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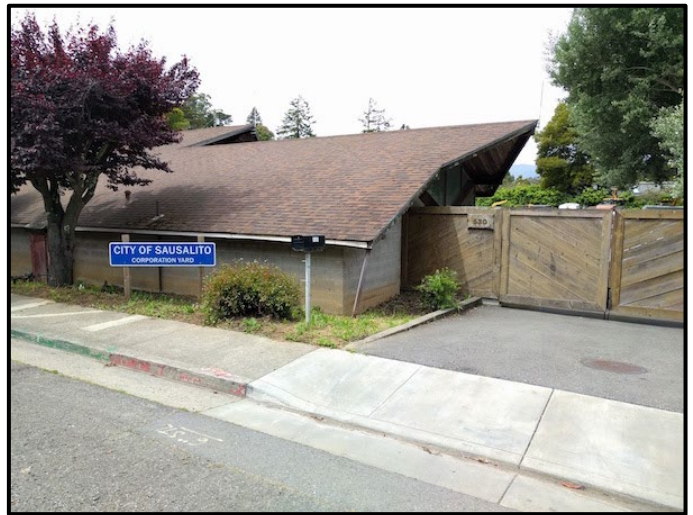
**REQUEST FOR PROPOSALS (RFP) FOR:**

**CITY OF SAUSALITO  
JOINT DEVELOPMENT OPPORTUNITY  
HOUSING ELEMENT OPPORTUNITY SITES**

**SITE 84 (MARTIN LUTHER KING JR. PARK PROPERTY) AND SITE 75 (CORPORATION  
YARD)**

**City of Sausalito  
Marin County, California  
January 2026**

**Proposals Due: May 1, 2026**





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## **1. INTRODUCTION**

### **1.1 Background**

The City of Sausalito is one of the oldest communities in Marin County, incorporated in 1893. Sausalito is situated between Richardson Bay and the Marin Headlands, across the Golden Gate Bridge from San Francisco. The City's natural beauty and central location have created a unique community character that residents are deeply committed to preserving.

As part of the City's certified 6th Cycle Housing Element, the City has committed to implementing Program 8: Public Property Conversion to Affordable Housing. This program identifies multiple City-owned sites as opportunities to provide much-needed affordable housing while maintaining community character and existing uses that residents value.

On November 4, 2025, Sausalito voters approved Measure K, authorizing the creation of a housing overlay zone on limited portions of the Martin Luther King Jr. (MLK) Park Property to facilitate no more than 50 units of housing on no more than two acres of the site. Consistent with the Housing Element and the adopted ballot language, the City has expressed its intention to prioritize senior housing, with units that address very low- and low-income affordable housing needs.

The City is now moving forward with an accelerated implementation timeline, far ahead of State-mandated deadlines, to address the community's affordable housing needs and meet its Regional Housing Needs Allocation (RHNA) obligations.

### **1.2 Purpose of This Joint RFP**

The City of Sausalito is issuing this Request for Proposals (RFP) to solicit proposals from qualified affordable housing developers, housing authorities, nonprofit organizations, or development teams (collectively, "Proposers") for the development of affordable housing on two City-owned opportunity sites:

- **Site 84:** Martin Luther King Jr. Park Property, 100 Ebbtide Avenue (APN 063-170-03)
- **Site 75:** Corporation Yard, 530 Nevada Street (APNs 064-341-04 and 064-341-10)

This joint RFP presents a unique opportunity for developers to create two complementary affordable housing projects on City-owned land, with a combined capacity of up to 81 units of affordable housing, prioritizing senior residents and addressing the City's very low-, low-, and moderate-income housing needs.

### **1.3 Accelerated Timeline and City Commitment**



The City is significantly fast-tracking the implementation timeline for these sites:

- **Joint RFP Release:** March 2026
- **Corporation Yard State Deadline:** March 2028 (the City is proceeding 2 years ahead of this requirement)
- **MLK Site:** Already rezoned and available for development

This accelerated timeline demonstrates the City's strong commitment to addressing affordable housing needs promptly and efficiently. As part of this commitment, the City is currently making progress on identifying an alternative location for Corporation Yard operations to enable development to proceed on both parcels. The City anticipates completing the Corporation Yard relocation by December 2027, making the site available for development by March 2028 or sooner.

Additionally, the City is currently evaluating potential opportunities to expand the size of the Corporation Yard development site by incorporating adjacent areas into the Willow Creek restoration site, which is currently part of the Whiskey Springs condominium/townhouse development project and not owned by the City. This expansion would provide additional development capacity if successfully negotiated.

#### **1.4 Development Pathway and Surplus Lands Act Compliance**

The City is issuing this RFP with the understanding that the development pathway for these sites will be through a qualifying project that does not require the City to follow the traditional Surplus Lands Act Notice of Availability (NOA) process. Instead, the City will pursue one of two alternative pathways authorized under California law:

##### Option 1: Government Code Section 37364

Development of a project meeting the following requirements:

- The project will provide housing affordable to persons and families of low or moderate income
- Not less than 80% of the area of the parcel shall be used for development of housing
- Not less than 40% of the total housing units shall be affordable to households at or below 75% of lower income limits, with at least half affordable to very low-income households
- Dwelling units shall be restricted by regulatory agreement to remain continually affordable for at least 30 years
- May include senior housing projects

##### Option 2: Government Code Section 54421(f)(1)(F)

Development of a project meeting the following requirements:

- 100% of residential units restricted to persons and families of low or moderate income
- At least 75% of residential units restricted to lower income households
- Affordable sales price or rent for 55 years (rental) or 45 years (ownership)



- Maximum affordable sales price or rent not higher than 20% below median market rates for the neighborhood
- May include ancillary commercial ground floor uses
- May include senior housing projects

**Proposer Flexibility:** The City will select which development pathway is most appropriate based on the proposals received. Proposers are encouraged to recommend which pathway they believe best aligns with their proposed development concept and to structure their proposals accordingly. The City is seeking the approach that will most effectively deliver high-quality affordable housing while meeting statutory requirements.

## 1.5 City's Vision and Priorities

The City seeks development proposals that embody the following values and priorities:

**Affordable Senior Housing:** Strong preference for projects that prioritize affordable housing for seniors, addressing the needs of Sausalito's aging population and providing opportunities for seniors to age in place within the community.

**Deep Affordability:** Commitment to serving very low- and low-income households, with the affordability levels specified in the Housing Element for each site.

**Community Amenities:** Integration of community-serving amenities that benefit both residents and the broader Sausalito community, potentially including but not limited to:

- Community center space
- Swimming pool or aquatic facilities
- Expanded park and recreational space
- Enhanced parking solutions

**Preservation of Existing Uses:** Careful site planning that maintains and protects existing community uses, particularly at the MLK Park Property, including:

- Educational facilities (Lycée Français de San Francisco and Little Village Preschool)
- Recreational facilities (sports courts, fields, Remington dog park)
- Existing parking areas serving park and school users
- Safe circulation and access for all existing uses

**Neighborhood Sensitivity:** Development that is sensitive to and compatible with adjacent residential neighborhoods, with appropriate building scale, thoughtful design, and careful attention to privacy and neighborhood character.

**High Design Quality:** Buildings and site design that contribute positively to Sausalito's architectural character, demonstrate sustainability, and create welcoming, dignified homes for residents.



**Financial Viability:** Realistic development and financing plans that demonstrate the project can be successfully completed and maintained as affordable housing for the long term.

## **1.6 Alternative Funding for Community Amenities**

The City recognizes that the cost of providing extensive community amenities may create financial challenges for affordable housing development. The City is actively working to identify alternative funding sources for certain community amenities to the extent that they cannot be financially supported by the developer as part of the housing project. This may include:

- Measure A funds (Marin County parks and open space funding)
- State and federal grant programs for parks and recreation
- Regional funding sources for community facilities
- Public-private partnerships for specific amenities

Proposers should identify in their proposals which amenities they can reasonably include within the financial constraints of affordable housing development, and which amenities may require alternative City or external funding to be feasible. The City is committed to working collaboratively with the selected developer(s) to pursue funding for priority community amenities.



## **2. SITE DESCRIPTIONS AND DEVELOPMENT PARAMETERS**

### **2.1 Site 84: Martin Luther King Jr. Park Property**

#### **Location and Property Information:**

- Address: 100 Ebbtide Avenue
- APN: 063-170-03
- Development Area: Maximum 2 acres of the larger MLK Park Property parcel
- Current Zoning (Development Area): Housing Opportunity Overlay (-H29)

#### **Housing Element Capacity:**

- Total Units: Up to 50 units
- Very Low-Income Units: 35 units
- Low-Income Units: 15 units
- Housing Type Priority: Senior housing

#### **Site Development Standards:**

- Maximum Height: 32 feet
- Maximum Stories: 2 stories
- Density: Up to 25 units per acre on the development portion
- All applicable development standards per Sausalito Municipal Code Chapter 10.28.090

#### **Existing Site Conditions and Protected Uses:**

The MLK Park Property is an active, multi-use community asset that serves important educational, recreational, and community functions. The development area represents only a portion of the larger property. All existing uses must be protected and maintained, including:

##### **1. Educational Uses:**

- Lycée Français de San Francisco
- Little Village Preschool (also known as New Village School)
- Associated drop-off/pick-up areas and circulation

##### **2. Recreational Facilities:**

- Remington dog park (located on north side along Ebbtide Avenue)
- Tennis courts
- Basketball courts
- Multi-use fields and open space
- Children's playground areas

##### **3. Parking and Circulation:**

- Approximately 72 existing public parking spaces
- No net loss of parking designated for park and school uses



- Maintained safe circulation for school operations, park access, and emergency vehicles

### **Required Site Development Approach:**

Proposers must demonstrate how their development concept will:

- Utilize no more than 2 acres of the site for housing development on the area identified (Attachment X)
- Maintain all existing park, recreational, school, dog park, and sports court uses without displacement or negative impact
- Preserve existing parking capacity or provide replacement parking
- Ensure safe and continuous access for students, staff, and park users throughout construction and following completion
- Coordinate circulation planning to avoid conflicts between residential, educational, and recreational uses
- Coordinate timing of major construction activities to occur during summer break
- Maintain emergency vehicle access throughout the site
- Address any potential privacy or noise concerns between housing and active recreational/educational uses

### **Site Opportunities and Amenities:**

While protecting existing uses, the City encourages creative approaches to:

- Providing new or expanded park and recreational amenities that complement the housing
- Enhancing parking areas serving the park (potentially including new paving, landscaping, lighting)
- Creating shared community space that serves both housing residents and the broader community
- Incorporating universal design and accessibility improvements throughout the development area
- Exploring opportunities for a community center or pool facility that could serve both residents and the public
- Improving pedestrian and bicycle connectivity

### **Environmental Considerations:**

The development site is located in proximity to Richardson Bay and may be subject to various environmental regulations and considerations, including:

- Sea level rise and flood hazards including appropriate drainage on-site
- Biological resources
- Cultural resources
- Geotechnical conditions
- Traffic and circulation impacts

All environmental review and mitigation will be required in accordance with the California Environmental Quality Act (CEQA) and applicable environmental regulations.

## **2.2 Site 75: Corporation Yard**



### **Location and Property Information:**

- Address: 530 Nevada Street
- APNs: 064-341-04 and 064-341-10 (two parcels comprising the Corporation Yard)
- Current Use: Active City Corporation Yard (public works maintenance and operations facility)
- Development Area: ~0.61 Acres
- Current Zoning: H-70

### **Housing Element Capacity:**

- Total Units: Up to 31 units
- Very Low-Income Units: 18 units
- Low-Income Units: 9 units
- Moderate-Income Units: 4 units
- Housing Type Priority: Senior housing

### **Site Availability Timeline:**

The Corporation Yard site is currently an active City public works facility. The City is committed to making this site available for development through the following process:

1. **Alternative Location Identification** (July 2026): City to identify and evaluate alternative location(s) for Corporation Yard operations
2. **Site Acquisition/Preparation** (July 2026 - December 2027): City to acquire or prepare alternative Corporation Yard location
3. **Relocation of Operations** (December 2027): City to relocate Corporation Yard operations to new location
4. **Site Available for Development** (March 2028 or earlier): Corporation Yard site to be cleared and available for development

Proposers should structure their development timeline and phasing to account for site availability in Q1 2027 or potentially later if the City's relocation proceeds behind schedule.

### **Potential Site Expansion:**

The City is currently evaluating potential opportunities to expand the development site area by incorporating adjacent land into the development. Specifically, the City is exploring expansion into the adjacent Willow Creek restoration area, which is currently not owned by the City and is part of the Whiskey Springs condominium/townhouse development. If successful, this expansion could provide additional development capacity beyond the base 31-unit allocation.

Proposers may optionally submit alternative development concepts that could accommodate additional units if the site expansion is successful, but the base proposal should assume the current Corporation Yard site area and 31-unit capacity.



**Site Development Considerations:**

The Corporation Yard site presents different opportunities and constraints compared to the MLK Park Property:

**1. Adjacency to Residential Neighborhoods:**

- Development must be sensitive to scale, design, and privacy concerns of adjacent residential areas
- Thoughtful transitions between housing and surrounding neighborhood character required
- Potential noise, traffic, and construction impacts must be carefully managed

**2. Infrastructure and Utilities:**

- Existing Corporation Yard infrastructure may require removal and site remediation
- Assessment of soil conditions and any potential environmental remediation needs
- Evaluation of utility capacity and connections

**3. Site Access and Circulation:**

- Circulation around the property shall not be impacted to ensure continued access
- Coordination with City on any public right-of-way improvements needed
- Evaluation of parking and circulation requirements for the housing development

**4. Environmental Considerations:**

- Environmental site assessment for current and former Corporation Yard uses
- Any necessary remediation prior to residential development
- Stormwater management and drainage improvements

**Required Site Improvements:**

Given the current use as a Corporation Yard, development proposals should address:

- Demolition and removal of existing Corporation Yard structures and equipment
- Environmental site assessment and any necessary remediation
- Site preparation and grading
- New utility infrastructure
- Stormwater management facilities
- Any required public improvements (sidewalks, street improvements, etc.)

Proposers should identify whether they can deliver on these site improvements, or whether City assistance or alternative funding sources will be needed.

**Site Opportunities and Amenities:**



The Corporation Yard site may present opportunities for:

- Ground-floor community-serving uses given street frontage
- Public space or plaza areas
- Enhanced pedestrian connections to surrounding neighborhood
- Sustainable site design and green infrastructure
- Shared parking strategies if mixed-use elements are included

## 2.3 Joint Development Approach

### Rationale for Joint RFP:

The City is issuing this joint RFP for both sites to:

1. **Attract Qualified Developers:** Provide greater appeal and scale for affordable housing developers experienced in senior housing
2. **Achieve Economies of Scale:** Enable potential cost efficiencies in design, financing, and construction through coordinated development
3. **Ensure Coordinated Approach:** Create consistency in design quality, resident services, and property management across both projects
4. **Streamline City Resources:** Coordinate environmental review, permitting, and project oversight for both sites
5. **Meet RHNA Requirements:** Efficiently address the City's affordable housing obligations through a unified strategy

### Flexibility in Proposal Structure:

Proposers have flexibility in how they structure their proposals:

- **Single Developer for Both Sites:** A single development team proposes to develop both sites, with coordinated financing, design, and delivery
- **Partnership/Joint Venture:** Multiple developers propose to work together, with each taking lead responsibility for one site while coordinating overall approach
- **Separate but Coordinated:** Developer(s) submit proposals for one or both sites, with commitment to coordination if separate teams are selected

Regardless of structure, the City seeks proposals that demonstrate:

- Commitment to delivering both projects successfully
- Coordination in design quality and project delivery
- Efficient use of City staff time and resources
- Strong likelihood of successful completion within reasonable timeframe

### Affordability Allocation Flexibility:

The Housing Element specifies the following total affordable unit requirements:

- Site 84: 35 very low-income + 15 low-income = 50 total units
- Site 75: 18 very low-income + 9 low-income + 4 moderate-income = 31 total units
- **Combined Total:** 53 very low-income + 24 low-income + 4 moderate-income = 81 total units



The City will allow flexibility in how these affordability requirements are distributed across the two sites, provided that:

- The total number of units in each affordability category is met across both sites
- Each site includes a meaningful mix of affordability levels
- The distribution is justified based on site characteristics, financing requirements, or other practical considerations
- Both sites maintain a focus on serving seniors

For example, a proposer might propose:

- Site 84: 30 very low-income + 20 low-income = 50 units
- Site 75: 23 very low-income + 4 low-income + 4 moderate-income = 31 units
- This maintains the combined total: 53 very low + 24 low + 4 moderate = 81 units

Proposers should clearly justify any proposed reallocation of affordability levels and demonstrate how it enhances project feasibility or serves residents better.



### **3. SCOPE OF WORK AND DEVELOPER RESPONSIBILITIES**

#### **3.1 Pre-Development Phase**

##### **Site Due Diligence and Analysis:**

The selected developer(s) shall be responsible for all due diligence activities necessary to move forward with development, including but not limited to:

- Comprehensive site surveys (topographic, boundary, ALTA, etc.)
- Geotechnical investigation and analysis
- Environmental Site Assessments (Phase I, Phase II if needed)
- Utility capacity studies and connection requirements
- Traffic and parking analysis
- Market analysis for senior affordable housing
- Title review and any necessary title work
- Any additional studies required by City or regulatory agencies

##### **Community Engagement:**

The developer shall be responsible for meaningful community engagement throughout the development process, including:

- Attendance at City Council and Planning Commission meetings
- Public workshops or community meetings (minimum 2 meetings at key project milestones)
- Coordination with adjacent property owners and neighborhood groups
- Engagement with existing MLK Park users, schools, and stakeholders
- Incorporation of community feedback into project design
- Regular project updates to City staff and community

##### **Coordination with Existing MLK Park Users:**

For Site 84, the developer must establish a coordination framework with:

- Lycée Français de San Francisco
- Little Village Preschool
- Park users and community groups
- Remington dog park users

This coordination must address:

- Construction phasing and timing to minimize disruption
- Temporary accommodations during construction if needed
- Permanent design features ensuring compatibility
- Ongoing communication during development process

#### **3.2 Design and Entitlements Phase**

##### **Architectural and Site Design:**



The developer shall retain qualified design professionals to prepare all necessary design documents, including:

- **Conceptual Design:** Preliminary site plans, building massing, architectural character (for City and community review)
- **Schematic Design (20-30% level):** Sufficient detail for environmental review and community engagement
- **Design Development (60-75% level):** Refined design for Planning Commission review and approval
- **Construction Documents (90-100% level):** Complete plans and specifications for permitting and construction

Design must comply with:

- Sausalito Municipal Code development standards
- California Building Code (CBC)
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- California Green Building Standards Code (CALGreen)
- Any applicable Historic Preservation requirements
- Housing Element policies and objectives
- Requirements of Measure K (for Site 84)

### **Environmental Review:**

The developer shall prepare, or fund the preparation of, all environmental documentation required under the California Environmental Quality Act (CEQA), including:

- Project description and environmental baseline
- Technical studies (biological resources, cultural resources, noise, air quality, traffic, etc.)
- Environmental Impact Report (EIR), Mitigated Negative Declaration (MND), or other appropriate documentation
- Mitigation Monitoring and Reporting Program (MMRP)
- Responses to comments and final environmental documentation

Note: The City has prepared a Program-level EIR for the Housing Element that provides coverage for these sites. The developer will need to prepare project-level environmental review that tiers from this Program EIR.

### **Entitlement Applications:**

The developer shall prepare and submit all required entitlement applications and supporting materials, including but not limited to:

- Site Plan and Design Review applications
- Conditional Use Permits (if required)
- Variances or other relief (if needed and justified)
- Affordable Housing Regulatory Agreement
- Density Bonus application (if applicable)
- Any other discretionary approvals required



## **Building Permit and Agency Approvals:**

The developer shall obtain all necessary permits and approvals, including:

- Building permits from City of Sausalito
- Grading and drainage permits
- Encroachment permits for any work in public right-of-way
- Utility connection approvals
- Bay Conservation and Development Commission (BCDC) permits (if applicable)
- Regional Water Quality Control Board (RWQCB) permits (if applicable)
- Any other required local, state, or federal approvals

## **3.3 Financing and Funding**

### **Developer Financing Responsibility:**

The developer shall be responsible for securing all necessary financing for both pre-development costs and construction, which may include:

- **Low Income Housing Tax Credits** (LIHTC - 9% or 4% competitive or non-competitive)
- **Tax-Exempt Bond Financing** (if using 4% LIHTC)
- **State and Local Affordable Housing Funds:**
  - Multifamily Housing Program (MHP)
  - Affordable Housing and Sustainable Communities (AHSC)
  - Local Housing Trust Funds
  - Other state or regional funding programs
- **Conventional Debt Financing:** Construction and permanent loans
- **Developer Equity:** Funds contributed by developer or development partners
- **Philanthropic or Mission-Driven Capital:** Grants or low-interest loans from foundations or mission-driven lenders
- **City Financial Contributions** (see below)

### **City Financial Participation:**

To support the feasibility of deeply affordable senior housing on these sites, the City is prepared to provide the following financial incentives and support:

1. **Land Disposition Terms:**
  - Long-term ground lease at nominal or below-market rate
  - Lease terms to be negotiated based on project affordability and financing structure
  - Potential for prepaid lease or other creative structures to support project financing
2. **Fee Waivers and Deferrals:**
  - Waiver or deferral of planning application and building permit fees
  - Waiver or deferral of development impact fees to the extent permitted by law
  - Waiver of any discretionary City fees



3. **Priority Processing:**
  - Expedited review of entitlement applications and building permits
  - Dedicated staff support for coordinating review and approvals
  - Coordination with outside agencies to streamline approvals
4. **Grant Application Support:**
  - City staff assistance with applications for state and federal funding
  - City Council resolutions of support for funding applications
  - Coordination with regional and state housing agencies
5. **Infrastructure Support** (subject to availability and negotiation):
  - Potential City participation in certain off-site infrastructure improvements
  - Connection fee assistance for utilities if available through City programs
  - Coordination with Measure A or other funding sources for community amenity elements
6. **Alternative Funding for Community Amenities:**
  - As noted in Section 1.6, the City will pursue alternative funding sources (such as Measure A, state/federal grants, or other sources) for certain community amenities that cannot be feasibly financed through the affordable housing development itself

Proposers should clearly identify in their financial plans what level of City support is needed to make the projects feasible, and should demonstrate that they have maximized other funding sources before relying on City financial participation.

### **Financing Timeline and Milestones:**

Developer proposals should include a clear financing timeline showing:

- Pre-development funding sources and timing
- Competitive funding application schedule (e.g., LIHTC application rounds)
- Expected timing of funding commitments and awards
- Financial close milestones
- Funding availability to support construction start
- Any contingencies or risks in the financing plan

### **3.4 Construction Phase**

#### **Construction Management:**

The selected developer shall be responsible for all aspects of project construction, including:

- Selection of qualified general contractor (through competitive process if required by funding sources)
- Construction management and oversight
- Quality control and compliance with plans and specifications
- Schedule management to ensure timely completion
- Budget management and cost control
- Compliance with prevailing wage and labor requirements (if applicable)
- Safety management and OSHA compliance



### Coordination and Communication:

During construction, the developer shall:

- Provide regular progress updates to City staff (monthly or as requested)
- Coordinate with City inspectors for required inspections
- Manage construction impacts on surrounding neighborhood (noise, traffic, dust, etc.)
- For Site 84: Maintain close coordination with schools and park users to minimize disruption and ensure continuous safe access
- For Site 75: Coordinate with City to ensure any overlapping timing with Corporation Yard relocation is managed smoothly
- Respond promptly to any community concerns or complaints
- Provide advance notice of any major construction activities

### MLK Site-Specific Construction Requirements:

For development at Site 84, the developer must ensure:

- **Continuous Access:** Safe and uninterrupted access for school operations (drop-off, pick-up, staff access) and park users throughout construction
- **Parking Maintenance:** Existing parking areas remain accessible, or temporary replacement parking is provided during any temporary closures
- **School Coordination:** Construction activities scheduled to avoid conflicts with school operations to the extent feasible (e.g., avoiding major noise or traffic impacts during school drop-off/pick-up times)
- **Safety Measures:** Appropriate fencing, signage, and safety measures to protect students, park users, and public from construction activities
- **Recreational Facility Protection:** Active measures to protect tennis courts, dog park, playground, and other facilities from construction impacts
- **Emergency Access:** Maintained emergency vehicle access throughout the site at all times

### Corporation Yard Site-Specific Construction Requirements:

For development at Site 75, the developer must address:

- **Site Remediation:** Any necessary environmental remediation from prior Corporation Yard use before beginning residential construction
- **Demolition:** Removal of existing structures and improvements in accordance with all environmental and safety requirements
- **Neighborhood Sensitivity:** Construction activities scheduled and managed to minimize impacts on adjacent residential neighbors

### Construction Period and Substantial Completion:

The developer shall propose a realistic construction schedule, including:

- Estimated construction start date (accounting for site availability for Corporation Yard)



- Construction duration (months)
- Key construction milestones
- Estimated substantial completion date
- Estimated date for initial occupancy

### **3.5 Operations and Management**

#### **Property Management:**

The developer shall be responsible for ongoing property management of the completed affordable housing, including:

- Selection of qualified property management firm (if developer is not self-managing)
- Leasing and tenant selection in accordance with affordability requirements
- Rent collection and financial management
- Maintenance and repairs
- Compliance with regulatory agreements and funding requirements
- Tenant services and community building
- Annual reporting to City and funding agencies

#### **Resident Services:**

Given the priority for senior housing, the developer should describe how the project will provide services appropriate for senior residents, which may include:

- On-site service coordination or case management
- Health and wellness programs
- Social and recreational activities
- Transportation assistance
- Connections to community services and benefits
- Emergency response systems
- Other services tailored to senior residents' needs

The level and type of services should be appropriate to the residents being served and financially sustainable.

#### **Affordability Compliance:**

The developer shall ensure long-term affordability compliance, including:

- Execution and recording of Affordable Housing Regulatory Agreement with the City
- Annual income certification and rent compliance monitoring
- Reporting to City, California Tax Credit Allocation Committee (TCAC), and other agencies as required
- Maintenance of affordability for the full required term (minimum 55 years)
- Recertification and monitoring as required by funding sources

#### **Long-Term Maintenance and Capital Reserves:**

The developer shall demonstrate plans for long-term physical and financial sustainability, including:



- Adequate reserves for replacement of building systems and components
- Preventive maintenance programs
- Energy efficiency and sustainability measures to control operating costs
- Long-term capital planning beyond initial regulatory period



## 4. COMMUNITY AMENITIES AND DESIGN EXPECTATIONS

### 4.1 Community Amenities - City Interests

The City is interested in having potential community amenities integrated into the design of one or both projects. The following amenities are of particular interest to the City and community:

#### High-Priority Amenities:

1. **Community Center:** A community gathering space that could serve both housing residents and the broader Sausalito community, potentially including:
  - Meeting rooms or multi-purpose space
  - Programming space for senior activities, classes, events
  - Kitchen facilities for community meals or events
  - Office space for resident services or property management
2. **Swimming Pool or Aquatic Facilities:** A pool facility that could serve residents and potentially the broader community, which could include:
  - Lap pool for fitness and recreation
  - Therapy pool or warm water pool appropriate for seniors
  - Deck and gathering areas
  - Accessibility features for seniors and people with disabilities
3. **Expanded or Enhanced Park Space (Site 84):** Improvements to existing park areas or creation of new park space, such as:
  - Enhanced landscaping and seating areas
  - Walking paths or fitness trails
  - Gardens (including community gardens or demonstration gardens)
  - Outdoor gathering areas or picnic facilities
  - Improvements to existing recreational facilities
4. **Parking Preservation and Enhancement (Site 84):**
  - No net loss of existing parking serving park and school users
  - Potential improvements to parking areas (paving, landscaping, lighting, accessibility)
  - Thoughtful integration of residential parking with existing public parking

#### Additional Amenity Opportunities:

5. **Pedestrian and Bicycle Improvements:**
  - Enhanced sidewalks and pedestrian connections
  - Bike parking and storage facilities
  - Improved accessibility throughout the site
  - Safe pedestrian crossings and wayfinding



**6. Sustainable Design Features:**

- Electric vehicle charging stations
- Solar panels or other renewable energy
- Stormwater management and green infrastructure
- Native landscaping and habitat enhancement
- Water conservation features

**7. Public Art or Community Identity Elements:**

- Public art installations
- Historical or cultural interpretation
- Community-designed elements
- Wayfinding and placemaking features

**8. Other Site-Specific Amenities:**

- Addressing sidewalk damage around Corporation Yard site
- Creating landscaped buffers or screening for neighborhood compatibility
- Providing community gardens or outdoor gathering spaces
- Creating flexible spaces that can adapt to community needs over time

**4.2 Amenity Feasibility and Flexibility**

**Developer Discretion and Justification:**

The City recognizes that the cost of providing extensive community amenities may create financial challenges for deeply affordable senior housing development. Developers have full discretion to determine which amenities they can feasibly include within the financial constraints of their project.

**Required Approach in Proposals:**

For each amenity or requested element, developers must clearly indicate:

1. **Can Deliver:** If the developer can include the amenity within the project scope and budget, describe how it will be incorporated and funded.
2. **Cannot Deliver - With Justification:** If the developer cannot deliver on a requested amenity, provide:
  - Clear explanation of why the amenity is not feasible (financial constraints, site limitations, program conflicts, etc.)
  - Analysis of what would be needed to make the amenity feasible (additional City funding, alternative funding sources, reduced affordability requirements, site modifications, etc.)
  - Recommendations to the City on how the amenity could still be achieved (e.g., City-led project funded separately, partnership opportunity, phased implementation)
3. **Alternative Approach:** If the developer proposes an alternative approach to achieving the community benefit in a different form, describe the alternative and rationale.



**Example Response Format:**

*Requested Amenity: Community Center*

*Developer Response: Can Deliver with Modifications*

*"We can include a 2,000 square foot community room within the residential building on Site 84, which will serve as a multi-purpose gathering space for residents and community programs. However, we cannot include a full-scale standalone community center building as this would add approximately \$2.5 million to development costs and make the project financially infeasible given the required affordability levels. We recommend that the City pursue Measure A funding or other park/recreation grants to potentially build an adjacent standalone community center facility if this is a high priority. Our community room can be designed to connect to such a future facility if desired."*

**4.3 Alternative Funding Strategy**

As noted in Section 1.6, the City is committed to identifying alternative funding sources for community amenities that cannot be feasibly delivered by the developer. The City will prioritize:

- **Measure A Funds:** Marin County parks and open space funding for park improvements, trails, and recreational facilities
- **State Grant Programs:** Including parks grants, recreation facilities, climate adaptation, and community resilience programs
- **Federal Grants:** Community Development Block Grant (CDBG), HOME, or other federal programs that can support community facilities
- **Regional Funding:** Bay Area regional funding for transportation, parks, or community facilities
- **Public-Private Partnerships:** Collaboration between City, developer, philanthropic organizations, or other partners

The City will work collaboratively with the selected developer to identify and pursue these funding sources and determine which amenities should be pursued through alternative funding versus incorporated into the housing development.

**4.4 Design Quality and Compatibility**

**Architectural Character:**

The City expects development proposals to demonstrate high design quality that:

- Complements Sausalito's architectural character and community identity
- Provides variety and visual interest while maintaining cohesive overall design
- Uses high-quality, durable materials appropriate for the climate and coastal location
- Incorporates thoughtful details and craftsmanship
- Creates a sense of place and community identity for residents

**Neighborhood Compatibility:**



Both sites are located in proximity to established residential neighborhoods.

Development must demonstrate sensitivity to neighborhood context through:

- **Building Scale and Massing:** Articulated building forms that break down the scale of larger buildings and provide compatibility with surrounding development
- **Height Transitions:** Thoughtful transitions in building height where development adjoins lower-scale residential areas
- **Setbacks and Spacing:** Adequate setbacks and spacing to provide privacy and maintain neighborhood character
- **Landscaping and Screening:** Mature landscaping to provide screening and soften building edges
- **Privacy Considerations:** Window placement and design to minimize direct views into adjacent residential properties
- **Lighting:** Outdoor lighting designed to minimize light pollution and glare onto adjacent properties

#### **Accessibility and Universal Design:**

Given the priority for senior housing, the City expects a strong emphasis on accessibility and universal design, including:

- Full ADA compliance for all units and common areas
- Visitability features in all units where feasible
- Universal design elements that support aging in place
- Accessible routes throughout the site
- Wayfinding and signage designed for accessibility
- Consideration of mobility, vision, hearing, and cognitive accessibility

#### **Sustainability and Resilience:**

Development should demonstrate commitment to environmental sustainability and climate resilience, including:

- Energy efficiency exceeding minimum code requirements
- Renewable energy (solar PV) to the extent feasible
- Water conservation and drought-tolerant landscaping
- Electric-ready or all-electric design
- Resilience to sea level rise, flooding, and seismic hazards
- Sustainable building materials and healthy indoor environments



## 5. SITE-SPECIFIC REQUIREMENTS

### 5.1 Site 84 (MLK Park Property) - Specific Requirements

#### Protection of Existing Uses - Critical Requirement:

All existing uses on the MLK Park Property must be maintained and protected. This is a fundamental, non-negotiable requirement derived from Measure K and community priorities. Specifically:

#### Educational Facilities:

- Lycée Français de San Francisco shall continue to operate without disruption
- Little Village Preschool shall continue to operate without disruption
- Safe, convenient access for student drop-off and pick-up must be maintained
- Parking and circulation serving the schools must be preserved
- Any impacts to school operations during construction must be minimized and carefully coordinated

#### Recreational Facilities:

- Remington dog park (located on the north side of the site along Ebbtide Avenue) shall be fully preserved
- Tennis courts shall remain operational
- Basketball courts shall remain operational
- Multi-use fields and open space shall be preserved
- Children's playground facilities shall be preserved
- All recreational facilities must remain accessible and functional throughout construction

#### Park Operations and Access:

- General public access to park facilities shall be maintained
- Existing circulation patterns for park users shall be preserved or improved
- Park activities and programming shall continue without disruption
- Community events and gatherings currently using the park shall be accommodated

#### Parking Requirements:

The existing MLK Park Property includes approximately 72 public parking spaces that serve park users, school operations, and recreational facilities. The development must ensure:

- **No Net Loss of Parking:** The total number of parking spaces available for park, school, and recreational use shall not be reduced below existing levels
- **Parking Replacement:** If any existing parking spaces are displaced by housing development, an equal or greater number of replacement spaces must be provided
- **Parking Design:** Parking areas should be well-designed with appropriate landscaping, lighting, and accessibility features
- **Parking Management:** Clear delineation between residential parking and public parking serving park/school uses



Proposers should describe their approach to maintaining or improving parking, including any proposed parking enhancements (new paving, lighting, landscaping, etc.).

### **Circulation and Access Requirements:**

Circulation around and within the property shall be designed to ensure:

- Safe separation of pedestrian and vehicular traffic
- Maintained access for emergency vehicles throughout the site
- Coordination of residential traffic with school drop-off/pick-up traffic
- Safe routes for students, park users, and residents
- Accessibility compliance for all paths of travel
- Bicycle parking and connections

Proposers must demonstrate that circulation has been carefully planned to avoid conflicts and maintain safety for all users.

### **Construction Phasing and Coordination:**

Development proposals must include a detailed construction management plan that addresses:

- **Phasing:** Sequence of construction activities to minimize disruption
- **School Coordination:** How construction will be coordinated with school calendar and daily schedule
- **Access Maintenance:** How access for schools, park users, and emergency vehicles will be maintained throughout construction
- **Safety:** Fencing, barriers, and safety measures to protect students and park users
- **Communication:** Regular communication with schools, park users, and neighbors about construction activities
- **Temporary Impacts:** Any temporary closures or relocations needed, with clear timeline and mitigation
- **Dust and Noise:** Measures to minimize construction dust, noise, and other impacts on adjacent uses

### **Site-Specific Design Considerations:**

- **Building Placement:** Housing should be sited to maximize compatibility with existing uses and minimize conflicts
- **Orientation:** Building orientation should consider solar access, privacy, views, and relationship to park and schools
- **Outdoor Space:** Residential outdoor space should be designed to complement existing park facilities without creating user conflicts
- **Fencing/Barriers:** Any fencing or barriers between residential and park/school areas should be thoughtfully designed to provide security and privacy while maintaining visual connection
- **Landscaping:** Landscape design should enhance the park character and provide attractive transitions between uses



## **5.2 Site 75 (Corporation Yard) - Specific Requirements**

### **Site Availability and Timing:**

As noted in Section 2.2, the Corporation Yard is currently an active City facility. The site will be available for development according to the following anticipated timeline:

- **July 2026:** City identifies alternative Corporation Yard location
- **July 2026 - December 2027:** City acquires/prepares new Corporation Yard site
- **December 2027:** City relocates Corporation Yard operations
- **March 2028 (or earlier):** Site cleared and available for housing development

### **Pre-Development Access:**

Prior to site availability, the developer may be granted access to conduct necessary due diligence and site studies, subject to coordination with ongoing Corporation Yard operations. This may include:

- Site surveys and assessments
- Environmental studies (Phase I/II ESAs)
- Geotechnical investigations
- Utility investigations
- Community engagement and design development

The City will work cooperatively to allow reasonable access for these activities while the Corporation Yard remains operational.

### **Site Preparation Requirements:**

Once the Corporation Yard is relocated, the following site preparation will be needed:

- 1. Demolition and Removal:**
  - Removal of existing Corporation Yard buildings and structures
  - Removal of equipment, materials, and debris
  - Proper disposal or recycling of demolished materials
  - Clearing of site to prepare for residential development
  
- 2. Environmental Site Assessment and Remediation:**
  - Phase I Environmental Site Assessment (ESA) to identify potential contamination
  - Phase II ESA if Phase I identifies recognized environmental conditions
  - Any necessary soil or groundwater remediation
  - Clearance documentation prior to residential construction
  - Compliance with all environmental regulations
  
- 3. Site Preparation:**
  - Grading and drainage improvements
  - Utility disconnections from old uses and new connections for residential
  - Site preparation for residential construction



- Implementation of erosion control and stormwater management

### **Responsibility for Site Preparation:**

The City and developer shall negotiate responsibility for site preparation costs and activities. Options may include:

- City delivers a "clean" site ready for residential development
- Developer assumes responsibility for all demolition and site prep, with City credit against land cost or other financial consideration
- Shared responsibility with negotiated allocation of costs

Proposers should clearly state their proposed approach to site preparation responsibilities and associated costs.

### **Potential Site Expansion:**

As noted in Section 2.2, the City is evaluating potential expansion of the development site into the adjacent Willow Creek restoration area. This expansion is not certain and should be considered a potential opportunity rather than a baseline assumption.

**Baseline Proposal:** Proposers must submit a base proposal assuming the current Corporation Yard site boundaries and the 31-unit capacity specified in the Housing Element.

**Optional Alternative Proposal:** Proposers may optionally submit an alternative proposal that shows how the project could accommodate additional units if site expansion is successful. This alternative should clearly show:

- Additional units that could be accommodated
- Revised site plan showing expanded area
- Financial implications of expanded development
- Timeline implications
- Any changes to affordability mix or project phasing

The City will update proposers if the site expansion opportunity is successfully secured during the RFP evaluation process.

### **Neighborhood Compatibility:**

The Corporation Yard site is adjacent to established residential neighborhoods. Development proposals must demonstrate particular attention to:

- **Building Scale:** Appropriate building scale and massing that provides a thoughtful transition to adjacent single-family and low-density residential areas
- **Setbacks:** Adequate setbacks from property lines adjoining residential properties
- **Height:** Building height that is sensitive to neighborhood context, with potential stepping or articulation at edges
- **Privacy:** Design measures to protect privacy of existing residents (window placement, screening, etc.)
- **Landscaping:** Substantial landscaping to provide buffering and visual screening



- **Access and Circulation:** Project access designed to minimize traffic impacts on residential streets

### **Public Improvements:**

Development of the Corporation Yard site may require or benefit from various public improvements:

- **Sidewalk Repairs/Improvements:** Repair of any sidewalk damage around the site; installation of new sidewalk if gaps exist
- **Street Improvements:** Any needed repairs or improvements to Nevada Street or other adjacent streets
- **Pedestrian Connections:** Enhanced pedestrian connections to surrounding neighborhood
- **Transit Access:** Improved access to nearby transit if applicable
- **Street Trees and Landscaping:** Street trees and parkway landscaping along site frontage

Proposers should identify which public improvements they can deliver, and which may require City participation or alternative funding.

### **Mixed-Use Potential:**

Given the street frontage along Nevada Street, proposers may wish to consider whether ground-floor community-serving uses (in addition to residential) would enhance the project. Such uses might include:

- Community room or gathering space accessible to public
- Small-scale retail or services serving residents and neighborhood (e.g., café, corner store)
- Community health or social services
- Other uses compatible with senior residential

Mixed-use elements are optional but may be favorably considered if they enhance community benefit and are financially feasible.



## 6. DEVELOPMENT REVIEW AND APPROVAL PROCESS

### 6.1 Anticipated Approval Process

The selected developer(s) will need to obtain various approvals from the City of Sausalito and potentially other agencies. The anticipated approval process includes:

#### City of Sausalito Discretionary Approvals:

1. **Site Plan and Design Review:** Review and approval of site plan, architecture, and landscaping by Planning Commission
2. **Conditional Use Permit** (if required): Approval of any uses or development standards requiring a CUP
3. **Affordable Housing Regulatory Agreement:** Negotiation and execution of regulatory agreement ensuring long-term affordability
4. **Disposition and Development Agreement (DDA):** Negotiation and execution of agreement governing land disposition terms, development obligations, and City/developer responsibilities
5. **Lease Agreement:** Execution of long-term ground lease for each site
6. **Environmental Review Compliance:** Completion of CEQA review and any required mitigation measures
7. **Final Map** (if subdivision is proposed): Approval of final or parcel map if site will be subdivided

#### City of Sausalito Ministerial Approvals:

1. **Building Permits:** Issuance of building permits for all construction
2. **Grading and Drainage Permits:** Approval of site grading and drainage improvements
3. **Encroachment Permits:** Permits for any work in public right-of-way
4. **Certificate of Occupancy:** Final inspection and occupancy approval

#### Other Agency Approvals (if applicable):

1. **Bay Conservation and Development Commission (BCDC):** Permit for development within BCDC jurisdiction (if applicable given proximity to San Francisco Bay)
2. **San Francisco Bay Regional Water Quality Control Board (RWQCB):** Water quality certifications or permits if required
3. **U.S. Army Corps of Engineers (USACE):** Federal permits if any wetlands or waters of the U.S. are affected
4. **Other Agencies:** Any other local, regional, state, or federal approvals that may be required

### 6.2 Environmental Review



### **CEQA Compliance:**

As noted previously, the City has prepared a Program-level Environmental Impact Report (EIR) for the Housing Element that provides programmatic environmental review for these opportunity sites. The developer will be responsible for:

1. **Project-Level Environmental Review:** Preparation of project-specific environmental documentation that tiers from the Program EIR, which may include:
  - Addendum to Program EIR (if no new significant impacts)
  - Supplemental EIR (if new significant impacts identified)
  - Subsequent EIR (if substantial changes to project or circumstances)
2. **Technical Studies:** Preparation of any necessary technical studies to support environmental review:
  - Biological resources assessment
  - Cultural resources assessment
  - Traffic/transportation analysis
  - Noise analysis
  - Air quality and greenhouse gas assessment
  - Other studies as determined necessary
3. **Mitigation Measures:** Implementation of all applicable mitigation measures from the Program EIR and any additional project-specific mitigation
4. **Mitigation Monitoring:** Compliance with Mitigation Monitoring and Reporting Program (MMRP)

### **Timeline Considerations:**

Environmental review can take 6-12 months or more depending on the complexity of issues identified and the level of review required. Proposers should account for environmental review timeline in their overall project schedule.

### **6.3 City Staff Support and Coordination**

The City is committed to providing priority processing and support for these projects, including:

- Dedicated staff point of contact for project coordination
- Expedited review of applications and submittals
- Coordination between City departments (Planning, Building, Public Works, Fire)
- Facilitation of meetings with Planning Commission and City Council
- Coordination with outside review agencies
- Assistance with grant applications and funding coordination

The developer will be expected to maintain regular communication with City staff and respond promptly to information requests and review comments.



## **7. SELECTION CRITERIA AND PROPOSAL EVALUATION**

### **7.1 Selection Criteria**

Proposals will be evaluated based on the following criteria:

#### **1. Developer Qualifications and Experience (20 points)**

- Demonstrated experience developing affordable housing, particularly senior housing
- Track record of successful project completion on time and on budget
- Financial strength and capacity to complete projects of this scale
- Experience working with public sector partners and navigating complex approvals
- Quality of development team (architect, contractor, consultants, property manager)
- References from previous projects

#### **2. Development Concept and Design Quality (20 points)**

- Quality and appropriateness of conceptual site plan and architectural design
- Compatibility with neighborhood context and Sausalito character
- Protection of existing uses (particularly at Site 84)
- Incorporation of requested community amenities to the extent feasible
- Accessibility and universal design features
- Sustainability and resilience measures
- Overall design quality and livability for residents

#### **3. Affordability and Resident Services (20 points)**

- Commitment to required affordability levels (very low, low, moderate income)
- Depth of affordability (lower rents are better)
- Duration of affordability (beyond minimum requirements)
- Appropriateness and quality of services for senior residents
- Property management plan and approach
- Long-term affordability compliance plan

#### **4. Financial Feasibility and Sustainability (20 points)**

- Strength and realism of financing plan
- Diversity of funding sources and likelihood of securing commitments
- Clarity of City financial participation needed
- Demonstrated financial capacity to bridge financing gaps
- Operating pro forma showing long-term financial sustainability
- Capital reserves and replacement planning
- Value proposition for City (land lease terms, community benefits vs. City investment)

#### **5. Community Benefits and Amenities (10 points)**

- Extent and quality of community amenities included in project
- Creative approaches to maximizing community benefit within financial constraints
- Public space and community-serving elements
- Benefits extending beyond project residents to broader community



- Approach to amenities that cannot be delivered and recommendations for alternative funding

## **6. Project Timeline and Feasibility (10 points)**

- Realistic and achievable project schedule
- Coordination between Site 84 and Site 75 (if both proposed)
- Appropriate phasing accounting for Corporation Yard availability
- Identified risks and mitigation strategies
- Likelihood of successful and timely completion

**Total Possible Points: 100**

## **7.2 Evaluation Process**

### **Phase 1: Threshold Review**

City staff will conduct an initial review to determine whether proposals meet minimum threshold requirements:

- Submitted by deadline with all required components
- Developer meets minimum qualification requirements
- Proposal addresses both sites (or clearly states which site(s) being proposed)
- Proposal demonstrates basic feasibility and understanding of requirements

Proposals not meeting threshold requirements may be deemed non-responsive and eliminated from further consideration.

### **Phase 2: Technical Evaluation**

An evaluation committee consisting of City staff and potentially outside advisors will conduct detailed evaluation of responsive proposals based on the selection criteria. Each proposal will be scored independently by each evaluator, and scores will be averaged.

### **Phase 3: Interviews and Presentations**

The top-ranked proposers (typically 2-3 finalists) will be invited to participate in interviews and presentations to the evaluation committee and potentially the City Council. Finalists will be asked to:

- Present their proposal and development concept
- Respond to questions and requests for clarification
- Provide additional information on specific topics
- Demonstrate team capability and approach

### **Phase 4: Reference Checks**

City will conduct reference checks on finalist proposers, contacting previous public agency partners, lenders, and other references to verify experience and performance.

### **Phase 5: Selection and Negotiation**



Based on the complete evaluation, the City will identify the top-ranked proposer(s) and will enter into negotiations for Disposition and Development Agreement(s). The City reserves the right to:

- Select different developers for Site 84 and Site 75 if that approach is determined to be in the City's best interest
- Negotiate terms and conditions with the selected developer(s)
- Reject all proposals if none are deemed acceptable
- Request revised proposals or best and final offers

### **Phase 6: City Council Approval**

Following successful negotiation, the Disposition and Development Agreement(s) will be presented to City Council for final approval.



## **8. PROPOSAL REQUIREMENTS AND SUBMISSION**

### **8.1 Proposal Format and Organization**

Proposals shall be organized into the following sections:

#### **Section 1: Cover Letter and Executive Summary (maximum 3 pages)**

- Introduction to proposing organization(s)
- Summary of proposed approach for Site 84 and/or Site 75
- Commitment to City's priorities and requirements
- Key differentiators and unique value proposition

#### **Section 2: Developer Qualifications (maximum 10 pages + appendices)**

- Organization background, history, and structure
- Affordable housing development experience, particularly senior housing
- Track record of completed projects (include representative examples)
- Financial capacity and resources
- Development team members (architect, contractor, property manager, consultants)
- Resumes of key personnel (in appendix)
- Minimum 5 references from previous projects (in appendix)

#### **Section 3: Development Concept - Site 84 (maximum 15 pages + drawings)**

- Conceptual site plan showing:
  - Building footprint(s) and location
  - Preservation of existing uses (schools, park, recreational facilities)
  - Parking (residential and public)
  - Circulation and access
  - Open space and amenities
  - Relationship to surrounding context
- Conceptual building design and architecture:
  - Building massing and form
  - Height, stories, and scale
  - Architectural character and materials
  - Renderings or perspective sketches
- Unit mix and affordability:
  - Total units and breakdown by bedroom size
  - Units by income category (very low, low, moderate)
  - Unit sizes and types
  - Accessibility features
- Community amenities:
  - Amenities to be included in project
  - Amenities that cannot be delivered with justification
  - Recommendations for alternative funding of priority amenities
- Design approach:



- Compatibility with neighborhood and Sausalito character
- Accessibility and universal design
- Sustainability and resilience features
- Protection of existing park and school operations

**Section 4: Development Concept - Site 75** (maximum 15 pages + drawings) [Same format as Section 3, adapted for Corporation Yard site]

**Section 5: Resident Services and Property Management** (maximum 8 pages)

- Services to be provided for senior residents
- Property management approach and team
- Tenant selection and leasing procedures
- Long-term affordability compliance plan
- Community building and resident engagement approach

**Section 6: Financial Plan** (maximum 15 pages + pro formas)

- Development budget (sources and uses) for each site
- Financing sources and strategies:
  - Low Income Housing Tax Credits (4% or 9%)
  - Tax-exempt bonds
  - State/local affordable housing funds
  - Conventional debt
  - Developer equity
  - City participation (land value, fee waivers, etc.)
- Financing timeline and milestones
- Risk analysis and contingency plans
- Operating pro forma (20-year) for each site
- Capital reserve plan
- Demonstration of long-term financial sustainability

**Section 7: Implementation Plan** (maximum 10 pages)

- Project schedule and timeline:
  - Pre-development and due diligence
  - Design and entitlements
  - Financing applications and closings
  - Construction period
  - Lease-up and stabilization
- Phasing approach (if applicable)
- Coordination between sites (if proposing both)
- Risk mitigation strategies
- Community engagement plan
- Approach to construction management and minimizing impacts

**Section 8: City Partnership Approach** (maximum 5 pages)



- Proposed land disposition terms (lease structure, payment, etc.)
- City financial participation needed for feasibility
- Community benefit commitments
- Coordination and communication approach
- Value proposition for City

### **Section 9: Required Forms and Certifications**

- Certification of Proposer form (to be provided by City)
- Conflict of interest disclosure
- Proof of bonding capacity (if applicable)
- Evidence of financial capacity (commitment letter from lender, financial statements, etc.)

### **8.2 Submission Requirements**

#### **Number of Copies:**

- One (1) original hard copy proposal
- One (1) electronic copy (PDF format on USB drive)

#### **Submittal Deadline:**

Proposals must be received by:

**[Day], [Date], [Time]**

City of Sausalito  
Community Development Department  
420 Litho Street  
Sausalito, CA 94965  
Attn: Brandon Phipps, Assistant City Manager

Late proposals will not be accepted. Delivery by mail or courier is at the proposer's risk.

#### **Questions and Clarifications:**

Questions regarding this RFP should be submitted in writing to:

Brandon Phipps, Assistant City Manager  
Email: [bphipps@sausalito.gov](mailto:bphipps@sausalito.gov)

Adam Blair, Associate Planner  
Email: [ablair@sausalito.gov](mailto:ablair@sausalito.gov)

All questions must be received by **[Date, recommend 2 weeks before proposal deadline]**.

Responses to questions will be provided to all proposers through written addenda posted on the City's website.



## **9. TERMS AND CONDITIONS**

### **9.1 City Rights and Reservations**

The City reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities in proposals
- Request clarifications or additional information from proposers
- Conduct negotiations with one or more proposers
- Modify the RFP schedule or requirements
- Select different developers for Site 84 and Site 75
- Cancel this RFP at any time prior to execution of final agreements
- Request best and final offers from shortlisted proposers

### **9.2 Proposer Obligations and Certifications**

By submitting a proposal, proposer certifies that:

- All information in the proposal is true and accurate
- Proposer has reviewed all RFP materials and attachments
- Proposer has conducted independent investigation of site conditions
- Proposer has reviewed applicable City regulations and State requirements
- Proposer commits to comply with all applicable laws and regulations
- Proposer has disclosed any potential conflicts of interest

### **9.3 Costs and Expenses**

Proposers are solely responsible for all costs incurred in preparing and submitting proposals. The City will not reimburse any proposer for proposal preparation costs.

### **9.4 Public Records**

All proposals become property of the City upon submission and are subject to public disclosure under the California Public Records Act. Proposers may designate specific proprietary or confidential information, but the City makes no guarantee that such information will be withheld if a public records request is received.

### **9.5 No Commitment**

This RFP does not commit the City to execute any agreement or proceed with any project. Execution of final agreements is subject to successful negotiations, City Council approval, and satisfaction of all conditions precedent.



## 10. SCHEDULE

The anticipated schedule for this RFP process is as follows:

<b>Milestone</b>	<b>Date</b>
RFP Release	March [Date], 2026
Deadline for Written Questions	[Date], 2026
Responses to Questions Posted	[Date], 2026
Proposals Due	[Date], 2026
Proposal Evaluation	[Month], 2026
Finalist Interviews	[Month], 2026
Selection of Preferred Developer(s)	[Month], 2026
Negotiation of DDA	[Month-Month], 2026
City Council Consideration	[Month], 2026

This schedule is subject to change at the City's discretion.

## ATTACHMENTS

**Attachment A:** Site Maps and Aerials (Site 84 and Site 75)

**Attachment B:** Site 84 Site Visualizations and ViewSync Analysis

**Attachment C:** City of Sausalito 6th Cycle Housing Element (link to full document)

**Attachment D:** Required Forms:

- Certification of Proposer Form
- Conflict of Interest Disclosure Form
- Insurance Requirements Acknowledgment