c. Community engagement plan – general approach and how the project addresses concerns outlined by the community
 - d. Economic and community impacts – estimated tax generation, job creation, tourism or other factors that can be measured
 - e. Sustainability goals – performance measures or industry standards that will be used to assess the sustainability of the project
 - e. Ownership entity (single owner, partnership, LLC) - ability to finance the costs associated with project including previous experience in attracting equity investors and fundraising

- g. Development entity – project management plan and role of each development partner in the implementation of the development plan.

C. Schematic Drawings of the Proposed Project (Exhibits)

- a. Site plan
- b. Elevations
- c. Phased plan, if applicable, with first phase clearly identified

D. Budgets (Exhibits)

- a. Financing sources with funding gaps identified.
- b. Project uses including Developer's offer as well as projected hard and soft costs.
- b. Proforma including all anticipated operational and maintenance costs.
- d. Phased sources and uses, if applicable, with first phase clearly identified.
- f. Completion of attached Projects Sources and Uses of Funds Template ("Exhibit D").

E. Proposed Development Timeline – (from the time the property is awarded) (Exhibits)

- a. Schedule that identifies the duration of key tasks (i.e. due diligence, conceptual design, design development, permitting, final design, contract award, construction, etc.) and indicates major milestones.
- b. Phased development timeline, if applicable, with first phase clearly identified.

F. Financial Capacity (Exhibits)

- a. Description of ability to finance the costs associated with project.
- b. Joint venture, general, or limited partners, and percentage of interest.
- c. Statement of Equity Contribution with source identified.
- d. Letters of Interest or references from lending institutions, if applicable.
- e. Letters of Interest from potential tenants, if applicable.
- f. Explanation of Developer's experience with tax credits and other leveraged financing and how they will be used as part of this project; Include an estimate of any public financing for building or site related improvements, you intend to seek.

- g. Developer's financial statements (under separate cover).

G. Relevant Development Experience (Exhibits)

- a. Resumes or biographies of the proposed development team.
- b. Fact sheets for similar projects (images, date, location, concept, funding sources, current vacancy rates).
- c. Press clippings that include project narratives to describe previous work.

ADDITIONAL REQUIREMENTS

Scope of Services

Listed below are items the consultant is expected to incorporate into the proposed scope of services. It is not intended that the tasks listed below comprise a comprehensive list, or are the only tasks required for this project. Each firm should, based on its own expertise develop a comprehensive and detailed scope of services necessary to complete the deliverables listed in this section of the RFP.

Developers should address the following City concerns in their response to the RFP:

- Describe safe traffic circulation surrounding the property in light of the current uses including the nearby schools and churches;
- Describe your approach to parking in detail; include how you propose to address parking onsite and how you will work to provide off-site parking if needed including traffic circulation; and
- Describe how your proposed development will work with the City and surrounding community to mitigate excessive noise both during construction and operations.

SELECTION PROCESS

The City/Agency's intention is to enter into an exclusive negotiation period with the selected Developer. The exclusive negotiation period will provide the Developer sufficient time to complete due diligence activities necessary to define a scope of work and schedule that will ultimately become part of a formal Disposition Contract.

A Developer may be selected based on, but not limited to, the following criteria:

- A. Experience completing similar redevelopment projects in an rural/urban neighborhood;
- B. Capacity to attract and secure financing, with no public subsidy;
- C. Ability to assemble a team with the appropriate specialties;
- D. Appropriateness of proposed plan with RFP goals and scale of development;
- E. Experience with community engagement;
- F. Commitment to sustainable design standards;
- G. Development Designs
- H. Letters of interest from banks and/or potential tenants; and
- I. Offer on subject property.

The Developer is responsible for designing a project that meets the zoning regulations and building codes adopted by the City of Pinole and is otherwise compliant with the law.

A Developer will be recommended to the City Council based on the overall quality of the proposed project. The evaluation of the Developer's qualifications, experience and capacity will be based upon information submitted in the proposal and presented during the interview by the Developer.

The City reserves the right to verify the accuracy of all information submitted. After the City has completed its evaluation of the submittals, a Developer who is placed on the short-list may be asked to interview with the City. However, a short-listed proposal may be accepted without the need for an interview. If an interview is deemed necessary, the Developer will be provided with a time that is determined by the City.

PROPOSAL—SUBMITTAL & REVIEW TIMELINE

Proposals must be submitted no later than 4:30 P.M. Pacific Standard Time on Thursday, May 5, 2016 to the address below.

**City of Pinole - City Hall
2131 Pear Street
Pinole, CA 94564 Attn:
Hector De La Rosa**

It is solely the responsibility of the proposers to ensure that proposals are received at the location noted above by the deadline.

Technical questions regarding this RFP shall be directed to Hector De La Rosa, Assistant City Manager by **April 5, 2016**, in writing only to:

**City of Pinole - City Hall
2131 Pear Street
Pinole, CA 94564 Attn:
Hector De La Rosa**

Questions may also be faxed to (510) 724-9826 or sent by email to hdelarosa@ci.pinole.ca.us.

TENTATIVE CONSULTANT SELECTION SCHEDULE

Issue Request for Proposal (RFP)	March 10, 2016
Deadline for inquiries	April 5, 2016
Proposals Due	May 5, 2016
Initial Evaluation	May 24-31, 2016
Interviews (specific dates/times by appointment)	June 13-17, 2016
Negotiate a contract	August 1, 2016
Award Contract through City Council	TBD

All dates included herein are tentative and may be subject to change.

CONTRACT AWARD INFORMATION

Proposals will be evaluated based on the following criteria:

Experience: firm's experience providing this type of service as well as the experience of key individuals assigned to the project.
Workplan: ability to demonstrate understanding of project as verified by the thoroughness of the proposal and the introduction of innovative or cost-savings ideas and approach.
References: confirmed positive past working relationships. Information provided by Developer should include names of companies/agencies with who they have had commercial lease and/or worked with a government agency.
Schedule: project schedule and depth of staff available to perform services.
Cost of Services: City anticipates that all compensation for work performed will be performance based and funded through transaction proceeds.
Consultant / Firm Location: an understanding of the current local commercial real estate market will assist in the successful completion of this project. Deference will be given to respondents meeting these criteria.