



BEE CAVE
TEXAS
Simply Elevated

REQUEST FOR PROPOSALS
FOR
WORKFORCE HOUSING DEVELOPER

DATE OF ISSUE:	February 28, 2024
QUALIFIED RESPONDENT SITE VISIT:	March 20, 2024
DEADLINE FOR CLARIFICATIONS/QUESTIONS:	April 3, 2024
SUBMITTAL DATE:	April 29, 2024, at 3 pm
PRESENTATION/INTERVIEWS:	June 3-7, 2024
CITY COUNCIL AUTHORIZES STAFF TO NEGOTIATE CONTRACT:	June 25, 2024*

**Date subject to change in consideration of interview necessity and changes in council meeting dates in the month of June.*

FOR PROPOSAL
WORKFORCE HOUSING DEVELOPER

On Wednesday, February 28th, 2024, the City of Bee Cave will post an RFP for Workforce Housing Developer. Proposals will be accepted until 3:00 P.M. April 29th, 2024, at which time they will be publicly opened and read following the deadline, at the City of Bee Cave located at 4000 Galleria Parkway, Bee Cave, TX, 78738.

Please submit two (2) bound copies of the proposal, and one (1) USB drive containing a PDF copy of the proposal. The package should be clearly marked: “RFP – Workforce Housing Developer”.

If mailed, mail to:
Attention, Thomas Hatfield, Deputy City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, Texas 78738

If mailing, please allow time for delivery. Late submissions will not be considered. Proposals must be submitted with the respondent’s name and address clearly indicated on the front of the envelope.

RESPONDENTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE DOCUMENT PRIOR TO SUBMITTING A RESPONSE. THE DOCUMENT WILL BE AVAILABLE ON THE CITY’S WEBSITE AT:

<https://www.beecavetexas.com/cms/one.aspx?portalid=18412027&pageid=18725860> or by contacting the email address below.

Questions regarding the RFP may be directed in writing only to:
rfp@beecavetexas.gov

Please note that all submissions must be received at the designated location by the deadline shown above. Proposals received after the deadline will not be considered for the award of the agreement and will be rejected as non-responsive.

No questions will be answered over the phone. Questions will only be accepted until the stated deadline. Interpretations, corrections and/or changes of or to the

Proposal Documents will be made by City in the form of a written addendum.

Addenda may be obtained from the City website at:

<https://www.beecavetexas.com/cms/one.aspx?portalid=18412027&pageid=18725860>

It is the vendor’s responsibility to check the City website for addenda.

Any interpretations, corrections, or changes of or to the Proposal Documents made in any other manner, will not be binding upon the City, and Responders may not rely upon them.

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I. Introduction:

The City of Bee Cave (the “**City**”) hereby requests proposals from qualified and experienced residential housing development teams interested in the design, finance, construction, operation and continued maintenance and compliance of long-term affordable workforce housing for those residents making modest incomes such as first responders, teachers, and the workforce employed by many of our local community businesses. The City has identified a City owned tract of land which consists of approximately 22.51 acres located along the southside of the heavily traveled Bee Cave Parkway and west of Skaggs Drive (the “**Project Site**”). The Project Site is located within walkable proximity to retail, restaurants, and regional shopping centers. The Project Site is adjacent to pedestrian paths, a large fitness/sports complex, and recreational parks.

The development of workforce housing is technical and may require specialized financing that could require certain mandated timelines and certain on-going compliance monitoring; therefore, the City is soliciting proposals through this Request for Proposal (“**RFP**”) from housing developers that demonstrate to the City, in its sole and absolute discretion, an understanding of the Bee Cave community and that have a proven track record of developing and operating high-quality housing. Qualified Respondents (“Qualified Respondent”) should provide satisfactory evidence of successful experience in developing and managing affordable mixed-income housing and maintaining affordability commitments.

The purpose of this RFP is to invite the creativity of the development community to meet the objectives outlined herein and encourage Qualified Respondents to bring all viable ideas to the City. The City recognizes the need for varied housing options to meet the needs of the community and acknowledges the importance of collaborating with a Qualified Respondent to achieve an accelerated development cycle realized by the private sector’s expertise and resources.

The Project Site is owned by the City and it is the responsibility of the City to ensure the most beneficial, efficient and expedited process in its utilization. While fee simple acquisition of the Project Site is preferred for the purposes of providing workforce housing, the City understands that there are common practices in the development community in relation to City owned property that leverages the best outcomes of affordability, maximizes the number of affordable units and returns the greatest benefits to the City. The City may consider such options included within selected proposals. Qualified Respondents must consider to the extent of law or in equity, that the City must adhere to a standard of reasonable care when considering alternative land control and utilization within capital structures. Based on proposals other than fee simple acquisition, the City may engage outside advisors and/or counsel familiar with such structures to ensure the highest duty of care in the Project Site

utilization. Such costs for the engagement of outside professionals regarding such a structure may be required to be included in the development budget.

II. Project Overview and Objectives:

A. OVERVIEW

Bee Cave is located in the hills of Travis County, Texas, approximately 15 miles west of Austin, and is known for its natural beauty; superior school district; low property taxes; and shopping, dining, and outdoor recreational activities. The City's population, including the extra territorial jurisdiction (ETJ) is approximately 15,400 as of March 2023 and continues to grow as the greater Austin economy has boomed over the past decade.

Bee Cave is experiencing an affordable housing crisis, much like the rest of the United States and particularly Texas¹. The explosive population growth over the past decade in Central Texas paired with skyrocketing home values and limited new supply of homes has created an unaffordable environment for many who work in Bee Cave. According to Zillow, the typical home value in Bee Cave is \$901,135 resulting in a mortgage payment of \$5,431². To support this payment amount, a household must earn \$260,000³ annually. The median rent for a three bedroom apartment is \$2,840. To support this rental payment a household must earn approximately \$140,000 annually. The average first responder makes between \$35,000 and \$55,000 annually, a teacher's salary is approximately \$51,816, and retail workers range from \$15,080 to \$32,240 annually. As a result of the current options for housing, many of these types of residents must pay more than 30% of their annual gross income on housing and therefore must seek housing in communities located further and further away from Bee Cave. A lack of affordable workforce housing impacts the quality of life for Bee Cave residents as evidenced through longer wait times for services, businesses struggling to fill labor shortages causing reduced business hours and business closures, and families facing difficult housing decisions. In addition, the workforce at these wage ranges must travel from other communities further contributing to local traffic impact and more employee turnover.

The City seeks to promote a living environment in which people at all stages of life and on a variety of career paths can flourish and utilize our community businesses. The City's objective is to facilitate a housing market where young families, those in essential career roles

¹ When there is a shortage of affordable single family homeownership opportunities due to a low supply of homes available to certain income levels and first-time home buyers. If fewer people can buy homes, then more people remain in the rental market, creating greater demand for rental units and driving up local rental cost.

² 30-yr Fixed FHA at 6.25% interest rate. Does not include taxes or insurance.

³ Based on a \$85,000 down payment, \$500 in monthly debts and a credit score range of 700-719

supporting our community, and hospitality workers who provide service in our restaurants, stores, and entertainment venues work *and live* here, while also enjoying a high quality of life.

B. OBJECTIVES

The City's vision for the project site includes a multifamily development to offer more housing alternatives, retail, recreational uses, and open spaces for those in the community at various income levels and onsite amenities that are synergistic to the development and complement the fabric of the surrounding community. The City's key objectives include:

- Development of a multifamily project that includes a minimum of 50% or more of the units that are rent and income-restricted to households earning less than 80% of the 2023 Austin-Round Rock, TX MSA Median Family Income or "Area Median Income" ("AMI") of \$122,300 as defined by the U.S. Department of Housing and Urban Development ([link here](#)). While 80% is the top-level minimum of calculated workforce housing affordability, preference shall be given to Qualified Respondents that offer deeper discounted rent and income-restricted unit set-asides serving 50%-70% AMI workers.
- A minimum affordability period of 20 years is required; however, preference will be given to those able to ensure the affordable units remain affordable for the longest period of time (30 years or more). Proposals that offer an eventual path to ownership for a portion of the development are highly encouraged.
- A matchless design that incorporates a "Big House" style approach, which makes residents and the community feel like they are living in and surrounded by homes versus common garden-style design apartments. Any design elements must promote a mix of unit types developed within the project (studio, 1-bedroom, 2-bedroom, 3-bedroom+) that aligns with the housing demands of the target residents within the market.
- Developing a site layout with impervious cover not to exceed 55% of the net site area and in general accordance to the City's Unified Development Code and Engineering Technical Manuals.
- Partnering with a Qualified Respondent who has a deep understanding of how to capitalize a project to realize the highest number of affordable units while maintaining the integrity of the site through appropriate density and design context that is compatible with the surrounding area.
- Partnering with a Qualified Respondent who has experience in maintaining oversight and management of an affordable housing programs and can demonstrate a plan for maintaining operation and management of the affordability program within the Project. For clarity, said plan must include 3rd party oversight and monetary penalties

for non-compliance. Annual compliance reviews shall be required from an acceptable unrelated professional accounting and advisory firm. A proposal for the Project Site that does not include fee simple acquisition may also be required to submit annual financial audits for the term of affordability or until the Project Site is acquired.

In addition to affordable housing, the Site lends itself to community enrichment by way of mixed use, to include retail and recreational uses. Qualified Respondents are encouraged to propose uses to complement the residential project which might include:

Neighborhood Retail/restaurant

Destination retail

Utilization of the open space within the property boundaries to offer recreation activities for use of future residents and the community at-large.

III. Project Requirements:

The successful Qualified Respondent will have experience in developing and operating multi-family affordable rental properties that may contain a mixed-income requirement that is compatible and complementary with the Bee Cave community. The developer should plan to seek any mix of available funding to complete the capital stack required to meet the objectives of the project.

The City is soliciting a development team that can maximize the number affordable units developed on the City-owned site described in **Section IV Project Site**. The scope of the Qualified Respondent's responsibility includes the following, as described in further detail in this RFP and its appendices.

1. Site planning, budgeting, designing, financing, and constructing (horizontally and vertically), the Project Site; and
2. Operating and maintaining the Project Site.

For clarity, the Qualified Respondent will be responsible for all aspects of the site development at their expense, which may include but not be limited to the following:

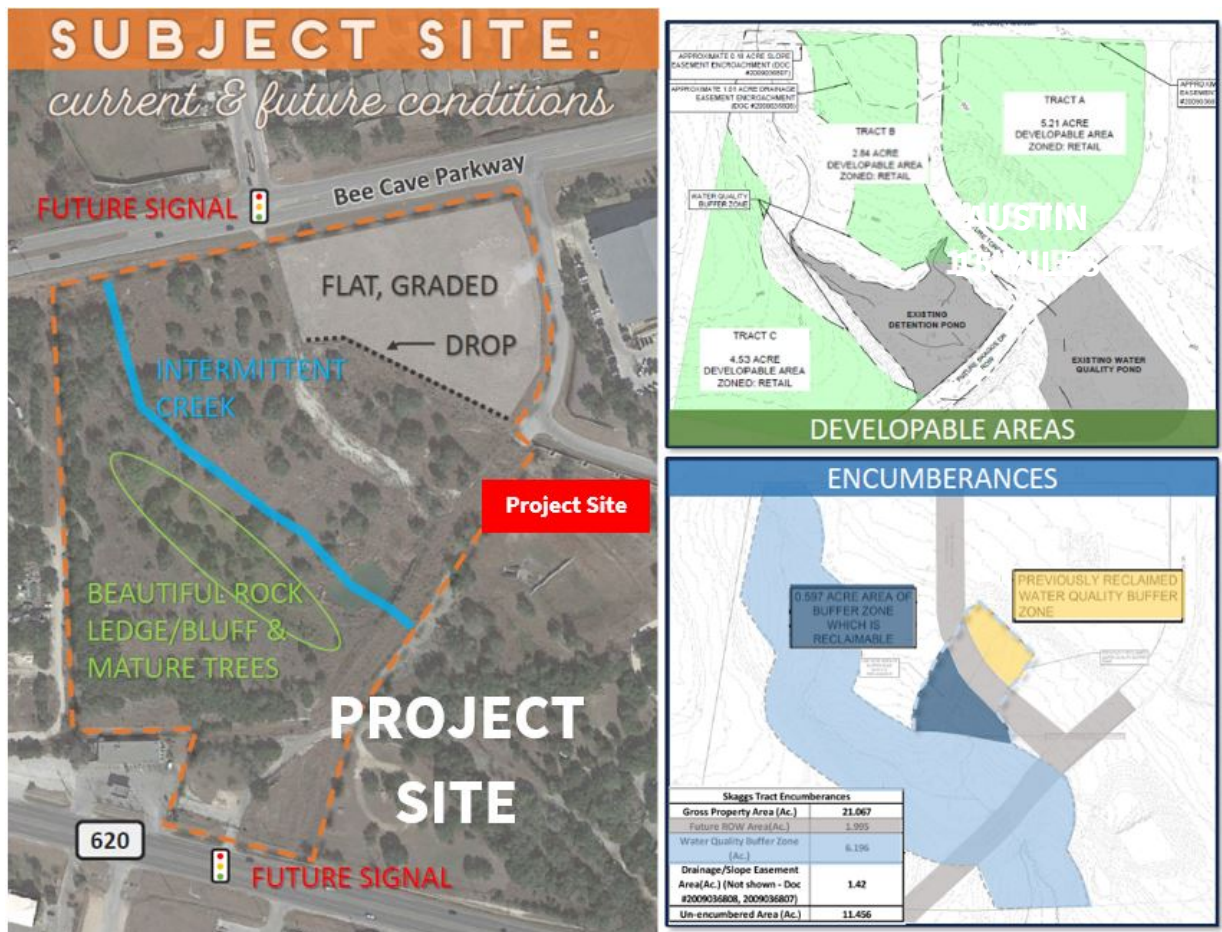
1. Identification of site conditions and suitability for a proposed affordable housing project, which may include mixed income levels.
2. Conducting all site due diligence such as obtaining site surveys, appraisals, environmental studies, geotechnical assessments, and any other required studies.
3. Preparation and maintenance of accurate project timelines, pro-forma, and financial feasibility documentation, as may be required by the City to confirm the likelihood of success for proposed components.

4. Securing all required development approvals, including but not limited to any necessary land use entitlements, state and federal approvals, environmental clearances, and building permits. Developers should assume that the City will rezone the property as necessary to support the winning proposal's development plan. Such re-entitlement is assumed to be R5 or similar. Qualified Respondents may propose density above R5 if the integrity of the site is maintained and the site plan does not exceed 55% impervious cover and must take into the additional expense to increase the capacity of stormwater detention and treatment.
5. Recognizing that some funding may come from project partners without income restrictions to facilitate a range of incomes, obtaining adequate financing for all aspects of the proposed project, including predevelopment, construction, permanent financing, and property operations/operators.
6. Bringing all horizontal infrastructure to the site, including all offsite improvements required to serve the Project. Horizontal improvements shall not mean roadways currently included in the City's Capital Improvements Plan.
7. Ingress, and egress, including all coordination with Texas Department of Transportation ("TxDOT") and the City.
8. Designing and building the project in a manner that produces a high-quality living environment consistent with the greater Bee Cave community, and which meets all applicable funding requirements.
9. Managing and operating the Project in a manner that ensures its long-term financial viability and affordability and the ongoing satisfaction of residents.

IV. Project Site:

Outlined below is an overview and description of the Project Site (as defined herein) and references to additional resources that offer a variety of additional site due diligence that has been compiled by the City. The information provided in this section and in the appendices is provided for reference only. The City does not warrant the accuracy of any of the Project Site or due diligence information provided. Qualified Respondents shall be responsible for verifying all existing conditions.

C. MAPS



D. SITE DESCRIPTION

The Project site is approximately 22.51 acres located to the south of Bee Cave Parkway to the southwest of Skaggs Drive as outlined in the above aerials (the “Project Site”). The Project Site is located less than 2 miles from the Hill Country Galleria, a destination shopping district, and approximately 15 miles west of downtown Austin. The site is located within the triangle that is

created by the boundaries of SH 71, Bee Cave Parkway, and FM 620, an area that has been envisioned for higher density as the city population grows.

A creek bisects the property from NW to SE, which will require appropriate setbacks from the floodplain. The existing stormwater detention facility is considered a dam and will require a dam management plan. The developer will need to increase water quality and detention volumes for impervious cover above 40 percent. The existing water quality and detention facilities are currently designed and approved to accommodate a maximum of 40% impervious cover, which may be increased to 55% if the density of the site plan requires it. Qualified Respondents must clearly describe all variances requested to current entitlements.

E. SITE CONDITIONS

The following documents are included as hyperlinks and should be used as reference for developing the site plan.

- 1) [City of Bee Cave Comprehensive Plan](#)
- 2) [City of Bee Cave Connectivity Plan \(2014\)](#)
- 3) [Unified Development Code](#)

All information is provided for reference only and is not warranted to be accurate by the City.

V. Solicitation Schedule:

A. PROPOSAL DUE DATE

Submittals from Qualified Respondents must be delivered by 3:00 p.m. Central Standard Time on April 29, 2024, in accordance with the requirements of Section VII.

B. SOLICITATION SCHEDULE

The solicitation, receipt and evaluation of the RFP responses are anticipated to follow the schedule below:

Distribution of the RFP	February 28, 2024
Qualified Respondent Site Visit	March 20, 2024
Deadline for Qualified Respondent Questions	April 3, 2024
Submittal Due Date for RFP	April 29, 2024, at 3 pm
Qualified Respondent Presentations/Interviews	Week of June 3-7
Submittal Due Date For BAFO	7 days after Interviews
Anticipated Notification of Award	June 25, 2024

VI. Communication Protocol:

A. DESIGNATED POINT OF CONTACT

JLL is the City's representative for the Project. All Qualified Respondent communications and questions must be in writing and sent via email to: rfp@beecavetexas.gov

All communication relating to this RFP must be submitted in writing by the date indicated in the Solicitation Schedule.

B. COMMUNICATION WITH THE CITY

Except as otherwise necessary for the conduct of existing City business operations, Qualified Respondents are expressly prohibited from engaging in communications with City personnel. JLL will act as the City's representative and will respond to questions on behalf of the City.

C. QUALIFIED RESPONDENTS' QUESTIONS REGARDING THE RFP

Qualified Respondents may submit questions in writing via email. Questions must be submitted by the deadline listed in the Solicitation Schedule. Qualified Respondents are encouraged to submit questions as quickly as possible and the City through JLL will respond on a timely basis.

VII. Submittal Requirements:

Qualified Respondents shall include in their Proposals a conceptual development site plan and a pro forma financial analysis including both development cost estimates and the estimated operating income and expenses of the proposed project plan.

A. SUBMITTAL INSTRUCTIONS

Proposals shall be submitted in accordance with the following procedures.

1. Format

Proposals shall be formatted on 8.5” x 11” sheets (except as expressly provided herein), preferably in portrait orientation to the Point of Contact listed in Section VI. All page limitations identify single-sided pages of content (i.e. one double-sided page equals two pages of content). Drawings and renderings do not count towards stated page limits.

2. Contents and Organization

Proposal emphasis should be on completeness and clarity of content.

Proposal materials shall be organized as follows:

- a. Letter of Interest: Brief introductory cover letter, including signature of authorized Qualified Respondent representative affirming the Proposal’s conformance with the Proposal requirements of the RFP, to include acknowledgement of receipt of all addenda;
- b. Section 1 - Respondent Qualifications, as described in Section VII.C. below; and
 - a. Section 2 - Technical Proposal, as described in Section VII.D. below; and
 - b. Section 3 - Financial Proposal, as described in Section VII.E. below;

3. Submission of Proposals

Qualified Respondents shall submit two (2) spiral bound or semi-permanent binding method hard copies of the proposal and one (1) USB drive containing a PDF copy of the proposal shall be sealed and clearly marked: “RFP – For Workforce Housing Developer”.

The package shall be delivered in person to:

Attention: Thomas Hatfield, Deputy City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, TX 78738

If mailed, mail to:

Attention: Thomas Hatfield, Deputy City Secretary
City of Bee Cave
4000 Galleria Parkway
Bee Cave, TX 78738

If mailing, please allow time for delivery. Late submissions will not be considered. Proposals must be submitted with the respondent's name and address clearly indicated on the front of the envelope.

To be considered, all Proposal materials must be received by April 29, 2024 at 3:00 p.m. Central Standard Time.

It is the Qualified Respondent's responsibility to make sure that its submission is received by the City before the submittal due date and time.

4. FACSIMILE, INTERNET OR EMAIL TRANSMITTALS SHALL NOT BE ACCEPTED.

B. PROPOSAL ADMINISTRATIVE SUBMITTALS

The Qualified Respondent shall, as its administrative submittals:

1. Provide a letter of interest signed by a principal of the Qualified Respondent that acknowledges that the Qualified Respondent's submission is compliant with the Proposal requirements of the RFP, to include acknowledgement of all addendums.

C. QUALIFIED RESPONDENT QUALIFICATIONS

1. Description of Qualified Respondent

Qualified Respondents shall provide the following:

- a. A description of the Qualified Respondent, including a description and qualifications of all team members;
- b. An organizational chart; and
- c. The anticipated legal or contractual relationship of Qualified Respondent team with the City (governance and capital structure).

Qualified Respondents must identify the following team members as part of their Qualifications Submittals:

1. Lead developer, co-developers and/or sub-developers;
2. Civil engineer;
3. Equity investors and shareholders;
4. Lead architect and design team;
5. Lead construction manager; and
6. Financial partners.
7. Proposed operator

In addition, Qualified Respondents should identify any other identified design and construction partners, service providers, or key contractors who they anticipate will be part of the Qualified Respondent's team.

2. Qualified Respondent Background

Qualified Respondents shall provide information regarding each member of the Qualified Respondent, such as brief history, legal structure, service offerings / product type specializations, and geographic concentrations. The Qualified Respondent Background shall not exceed three (3) pages for each member of the Qualified Respondent.

3. Key Personnel

Qualified Respondents shall identify the day-to-day primary point of contact (POC) and provide resumes for the POC and other key personnel and describe each person's proposed role in the Project.

4. Controlling Interest

Qualified Respondents shall identify the individuals or companies who hold a major or controlling interest in each Qualified Respondent team member as well as the anticipated controlling interest in the Qualified Respondent.

5. Lead Member and Designated Representative

Qualified Respondents shall identify the lead member of the Qualified Respondent and provide a single point of contact for all future communications related to this RFP. Qualified Respondents shall provide the contact person's name, title, organization, address, telephone number, and email address.

6. Demonstrated Performance on Comparable Projects

Qualified Respondents shall provide qualifications that demonstrate the Qualified Respondent's expertise, experience, and financial capacity in the delivery of at least two (2) but not more than five (5) projects that compare to the Project that were completed within the past ten (10) years ("Comparable Projects").

7. Financial Capacity

Qualified Respondents shall demonstrate their financial capacity to finance the Project. Qualified Respondents shall provide:

- a. Evidence to demonstrate that they have the financial resources required to successfully execute a project or projects of this nature and scope;
- b. Evidence of their capability to raise debt and equity in the current capital/credit market as well as their experience financing recent transactions;
- c. Financial statements demonstrating the Qualified Respondent's credit worthiness and good financial standing.

D. TECHNICAL PROPOSAL

1. Executive Summary

Qualified Respondents shall provide a brief written narrative and other supporting materials ("Executive Summary") required below to describe their proposed approach for the Project. The purpose of the Executive Summary is to provide the City with a summary of key elements of the Technical Proposal and how such elements will be integrated, managed, and implemented to achieve a successful outcome. The Executive Summary shall not exceed ten (10) pages and shall state how the Qualified Respondent intends to achieve the goals and objectives for the Project as stated in Section II., including the following and presented in this order:

- a. A summary of programming on the Project Site, including proposed amenities or on-site social services to enhance the quality of life for residents of the project and the community;
- b. Proposed timing for occupancy by phase;
- c. Project schedule;
- d. Site plan approach;
- e. Project phasing plan;
- f. Design approach;
- g. Resident program management and operation and maintenance program plan

2. Project Schedule

The Project Schedule shall assume commencement upon award of the Project to the successful Qualified Respondent.

a. Project Schedule

Qualified Respondents shall submit a Project Schedule in Gantt chart format for the entirety of the design, development, and construction of the Project detailing major milestones and estimated dates of completion, to include, at minimum, the following elements:

- i. Targeted approval dates;
- ii. Architecture/engineering design milestones;
- iii. For each major proposed phase of the Project:
 - 1) Completion of schematic design, design development, and construction documents;
 - 2) Construction
 - a) Construction Commencement date;
 - b) Substantial Completion milestones;
 - c) Beneficial Occupancy; and
 - d) Full Occupancy milestones.

3. Site Planning Approach

Qualified Respondents shall provide a written narrative summary not to exceed ten (10) pages describing their approach to site planning for the Project. The site planning effort shall be inclusive of the following elements:

a. Program Summary

- i. Summary of the programming on the Project Site;
- ii. Proposed outdoor space; and
- iii. Proposed onsite parking.

b. Physical Planning

- i. Land use. Qualified Respondents must concisely and explicitly describe all anticipated variance requests to the current land use code that will be necessary to complete the project as proposed;

- ii. Architectural design strategies (including climate responsive orientation, massing and fenestration strategies);
- iii. Green space (including landscape character);
- iv. Circulation and access (including parking);
- v. Utilities (based on understanding of needs to include power distribution, potable water, fire and non-potable water, sanitary sewer, storm sewer); and
- vi. Comprehensive phasing strategy.

c. Project Phasing Plan

- i. Description of each proposed phase of the Project, identifying for each phase, at a minimum, the gross square footage of space to be completed by use, infrastructure and utilities to be completed, and all other elements that are proposed for each phase;
- ii. Written narrative addressing, at a minimum, an overview and rationale for phasing of space and associated infrastructure and utilities; and
- iii. Written narrative addressing, at a minimum, an overview and rationale for key considerations of the phasing plan, including parking and vehicular and pedestrian site circulation.

5. Design Submittals

Qualified Respondents shall provide the following design submittals and related information:

a. Physical Planning Framework

A Physical Planning Framework document consisting of the following elements:

i. Land Use Plan Diagram

A site strategy for the Project Site consisting of drawings and diagrams on 11" x 17" sheets, in PDF format, vector-based, and scaled to fit, which shall:

- 1) Distinctly differentiate between existing infrastructure, roads, and landscaped areas, and those that are being proposed as new or modified;
- 2) Identify the boundary of the project footprint ("Area of Disturbance"), considering the area required for the proposed

building(s), circulation features, utility corridors and easements, landscape features, storm water management features, site access, and temporary staging area(s), including construction-related parking;

- 3) Include proposed building footprints (with number of stories indicated on plan), circulation (roads, paths, vehicular, transit, and bike parking and access), locations of major above-ground infrastructure, outdoor site development (plazas, gathering areas, green spaces, etc.), storm water management and water quality facilities, and landscaping concepts with major site contours shown;
- 4) Include a presentation quality illustrative drawing that integrates the elements of the urban design concepts set forth in the urban form diagrams required by Section VII.D.5.a.ii below; and
- 5) Include an aerial view site plan rendering – point of view should be from the south looking north representing a full view of the project boundary.

ii. Urban Form Diagrams

Detailed urban form diagrams to scale on 11” x 17” sheets showing Qualified Respondents’ visions for the Project. The urban form diagrams shall:

- 1) Illustrate massing of the project at each major phase of construction to show how newly constructed areas relate to the site, landscape, and existing buildings; and
- 2) Provide the total GSF and USF for the proposed facility.

iii. Site Phasing Plan and Diagram

A sequencing plan and diagram submittal on 11” x 17” sheets consisting of the following:

- 1) A site phasing plan that estimates when each facility within the Project will achieve completion;
- 2) A site phasing diagram identifying:
 - a) The location and physical boundaries of each facility;and

- b) The location of public gathering spaces and green spaces.

E. FINANCIAL PROPOSAL

1. Financial Narrative

Qualified Respondents must submit a Financial Narrative that includes the following:

- a. Identification of the entity or entities who will be purchasing the Project Site or will be party to the ground lease;
- b. If proposing to purchase the Project Site, the proposed purchase price;
- c. If proposing to ground lease the Project Site:
 - i. Proposed initial term and option terms for the ground lease;
 - ii. Description of the proposed ground rent structure (i.e. fixed, variable, combination) and the proposed annual fixed ground rent or variable ground rent to be paid to the City. Estimated land value and proposed ground rent constant must be provided. All variable ground rent shall be calculated as a percentage of the effective gross income (“EGI”) from the ground leased property;
 - iii. Proposed fixed ground rent escalation and any proposed resets;
- d. Details of each planned source of financing and the proposed capital structure;
- e. High level financing terms (interest rate for debt facilities, debt tenor);
- f. Proposed grants or other public subsidy needed to support the Project, such as Low Income Housing Tax Credits, Housing Finance Corporation (HFC) or Public Facilities Corporation (PFC) tax abatements
- g. Anticipated levered, pre-tax equity IRR;
- h. Identification of each equity investor and the amount to be provided by each investor, including expected yields or returns;
- i. If any equity or quasi-equity financing is to be raised from external sources, identify proposed sources and describe their current level of commitment to provide funding;
- j. Any conditions upon which the Financial Proposal is contingent;
- k. Detailed plan for achieving financial close, including the process and detailed timeline of activities to arrange the financing. Such timeline must include dates for the following milestones:
 - i. Commercial close
 - ii. Financial close

2. Pro Formas

The City requires Qualified Respondents to submit pro formas for the Project based on available debt and equity financing.

- a. Financial pro formas submitted shall be developed using Microsoft Excel software that is unlocked and shall contain the following worksheets:
 - i. Assumptions – The assumptions worksheet shall be linked to all other worksheets within the pro forma and allow for manipulation of the assumptions to produce varying results during the evaluation of Proposals. All cells that have assumptions (i.e. variables) that can be manipulated shall be colored in blue font. Assumptions shall allow the City to understand the following metrics:
 - 1) Size: GSF/use; USF/use;
 - 2) Rent: rent/GSF; and
 - 3) Cost: total project cost/GSF.
 - ii. Project Design and Construction Budget – This worksheet shall include a line item budget that reflects all expected design and construction costs by major trades/milestones and that is detailed for each year of the construction period through completion. The design and construction cost estimates shall be developed in accordance with the Program and Design Requirements in Appendix A and shall correspond with Qualified Respondent’s responses to Appendix F.1. This Project and Design Construction budget shall contain formulae so that cell references and calculations can be verified.
 - iii. Project Sources and Uses Summary – This worksheet shall include all expected development costs, including a detailed breakout of fees to all parties and the sources to fund these costs. This summary shall contain formulae so that cell references and calculations can be verified.
 - iv. Project Annual Cash Flow Statement (for each year of the project term) – These statements shall contain formulae so that cell references and calculations can be verified. Specifically, the worksheet shall include the following on an annual basis:

- 1) Line item description and dollar amount for each source of revenue;
- 2) Line item description and dollar amount for each charge (deduction) against project revenue (e.g., vacancy loss, credit/collection loss, etc.);
- 3) EGI projection for each year of the project term based on items above;
- 4) Line item description and dollar amount for each project expense item;
- 5) Net Operating Income projection for each year of the project term based on items above;
- 6) Line item description and dollar amount of all deposits to project reserve accounts;
- 7) Fixed ground rent payments to the City, if applicable; and
- 8) Variable ground rent payments to the City, if applicable. All variable ground rent shall be calculated as a percentage of the EGI from the ground leased property.

F. MARKETING PLAN

1. Submission of a Marketing Plan (“**Marketing Plan**”) that promotes leasing initiatives to individuals and families that intend to reside within the community and work within the City of Bee Cave. While residency for working individuals and families that intend to work within the City of Bee Cave is desired, the Marketing Plan and ALL leasing activities must be consistent with all federal, state, and local fair housing regulations and provide for nondiscriminatory and equal opportunity leasing practices and policies applicable to all prospective residents.

A. EVALUATION PROCESS

All proposals will be evaluated and scored by a review panel that includes staff from the City of Bee Cave, the Bee Cave Development Corporation, and JLL. The evaluation and scoring shall be based on how well each proposal addresses the development of workforce housing while maintaining community priorities described in this RFP, as well as, how thoroughly each Qualified Respondent demonstrates the ability of their development and operating team to successfully complete and operate the development described in their proposal.

EVALUATION CRITERIA	MAX SCORE
Development Concept, Amenities Plan, Greenspace Utilization	20
Affordability (affordable units spread across AMI levels at or below 80% AMI)	20
Developer Experience/Development Team	15
Financial Feasibility/Readiness	15
Compliance Plan	10
Marketing Plan	10
Presentation	10