

# 174 North King Street Workforce Housing Development Downtown Jackson, Wyoming

## Request for Proposals

### Release Date

November 7, 2017

### Information Session

December 4, 2017

### Submission Deadline

February 9, 2018



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## Executive Summary

The Town of Jackson, through the Jackson/Teton County Affordable Housing Department (“Housing Department”), is pleased to release this Request for Proposals (“RFP”) for the long-term ground lease and development of a 16,988-foot, highly visible site located in the heart of downtown Jackson, Wyoming. This project represents an exciting opportunity to develop workforce housing in the desirable downtown commercial zone.

This site is located one block from the historic Jackson Town Square and provides easy access to mass transit and parking. Grand Teton National Park, Jackson Hole Mountain Resort, and Jackson Hole Airport are all less than 15 miles from the site. St. John’s Medical Center and Snow King Mountain Resort are both within one mile of the site.

The site is owned by the Town of Jackson, a municipality located in Teton County, Wyoming. The Town purchased the site in 2010 with the intention of developing workforce housing for Town employees and other community workforce. In early 2017, new zoning for the downtown core was adopted.

A competitive response to the RFP will describe a project that accomplishes the following goals:

- Develops a site plan and building design that successfully integrates with the downtown character and exemplifies design excellence and sustainability.
- Creates a workforce housing project that provides a mixed-income housing program consistent with the Jackson/Teton County Affordable Housing Department restrictions and criteria set forth in this RFP.
- Supports the goal of stabilizing the community by providing healthy housing solutions.
- Provides pedestrian amenities and encourages alternative modes of transportation.

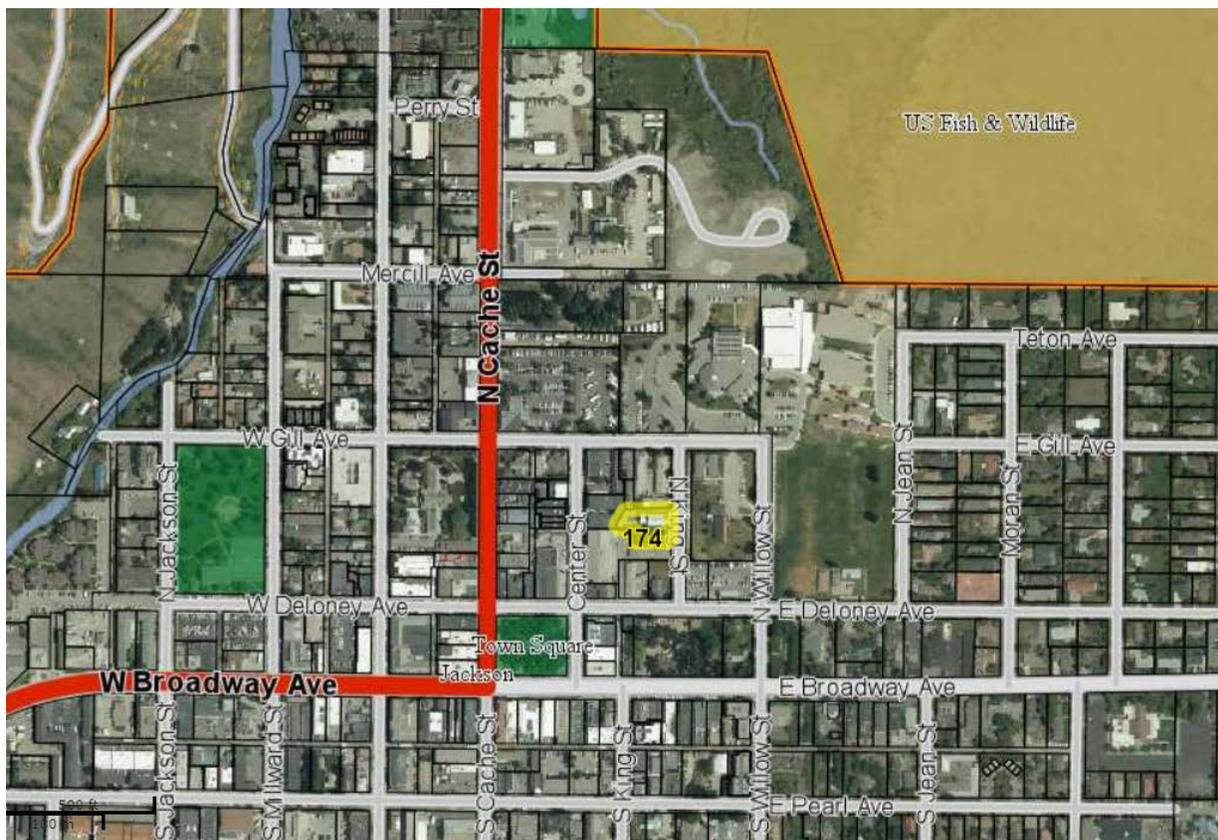
## Site Context

### Neighborhood Characteristics & Amenities

The site is in Downtown Jackson, Wyoming and is owned by the Town of Jackson. It is located a block from the historic Town Square; Jackson Elementary School; Jackson/Teton County Parks and Recreation facility; Home Ranch and Deloney Street Parking Lots; numerous businesses, including retail and office spaces; and the Town bike route. St. John's Medical Center is less than a half-mile from the site.

The 2012 Jackson/Teton County Comprehensive Plan identifies the Downtown neighborhood as a transitional subarea. The goal for this subarea is to create a vibrant mixed-use area by accommodating a variety of uses and amenities. A variety of two to three story structures and an emphasis on adding improvements focusing on the pedestrian experience are desired.

The site is approximately 16,988 square feet. Its current primary use is as a facility for the Jackson Hole Children's Museum ("JHCM"). A 4-bedroom residential unit is also onsite and houses a Town employee household. The JHCM lease currently ends February 29, 2019 and the lease rate is \$1/year.



## Land Use & Zoning

Buildings in the Downtown Core (DC) zone can be up to 3 stories in height and a maximum of 46 feet. Massing, articulation, openings, and step backs are used to reduce bulk and mass. Buildings are located close to the sidewalk, creating an attractive street edge. Active and engaging uses are encouraged on ground floors but not required, with offices, apartments, single-family attached units, and lodging primarily located on the upper stories.



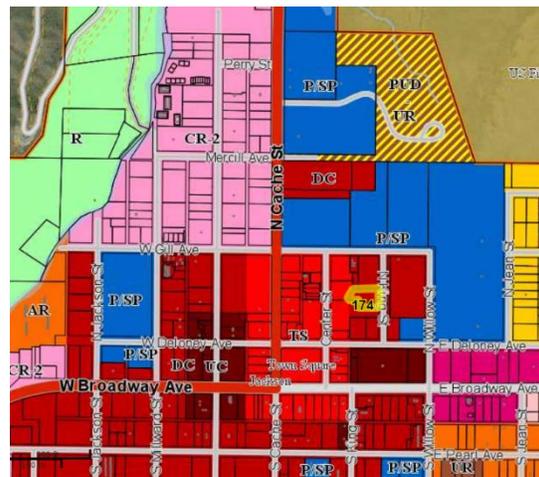
### *Workforce Housing Incentive Program*

The Workforce Housing Incentive Program was created to encourage incorporation of required and voluntary deed restricted housing into a development. Developers are encouraged to take advantage of this program to maximize the restricted floor area built in this project.

### Deed Restricted Housing Exemption

Deed restricted housing is exempt from certain LDRs, including:

1. Maximum Floor Area Ratio (FAR)
2. Thresholds for physical development permits
3. Affordable housing requirements
4. Limit on 20% expansion of a nonconforming physical development

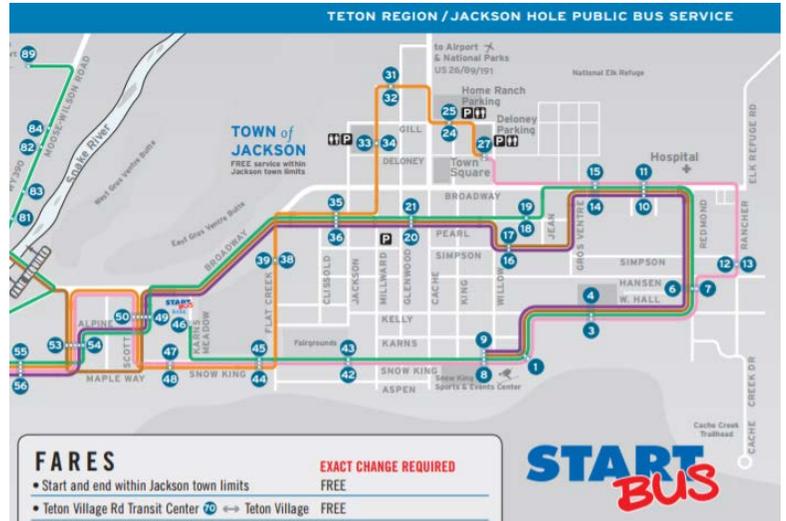


### “2:1” Floor Area Bonus

In most cases, the volume of building allowed by the minimum setbacks and maximum height exceeds the volume of building allowed by the FAR of a property. The purpose of the workforce housing FAR bonus is to encourage development of additional deed restricted housing in that excess volume by allowing additional unrestricted floor area. The 2:1 FAR bonus provides two feet of unrestricted floor area for every foot of restricted floor area, not including restricted floor area already required by the land development regulations. Allowed uses include attached single-family dwelling units, apartments, dormitories, and group homes. Developers are encouraged to take advantage of this bonus tool.

Transportation, Access, and Parking

The site is within a block of the Deloney Street Public Parking Lot and the Home Ranch Public Parking Lot. The START Bus provides service to six stops within a ¼ mile radius, including both public parking lots. The Jackson Hole Airport is less than ten miles from the site.



The Jackson/Teton County Comprehensive Plan prioritizes the creation of a safe, efficient, interconnected, multi-modal transportation network. It states that future improvements to the downtown district’s streetscape should create inviting public spaces and accommodate a wide array of complete street amenities and that this is essential to achieving a vibrant downtown.

Parking Requirements

In the DC zone, parking requirements are based on use, not square footage. Parking type options allowed at this site include: on-street, surface, tuck-under, enclosed, structured, and underground.

1. Allowed Uses				2. Use Requirements	
Use	Permit	Individual Use (max)	Density (max)	Parking (min) (Div. 6.2.) (E.1.)	Employee Housing (min) (Div. 6.3.)
<b>Residential Uses</b>					
Attached Single-Family Unit (6.1.4.B.)	B	8,000 sf habitable excluding basement	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	n/a
Apartment (6.1.4.D.)	B				
Dormitory (6.1.4.F.)	C	n/a	n/a	0.251/bed	n/a
Group Home (6.1.4.G.)	C	n/a	n/a	0.5/bed	n/a
<b>Lodging</b>					
Conventional Lodging (6.1.5.B.)	B (LO)	n/a	n/a	0.75/room	47 sf/1,000 sf
Short-term Rental Unit (6.1.5.C.)	B (LO)	n/a	n/a	1/DU if < 2 bedrooms and < 500 sf; otherwise, 1.5/DU	n/a
<b>Commercial Uses</b>					
Office (6.1.6.B.)	B	n/a	n/a	1.65/1,000 sf	14 sf/1,000 sf
Retail (6.1.6.C.)	B	12,500 sf excluding basement storage	n/a	2.25/1,000 sf	156 sf/1,000 sf
Service (6.1.6.D.)	B			1.5/1,000 sf	56 sf/1,000 sf
Restaurant/Bar (6.1.6.E.)	B			1/110 sf dining area + 1/60 sf bar area	378 sf/1,000 sf
<b>Amusement/Recreation</b>					
Amusement (6.1.7.B.)	B	n/a	n/a	1/60 sf seating area or independent calculation	independent calculation
Developed Recreation (6.1.7.D.)	B	n/a	n/a	2.25/1,000 s	independent calculation
Outfitter/Tour Operator (6.1.7.E.)	C	n/a	n/a	independent calculation	independent calculation
<b>Institutional Uses</b>					
Assembly (6.1.8.B.)	C	n/a	n/a	independent calculation	exempt
Day Care/Education (6.1.8.C.)	B	n/a	n/a	independent calculation	exempt

Y = Use allowed, no use permit required B = Basic Use Permit (Sec. 8.4.1.) C = Conditional Use Permit (Sec. 8.4.2.) (LO) = Lodging Overlay Only

## Development Program

The Town of Jackson, through the Housing Department, seeks proposals for this site that:

- develop a 100% residential project that provides a workforce housing program that meets or exceeds the residential criteria outlined in this RFP, and
- maximize nonmotorized access and meet all parking requirements.

### Project Scope & Phasing

Respondents should propose only one phase of development for the site. A clear and reasonable timeline for all applications, approvals, and construction should be provided.

### Workforce Housing Program

The housing component of the project may include any combination of market-rate and restricted units, but must meet the minimum criteria defined in this RFP. Short-term rental units will not be allowed. Units may be rental, ownership, or a combination of both. The restricted units must be a mix of unit sizes and bedrooms. The Town of Jackson will require either ownership or long-term leases for a minimum of 5 units. Respondents must provide one response with 100% residential development.

Specific criteria for the workforce housing program include:

- A minimum of 10 units serving households earning less than 120% of area median income. These units must have either an Affordable (ownership) or Employee (rental) restriction recorded on them.
- A minimum of 5 units will be reserved for the Town of Jackson. The units will be a mix of size and bedrooms.
- A minimum of 75% of the total livable square footage developed must be restricted for members of the workforce. Units with an Affordable or Employee restriction and units reserved for the Town of Jackson may be included in this calculation. Other possible restrictions include Employment-based, Workforce Rental, and Workforce Ownership. A draft of each restriction is provided in Appendix 6.

### Optional Ground Floor Commercial

The downtown commercial (“DC”) zone allows for commercial development. While the development of commercial floor area is not the goal for this project, respondents may provide an alternate response with commercial included. Priority for commercial space that provides needed community services, amenities, and quality jobs will be given.

### Parking Program

Respondents are required to provide one response that meets all parking requirements based on zoning and use. An optional response that includes alternative parking solutions such as paid parking, off-site parking, shared parking, car sharing, etc., will be accepted.

## Financing

It is the responsibility of the Developer(s) to obtain construction and permanent financing in amounts consistent with their proposal.

### Affordable Housing Financing

Respondents' proposed financing may consider public subsidy and tax-exempt bond financing as potential funding sources. However, respondents are encouraged to minimize the use of any Town, County, or Jackson/Teton County Housing Authority subsidy while maximizing the affordable housing developed and the range of affordability provided.

### Sustainable Development Financing

Funding for energy efficiency may be available locally through Energy Conservation Works and USDA Rural Development Wyoming Program.

### Performance Bond

As a condition for issuing a building permit, the Developer will be required to post a financial assurance that required construction and installation of improvements, performance of duties, and all other financial duty is completed. The financial assurance must be at least 125% of the cost to complete the project. The cost shall be identified in the form of an estimate approved by the Planning Director. The Planning Director may require that the estimate be prepared by a professional engineer, landscape architect, or other professional licensed or certified to practice in the State of Wyoming.

The Developer shall provide one of the following types of financial assurances in a form that is acceptable to the Planning Director:

1. Surety Bonds. A deposit with the Town Finance Director of a good and sufficient performance bond in a form made available by the Planning Director or otherwise determined acceptable by the Town Attorney.
2. Escrow Deposit of Cash or Certified Funds. A deposit with the Town Treasurer of cash or certified funds.
3. Irrevocable Letter of Credit. A deposit with the Town Treasurer of an irrevocable letter of credit in a form made available by the Planning Director or otherwise determined acceptable by the Town Attorney.

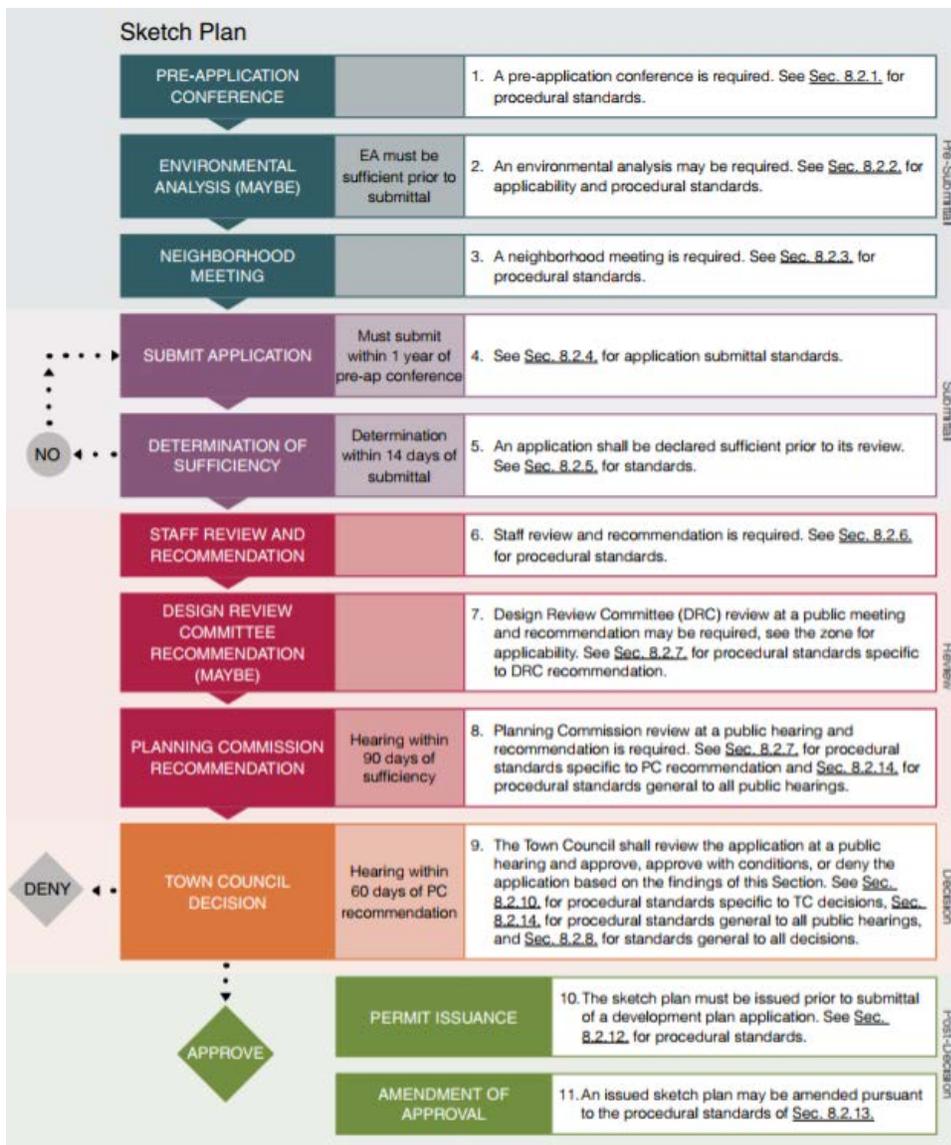
## Approval Process

Development of the site will be subject to certain approvals, which may include, but is not limited to, the following: sketch plan, development plan, building permit, and grading permit.

### Sketch Plan

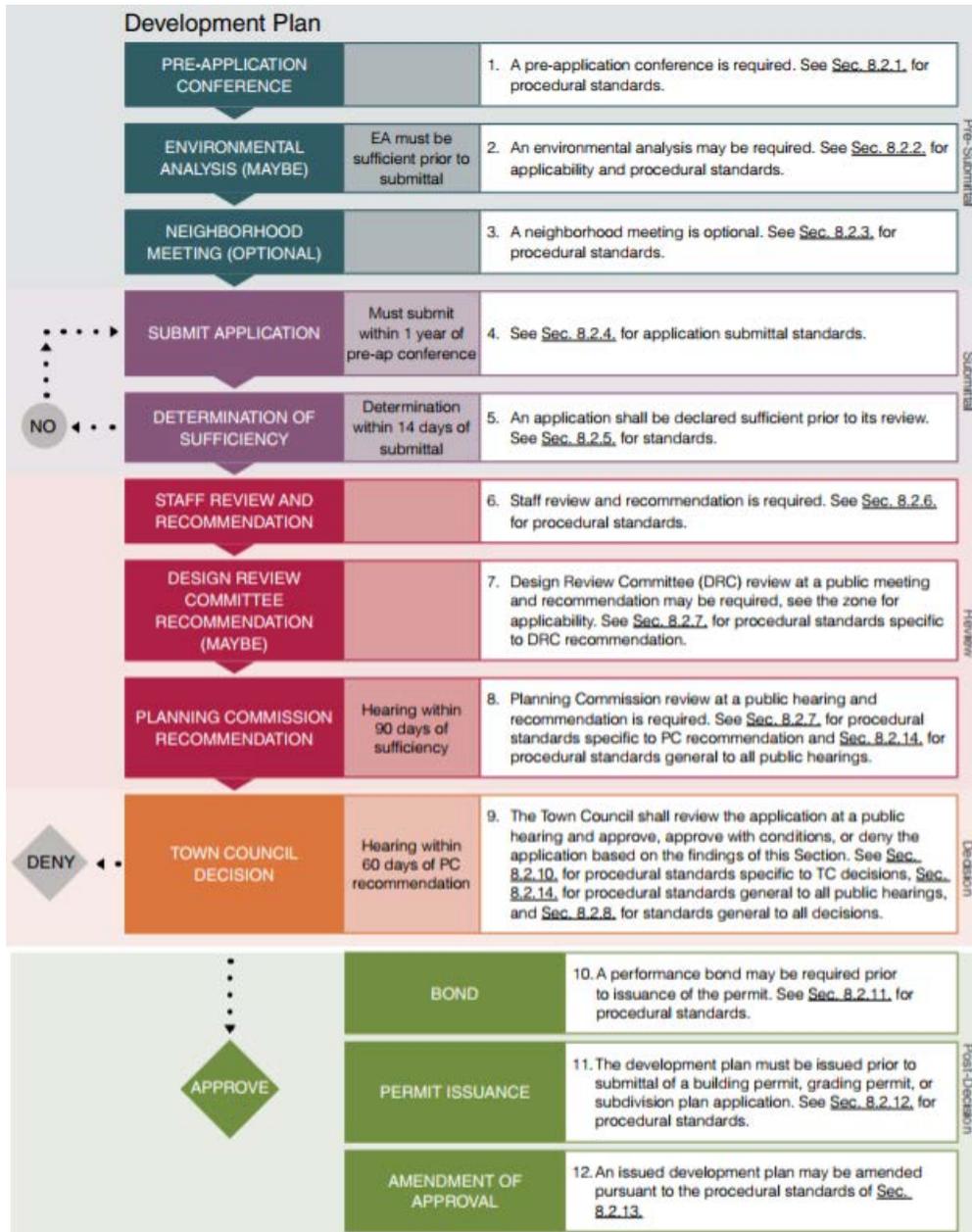
The purpose of a sketch plan is to publicly review a large physical development or development option for general consistency with the LDRs at a preliminary, conceptual level of detail before the development is fully designed. The objectives for the sketch plan review are:

1. Identification of opportunities to achieve the desired future character for the site,
2. Identification of development related issues to be addressed through the development plan,
3. Discussion of alternative site designs that may better implement the LDRs, and
4. Identification of natural and scenic resource protected by the LDRs.



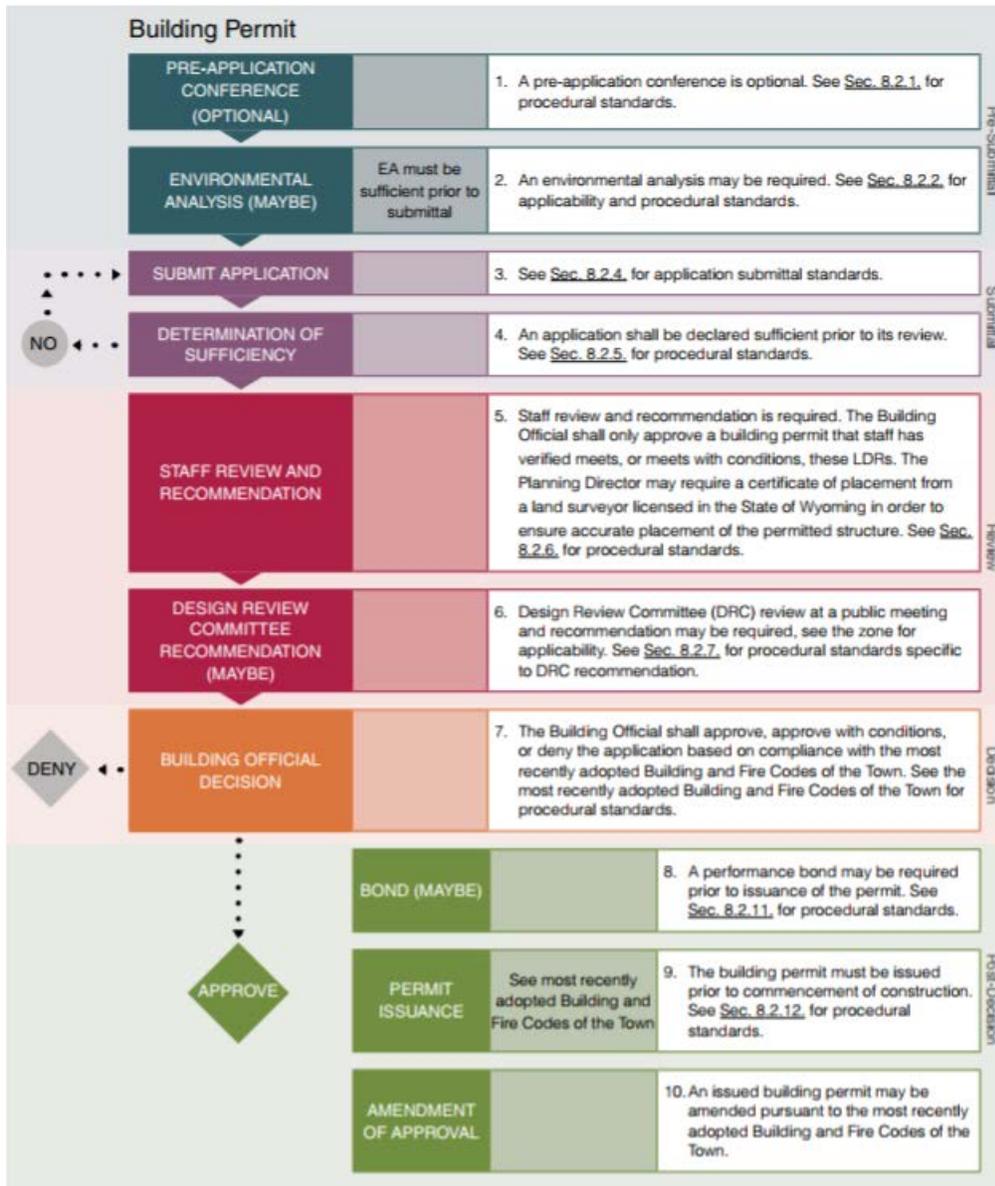
## Development Plan

The purpose of a development plan is to review a physical development or development option that is large and complex enough to benefit from a public review at a sufficient level of detail to determine compliance with the LDRs prior to preparation of final construction or plat documents.



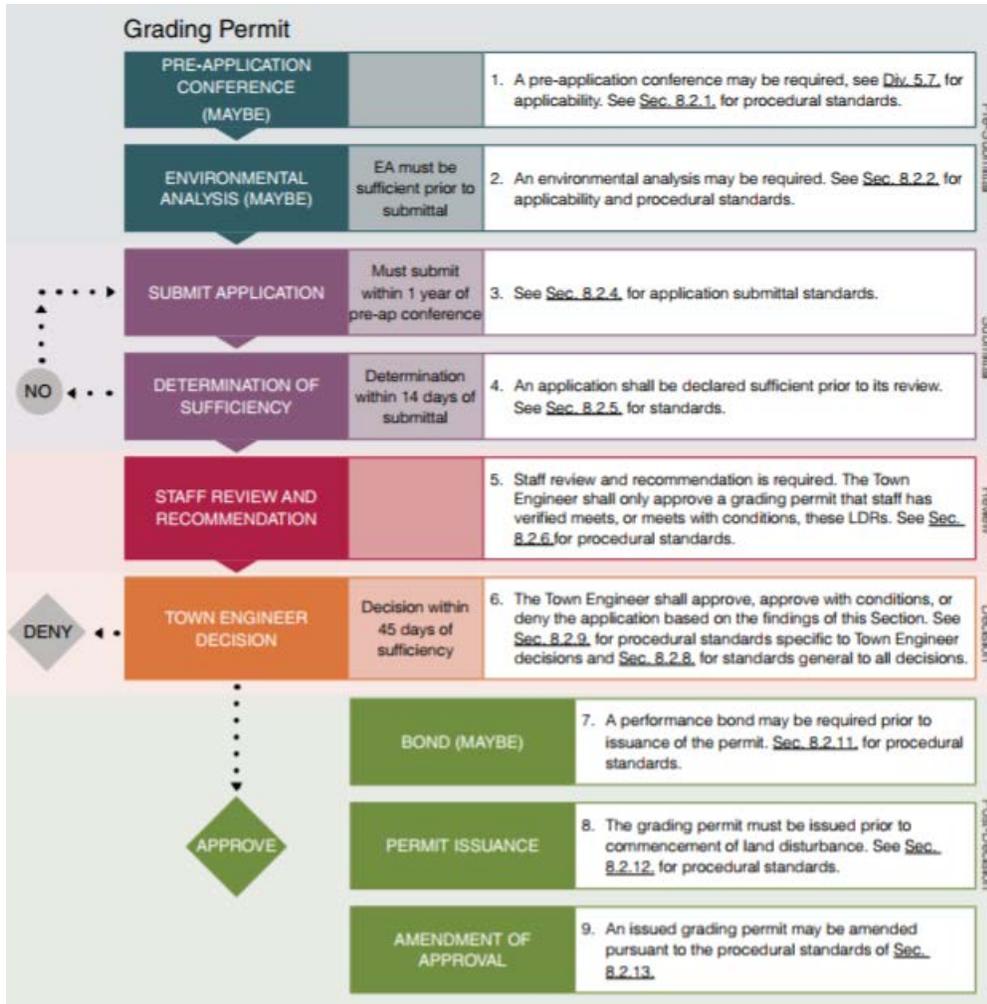
## Building Permit

The purpose of a building permit review is to ensure that proposed physical development of a structure complies with the LDRs and adopted building codes.



## Grading Permit

The purpose of a grading permit is to ensure that proposed land disturbance includes required erosion control and stormwater management and complies with all other standards of the LDRs.



## Proposal Requirements

Respondents should provide the following set of submission requirements. A list of tabs for all required proposal contents is provided in Appendix 1. The Town of Jackson and/or Housing Department reserve the right to request additional materials from the respondent at any stage in the RFP process.

### Project Description

The project description should contain the following:

- Development plan with occupancy types and size of development.
- Proposed uses, including proposed tenants for any commercial space.
- Breakdown of all residential units, including size, unit counts, ownership, shared storage, other common spaces, and/or amenities.
- Preliminary site plan that shows building footprints and heights, open space, parking, access, circulation, etc.
- A description of qualitative aspects of the project, including how the project meets the goal of stabilizing the community by providing healthy housing solutions.

### Project Team Description & Qualifications

The project team description should include:

- A description of each member of the Respondent's team, including: a resume, how the member will participate in the project, his/her relevant experience, and portfolios of any similar projects on which s/he has worked.
- Organizational structure, including a clear explanation and an organizational chart for any proposed partnership or joint venture, showing structure and percentages of ownership and investment.
- A summary of the Respondent's work in the community and/or other similar communities.

### Project Financial Information

The financial proposal must include the following:

- A summary narrative of the financing structure of the project that explains permanent and construction financing and sources for each.
- Supporting documentation for the financial proposal, including all assumptions made regarding construction costs, financing and soft costs, the use of public or private subsidy, lease rates and/or sales prices, operating expenses, and any other relevant information.
- Completed "Project Criteria Worksheet" provided in Appendix 8 of this RFP.

### Site Plan & Design

Detailed architectural plans are not required at proposal submission. Respondents are required to outline the design approach and provide site plans that:

- Show square footage, broken down by use/type
- Building height and use broken down by floor; and
- Proposed architect.

## Sustainable Development

Climate sustainability through energy conservation is addressed in the Jackson/Teton County 2012 Comprehensive Plan. Specific principles are outlined, including: reducing consumption of non-renewable energy, reducing energy consumption through land use, reducing energy consumption through transportation, and conserving energy through waste management and water conservation.

Respondents should include a narrative summary describing how the proposed project meets the community's goals of reducing energy consumption.

## Schedule

Respondents should provide an anticipated development schedule that includes a projected timeline for each major step associated with completion of the project from development agreement to certificate of occupancy, how they will be held accountable for the proposed dates, and what contingencies may apply.

## Selection Criteria

Proposals will be evaluated using the criteria listed below in no order of preference.

1. Completeness and quality of overall response
  - Completeness and quality of proposal
  - Quality of building, design, and residential program
2. Program and design
  - Number, type, size, and affordability of residential units provided
  - If proposed, type, size, and community benefit provided by ground floor commercial floor area.
3. Financial and schedule feasibility, including minimizing Town, County, and/or Housing Authority resources.
4. Qualifications and experience

## Due Diligence

Respondents are encouraged to review all publicly available sources of information regarding the site prior to submitting a proposal. Relevant materials include: 2012 Jackson/Teton County Comprehensive Plan and the Town of Jackson Land Development Regulations. Copies of the electric distribution easement and the access easement on the property are provided as part of this RFP packet.

## Inquiries & Submissions

All inquiries regarding this RFP should be directed to [aprilnorton@jacksonwy.gov](mailto:aprilnorton@jacksonwy.gov). Questions will be accepted until January 15, 2017. Answers will be posted on a rolling basis at [www.jhaffordablehousing.org](http://www.jhaffordablehousing.org).

## RFP Timeline

The Jackson Town Council has approved the following timeline for this RFP:

RFP Release	November 7, 2017
RFP & Site Information Session	December 4, 2017
Submission Deadline	February 9, 2018

Proposals are due February 9, 2018 by 4pm MST. Thirteen (13) copies of the proposal and one electronic copy of the proposal, on a flash drive, must be provided.

Proposals should be hand delivered or mailed to:

Jackson/Teton County Affordable Housing Department  
320 S. King Street  
P.O. Box 574  
Jackson, Wyoming, 83001  
Attn: April Norton, Director