



**COUNTY OF ALAMEDA
COMMUNITY DEVELOPMENT AGENCY
HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**Notice of Funding Availability and
Request for Proposals (RFP)**

*Scalable Housing Infill Funding Toolkit (SHIFT): Standardized
Residential Unit Proposal and Development Consultation
Services*

**RELEASE DATE:
Wednesday, August 27, 2025**

Application Due Date

Applications will be reviewed beginning Monday, **October 27**. This is an electronic submission; hard copies will not be accepted. The application will be submitted via email to HCDRFP@acgov.org. Applicants are strongly encouraged to submit applications in advance of the deadline to avoid technical issues. **If you have any questions, please contact at HCDRFP@acgov.org**

Please be aware that under California Public Records Act, all documents submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the application deadline.

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Funding Available

Through this Notice of Funding Availability (NOFA) and Request for Proposals (RFP) the Alameda County Housing and Community Development (HCD) is seeking residential design proposals from qualified architecture firms experienced in small-scale residential developments. The selected firm will support HCD in the specific architectural as well as general program design of its small-scale affordable development initiative (SHIFT) and, as funding allows, support the development of several small residential developments (up to approximately 40 units across multiple projects).

Each proposal must include three key components:

- a design proposal that meets the general qualities and objectives described in greater detail below based on three sample site provided as Appendix D
- a proposed partnership with Alameda County to support both the refinement of the architectural and development concept, and the advancement of the SHIFT program itself.
- a summary of the applicant’s qualifications, technical capabilities, and relevant experience that demonstrate its readiness to deliver on the goals of this initiative.

The design proposal should offer an architectural concept and project approach suitable and replicable for the sites identified, optimized for cost efficiency, and well suited to local and State streamlining measures. Proposals must feature scalable designs, built around a single repeatable unit, complementary set of units, core panelized system suitable for several unit configurations, or comparable approach. The adaptability and scalability of the proposal will be evaluated in the context of three hypothetical sites described in this RFP (Attachment A). Proposed designs should explicitly aim to minimize both initial construction costs and long-term operational expenses. Additionally, applicants must provide preliminary per-unit cost estimates, which will be assessed relative to projected rental revenues at affordability levels between 60% and 80% of Area Median Income (AMI) (Appendix E) to ensure financial feasibility and programmatic sustainability.

The partnership plan should describe how the applicant proposes to collaborate with Alameda County to refine the submitted architectural and development concept through the pre-permitting

and ministerial approval processes, including a budget outlining anticipated design expenses. Additionally, the applicant should detail how the insights gained during this refinement stage will inform HCD's broader understanding of program structure, subsidy requirements, partnership opportunities, and overall feasibility of the SHIFT capital lending model, which aims to support small-scale affordable housing production. Applicants should also identify key performance indicators (KPIs) and outcome targets that HCD can use to effectively evaluate the success of individual projects, developer performance, and different approaches within the SHIFT framework.

Ideal applicants will be firms or partnerships that demonstrate the capacity and expertise to successfully deliver the proposals outlined above. Applicants must specifically highlight their proven ability to develop reliable construction cost estimates and/or perform aggressive value engineering, design residential structures at this smaller scale, and effectively navigate innovative or emerging regulatory environments. Additionally, successful applicants will have documented experience working collaboratively with planning and housing departments, demonstrating their ability to refine and advance housing concepts through streamlined ministerial approval processes. The selected firm or partnership will closely coordinate with Alameda County HCD and local planning agencies to refine designs, address administrative and regulatory challenges, and position SHIFT housing projects for successful implementation.

Design proposals not initially selected for the full partnership contract, but which demonstrate substantive quality and alignment with SHIFT program goals—including meeting critical design and cost thresholds—will be designated as “SHIFT Compatible.” These certified proposals will remain eligible for County-funded predevelopment support in future rounds, contingent upon the availability of funding and ongoing applicant interest. Ultimately, these additional pre-permitted and publicly available designs will offer awardees significant visibility, potential market exposure, and opportunities for external collaboration, providing a foundation for future affordable housing developments within Alameda County and beyond.

The successful applicant must be willing and able to meet Alameda County's contracting requirements as set forth in this RFP. HCD will serve as the main point of contact for the selected applicants, including preparing the contract for approval by the Alameda County Board of Supervisors, overseeing entity contract implementation, and ensuring outcomes are met.

Application Due Date

Applications must be submitted via email to HCDRFP@acgov.org by **September 30, 2025** (“**Application Due Date**”). Additional information on the on-line application process may be found in Appendix G of this RFP and will be provided at the Mandatory Bidders' Conferences. If you have any questions, contact HCD at HCDRFP@acgov.org.

Applications become public records. Applicants should understand that, under the California

Public Records Act, all documents that are submitted in response to this RFP are considered part of the public record and will be made available to the public, upon request, following the application deadline. The County reserves the right to suspend, amend, or modify the provisions of this RFP, to reject proposals, to negotiate modifications of proposals, or to award less than the full amount of funding available. Alameda County is an Equal Housing Opportunity and Accessible Housing Provider.



1. Schedule of Events

EVENT	TARGET DATE
Post/Publish RFP on HCD Website	Wednesday, August 27, 2025
Optional Informational Sessions	Tuesday, September 9, 2025
Mandatory Bidders' Conference for Applicants	Thursday, September 11, 2025 & Tuesday, September 16, 2025
Additional Q&A	To be scheduled upon applicants' request and as needed
Written questions to due HCD HCDRFP@acgov.org	Friday, September 17, 2025 by 5:00pm
HCD Issues FAQ Document	Thursday, September 23, 2025
Application Due	Monday, October 27, 2025 by 5:00 pm
Begin County Selection Committee Review Period / Completeness Review, Additional Applicant Information Requests	Tuesday, October 28, 2025
Earliest Intent to Award Funds or Notice of Intent to Not Award Funds letters sent to RFP applicants	Monday, November 10, 2025
**Board of Supervisors meeting to approve funding recommendations and contracts	December 2025
<i>*Bidders' Conference and Technical Assistance Session: A technical assistance session will be offered for prospective applicants as a virtual meeting. Registration links and times will be posted on HCD's funding opportunities webpage. Attendance by applicants is mandatory. An overview of the RFP and instructions on the application process will be provided.</i>	

***Please note that these are tentative dates that may need to be adjusted based on changes to the Board of Supervisors meeting schedule, as well as any appeals that are submitted and addressed pursuant to the appeals procedures contained in this RFP.*

Program Summary

The Alameda County Housing and Community Development Department (HCD) is seeking partnership proposals for the Scalable Housing Infill Funding Tool (SHIFT). SHIFT will pilot a streamlined, replicable approach to affordable housing production leveraging standardized, pre-permitted building plans and modest, streamlined single-source subsidies—between \$100,000 - \$150,000 per unit, aligned with Alameda County's established subsidy leveraging goals. Subsidized units will support households earning between 60%–80% AMI, consistent with Welfare Property Tax Exemption requirements. Projects will not use tax credit financing or any other source of federal, state, or local subsidy and will target a total development cost comparable to unsubsidized market rate developments.

There is a critical need to incentivize cost reduction in residential construction to effectively reintroduce more affordable housing types, broadly defined as "missing middle," back into the development pipeline. The SHIFT program directly addresses this need by prioritizing affordability through strategic reductions in both hard construction costs—achieved through cost-efficient architectural and engineering solutions—and soft costs, which are lowered by streamlining approvals and simplifying regulatory compliance. By combining rigorous cost engineering with thoughtful program design, SHIFT seeks not only to deliver affordable housing units, but to build affordable units more affordably. This cost-conscious approach ensures that limited public subsidies can stretch further, with the long-term goal of priming the pump for private housing development and restoring the economic viability of moderate-density housing types that have been largely underrepresented in California's residential landscape.

This initiative strategically leverages recent statewide land-use reforms, such as SB 9, which facilitates affordable and mixed-income residential development on parcels previously restricted to single-family use, and SB 4, which streamlines affordable housing production on properties owned by religious and educational institutions. By tapping into these legislative opportunities, the program seeks to unlock substantial development potential from small, irregular, or undervalued parcels that are currently uneconomical for private development and not competitive for traditional state or federal subsidies, such as Low-Income Housing Tax Credits. This approach may effectively expand the pool of developable land, activating previously overlooked sites without generating significant market or public competition. Ultimately, this will accelerate housing production, improve cost-efficiency, foster market stability, and significantly advance equitable housing outcomes across Alameda County communities.

The initial phase of the SHIFT program serves as a critical proof of concept, demonstrating the feasibility and potential impact of this innovative, horizontal approach to housing affordability. A foundational step in this initial phase is to solicit architectural designs specifically tailored to

the program’s objectives—designs optimized for streamlined ministerial approval, cost efficiency, and adaptability to small, varied, and undervalued lot configurations. Special consideration will be given to designs that align with the City of Oakland’s Objective Design Standards for [2-4 unit multi-family developments](#) and [1-3 story multifamily developments](#). By piloting a design, Alameda County HCD will effectively validate the concept, accurately assess construction costs and potential savings, and establish a replicable framework. This initial step is crucial, as the resulting publicly available, pre-permitted plans will address the fundamental program goal of significantly reducing regulatory barriers, accelerating development timelines, and building momentum toward broader market engagement and scalability.

This pilot process will allow the selected firm to provide essential, real-world feedback on the feasibility of SHIFT’s core strategies—particularly the use of pre-approved designs and streamlined entitlements under recent state legislation. By testing the process from concept to permit, the selected firm will help identify practical challenges, clarify regulatory and administrative needs, and surface opportunities for improving program design and implementation. This hands-on learning phase will be instrumental in ensuring SHIFT can scale effectively, support a broader range of partners, and deliver small-scale affordable housing efficiently across Alameda County.

The initiative will be “open source,” sharing development lessons, design approaches, policy implications, and strategies for practice to build the capacity of the city’s housing development community. Alameda County HCD intends to make all pre-permitted architectural plans developed through SHIFT publicly available without restriction. The County will not limit the future use or adaptation of these plans, nor prohibit the selectee from collaborating with additional partners or pursuing related projects outside the SHIFT program context. This approach offers significant benefits to selected firms, providing visibility, credibility, and expanded market opportunities. Moreover, this openness aligns directly with SHIFT’s broader mission to accelerate affordable housing production, reduce costs through replicable designs, and foster widespread market participation and community equity.

2. Scope of Services

Alameda County Housing and Community Development (HCD) invites proposals from qualified firms or partnerships experienced in cost-effective, scalable residential design and development. The selected applicant will work closely with Alameda County HCD, the Alameda County Planning Department, and other participating municipal planning departments to fulfill the following responsibilities:

- **Develop standardized, replicable architectural designs** optimized for ministerial approval processes and specifically tailored to small, irregular, and undervalued infill or SB9-split lots. Designs should accommodate scalability from two-to-four-unit groupings, with potential expansion up to at least twelve units per property.
- **Collaborate closely with County and municipal planning departments** to refine proposed designs through the pre-permitting process. This collaboration should ensure

readiness for streamlined ministerial approvals, significantly reducing permitting timelines and associated regulatory uncertainty.

- **Prioritize cost efficiency and financial viability** by employing rigorous cost engineering practices aimed at reducing initial construction costs, ongoing maintenance requirements, and long-term operational expenses. Applicants must demonstrate the ability to produce accurate, reliable cost estimates and implement aggressive cost-control strategies.
- **Ensure adaptability of design proposals** across various lot sizes, configurations, and local development contexts, with particular attention to ease of replication and transferability across multiple jurisdictions within Alameda County.
- **Collaborative closely with County staff to ensure that final designs establish a preliminary financial modeling and rental revenue projections** to confirm that designs can sustainably support housing affordability at income levels between 60% and 80% of Area Median Income (AMI). This modeling must show potential for generating sufficient revenue streams to facilitate ongoing reinvestment into future affordable housing initiatives.
- **Document administrative and regulatory challenges** encountered during the pilot pre-permitting process, offering detailed recommendations for process improvements, policy refinements, and strategies to overcome identified barriers. This feedback will inform and enhance future phases of SHIFT program implementation.
- **Maintain consistent communication and engagement** with Alameda County HCD and municipal planning staff, actively troubleshooting technical or regulatory issues to expedite ministerial approvals and streamline administrative coordination.
- **Collaborate directly with development teams** selected through the SHIFT program to advance eligible projects from design through to construction completion, providing ongoing technical assistance and project-specific refinements as needed.

All designs submitted through this initiative will, with applicant consent, become publicly available and pre-approved by Alameda County. Non-selected yet substantive design proposals meeting program standards will also be recognized as "SHIFT Compatible" and reserved for potential future refinement and predevelopment support, contingent upon funding availability and applicant interest. By adopting an "open source" model, Alameda County seeks to amplify the impact of the SHIFT initiative, offering substantial visibility and market exposure to participating firms, fostering widespread collaboration, and promoting equitable housing outcomes throughout the region.

Proposed Timeline

The following timeline outlines the key phases and responsibilities for architectural selected through this RFP. The firm will collaborate closely with Alameda County Housing and Community Development (HCD) and local Planning Departments to deliver publicly available, standardized, and pre-permitted architectural designs optimized for SB9-compatible affordable housing production. The timeline below is an estimate only and subject to refinement in collaboration with the selectee.

1. Contract Development and Execution (Months 1–3)

- Finalize scope of work, deliverables, and compensation terms.
- Finalize insurance certificates and requirements
- Establish detailed schedules and benchmarks in coordination with Alameda County HCD.
- Execute contract approved by Alameda County Board of Supervisors.

2. Architectural Design Refinement (Months 4–6)

- Refine and optimize initial architectural designs for cost efficiency, minimal footprint, replicability, and scalability (from 2–4 units, expandable up to at least 12 units).
- Integrate feedback from HCD, participating jurisdictions, and stakeholders to align designs with programmatic and regulatory criteria.
- Develop detailed construction cost estimates and operational cost projections.
- Submit refined designs for internal HCD design review and feedback.
- Conduct coordination meetings with Alameda County and local jurisdiction Planning Departments.
- Finalize architectural designs incorporating input received during collaborative review.

3. Collaboration with Planning Departments for Pre-Permitting (Months 7–12)

- Coordinate closely with Alameda County and participating jurisdictions for ministerial and pre-permitting approvals.
- Address planning department requirements to achieve ministerial approval readiness.
- Deliver fully pre-permitted, construction-ready architectural plans.

4. Public Release of Final Pre-Permitted Plans (Month 13)

- HCD publicly releases finalized pre-permitted plans.
- Selected firm and are free to collaborate externally, benefiting from increased market visibility.
- Collaboration with HCD and participating jurisdictions on evaluation of pre-permitting process.
- HCD works to ID funds to support dev

5. Ongoing SHIFT Program Adaptation (Months 14–36 as funding resources allow)

- Provide ongoing technical support and minor design adjustments to adapt program based on Pilot experience.
- Collaborate with HCD, local jurisdictions, and developers to expedite permitting and facilitate rapid deployment.
- Ensure consistent application of cost-saving strategies and compliance standards across multiple sites.
- Development of construction and administrative metrics to ensure effective evaluation, monitoring, and replication of SHIFT construction projects

- Collaborate with County staff, external affordable housing developers and property management partners to establish long-term financial viability, including low maintenance and operating costs, realistic rental revenue potential, and minimized lifecycle expenses of the final designs.

RFP, Application Submission, Review and Funding Process

1. Information Session and Mandatory Bidders Conference

Those interested in submitting an application in response to this RFP are required to attend one of two Mandatory Virtual Bidders' Conferences where HCD will present the RFP content, the application formats, and proposal submission instructions. The Bidder's Conferences will take place on Thursday, September 11, 2025 & Tuesday September 16, 2025 from 3:00 pm to 4:00 pm. You can register [here](#) or [here](#). **HCD will host an optional information session where interested parties can learn more about the program and its goals, and long term trajectory for the SHIFT initiative on September 9 from 10:00 am to 11:00 am. You can register for the information session [here](#).**

2. On-Line Application Requirement

Interested parties' will apply directly to the County via email to HCDRFP@acgov.org. Applicants must attend at least one Mandatory Bidders conference before their applications are submitted. After the initial conferences, subsequent bidders' conferences will be scheduled as needed, in coordination with potential applications. To schedule a bidders' conference, send a request to HCDRFP@acgov.org and specify this RFP in the subject of the email.

3. Frequently Asked Questions (FAQs)

FAQs will be posted publicly after the second Mandatory Bidders Conference and revised as needed after subsequent conferences. Applicants must email all questions regarding the RFP and/or application process to HCDRFP@acgov.org. HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be sent on September 23, 2025 only to those organizations that participated in the Mandatory Virtual Bidders' Conference. This FAQ will reflect questions received via email and discussed during the Conference.

All contact during the RFP process and evaluation phase shall only be through the designated email for the RFP at HCDRFP@acgov.org. Applicants shall neither contact nor lobby County staff or evaluators during the evaluation process. Attempts by the applicant to contact and/or influence application evaluators may result in disqualification of the applicant.

4. Revisions to RFP

If it becomes necessary to modify any aspect of this RFP, HCD will provide an addendum to each organization attending a Mandatory Bidders' Conference.

5. Modifications to Submittals

Applicants may not modify their Submittal at any time after the due date, except in direct response to a request from HCD for clarification. Any Submittal and proposed information items must be valid for at least 180 days after submission.

6. Expense of Preparation

HCD is not responsible for any expense incurred in preparation of submittals or in any action in connection with the process, or for the costs of any services performed in connection with submittal, interviews, or approval process.

7. Reservation of Rights

HCD reserves the right to conduct any investigation of the qualifications of any proposer that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any proposer, extend the deadline, reject any or all submittals, and waive any irregularities. HCD retains the right to negotiate the terms and services in any submittal. HCD retains the right to cancel this process, extend the deadline, re-start the process or not select any provider.

8. Review and Funding Process

Subsequent to the Application due date, Applications will be reviewed by HCD for completeness and adherence to the system requirements outlined in the RFP.

Please note:

- Incomplete applications will not be accepted.
- Staff may ask clarifying questions of applicants after the Application due date and require submittal of additional documentation or responses to questions. Staff will include this information as part of the review process.
- Proposals that do not meet the basic thresholds may be rejected, may not be rated or ranked, and may not be considered for a funding award, at the Housing Director's sole discretion.
- HCD reserves the right to refuse funding for any and all applications, at the Housing Director's sole direction.

9. Evaluation Process

To be considered for funding, applications will first be evaluated on the basis of whether they have met the **basic thresholds** as outlined in Exhibit B of this RFP. Qualified proposals that have passed the basic thresholds will then be scored (rated) based on the evaluation criteria (the "**evaluation criteria**") as set forth in Exhibit B of this RFP.

A County Selection Committee (CSC) will individually review, evaluate, and score rank the proposals. The CSC will meet initially in October and as needed thereafter to review proposals, assign scores, and make final funding recommendations to HCD.

HCD reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, makes no representation that any contract will occur and that funds will be awarded to any respondent to this solicitation;
2. Waive any irregularities in the RFP process and to reject any and all submissions not in the best interest of Alameda County;
3. Request additional information and material;
4. Fund any application at any amount in order to further Alameda County's goals and objectives on housing issues; and
5. Retain all submitted applications.

Selection or rejection of an application does not affect these rights.

At the conclusion of the RFP response evaluation process, all applicants will be notified by email of the contract award recommendation(s), if any, by HCD. The document providing this notification is called the **Notice of Recommendation to Award/Not Award**. The Notice of Recommendation to Award/Not Award will provide the name of the applicant being recommended for contract award, if any, and the names of all other parties that submitted applications.

Protests/Appeals Process

HCD will abide by the following appeals policy. For the purposes of this section, applicants will be referred to as 'proposers', appeals will be referred to as 'protests' and applicants who have submitted appeals will be referred to as 'protestors'.

- A. HCD prides itself on the establishment of fair and competitive contracting procedures and the commitment made to follow those procedures. The following is provided in the event that proposers wish to protest the selection process or appeal the recommendation to award a contract once the Notices of Intent to Award/Non-Award have been issued. Protests submitted prior to issuance of the Notices of Intent to Award/Non-Award will not be accepted by the County.
 1. A protest of the award notice by a proposer must be submitted in hard copy to Michelle Starratt, HCD Director, 224 W. Winton Avenue, Room 108, Hayward CA 94544 or by email to HCDRFP@acgov.org **before 5:00 p.m. of the FIFTH (5th) business day following the date of issuance of the Notice of Intent to Award by email, NOT the date received by the Bidder of a hard copy mailed through the US postal service.** A protest received after 5:00 p.m. is considered received as of the next business day.
 2. Protests must be based on threshold determination, or the points awarded to the protestor's application under the evaluation criteria. Protests may not be based on subjective criteria.
- B. The protest must contain a complete statement of the basis for the protest, including the rationale and underlying facts supporting the protest.

- C. The protest must refer to the specific portions of all documents that form the basis for the protest.
- D. The protest must include the name, address, email address, fax number and telephone number of the person representing the protestor, which will be used for communicating about the protest with the protestor regarding the protest.
- E. HCD will transmit a copy of the protest to all proposers as soon as possible after receipt of the protest.
- F. Upon receipt of written protest, the HCD Director, or designee will review and evaluate the protest and issue a written decision. The HCD Director may, at her discretion, investigate the appeal, obtain additional information, and provide an opportunity to settle the protest by mutual agreement and/or schedule a meeting with the protesting proposer and others, as appropriate, to discuss the protest.
 - 1. The decision on the protest will be issued at least ten (10) business days prior to the first County Committee scheduled to hear recommendations. If additional levels of protest are received, the anticipated meeting date at which the recommendations will be heard may be altered.
 - 2. The decision will be issued by e-mail and U.S. Postal Service to the protestor and will inform the protestor whether the recommendation to the Board of Supervisors in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all proposers affected by the decision. As used in this paragraph, a proposer is affected by the decision of a protest if a decision on the protest could have resulted in a change in the recommendation in regard to their application.
- G. The decision of the HCD Director on the protest may be appealed to the County's GSA—Office of Acquisition Policy, ATTN: Contract Compliance Officer, located at 1401 Lakeside Drive, 10th Floor, Oakland, CA 94612, Fax: (510) 208-9720, before 5:00 p.m. of the FIFTH (5th) business day following the date the decision is communicated by the HCD Director (not the date the communication is received by the protestor). A protest received after 5:00 p.m. is considered received as of the next business day. A protest received after the FIFTH (5TH) business day following the date of issuance of the decision by the HCD Director shall not be considered under any circumstances by the GSA.
 - 1. In reviewing protest appeals, GSA will not re-judge the proposal(s). The protest to the OCCR shall be limited to review of the procurement process to determine if the contracting department (HCD) materially erred in following the RFP or, where appropriate, County contracting policies or other laws and regulations.
 - 2. The protest must contain a complete statement of the reasons and facts for the protest.

3. The protest must refer to the specific portions of all documents that form the basis for the protest.
 4. The protest must include the name, address, e-mail address, fax number and telephone number of the person representing the protesting party.
 5. The County Agency/Department will notify all protestors of the protest as soon as possible.
- H. Upon receipt of written protest, GSA–Office of Acquisition Policy, or designee will review and evaluate the protest and issue a written decision. The GSA–Office of Acquisition Policy, may, at its discretion, investigate the protest, obtain additional information, provide an opportunity to settle the protest by mutual agreement, and/or schedule a meeting(s) with the protestor and others (as appropriate) to discuss the protest. The decision on the protest will be issued at least ten (10) business days prior to the first County Committee scheduled to hear recommendations. If additional levels of protest are received, the anticipated meeting date at which the recommendations will be heard may be altered. The decision will be communicated by e-mail, fax, or US Postal Service mail, and will inform the protestor whether or not the recommendation to the Board of Supervisors or GSA in the Notice of Intent to Award is going to change. A copy of the decision will be furnished to all Bidders affected by the decision. As used in this paragraph, a Bidder is affected by the decision on a protest if a decision on the protest could have resulted in the Bidder not being the apparent successful Bidder on the RFP.
- I. The decision of the GSA–Office of Acquisition Policy on the protest may be appealed to the Auditor- Controller’s Office of Contract Compliance & Reporting (OCCR) located at 1221 Oak St., Room 249, Oakland, CA 94612, Fax: (510) 272-6502 unless the OCCR determines that it has a conflict of interest in which case an alternate will be identified to hear the protest and all steps to be taken by OCCR will be performed by the alternate. The protestor whose Bid is the subject of the protest and all Bidders affected by the GSA–Office of Acquisition Policy’s decision on the protest have the right to appeal if not satisfied with the GSA–Office of Acquisition Policy’s decision. All protests to the Auditor-Controller’s OCCR shall be in writing and submitted within five (5) business days following the issuance of the decision by the GSA-Office of Acquisition Policy, not the date received by the protestor. A protest received after 5:00 p.m. is considered received as of the next business day. A protest received after the FIFTH (5TH) business day following the date of issuance of the decision by the GSA Office of Acquisition Policy shall not be considered under any circumstances by the GSA or the Auditor-Controller OCCR.
1. In reviewing protest appeals, the OCCR will not re-judge the proposal(s). The protest to the OCCR shall be limited to review of the procurement process to determine if the contracting department materially erred in following the Bid or, where appropriate, County contracting policies or other laws and regulations.

2. The protest shall specify the decision being appealed and all the facts and circumstances relied upon in support of the protest.
3. The protest to the OCCR also shall be limited to the grounds raised in the original protest and the decision by the GSA-Office of Acquisition Policy. As such, a protestor is prohibited from stating new grounds for a protest in its protest. The Auditor-Controller (OCCR) shall only review the materials presented to, the process of and conclusions reached by the GSA-Office of Acquisition Policy or department designee and will determine whether to uphold or overturn the protest decision.
4. The Auditor's Office may overturn the results of a bid process for ethical violations by Procurement staff, County Selection Committee members, subject matter experts, or any other County staff managing or participating in the competitive bid process, regardless of timing or the contents of a bid protest.
5. The decision of the Auditor-Controller's OCCR is the final step of the appeal process. A copy of the decision of the Auditor Controller's OCCR will be furnished to the protestor, the Bidder whose Bid is the subject of the Bid protest, and all Bidders affected by the decision.
6. The County will complete the Bid protest/appeal procedures set forth in this paragraph before a recommendation to award the Contract is considered by the Board of Supervisors.
7. The procedures and time limits set forth in this paragraph are mandatory and are each Bidder's sole and exclusive remedy in the event of Bid Protest. A Bidder's failure to timely complete both the Bid protest and appeal procedures shall be deemed a failure to exhaust administrative remedies. Failure to exhaust administrative remedies, or failure to comply otherwise with these procedures, shall constitute a waiver of any right to further pursue the Bid protest, including filing a Government Code Claim or legal proceedings.

Basic (Minimum) Thresholds and Evaluation Criteria

Applications submitted in response to this RFP will be assessed against **basic thresholds** and **evaluation criteria** in order to evaluate, rate and rank these applications. Applications will first be reviewed by HCD staff to determine if the basic thresholds are satisfied. Proposals must meet all threshold requirements in order to be considered for funding.

The team of applicants must jointly meet **the following minimum qualifications** to be considered for the contract:

1. Be regularly and continuously engaged in the business of providing architectural design or similar services in alignment with those identified in

the Scope of Services in California, ideally within the Bay Area County. Successful applicants will have a proven track record.

2. Have demonstrated experience and success providing architectural designs for housing projects, ideally including for subsidized affordable projects in the Bay Area.
3. Have signed forms in **Exhibit A (Submittal Addendum)** acknowledging and agreeing to all County terms, conditions, certifications and requirements, including the ability to meet minimum applicable Alameda County insurance requirements for contractors attached in **Exhibit B (Insurance Requirements)**.
4. Have capacity to serve in the Design Consultant role, coordinate with HCD staff, and meet communication and reporting requirements as required by the Scope of Services.

10. Rating and Ranking Evaluation Criteria

Applications will be evaluated based on:

- **Residential Design Proposal (40 points)**
 - **Site Adaptability and Scalability (15 points)**
Designs easily adapted across three site contexts, unit scales (4–12 units), and lot configurations, maximizing applicability and replicability across Alameda County.
 - **Regulatory Suitability (10 points)**
Clear, replicable designs optimized for expedited ministerial approval processes in coordination with Alameda County and local jurisdictions' planning departments. Alignment with state streamlining standards strongly preferred.
 - **Cost Efficiency (15 points)**
Demonstrated ability to minimize construction costs through optimized design, standardized materials, simplified specifications, or enhanced processes. Proposal is suitable for an average of less than \$600,000 per unit.
- **Program Design Partnership Proposal (30 points)**
 - **Proposal Alignment (10 points)**
Clear understanding of the pilot's objectives and its broader role in advancing the SHIFT program.
 - **Collaborative Approach (10 points)**
Demonstrated effective strategy for collaboration with public agencies to achieve streamlined, pre-permitted plans.

- **Partnership Timeline (10 points)**
Realistic timeline with clearly defined and achievable deliverables aligned with program objectives.
- **Applicant Qualifications (30 points)**
 - **Architectural and Development Capacity (10 points)**
Adequate staffing and personnel resources to serve as design consultant beginning in January 2026 and throughout the contract duration, demonstrated experience with similar-scale residential projects. Proposal includes references that can speak to the quality of the applicant's work.
 - **Compliance Expertise (10 points)**
Proven capability to support Alameda County HCD and planning staff in refining program requirements based on practical experiences during project implementation.
 - **Cost and Timeline Reliability (10 points)**
Demonstrated track record in accurately forecasting and reliably meeting preliminary construction cost and timeline estimates, accounting for variability in materials, labor, and external factors.
- **Tiebreaker: Small Local and Emerging Business (SLEB) Program Certification**
 - In case of a tie, a tiebreaking point will be awarded to firms that are certified by the County SLEB program or have experience working with local contractors and SLEB certified firms.
 - If a tie still exists, staff will evaluate proposals based on their potential for inclusion of tenant enriching amenities such as green space.

Application Submission Checklist

All applicants must include the following materials with their proposal submission:

1. Organizational Information
 - a. Cover Letter
 - i. (Briefly summarizing the proposal and identifying the primary contact person.)
 - b. Firm Profile and History
 - i. (Include organizational structure, size, years in business, and relevant expertise.)
 - ii. If a joint venture with architectural and construction firm, clearly describe partnership and roles and responsibilities
 - c. Business Documentation

- i. Business license
 - ii. Architecture license
 - iii. Articles of incorporation or equivalent documentation
 - iv. Proof of insurance coverage or ability to meet Alameda County's minimum insurance requirements
 - v. Signed acknowledgment of acceptance of County terms and conditions (provided in RFP appendix)
2. Qualifications and Experience
3. Project Team Resumes
4. (Key personnel and their relevant experience.)
5. Evidence of Past Successful Projects
 - a. Portfolio highlighting relevant residential projects, specifically those related to affordable housing or small-scale multifamily developments.
 - b. Portfolio of up to 3- 5 relevant past projects, including:
 - i. Project name and location (provide renderings or photos)
 - ii. Description and number of units
 - iii. Population served (Homeless, Senior, Multi-family, Transitional-Age Youth, if applicable)
 - iv. Construction type and cost per unit (if available)
 - v. Knowledge of efficient building systems, materials, and construction typologies (e.g., Type V wood frame walk-ups).
6. Letter(s) of Reference
 - a. Minimum of one reference letter from a developer, client, or public agency familiar with the firm's work.
 - b. Maximum of 3 letters can be provided.
7. Project Proposal and Architectural Plans
8. Narrative Project Description
 - a. (Clearly outlining project approach, alignment with SHIFT objectives, scalability, adaptability, and suitability for state streamlining provisions and Objective Design Standards.)
9. Architectural Drawings
 - a. Site plans (showing scalable configurations for 1, 2, 4, and up to at least 12 units) for each of the three sample sites shown in Exhibit D
 - b. Floor plans
 - c. Elevations
 - d. Renderings or schematic visuals (if available)
10. Cost Estimates
 - a. Preliminary construction cost estimates broken down by major components, materials, and square footage.
11. Construction Analysis
 - a. Narrative detailing expected construction timeline.
12. Regulatory and Approval Strategy
13. Pre-Permitting Approach
 - a. (Brief narrative describing the applicant's proposed approach to collaborating with Alameda County Planning and other local jurisdictions to achieve streamlined ministerial approvals.)

14. Timeline for Approval

(Outline major milestones and projected timelines from design through permitting to project readiness.)

Additional Materials

Any additional documentation or narratives that clearly support the proposal's alignment with SHIFT's goals, including innovative design features, sustainability measures, or community-oriented outcomes.

All materials must be submitted electronically via Alameda County HCD's City Data Services (CDS) online portal by the deadline stated in the RFP.

Points will be awarded on a sliding scale. The County reserves the right to assign points in a range between the numerical points shown in this table. A threshold of 70 points will be necessary to be awarded a contract through this RFP.

Additional Points will be awarded based on the Alameda County Small Local and Emerging Business (SLEB) status as described in **Exhibit A** attached to this RFP.

Reviewers will individually score the project proposals and rate them on the degree to which they meet the respective evaluation rating and ranking criteria. The scores will then be averaged to come up with the final score for each proposal. The proposals which meet threshold obligations and score at least 80 points will be eligible for an award, subject to funding availability, scoring relative to other proposals under consideration, and BoS approval.

List of Appendices

Appendix A — RFP and Funding Process Schedule

Appendix B — Alameda County Insurance Requirements

Appendix C — Submittal Addendum and Certifications

Appendix D – Site Profiles

Appendix E – Alameda County Area Median Income & Rent Limits

Appendix A – Funding Process Schedule

EVENT	TARGET DATE
Post/Publish RFP on HCD Website	Wednesday, August 27, 2025
Optional Informational Sessions	Tuesday, September 9, 2025
Mandatory Bidders' Conference for Applicants	Thursday, September 11, 2025 & Tuesday, September 16, 2025
Additional Q&A	To be scheduled upon applicants' request and as needed
Written questions to due HCD HCDRFP@acgov.org	Friday, September 17, 2025 by 5:00pm
HCD Issues FAQ Document	Thursday, September 23, 2025
Application Due	Monday, October 27, 2025 by 5:00 pm
Begin County Selection Committee Review Period / Completeness Review, Additional Applicant Information Requests	Tuesday, October 28, 2025
Earliest Intent to Award Funds or Notice of Intent to Not Award Funds letters sent to RFP applicants	Monday, November 10, 2025
**Board of Supervisors meeting to approve funding recommendations and contracts	December 2025
<i>*Bidders' Conference and Technical Assistance Session: A technical assistance session will be offered for prospective applicants as a virtual meeting. Registration links and times will be posted on HCD's funding opportunities webpage. Attendance by applicants is mandatory. An overview of the RFP and instructions on the application process will be provided.</i>	

***Please note that these are tentative dates that may need to be adjusted based on changes to the Board of Supervisors meeting schedule, as well as any appeals that are submitted and addressed pursuant to the appeals procedures contained in this RFP.*

Appendix B – Alameda County Minimum Insurance Requirements

COUNTY OF ALAMEDA MINIMUM INSURANCE REQUIREMENTS

Without limiting any other obligation or liability under this Agreement, the Contractor, at its sole cost and expense, shall secure and keep in force during the entire term of the Agreement or longer, as may be specified below, the following minimum insurance coverage, limits and endorsements. The County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances. If the contractor maintains broader coverage and/or higher limits than the minimums shown below, the County requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the County.

• TYPE OF INSURANCE COVERAGES		• MINIMUM LIMITS
	<ul style="list-style-type: none"> • Commercial General Liability • Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability 	<ul style="list-style-type: none"> • \$1,000,000 per occurrence (CSL) • Bodily Injury and Property Damage
	<ul style="list-style-type: none"> • Commercial or Business Automobile Liability • All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability when extended to cover your business is acceptable for individual contractors with no transportation or hauling related activities 	<ul style="list-style-type: none"> • \$1,000,000 per occurrence (CSL) • Any Auto or Hired and Non-Owned Autos • Bodily Injury and Property Damage
	<ul style="list-style-type: none"> • Workers' Compensation (WC) and Employers Liability (EL) • As required by State of California • 	<ul style="list-style-type: none"> • WC: Statutory Limits • EL: No less than \$1,000,000 per accident for bodily injury or disease
	<ul style="list-style-type: none"> • Professional Liability/Errors & Omissions • Includes endorsements of contractual liability and defense and indemnification of the County 	<ul style="list-style-type: none"> • \$2,000,000 per occurrence • \$2,000,000 project aggregate

- **Endorsements and Conditions:**

1. **ADDITIONAL INSURED:** County of Alameda, its Board of Supervisors, the individual members thereof, and all County officers, agents, employees, volunteers, and representatives are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used). Auto policy shall contain or be endorsed to contain additional insured coverage for the County.
2. **DURATION OF COVERAGE:** All required insurance shall be maintained during the entire term of the Agreement. In addition, Insurance policies and coverage(s) written on a claims-made basis shall be maintained and evidence of insurance must be provided during the entire term of the Agreement and for at least five (5) years following the later of termination of the Agreement and acceptance of all work provided under the Agreement, with the retroactive date of said insurance (as may be applicable) concurrent with the commencement of activities pursuant to this Agreement. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.
3. **REDUCTION OR LIMIT OF OBLIGATION:** All insurance policies, including excess and umbrella insurance policies, shall be primary and non-contributory coverage at least as broad as ISO CG 20 10 04 13 as respects the County, its officers, officials, employees, or volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. Pursuant to the provisions of this Agreement insurance effected or procured by the Contractor shall not reduce or limit Contractor's contractual obligation to indemnify and defend the Indemnified Parties.
4. **INSURER FINANCIAL RATING:** Insurance shall be maintained through an insurer with an A.M. Best Rating of no less than A: VII or equivalent, shall be admitted to the State of California unless otherwise acceptable by Risk Management, and with deductible amounts acceptable to the County. Acceptance of Contractor's insurance by County shall not relieve or decrease the liability of Contractor hereunder. Self-insured retentions must be declared and approved. Any deductible or self-insured retention amount or other similar obligation under the policies shall be the sole responsibility of the Contractor. The policy language shall provide or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.
5. **SUBCONTRACTORS:** Contractor shall include all subcontractors as an insured (covered party) under its policies or shall verify that the subcontractor, under its own policies and endorsements, has complied with the insurance requirements in this Agreement, including this Exhibit.
6. **JOINT VENTURES:** If Contractor is an association, partnership or other joint business venture, required insurance shall be provided by one of the following methods:
 - Separate insurance policies issued for each individual entity, with each entity included as a "Named Insured" (covered party), or at minimum named as an "Additional Insured" on the other's policies. Coverage shall be at least as broad as in the ISO Forms named above.
 - Joint insurance program with the association, partnership or other joint business venture included as a "Named Insured".
7. **CANCELLATION OF INSURANCE:** Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice of cancellation provided to the County in accordance with policy terms and conditions.
8. **CERTIFICATE OF INSURANCE:** Before commencing operations under this Agreement, Contractor shall provide Certificate(s) of insurance and applicable insurance endorsements as set forth in the provisions of this Agreement and this Exhibit C, in forms satisfactory to County, evidencing that all required insurance coverage is in effect. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The County reserves the right to require the Contractor to provide complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Appendix C — Submittal Addendum and Certifications

INSTRUCTIONS: Complete and submit all pages of this Exhibit A Submittal Addendum and Certifications electronically in PDF form, including Part A (Organization Information), Part B (Applicant Information and Acceptance), Part C (Exceptions, Clarifications, Amendments), and Part D (Professional References). Sign and date this Submittal Addendum and Certifications at the conclusion of Parts A and B. Submit all additional required documentation described at Part E (Required Documentation and Submittals).

- **AS DESCRIBED IN THE INSTRUCTIONS OF THE SUBMITTAL ADDENDUM SECTION OF THIS RFP, APPLICANTS ARE TO SUBMIT ONE (1) ELECTRONIC COPY OF THE SUBMITTAL IN PDF. NO PHYSICAL APPLICATION MATERIALS WILL BE ACCEPTED.**
- **ALL PAGES OF THIS SUBMITTAL ADDENDUM MUST BE SUBMITTED IN TOTAL WITH ALL REQUIRED DOCUMENTS AS PDFS; ALL INFORMATION REQUESTED MUST BE SUPPLIED; ANY PAGES (OR ITEMS THEREIN) NOT APPLICABLE TO THE APPLICANT MUST STILL BE SUBMITTED AS PART OF A COMPLETE APPLICATION RESPONSE, WITH SUCH PAGES OR ITEMS CLEARLY ANNOTATED “N/A”.**
- **APPLICANTS MUST QUOTE PRICE(S) AS SPECIFIED IN THE RFP, INCLUDING ANY ADDENDUMS. ALL PRICES AND NOTATIONS MUST BE PRINTED IN INK OR TYPEWRITTEN; NO ERASURES ARE PERMITTED; ERRORS MAY BE CROSSED OUT AND CORRECTIONS PRINTED IN INK OR TYPEWRITTEN ADJACENT, AND MUST BE INITIALED IN INK BY PERSON SIGNING SUBMITTAL. THESE DOCUMENTS MUST BE SUBMITTED ELECTRONICALLY ONLY.**
- **APPLICANTS THAT DO NOT COMPLY WITH THE REQUIREMENTS, AND/OR SUBMIT INCOMPLETE SUBMITTAL PACKAGES, SHALL BE SUBJECT TO DISQUALIFICATION AND THEIR SUBMITTALS REJECTED IN TOTAL.**
- **IF APPLICANTS ARE MAKING ANY CLARIFICATIONS AND/OR AMENDMENTS, OR TAKING EXCEPTION TO POLICIES OR SPECIFICATIONS OF THIS RFP, INCLUDING THOSE TO THE COUNTY’S SMALL, LOCAL, AND EMERGING BUSINESS PROGRAM (SLEB) POLICY, THESE MUST BE SUBMITTED IN THE EXCEPTIONS, CLARIFICATIONS, AMENDMENTS SECTION OF THIS SUBMITTAL ADDENDUM (PART C) IN ORDER FOR THE SUBMITTAL RESPONSE TO BE CONSIDERED COMPLETE.**
- **FOR ALL DOCUMENTS PREPARED AND SUBMITTED BY THE APPLICANT, THE COUNTY SUGGESTS USING 12-pt CALIBRI, ARIAL, OR TIMES NEW ROMAN FONT, WITH PAGE MARGINS OF AT LEAST ONE INCH**

PART A: ORGANIZATION INFORMATION

Official Name of Applicant: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

Corporation

Joint Venture

Limited Liability Partnership

Limited Liability Corporation

Unincorporated Association

Other: _____

Jurisdiction of Organization Structure: _____

Date Organization was formed: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Authorized Signer: _____

Dated this _____ day of _____ 20____

PART A1: ORGANIZATION #2 INFORMATION

Official Name of Applicant: _____

Street Address Line 1: _____

Street Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Webpage: _____

Type of Entity / Organizational Structure (check one):

Corporation Joint Venture
Limited Liability Partnership
Limited Liability Corporation Unincorporated Association
Other: _____

Jurisdiction of Organization Structure: _____

Date Organization was formed: _____

Federal Tax Identification Number: _____

Primary Contact Information:

Name / Title: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

SIGNATURE: _____

Name and Title of Authorized Signer: _____

Dated this _____ day of _____ 20____

PART B: APPLICANT INFORMATION AND ACCEPTANCE

To: The County of Alameda

From: _____
(Official Name of Applicant)

1. The undersigned declares that the Application Documents, including, without limitation, the RFP, Addenda, and Exhibits have been read.

2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Application Documents of this RFP.

3. The undersigned has reviewed the Application Documents and fully understands the requirements in this Application process including, but not limited to, the requirements under the County Provisions, and that each Applicant who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Submittal, if accepted by County, will be the basis for the Applicant to begin forming a contract with County in accordance with the intent of the Application Documents.

4. The undersigned acknowledges receipt and acceptance of all addenda.

5. The undersigned agrees to the following terms, conditions, certifications, and requirements found on the County's website:

- **[Debarment / Suspension Policy](#)**

- [<http://www.acgov.org/gsa/departments/purchasing/policy/debar.htm>]

- **[Iran Contracting Act \(ICA\) of 2010](#)**

- [<http://www.acgov.org/gsa/departments/purchasing/policy/ica.htm>]

- **[General Environmental Requirements](#)**

- [<http://www.acgov.org/gsa/departments/purchasing/policy/environ.htm>]

- **[Small, Local & Emerging Business \(SLEB\) Program](#)**

- [<http://acgov.org/auditor/sleb/overview.htm>]

- **[First Source](#)**

- [<http://acgov.org/auditor/sleb/sourceprogram.htm>]

- **[Online Contract Compliance System](#)**

- [<http://acgov.org/auditor/sleb/elation.htm>]

- **[General Requirements](#)**

- [<http://www.acgov.org/gsa/departments/purchasing/policy/genreqs.htm>]

- **[Proprietary and Confidential Information](#)**

- [<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm>]

6. The undersigned acknowledges that Applicant will be in good standing in the State of California, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Application Documents.

7. It is the responsibility of each Applicant to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Submittal, the Applicant certifies that if awarded a contract they will

make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

8. Patent indemnity: Vendors who do business with the County shall hold the County of Alameda, its officers, agents and employees, harmless from liability of an nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.

9. **Insurance certificates are not required at the time of submission.** However, by signing this Addendum and Certification, the Contractor agrees to meet the minimum insurance requirements stated in the RFP or make clear in Part C what exceptions they will be seeking. The undersigned acknowledges ONE of the following (please check only one box):

Applicant is not local to Alameda County and is ineligible for any preference; **OR**
Applicant is a certified Small, Local and Emerging Business (SLEB) under the Alameda County SLEB Program and is requesting a 10% preference; (Applicant must complete the **SLEB INFORMATION SHEET** found as **Exhibit C** to the RFP, check the first box, and provide your SLEB Certification Number and expiration date; **OR**

Applicant is LOCAL to Alameda County, is submitting documentation to determine its SLEB status, and is requesting a 5% preference, and has attached the following documentation to this Submittal Addendum and Certifications:

- Copy of a verifiable business license, issued by the County of Alameda or a City within the County; and
- Proof of six (6) months business residency, identifying the name of the Applicant and the local address. Utility bills, deed of trusts or lease agreements etc., are acceptable verification documents to prove business residency.

10. The undersigned hereby certifies the following statements:

- 1. That no elected or appointed official or employee of the County is financially interested, directly or indirectly, in the performance of the services specified in the RFP;*
- 2. That the information included in the Submittal is true and correct to the best of its knowledge; and*
- 3. That the person signing the RFP cover letter/transmittal letter is authorized to submit this application on behalf of the Applicant.*

SIGNATURE: _____

Name and Title of Authorized Signer: _____

Dated this _____ day of _____ 20____

PART C: EXCEPTIONS, CLARIFICATIONS, AMENDMENTS

Applicant Name: _____

Instructions: List below requests for clarifications, exceptions and amendments, if any, to the RFP and associated Application Documents, including insurance requirements and submit with your Application. The County is under no obligation to accept any exceptions and such exceptions may be a basis for application disqualification.

Reference to:			Description
Page No.	Section	Item No.	
Example: p. 23	D	1.c.	<i>Vendor takes exception to...</i>

*Print additional pages as necessary

PART D: REFERENCES

Applicant Name: _____

Instructions: On the following pages are the templates that Applicants must use to provide references. **Applicants are to provide a list of three references.** References must be satisfactory as deemed solely by County. Services or goods provided by Applicant to the references should have similar scope, volume and requirements to those outlined in these specifications, terms and conditions.

Applicants must verify that the contact information for all references provided is current and valid. If a reference cannot be contacted it may affect the qualification and scoring of Applicants submission.

Applicants are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.

The County may contact some or all of the references provided in order to determine Applicant's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the Response and to use the information gained from them in the evaluation process.

REFERENCES

August 2021

Applicant Name: _____

Organization/Agency Name: _____	Contact Person: _____
Address: _____	Telephone Number: _____
City, State, Zip: _____	E-mail Address: _____
Services Provided / Date(s) of Service: _____	

Organization/Agency Name: _____	Contact Person: _____
Address: _____	Telephone Number: _____
City, State, Zip: _____	E-mail Address: _____
Services Provided / Date(s) of Service: _____	

Organization/Agency Name: _____	Contact Person: _____
Address: _____	Telephone Number: _____
City, State, Zip: _____	E-mail Address: _____
Services Provided / Date(s) of Service: _____	

Part E - REQUIRED DOCUMENTATION AND SUBMITTALS

All of the specific documentation listed below is required to be submitted with the Exhibit A – Application Response Packet in order for an application to be deemed complete. Applicants shall submit all documentation, in the order listed below and clearly label each section with the appropriate title (i.e. Letter of Transmittal, Exhibit A – Application Response Packet, Organizational Overview Narrative, etc.).

1. **Letter of Transmittal:** Provide a narrative letter (2 pages maximum) of the applicant's relevant experience and qualifications, approach in providing its services to the County, summary proposed staffing/personnel plan, brief description of the program plan and response to the Scope of

Services, and summary of proposed budget. The Letter of Transmittal should also indicate the applicant's capacity and willingness to serve in the role of System Administrator. The letter of transmittal must be signed by the Principal, Executive Director or Chief Executive Officer of the submitting applicant entity. Electronic signatures are acceptable.

2. **Exhibit A – Application Response Packet:** Every applicant must fill out and submit the complete Exhibit A – Application Response Packet – including all completed Parts (Part A-Organization Information; Part B-Application Information and Acceptance; Part C-Exceptions, Clarifications, Amendments; and Part D-References.

IMPORTANT NOTES ON EXHIBIT A:

Every Applicant must submit Exhibit A in its entirety (pages 1-12 of Exhibit A) including signing both pages 2 and 5 of Exhibit A.

Applicants must use the References templates found on page 8 of this Exhibit A – Application Response Packet to provide references.

Applicants are to provide a list of three (3) references. References must be satisfactory as deemed solely by County. References should be able to speak to the applicant's success in working in contract with public agencies on housing program implementation.

Exceptions, Clarifications, Amendments must list exceptions, clarifications, and amendments, if any, to the RFP and associated Application Documents, including insurance requirements, and must be submitted with your application using the template on page 6 of this Exhibit A – Application Response Packet.

THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR APPLICATION DISQUALIFICATION.

3. **Organizational Background, Experience and Capacity, and Personnel Plan:** Applicant should provide documentation to demonstrate relevant experience and capacity to serve as the System Administrator, and evidence of connections to residential general contractors working in Alameda County, including small/local contracting businesses. Provide the following documentation with the application:

a. **Organization Overview Narrative** (maximum 1 page); Provide a narrative overview (1 page maximum) of the organization proposing to serve as the System Administrator. Include the full legal name and a summary of the structure and management of the organization. Describe

any significant changes, including the management and/or structure of your organization, that have occurred during the past three years. List the location of your firm's main office and the locations of any office(s) within Alameda County. Indicate whether organization is certified through the Small, Local and Emerging Business Program (SLEB) in Alameda County, and if not, proposed subcontractors who meet the SLEB criteria.

b. List of Board Members and affiliations (required for nonprofits and corporations)

c. Organizational Chart

d. Personnel Plan Narrative – list of key personnel associated with program implementation, including job title, years of related experience, education, certifications, etc. and role that person will play in connection with program implementation. Provide a narrative (1 page maximum) that describes the proposed personnel plan for System implementation.

e. SLEB Partnering Information Sheet. Complete the SLEB Partnering Information Sheet found at Exhibit C to the RFP. If Bidder is a Small, Local, and Emerging Business pursuant to Alameda County's Small, Local, and Emerging Business (SLEB) Program (see <http://acgov.org/auditor/sleb/overview.htm>), please check the appropriate boxes at Part B.9 of the **Submittal Addendum and Certifications** found as Exhibit A to this RFP.

4. **Program Plan Narrative Statement:** The Applicant's proposed Program Plan narrative is a significant component of the Application and carries significant weight in the County's evaluation of proposals. Provide a comprehensive and detailed narrative description (not to exceed 5 pages) of how your organization would implement the Scope of Services anticipated by this RFP. Program Plan Narrative should respond to the prompts below at a minimum:

- Explain in detail your organization's proposed Program Plan to fulfill the items specified in the Scope of Services by phase (Kickoff Phase and Implementation Phase).
- Describe your organization's relevant experience in with effective program management of affordable housing programs and services.
- Describe your organization's experience with providing technical coordination support to low income affordable housing applicants.
- Describe your organization's experience with data-driven strategic decision-making in affordable housing program management and implementation.
- Describe your organization's connections and relationships with local contractors working in Alameda County and/or the East Bay.

- Discuss any innovative approaches that your organization would employ in the role of System Administrator.
- Describe your organization's experience with cloud-hosted website development, maintenance, and support.
- Include any other information that your organization may find relevant to the County's review of your application.

5. **Schedule:** Provide a detailed schedule to accompany the proposed Program Plan that separates out milestones and tasks by contract phase. Schedule should show ability to start serving in the Coordinator & Software Vendor role by January 2022. Include a short narrative statement to discuss any issues or difficulties with meeting this timeline.

6. **Program Budget and Budget Narrative.** Submit a detailed budget with application, showing the proposed budget by phase, and period of time covered by that portion of the budget. Budget should address all program costs anticipated in the Scope of Services (refer to Scope of Services) and any other costs that Bidder believes necessary for successful program implementation, including, but not necessarily limited to, marketing and outreach costs, personnel, fringe benefits, direct and indirect costs, and any requested cash advance funding for program ramp-up. Provide estimated costs for any subcontracted services and percentage of these services to overall proposed budget amount. In addition to the above general program budget, provide an estimated "per household" cost for provision of comprehensive technical assistance with detailed line itemization of related costs. Provide a budget narrative description to accompany the submitted Program Budget (1-page maximum). Discuss opportunities for leveraging the County's funding for the contract and if applicable, possible resources/funding sources that your organization may be able to access to augment the overall program budget.

7. **Writing Samples.** Provide examples of relevant materials developed by your organization in the implementation of affordable housing programs and services, including outreach and on-boarding materials, project management tools, website forms and tools, etc.

Attachment D- SHIFT Architectural RFP: Site Profiles*

Site A: 1839 Foothill Blvd, Oakland, CA 94606



Site A is a flat corner lot in Oakland.

While the base yield for this zone is 3-4 units for a lot of this size, the parcel may be divided into smaller lots to achieve a higher density, and density bonus should enable additional divergences from base zoning.

The Parcel is a regular,

small single-family lot and is bounded on one side by a single family home and on the rear by a duplex.

Area:	3,995 Square Feet
Dimensions:	40' x 100'
Base Yield:	3-4 units
Allowable Height:	35'
Zoning:	RM-4/C
Setbacks:	15' front, 4' side, 10' rear
FAR:	NA
Elevation Change:	.5ft
Parking:	Optional, none required

Site B: 19758 Lake Chabot Rd, Castro Valley, CA 94546 *



Site B is a flat, irregularly shaped corner lot located in Castro Valley.

The site is currently zoned for Public Facility, but is surrounded by R1 single-family. Applicants should make use of density bonus to enable density above and beyond base zoning.

The Parcel is bounded on two sides by single-family homes.

Area:	9,999 Square Feet
Dimensions:	67' x 164'
Base Yield:	1 Units
Allowable Height:	45'
Zoning:	PF
Setbacks:	20' front, 20' rear, 5' side
FAR:	1.5
Elevation Change:	.5ft
Parking:	2 for each dwelling unit

Site C: 1505 167th Ave, Ashland, CA 94578 *



Site C is a flat, irregularly shaped lot located in Ashland.

The site is currently zoned for 4 unit multifamily use and is bounded on two sides by single-family homes, and on one side by a large multifamily building.

Applicants should make use of density bonus to enable density above and beyond base zoning.

Additional restrictions may apply: [see County Zoning Code Section 17.14.080](#)

Dimensions:	50' (front) x 178' x 68' (rear)
Base Yield:	4 Units
Allowable Height:	2 stories or 25'
Zoning:	R3
Setbacks:	20' front, 20' rear, 5' side
FAR:	First floor 100%, Second Floor 90%, Third Floor, 80%
Elevation Change:	.5ft
Parking:	2 for each dwelling u

Area:

10,472 Square Feet

* The sites above are provided as representative parcels for reference and evaluation of proposals ONLY. Their inclusion does not suggest that Alameda County makes any claim to site control or expresses any intention to develop these sites specifically. All development related to the SHIFT initiative will be initiated through subsequent site-specific processes.

Appendix E – Alameda County Area Median Income & Rent Limits

The affordable rent limit is the maximum monthly rent a household will pay under this program. It is set at no more than 30% of their gross monthly income. Income is defined by their household's "area median income" (AMI) as shown in the table below.

For purposes of roughly estimating rental rates and revenue, bedroom size correlates to household size -1 (for example a 3 person household must be housed in a two-bedroom unit).

For the purposes of this RFP, SHIFT units serve 60%-80 income households

Per HUD Notice
(2019 V2) Effective: April 1, 2025

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE 2025

Maximum Income Levels

For Projects that Place in Service on or after April 1, 2025

County	One Person	Two Person	Three Person	Four Person	Five Person	Six Person	Seven Person	Eight Person
ALAMEDA								
100% Income Level	\$111,900	\$127,900	\$143,900	\$159,800	\$172,600	\$185,400	\$198,200	\$211,000
80% Income Level	\$89,520	\$102,320	\$115,120	\$127,840	\$138,080	\$148,320	\$158,560	\$168,800
70% Income Level	\$78,330	\$89,530	\$100,730	\$111,860	\$120,820	\$129,780	\$138,740	\$147,700
60% Income Level	\$67,140	\$76,740	\$86,340	\$95,880	\$103,560	\$111,240	\$118,920	\$126,600
55% Income Level	\$61,545	\$70,345	\$79,145	\$87,890	\$94,930	\$101,970	\$109,010	\$116,050
50% Income Level	\$55,950	\$63,950	\$71,950	\$79,900	\$86,300	\$92,700	\$99,100	\$105,500
45% Income Level	\$50,355	\$57,555	\$64,755	\$71,910	\$77,670	\$83,430	\$89,190	\$94,950
40% Income Level	\$44,760	\$51,160	\$57,560	\$63,920	\$69,040	\$74,160	\$79,280	\$84,400
35% Income Level	\$39,165	\$44,765	\$50,365	\$55,930	\$60,410	\$64,890	\$69,370	\$73,850
30% Income Level	\$33,570	\$38,370	\$43,170	\$47,940	\$51,780	\$55,620	\$59,460	\$63,300
20% Income Level	\$22,380	\$25,580	\$28,780	\$31,960	\$34,520	\$37,080	\$39,640	\$42,200

Per HUD Notice
(2019 V2) Effective: April 1, 2025

CALIFORNIA TAX CREDIT ALLOCATION COMMITTEE 2025

Maximum Mult-Family Tax Subsidy (MTSP) Rents *for Low Income Housing Tax Credit (LIHTC) Projects*

For Projects Placed in Service on or after 4/1/2025+

County	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR
ALAMEDA						
100% Income Level	\$2,796	\$2,996	\$3,596	\$4,154	\$4,634	\$5,114
80% Income Level	\$2,238	\$2,398	\$2,878	\$3,324	\$3,708	\$4,092
70% Income Level	\$1,958	\$2,098	\$2,518	\$2,908	\$3,244	\$3,580
60% Income Level	\$1,678	\$1,798	\$2,158	\$2,493	\$2,781	\$3,069
55% Income Level	\$1,538	\$1,648	\$1,978	\$2,285	\$2,549	\$2,813
50% Income Level	\$1,398	\$1,498	\$1,798	\$2,077	\$2,317	\$2,557
45% Income Level	\$1,258	\$1,348	\$1,618	\$1,869	\$2,085	\$2,301
40% Income Level	\$1,119	\$1,199	\$1,439	\$1,662	\$1,854	\$2,046
35% Income Level	\$979	\$1,049	\$1,259	\$1,454	\$1,622	\$1,790
30% Income Level	\$839	\$899	\$1,079	\$1,246	\$1,390	\$1,534
20% Income Level	\$559	\$599	\$719	\$831	\$927	\$1,023