



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

REQUEST FOR QUALIFICATIONS (RFQ)

Scalable Housing Infill Funding Toolkit (SHIFT): Developer Pool

Release Date:
June 29, 2026

This is an Electronic Submission

Contact for Questions:
HCDRFP@acgov.org

Request for Qualifications
Scalable Housing Infill Funding Toolkit (SHIFT):

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I. Introductory Information

A. Intent of RFQ

Alameda County Housing and Community Development Department (HCD) requests the submittal of Statements of Qualifications from qualified development teams with experience designing and building middle-sized and single-family housing. HCD will establish a pool of qualified development partners via this RFQ who will be eligible to bid on, form partnerships for the development of, and otherwise support Scalable Housing Infill Funding Toolkit (SHIFT) Development Pilot Program's funded projects. Applicants qualified under this RFQ are expected to be capable of constructing new infill housing for operation by a separate entity to be determined.

This pool will be continually open to new submitters and allow new partners to qualify for specific dependent funding opportunities as they become available. Qualification of development partners through this RFQ will be a required element of future funding applications under the SHIFT programs, but this RFQ will not directly culminate in the award of a contract.

B. Program Summary

The Scalable Housing Infill Funding Toolkit (SHIFT) program is a pilot initiative intended to spur new housing creation, open up pathways for the development of underutilized housing typologies, and decrease costs for both affordable and market-rate development. To achieve these goals, SHIFT offers both direct financial support for affordable development, as well as a publicly available toolkit of methods to reduce total development cost by minimizing construction costs, reducing regulatory burden, maximizing the impact of new state densification laws, and otherwise simplifying the development process. These tools will specifically support the construction of new infill multifamily rental housing and ADUs targeted towards seniors. SHIFT's core program is designed to deliver more affordable units more quickly and at a lower cost.

SHIFT will offer direct funding under two programs, developers for both of which are being solicited through this RFQ:

The SHIFT Multifamily Development Pilot Program provides a per-unit subsidy for the construction of new multifamily housing affordable to Low Income households making between 60%-80% of Area Median Income (AMI). Projects are expected to consist of four-to-twelve-unit infill rental housing projects constructed on typical small to midsize vacant or underbuilt lots. Projects will make use of streamlining assistance, preapproved plans, cost estimation tools, and other methods from the SHIFT development toolkit to ensure projects can be built for a total development cost of \$600,000 per unit or less. Developers will have access to a preferential debt product from the County's CDFI partners in addition to the County's subsidy, but will not be allowed to apply for any other public subsidy. For-profit applicants are eligible for funding under this program and most developments are expected to be turnkey for operation by another entity.

The SHIFT Senior ADU Pilot Program provides senior homeowners with comprehensive, wraparound ADU development assistance, including navigation of the State's lot split process, permitting coordination, and one-stop financing through a combination of low-cost County shared appreciation loans and CDFI construction financing, so that seniors can downsize within their own neighborhoods and age in place in a right-sized, high-quality home. This RFQ seeks qualified developers to serve as a delivery partner for the program, designing and building freestanding, two-bedroom, fully accessible ADU residences for seniors enrolled in the program. Because the program structures and manages financing end-to-end, developers can focus on what matters most: reliably meeting construction cost targets and delivering quality, accessible homes on schedule. Upon project completion, the lot split will be recorded and the homeowner's original primary residence will be sold privately at market rate, retiring program debt while the homeowner retains at least 90% of their equity in their new property.

Projects under both programs, as well as private developers hoping to develop similar infill housing, will have access to a toolkit of streamlining methods including;

- Preapproved architectural plans for multifamily infill construction which can be used directly or as a benchmark and cost estimation tool
- Technical assistance on the use of recent statewide land-use reforms such as SB 9, SB 684, SB 1211, SB 4, and SB 1123, which have the potential to unlock substantial development potential on small parcels.
- Guidance for use of streamlining laws at the local level that enable ministerial approval or otherwise reduced planning review.
- Site analysis tools that allow the determination of a property's suitability for infill development.

Ultimately, the SHIFT program seeks to accelerate housing production, improve cost-efficiency, foster market stability, build community wealth, and significantly improve housing outcomes across Alameda County communities

C. Term of Engagement and Qualifications

HCD will deem as prequalified any applicants to this RFQ who prove they can successfully meet one or more of the scopes of services outlined. Applicants should clearly indicate which scope they are applying for, multifamily, ADU, or both, and tailor their application to include relevant material.

HCD will serve as the main point of contact for qualified applicants, including administering subsequent opportunities for future NOFAs or site specific RFPs, preparing contracts for approval by the Alameda County Board of Supervisors, overseeing the selected entity's contract implementation, and ensuring outcomes are met.

Applicants who qualify under this RFQ are not guaranteed a loan, site, or other opportunity to develop a SHIFT project. Subsequent opportunities to develop a site or receive SHIFT funding will only be open to applicants qualified under this RFQ pursuant to site or project-specific requirements. As part of future RFPs or NOFAs, applicants will be required to submit additional information regarding specific project proposals as well as organizational financial capacity. As

part of this additional evaluation, the county's CDFI partners will evaluate applicants suitability for financing.

D. SHIFT Project and Site Characteristics

SHIFT projects will consist of two typologies:

- 1) Small Multifamily: 4-16 unit new construction buildings built on infill lots using state and local streamlining measures. Projects will be able to range in size and number of bedrooms per unit, with the focus on minimizing cost per unit. Projects are anticipated to be turn-key for operation by a nonprofit or other entity capable of receiving welfare-tax exemption.
- 2) ADUs: a two-bedroom detached structure on lots with an existing primary residence. ADUs should be fully accessible with the intention of being used for senior populations. Projects must be compatible with State lot-split rules to allow for separate sale of the primary and secondary residences.

For more detailed site profiles and example sites, please see Appendix D.

E. Scope of Services

HCD seeks developers, contractors, and design-build firms for the development of new multifamily affordable housing projects and ADUs under the SHIFT umbrella. The specific activities listed under the Core Services below are examples and may not be exhaustive of the actual services provided under contract.

Applicant shall be capable of carrying a multifamily or ADU housing project through to completion. Applicants will use their technical expertise and experience in the sector to administer the predevelopment and construction of a SHIFT style project in compliance with HCD-established guidelines and program goals. Applicants will be expected to be capable of, directly or via a subcontract;

- Designing a project or projects that fit the typologies outlined elsewhere in this RFQ
- Acquiring all necessary permits and approvals for construction
- Administering the construction of a SHIFT project from predevelopment to final inspection or issuance of a certificate of occupancy including acting as or managing a general contractor to undertake construction activities
- Directly undertaking or recruiting a team to undertake any engineering or architectural work necessary
- Qualifying for financing from one of the County's CDFI partner
- Delivering a project on time and under the maximum per-unit budget of \$600,000
- Transferring operation of a completed project to a qualified operator or nonprofit, if required
- Otherwise performing the roles necessary to successfully deliver a small- to medium-sized residential project

Applicants will not be required to identify an operator for a SHIFT multifamily development nor manage the lot-split, relocation, and sale of the original property for a Senior ADU project.

F. How to Apply (Electronic Submittals Only)

Hard copies will not be accepted. The PDF document must be submitted to HCDRFP@acgov.org. A complete application packet consists of the application requirements outlined in Exhibit A and B, combined into one PDF document that will be submitted electronically. Verifications of submissions will be provided electronically within 72 hours. This RFQ will remain open to allow continuous submittal of qualifications: developers are encouraged to apply at any time to become SHIFT prequalified.

HCD will host optional Bidders Conferences on July 14 and August 4, 2026. Interested applicants can register here for the online meetings at:

- July 14th, 2026, 10 AM via Teams:
<https://events.gcc.teams.microsoft.com/event/0c5969ca-bcd7-4fd6-94e0-156856fc6100@32fdff2c-f86e-4ba3-a47d-6a44a7f45a64>
- August 4, 2026, 2 PM via Teams:
<https://events.gcc.teams.microsoft.com/event/c6decbc0-7baa-4351-a9f6-1951fb0ea6f1@32fdff2c-f86e-4ba3-a47d-6a44a7f45a64>

G. Applicant Submittal Requirements

Applications should consist of, at minimum:

1. Cover letter outlining the applicant's experience, which typology applicant is applying for, why they want to participate, and briefly summarizing the relevance and quality of their credentials
2. Evidence of Legal Status, as applicable
 - a. California Secretary of State Entity Number or California Secretary of State Statement of Information
 - b. Certificate of Good Standing or Certificate of Status from the State of California
 - c. Social Security Number if the business is a Sole Proprietorship or Federal Employment Identification Number (EIN) if the business is a Partnership, a Corporation, a Limited Liability Company (LLC), or a Trust
 - d. IRS Form W-9
 - e. IRS nonprofit status letter with EIN# (if applicable)
3. Portfolio of Previous Work
 - a. Proof of relevant design or development work completed in California in the past five to ten years including project photos, summary of the team involved in each project, development timeline, budget including any alterations, site plans, architectural designs, an overview of entitlements, and/or any other information illustrating experience developing housing.

- b. Work should be relevant to the typology or typologies being submitted for. Multifamily applicants should include a portfolio of multifamily work and ADU applicants a portfolio of ADU or smaller-scale development. If applicants are applying for both typologies, their portfolio should include sufficient examples of both typologies.
4. A completed Exhibit A including all certifications and agreements signed by the applicant

Applications are to be straightforward, clear, concise and specific to the information requested. In order for applications to be considered complete, applicant must provide responses to all information requested. Application submittals, including portfolios of past work should be clearly labeled. Submission to this RFQ is at the applicant's expense and no part of the costs of preparation shall be reimbursed by the County.

Applications in whole or in part, are NOT to be marked confidential or proprietary. The County may refuse to consider any application or part thereof so marked. Applications submitted in response to this RFQ may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Please refer to the County's website at:

<http://www.acgov.org/gsa/departments/purchasing/policy/proprietary.htm> for more information regarding Proprietary and Confidential information policies. Under California Public Records Act, all documents submitted in response to this RFQ are considered part of the public record and will be made available to the public, upon request, following the application deadline.

II. Other Procedures and Instructions

1. How to Submit Questions

Any questions should be emailed to HCDRFP@acgov.org HCD will respond to all questions in a consolidated Frequently Asked Question (FAQ) document that will be posted to the HCD website at <https://www.achcd.org/>. HCD will also distribute the FAQ to all email addresses that submitted questions or registered for a bidders conference.

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

2. Revisions to RFQ

If it becomes necessary to modify any aspect of this RFQ, HCD will prepare an addendum and email it to each organization included on the email listservs used for original distribution of this RFQ. The addendum will also be posted to HCD's website at <https://www.achcd.org/>.

3. Modifications to Submittals

Applicants may not modify their submittal after it is submitted, 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.

4. Expense of Preparation

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

5. Submittal Addendum and Certifications Exhibit

Applicants are required to review, sign and submit the Submittal Addendum and Certifications found as Exhibit A to this RFQ. The Submittal Addendum contains specific instructions with regard to the submittal and website links to the County's contracting and employment requirements.

6. Reservation of Rights

HCD reserves the right to conduct any investigation of the qualifications of any applicant that it deems appropriate, negotiate modifications to any of the items submitted, request additional information from any applicant, 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.

7. Interviews

HCD reserves the right to conduct interviews in connection with responses submitted in response to this RFQ. As such, all entities responding to this RFQ should be prepared to participate in a video phone call (Zoom or similar format) upon request by HCD.

8. Estimated RFQ Timeline

Date	Event
June 29, 2026	RFQ Release
July 14, 2026	1 st Bidders Conference
August 4, 2026	2 nd Bidders Conference
Late August	Initial Response Review Scoring

Applications will be reviewed in a timely manner on a rolling basis, with regular and as-needed meetings of the County Selection Committee. This RFQ does not have a date by which applications will be submitted.

9. Threshold & Evaluation Criteria

Applications will be reviewed by County staff and/or consultants for completeness, meeting requirements, and competitiveness. Incomplete applications may not be accepted. Staff may ask clarifying questions of applicants and include this information in the review process. Applications that do meet the basic requirements may be rejected, may not be rated, and may not be considered for selection.

Applicants are eligible to participate in the RFQ process if they meet the threshold requirements described below:

- Submit a complete application per the requirements in the RFQ.
- Demonstrated facility in meeting legal and regulatory compliance burdens
- Demonstrate financial stability and credibility
- Demonstrate adequate experience in residential development relevant to the typology or typologies being submitted for
- Agree to all County terms, conditions, certifications and requirements.
- Provide references from clients and other stakeholders

Each complete application will be assessed based on the criteria below:

- a) Depth of relevant professional experience demonstrated
- b) Quality of portfolio
- c) Demonstrated capability to undertake the work necessary for a SHIFT project
- d) Quality of references

Each applicant who is found to have sufficient experience to credibly deliver on a SHIFT project will be included in the pool and will be eligible for future opportunities for SHIFT funding or site-specific RFPs for development. Applicants will be subdivided based on their level of experience and the strength of their qualifications, as related to the typology or typologies applied for. Tiers are for the sorting and prioritization of development team only; HCD plans to open opportunities for each of these tier groups described below as resources become available. Tier 3 and 4 developers may be required to partner with experienced firms.

Multifamily:

Group	Qualification
Tier 1	Applicants with significant experience including: • More than 5 years of relevant experience including experience with mid-sized site infill or prefabricated construction • At least 10 multifamily projects developed in portfolio

	• Total Development Budgets for previous projects showing that the majority of projects are completed on time and within budget • Experience working with public sources of funding
Tier 2	Applicants with substantial experience in housing construction including: • 2 or more years relevant experience including some experience with infill development or offsite construction methods • At least 5 multifamily housing developments in portfolio
Tier 3	Applicants with experienced staff or apparent understanding of the goals and methods required for a SHIFT project but without significant experience developing projects and with a limited portfolio: • At least 1 year of relevant experience (or multiple years of experience by staff in other roles with previous firms) • At least 1 relevant housing development in portfolio
Tier 4	New, small, and emerging developers without a portfolio of experience.

ADU:

Group	Qualification
Tier 1	Applicants with significant experience including: • More than 5 years of relevant experience • At least 10 ADU, single-family, or small infill projects developed in portfolio • Total Development Budgets for previous projects showing that the majority of projects are completed on time and within budget • Experience working with public sources of funding
Tier 2	Applicants with substantial experience in housing construction including: • 2 or more years relevant experience including • At least 5 ADU, single-family, or small infill developments in portfolio
Tier 3	Applicants with experienced staff or apparent understanding of the goals and methods required for a SHIFT project but without significant experience developing projects and with a limited portfolio:

	• At least 1 year of relevant experience (or multiple years of experience by staff in other roles with previous firms) • At least 1 relevant housing development in portfolio
Tier 4	New, small, and emerging developers without a portfolio of experience.

Qualification of applicants will be performed by County staff and/or others who have expertise or experience in homeless or affordable housing programs, policy and development. These experts will evaluate and verify applicant responses. HCD shall notify applicants of the qualification outcome.

10. Right to Waive Irregularities

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 RFQ 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 homeless issues; and
- 5) Retain all submitted applications.

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

III. Notice and Appeals Process

1. Notice of Qualification

At the conclusion of the RFQ response evaluation process, all applicants will be notified by email with a Notice of Qualification.

Notices of Qualification may be subject to an additional process to be determined by HCD pursuant to specific funding or land opportunities. Applicants qualified through this RFQ will be able to bid on or otherwise express interest in particular development opportunities or bring their own projects for HCD consideration as part of these opportunities.

2. Protest/Appeals Process

The following is provided in the event that applicants wish to protest the application process or appeal the assessment of their application.

- 1) Any protest by any applicant regarding their own application must be submitted in writing to 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 Inclusion, not the date received by the Applicant. A protest received after 5:00 p.m. is considered received as of the next business day.
 - a) The protest must contain a complete statement of the reasons and facts for the protest based on the information submitted in the application.
 - b) The protest must refer to the specific portions of all documents that form the basis for the protest.
 - c) The protest must include the name, address, email address, fax number and telephone number of the person representing the protesting party.
 - d) The County or its designee will notify all applicants of the protest as soon as possible.
- 2) Upon receipt of written protest, the HCD Director or her designee will review and evaluate the protest and issue a written decision. HCD, 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 protesting applicant 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 Board hearing or County award date. The decision will be communicated by e-mail and will inform the applicant whether the recommendation to the Board of Supervisors in the Notice of Recommendation to Award is going to change. A copy of the decision will be furnished to all applicants affected by the decision. As used in this paragraph, an applicant is affected by the decision on a protest if a decision on the protest could have resulted in the applicant not being an apparent successful applicant.
- 3) The decision of HCD 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. The applicant whose application is the subject of the protest, all applicants affected by HCD's decision on the protest, and the protestor have the right to appeal if not satisfied with HCD's decision. All appeals to the Auditor-Controller's OCCR shall be in writing and submitted within five (5) business days following the issuance of the protest decision by HCD, not the date received by the Applicant. An appeal received after 5:00 p.m. is considered received as of the next business day. An appeal received after the FIFTH (5th) business day following the date of issuance of the decision by HCD shall not be considered under any circumstances by the County or the Auditor-Controller OCCR.
 - a) The appeal shall specify the decision being appealed and all the facts and circumstances relied upon in support of the appeal.
 - b) In reviewing protest appeals, the OCCR will not re-judge the application(s). The appeal to the OCCR shall be limited to review of the procurement process to determine if the contracting department (HCD) materially erred in following the application process or, where appropriate, County contracting policies or other laws and regulations.
 - c) The appeal to the OCCR also shall be limited to the grounds raised in the original protest and the decision by HCD. As such, an applicant is prohibited from stating new grounds for a protest in its appeal. The Auditor-Controller (OCCR) shall only review the materials

and conclusions reached by HCD and will determine whether to uphold or overturn the protest decision.

- d) The Auditor's Office may overturn the results of an application process for ethical violations by procurement staff, county selection committee members, subject matter experts, or any other County staff managing or participating in the application process, regardless of timing or the contents of a protest.
 - e) 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 applicant whose application is the subject of the protest, and all applicants affected by the decision.
- 4) The County will complete the protest/appeal procedures set forth in this paragraph before a Recommendation to Award a Contract is considered by the Board of Supervisors for the Core Service Area for which the applicant applied.
- 5) The procedures and time limits set forth in this paragraph are mandatory and are each applicant's sole and exclusive remedy in the event of protest. An applicant's failure to timely complete both the 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 protest, including filing a Government Code claim or legal proceedings.

List of Exhibits

- A. Submittal Addendum and Certifications
- B. Insurance Requirements
- C. SLEB Certification Instructions
- D. Site/Project Profiles

EXHIBIT A: SUBMITTAL ADDENDUM AND CERTIFICATIONS

Affordable Housing/Homeless Services Consultants

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 Part B.

- **AS DESCRIBED IN THE INSTRUCTIONS OF THE SUBMITTAL ADDENDUM SECTION OF THIS RFQ, 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 RFQ, 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 RFQ, 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 | ☐ 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 Signer: _____

Dated this _____ day of _____ 2026

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 RFQ, 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 RFQ.
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**
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/procurement-debarment-suspension-policy/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/procurement-debarment-suspension-policy/)
 - **Iran Contracting Act (ICA) of 2010**
[\[https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/\]](https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/iran-contracting-act-of-2010-ica/)
 - **General Environmental Requirements**
<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-environmental-requirements/>
 - **Small Local Emerging Business (SLEB) Program**
[\[http://acgov.org/auditor/sleb/overview.htm\]](http://acgov.org/auditor/sleb/overview.htm)
 - **First Source**
[\[http://acgov.org/auditor/sleb/sourceprogram.htm\]](http://acgov.org/auditor/sleb/sourceprogram.htm)

- **Online Contract Compliance System**
[<http://acgov.org/auditor/sleb/elation.htm>]
- **General Requirements**
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/general-requirements/>]
- **Proprietary and Confidential Information**
[<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/policies-procedures/proprietary-confidential-bidding-information/>]

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 RFQ 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 RFQ or make clear in the 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; (Applicant must complete the **SLEB INFORMATION SHEET** found as **Exhibit E** to the RFQ, 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 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 RFQ;*
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 RFQ 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 RFQ 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. Applicants may also include letters from their three listed references in addition to the information required on the next page.** 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
SHIFT DEVELOPER POOL RFQ

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, etc.).

- ☐ 1. **Letter of Transmittal:** Applicants responses shall include a description of applicant’s capabilities and approach in providing its services to the County, and provide a brief synopsis of the highlights of the response and overall benefits of the response to the County. This synopsis should not exceed one page in length and should be easily understood.
- ☐ 2. **Exhibit A – Application Response Packet:** Every applicant must fill out and submit the complete Exhibit A – Application Response Packet.

(a) Applicant Information and Acceptance:

- (1) Every Applicant must submit Exhibit A in its entirety (pages 1-10 of Exhibit A) including a signed page 5 of Exhibit A.

(b) References:

- (1) Applicants must use the templates on page 8 of this Exhibit A – Application Response Packet to provide references.
- (2) 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 developing new housing and managing the pre-development, construction, and planning process.
 - Applicants must verify the contact information for all references provided is current and valid.
 - Applicants are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.
- (3) 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.

(c) Exceptions, Clarifications, Amendments:

- (1) This must include clarifications, exceptions and amendments, if any, to the RFQ 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.
- (2) **THE COUNTY IS UNDER NO OBLIGATION TO ACCEPT ANY EXCEPTIONS, AND SUCH EXCEPTIONS MAY BE A BASIS FOR APPLICATION DISQUALIFICATION.**

☐ **3. Willingness to Perform Activities in Core Service Areas of Scope of Services and Relevant Experience (Limit 1 page per Core Service Area) :** For *each* development typology being applied state which activities they are willing to perform from the scope of services and demonstrate relevant experience.

☐ **4. Key Personnel (Limit 1 page per Core Service Area):** Application should include an organizational chart to aid the County in understanding the organizational structure of the applicant organization for each Core Service Area for which the applicant is applying. Application responses shall also include a complete list of all key personnel associated with the RFQ. For each person on the list, the following information shall be included:

- 1) The person's relationship with Applicant, including job title and years of related employment, relevant project experience, education, certifications etc;
- 2) The role that the person will play in connection with each core service area the applicant is qualifying for in this RFQ.

EXHIBIT B: INSURANCE REQUIREMENTS

Insurance certificates are not required at the time of submission; however, by signing the Submittal Addendum and Certifications found in Exhibit A to this RFQ, the Applicant agrees to meet the minimum insurance requirements stated in the RFQ, prior to award. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Alameda, which meets the minimum insurance requirements, as stated in this Exhibit D – Insurance Requirements.

The following page contains the minimum insurance limits, required by the County of Alameda, to be held by the Contractor performing on this RFQ. Professional Liability insurance may also be required of specific professional services rendered under contract.

***** SEE NEXT PAGE FOR COUNTY OF ALAMEDA 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
A	Marine General Liability (MGL) or Commercial General Liability with no waterborne exclusions Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability	\$5,000,000 per occurrence (CSL) Bodily Injury and Property Damage
B	Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses.	\$5,000,000 per occurrence (CSL) Any Auto Bodily Injury and Property Damage
C	Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees	WC: Statutory Limits EL: \$1,000,000 per accident for bodily injury or disease
D	Builder's Risk (Course of Construction) insurance utilizing an "All Risk" (Special Perils) coverage form or Installation Floater as applicable	Limits equal to the completed value of the project and no coinsurance penalty provisions.
E	Professional Liability If project involves design/build	\$2,000,000 per occurrence or claim \$2,000,000 policy aggregate
F	Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions If project involves environmental hazards	\$1,000,000 per occurrence or claim \$2,000,000 policy 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.

EXHIBIT C: SLEB Certification



COUNTY OF ALAMEDA SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PROGRAM CERTIFICATION INSTRUCTIONS

The 3 step certification process may take up to 45 business days from receipt of Application.

SLEB Program Definitions:

Local Business	<i>A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County</i>
Small Business	<i>A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification (available online at http://www.naics.com/search.htm)</i>
Emerging Business	<i>A Local Business which is less than one half of the SBA size standards for its classification and has been in business less than 5 years</i>

1. Complete the Common Application, Sections 1 through 7.

A. Business entities applying for certification must be in good standing and in compliance with all governing laws, codes and regulations, including Section 66 (Conflict of Interest) of the Alameda County Charter.	F. List all current business and professional licenses in Section 4 of the Application.
B. The certification process requires a business site visit for all new and renewal certifications. Applicants will be contacted within 5 business days of receipt of accepted Applications by the SLEB Certification Unit for scheduling.	G. Applications must be signed by the owner, principal partner or authorized officer of the corporation in Section 7 of the Application form. Electronic and scanned signatures are acceptable.
C. Check the appropriate box(es) at the top of the Application.	H. By signing the Application form, applicants are certifying that the information provided is true and correct. Applications are signed under penalty of perjury.
D. If you have not been in business for a complete tax year, state actual gross receipts to date in Section 2 of the Application form.	I. Contact Information provided on the Application form and Certification Information will be posted on County's SLEB internet database websites.
E. If you have been in business for less than three years, state actual gross receipts received for the period that you have been in business in Section 2 of the Application form.	J. If any item on the Application is not applicable, please put "N/A" in the designated area.
	K. If additional space is needed, please attach additional sheet(s).

2. Submit completed and signed application via email to: ACSLEBcertification@acgov.org

Or mail to: Alameda County Auditor-Controller Agency
SLEB Certification Unit
1221 Oak Street, Room 249
Oakland, CA 94612

3. Site Visit and Documents Review

Site visits include but are not limited to the review of documents listed below:

- ☐ Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years
- ☐ Business Licenses
- ☐ Current Identification (i.e. Driver's License, Identification Card)
- ☐ Deed, Rental or Lease Agreement showing Business Address

All documents must be available at the scheduled site visit and additional documents may be requested. Additional documents may also be required to be provided during the certification process.

If you have questions please email the SLEB Certification Unit at ACSLEBcertification@acgov.org or call (510) 891-5500.

Thank you for your interest in doing business with Alameda County

SLEB CertInstructions 02/28/18

EXHIBIT D: Site/Project Profile

Project Typologies:

This project category includes two related but distinct typologies. Applicants should clearly indicate which typology they are submitting for. Applicants may apply for both typologies but should ensure their application includes evidence of experience relevant to both project types.

The first is small-lot infill housing, likely using SB 9, SB 684, or SB 1123. These projects may take the form of compact fee-simple homes, townhome-style units, detached small homes, or other low-rise configurations that can fit on newly created small parcels, including lots created through an SB 9 urban lot split. The development challenge will be to create livable, code-compliant, financeable homes on constrained lots while maintaining efficient circulation, access, privacy, light, open space, utility service, and fire/life-safety compliance.

The second is small standalone homes via ADU or SB 9 development behind single-family homes, with a particular focus on supporting seniors aging in place. These projects add a compact, self-contained home—typically a detached ADU, or a unit on a lot created through an SB 9 split—to the rear or side yard of an existing single-family property. The model serves two complementary goals: it adds a net new home to the housing supply, and it gives an existing homeowner, often an older resident, the option to move into a smaller, more accessible, lower-maintenance unit on their own land while remaining in their established neighborhood. The design priorities here are distinct, leaning toward single-level living, accessibility and universal-design features, manageable maintenance, and a sensitive relationship to the existing primary dwelling and adjacent neighbors.

Multifamily Program:

The SHIFT Multifamily program is meant to be compatible with a range of infill parcels dependent on availability, suitability for multifamily housing, and base zoning. While some sites will be offered in a site-specific RFP available to developers who have qualified under this RFQ, another RFP will offer funding for developers with sites found on the private market or otherwise outside of government backed sources. The following descriptions of site characteristics are therefore an estimate of those anticipated to be shared across those most suitable for this program.

Targeted SHIFT parcels are expected to be small, irregular, and technically constrained. In all cases, lots are anticipated to be between 2,500 and 12,000 square feet. SHIFT sites may not be clean, rectangular development parcels. They may be narrow, sloped, oddly shaped, located behind or between existing buildings, adjacent to sensitive neighbors, or constrained by existing easements, utilities, trees, drainage paths, or access limitations. SHIFT is specifically

focused on such irregular and usually overlooked lot; given the opportunity for densification and streamlining offered by recent changes to State law, development on these lots can now pencil where it could not before.

Those offered under the Site Specific RFP will likely be tax-defaulted, publicly owned, city-controlled, or otherwise available through local jurisdiction partnerships. Both publicly and privately owned parcels are anticipated to have relatively low base density zoning—predominantly single-family and low-density multifamily designations (for example, R-1, R-2, and their local equivalents). Publicly owned sites may also include examples not mapped for housing. SHIFT developers are expected to utilize State legislation to achieve a higher unit count than the base zoning of these sites would allow. Because of these conditions, the most successful developer teams will likely need experience with small-site infill and densification law rather than only conventional ground-up development.

The ideal parcel may be modest in scale but strategically located: close to transit, jobs, schools, services, or existing residential neighborhoods where smaller missing-middle or accessory-unit development can add housing without requiring large assemblages or major infrastructure expansion.

ADU Program:

The SHIFT Senior ADU program is meant to be compatible with SB 9 compatible lots with an existing, occupied single-family residence. Sites will be selected based on the eligibility of the owner and resident, as well as the suitability of the parcel. Targeted parcels are expected to be typically sized for single-family and zoned for Single-family (R-1 or equivalent). Sites may be narrow and oddly shaped and will be located behind or between existing buildings. Construction will require management of sensitive neighbors, access limitations, and an existing resident in the main residence on the property.

Multifamily Parcel Examples:

The sites included in this section are those included in the earlier Design RFP released to select a Program Design Consultant for the SHIFT program. They are provided here as examples of suitable SHIFT lots only and are not targeted for development specifically.

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

Exhibit D

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 assume it is converted to R1 for the purposes of this RFP. 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](#)

Area:	10,472 Square Feet
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

Exhibit D

