

DRAFT

HERITAGE SQUARE REQUEST FOR PROPOSALS WORKING GROUP

STATEMENT OF MISSION AND TASKS

(July 23, 2009)

MISSION

The mission of the Heritage Square Request For Proposals Working Group (Working Group) is to prepare a low income senior rental housing RFP for the development of Phase I of the Heritage Square site. The RFP intends to produce a development that enhances and serves the area, attracts highly experienced low income senior rental housing developers, complies with City requirements, leverages a high degree of non-City funding, and is financially feasible. The RFP will be approved by the Northwest Commission, Fair Oaks Project Area Committee, and the City Council. The RFP process will be to identify the highest ranking development proposal submitted by a highly qualified developer.

MEMBERS

The Working Group members will be Ishmael Trone, Ralph Poole, and alternate Bryant Lyles of the Fair Oaks PAC, Maria Isenberg, Charles Nelson, and alternate Annette Nicole of the North West Commission, and Jim Wong and Bill Huang of the Pasadena Housing Department.

TASKS

1. Propose specific project parameters for Phase I including but not limited to the lot area, uses, resident income levels, amount of building area or number of units for each use, community outreach, local hiring, required local partners, if any, maximum building height, minimum required parking, non-residential uses, if any, and other design parameters. Produce a conceptual site plan of Phase 2 to illustrate the relationship with Phase 1 parking, design, and usage.
2. Propose an application review and recommendation process including scoring criteria, required submission materials, entities to perform the reviews, appeal process, interview process, community involvement, and RFP timeline. Assist in the selection of 3rd party consultants.
3. Present the proposed RFP to the Fair Oaks PAC, Northwest Commission, Pasadena Community Development Commission, EDTech Committee of the City Council, and City Council for input and approval.

4. Appoint a lead person.
5. Develop a timeline including Working Group meetings, finalization of the RFP, public hearings, RFP developer response deadlines, reviews of developer scoring, bidders' conference, ranking and selection, staff recommendations on developer selection, ENA to City Council.
6. Receive a presentation from the Assistant City Attorney on conflict-of-interest and appearance of impropriety and meeting decorum.
7. City Attorney legal representation at meetings.
8. Receive updates on Church's Chicken lease.
9. Receive training issues as they arise.
10. Review and approve of conceptual site plan for Phase 2 site.
11. Attend tour(s).
12. Conduct a series of community meetings to provide complete transparency and receive direct input from the public.
13. Promote community outreach to assure local participation on development teams.