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## **Request for Proposals**

### **Wilburton TOD Site | Affordable Housing Redevelopment**

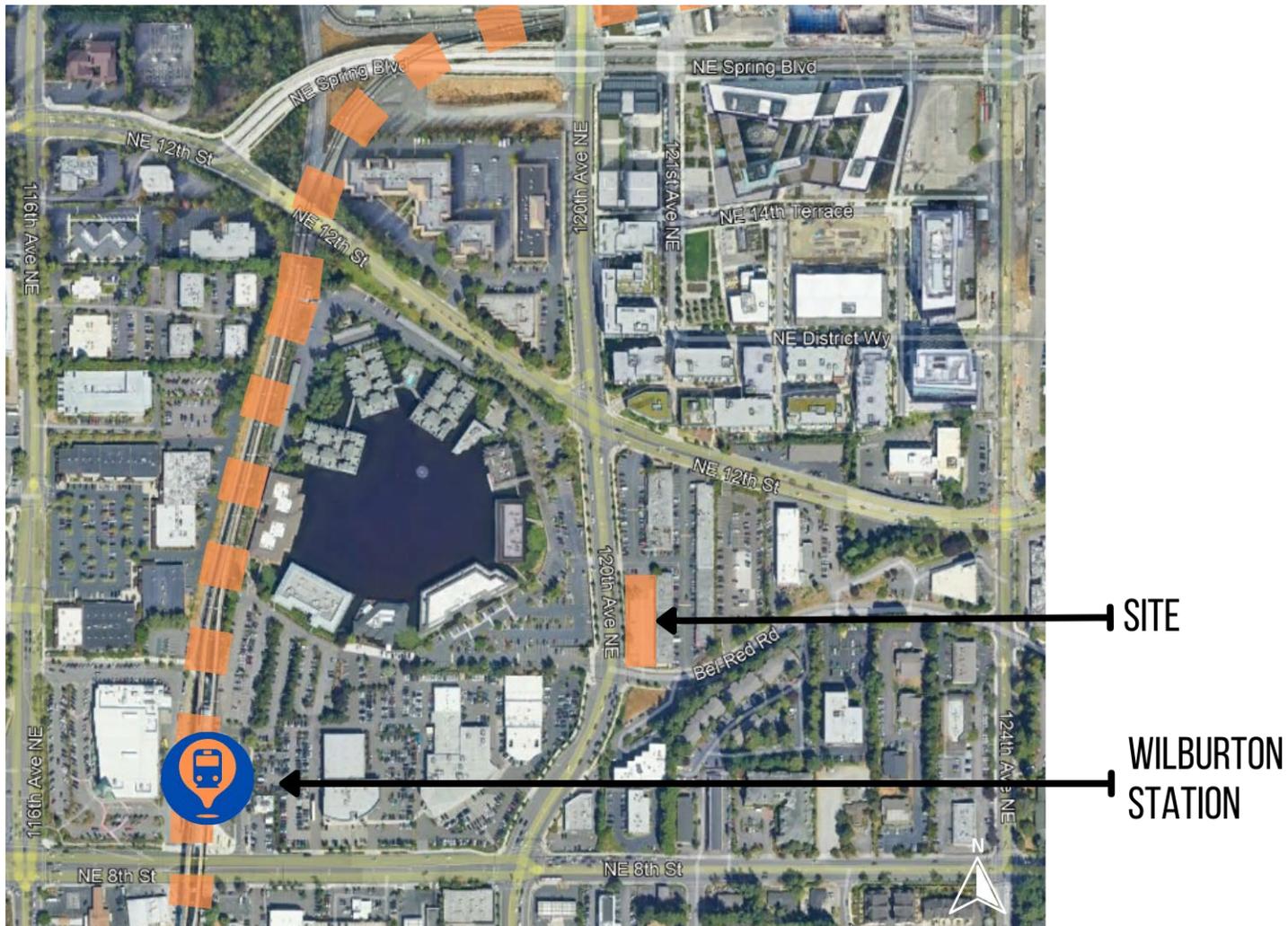
**Published: February 14, 2025**

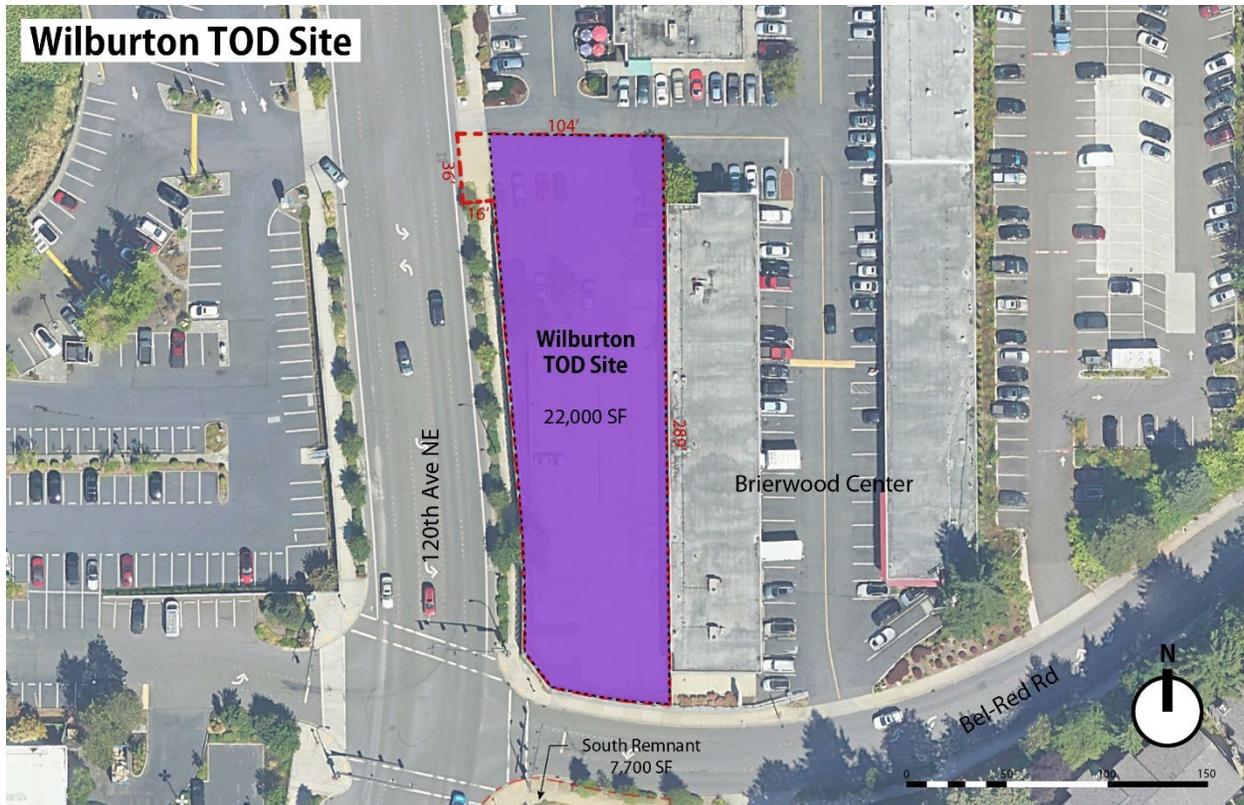
**Responses due by: June 2, 2025**

## Section I. Introduction

The City of Bellevue Office of Housing is seeking proposals from qualified housing developers to design, finance, construct, and operate a mixed-use, affordable housing development on a roughly half-acre parcel of city-owned land located in the Wilburton Transit-Oriented Development (TOD) District. The City of Bellevue is committed to increasing opportunities for Women- and Minority-Owned Businesses (WMBE), nonprofit, and community-based developers, and encourages responses from these firms.

The need for affordable housing in Bellevue is critical to supporting the city's growth, economic diversity, and community well-being. Addressing this issue is essential for creating a sustainable and inclusive environment where all residents can thrive.





Formerly a Porsche auto dealership, the Site is located at 12000 BelRed Road (AFN: 1099100167) and was purchased by the City of Bellevue in 2014 to support a street improvement project. The original property acquisition was subsequently split by the realignment of BelRed Road and now consists of two smaller parcels. One parcel (highlighted in orange in the above photo) is being considered for this redevelopment opportunity. The redevelopment area is 22,132 square feet.

The City of Bellevue is the center of commerce and population for the Eastside of King County, and located about six miles east of Seattle, the state's largest city and metropolitan area. The Eastside has a combined population of about 592,000. King County is forecast to increase by about 150,000 in the next five years. The Seattle-Tacoma-Bellevue Metropolitan Statistical Area has a population of over 4.2 million.

Downtown Bellevue is currently the second largest city center in Washington State with over 1,600 businesses, 53,000 employees and 14,200 residents. The Site is located within the Wilburton TOD area directly east of Downtown Bellevue across I-405.

## Property Offering Terms

A Summary of Offering is attached to this solicitation in the Appendix (Attachment A). The City of Bellevue is offering a 99-year ground lease of a roughly half-acre parcel located at 12000 Bel Red Road (AFN 109910167) (“Property”) for affordable housing development.

## Proposed Schedule

DATE	MILESTONE
February 14, 2025	RFP Release
March 14, 2025	Written questions due
March 28, 2025	Addendum issued (if needed)
June 2, 2025	Submissions Due
July 11, 2025	Development Team Selection
September 2025	Agreements in final form
October 2025	City Council Review and Approval

## Section II. Project Goals and Priorities

The City of Bellevue invites development proposals that embrace the city’s philosophy to increase affordable housing at all levels of affordability. While the city recognizes that providing housing units at lower levels of affordability presents unique funding challenges, the city will only accept proposals that include units targeting income levels at or below 80% of the area median income (AMI), with a preference for proposals including units at 30% or less and 60% or less AMI. The desired development outcome is an equitable, cost-efficient, and high-quality building that includes creative design elements such as public gathering spaces and ground level activation.

### Neighborhood Context

The vision for the Wilburton TOD District was established in a July 2024 Comprehensive Plan amendment with Land Use Code Amendments scheduled for adoption in the second quarter of 2025. The vision established in the Plan will transform the Wilburton area into a vibrant, mixed-use urban center that balances residential, commercial, and recreational spaces. This vision reflects the City of Bellevue’s commitment to sustainable development, community engagement, and enhancing the overall quality of life for residents.

### Key Features of the Wilburton TOD District:

- **Mixed-Use Development:** The Wilburton TOD District promotes a mix of residential, commercial, and public spaces. This integrated approach encourages a lively urban environment where people can live, work, and play within close proximity, reducing the need for long commutes.
- **Affordable Housing:** A critical component of the vision is the inclusion of affordable housing options. The district aims to provide diverse housing choices that cater to different income levels, while ensuring that residents in the lower income levels have equal access to housing, transportation, services, and economic opportunity.
- **Enhanced Mobility and Transportation:** The vision emphasizes improved transportation options, including pedestrian pathways, bicycle lanes, and public transit access. This focus on mobility aims to create a walkable community that encourages residents to use sustainable transportation methods.
- **Cultural and Community Amenities:** Development in the Wilburton TOD District will include cultural facilities, community centers, and public art installations to foster social interaction and cultural expression. This focus on community engagement aims to strengthen neighborhood ties and enhance the sense of belonging among residents.
- **Sustainable Design Practices:** Sustainability is at the core of the Wilburton TOD District. The district is designed to incorporate eco-friendly building practices, energy-efficient technologies, and green infrastructure to minimize its environmental impact and promote resilience.
- **Economic Development:** The vision seeks to attract businesses and create job opportunities with the district. By fostering a dynamic economic environment, the Wilburton TOD District aims to support local entrepreneurship and enhance the overall economic vitality of Bellevue.
- **Community Involvement:** The planning process for the Wilburton TOD District emphasized community input and collaboration. Residents, local businesses, and stakeholders are encouraged to participate in shaping the district's future, ensuring that development in the District reflects the needs and desires of the community.

The Wilburton TOD District presents a unique opportunity for affordable housing development due to its desirable location, community amenities, and ongoing revitalization efforts. By investing in affordable housing in this area, developers can work with the City to contribute to the district's growth while addressing the pressing need for accessible living options in Bellevue. General information about the Wilburton Vision Implementation Plan can also be found on the City of Bellevue's [Wilburton Vision Implementation Plan](#) page. Refer to the Property Zoning section below for additional information.

The Site is a unique opportunity for affordable housing and the City of Bellevue estimates development of the Site will accommodate approximately 100 units of affordable housing.

The selected development team will finance, develop, operate, and manage the final multifamily development. The selected developer will also be responsible for all administrative, design, and permitting actions for the development.

## Project Goals

- Maximize development capacity consistent with Transit-Oriented Development with a minimum of 100 units affordable for households at less than 80% of the area median income, with a preference for 30% and 60% or less of the area median income.
  - All applicants should aim to optimize the building footprint and create efficient layouts for both units and the overall building. However, maximizing the site should not compromise organizational and management capacity. Applicants can propose fewer than the minimum of 100 units if proposing a mix of unit sizes and/or bedroom count. Applicants may explore alternative design or delivery solutions such as partnerships with adjacent property owners, integration with future adjacent property development efforts, or other configurations.
- Maximize the impact of City funding. Proposals should demonstrate efficiencies in their development costs and maximize the leverage of its financial contribution.
- Ensure the project meets or exceeds local sustainability and design standards. Proposals must at least meet the Evergreen Sustainable Development Standard (ESDS), which was developed to comply with Chapter 39.35D.080 RCW.
- Enhance community engagement and integrate resident services.
- Ground floor activation is preferred but commercial retail uses are not required.

## Property Zoning

The City of Bellevue expects the selected developer to demonstrate a commitment to working with Development Services and other permitting agencies in the following ways:

- **Willingness to Work with the City of Bellevue.** Preparation of a site plan and supporting documentation in a timely manner that meets permit review requirements and requirements for submitting funding requests. Basic site

development issues such as access, infrastructure, drainage, sewer, water, and other utilities must be coordinated with the City. A timeline for funding, permit approval, and construction must be included in the proposal. In addition, a description of your approach to proposed public engagement based on past projects, ideally in the City of Bellevue, must be included in the proposal.

Development projects proposing 100% affordable housing units are incentivized through special programs, expedited review process, and flexibility within the Land Use Code.

- The City's [Affordable Housing Permit Review and Inspection Fee Reduction Program](#) provides qualifying projects with a 100% fee reduction for certain Development Services Land Use fees.
- In addition to the Land Use Permit Fee Reduction Program, the City is developing changes that would expedite and prioritize City permit review for affordable housing projects. The City has a dedicated team of reviewers focused on designing a system that considers the sensitive timing requirements of affordable housing funding deadlines and the intensive project management needs. While the program has not yet been formally adopted, the City has had an opportunity to pilot elements of the expedited review process resulting in the approval of an affordable housing project currently under construction.
- The Land Use code offers flexibility for site constraints at various levels. The site will be subject to the requirements of the future Wilburton Overlay, a design district. The Wilburton Overlay is anticipated to include an amenity system which will increase the floor area ratio (FAR) allowance beyond the prescriptive base FAR allowing for a higher number of units. In addition to the flexibility offered through the overlay district, the general development code contains provisions for the following:
  - Reduced parking requirement for affordable housing units in proximity to highly served transit stop(s)
  - Further parking reduction for studio and one-bedroom affordable housing units available to households earning 60% or less of the median income
  - Director's administrative approval for site design exceptions such as loading space reduction and alternative landscaping option (ALO)

A revised draft, updated February 6, 2025, of the Land Use Code Amendment for the Wilburton Vision Implementation is also available for review at the links below. **Note:** The items linked below are *draft* code options for the Wilburton Vision District and may differ from the final adopted code, which is anticipated to be complete around the end of May 2025:

- [Wilburton LUCA Draft Option A \(Mandatory Affordable Housing\)](#)
- [Wilburton LUCA Draft Option B \(Voluntary Affordable Housing\)](#)

### Section III. Financial Incentives

Your submittal of a response to this solicitation is NOT an application for the below-referenced funding sources. The amount and availability of capital funding awards for development and construction of the Affordable Units depends on the extent to which the selected Respondent's proposed project meets the requirements applicable to such funding.

The funding sources below are available under programs and policies with their own requirements and conditions. Please review program information for the applicable competitive process for selection of projects for funding:

1. **[City of Bellevue Housing Stability Program \(HSP\)](#)**: The Housing Stability Program, sales tax revenue authorized under [RCW 82.14.530 \(HB 1590\)](#), invests capital funding into targeted affordable and supportive housing developments in Bellevue that serve the city's most underserved and marginalized residents and funds services critical for stable living. Applicants may request funding for capital investment and/or for building-related operations, maintenance, and on-site services (OMS) in Bellevue. Council direction has established the following priorities:
  - a. Provide housing for households earning below 30% of the area median income (AMI);
  - b. Address and prevent homelessness and housing instability; and,
  - c. Focus on underserved, marginalized residents in Bellevue.

HSP funds are advertised annually in Q2, with submission deadlines in Q3/Q4. Depending on the degree to which the submitted proposal addresses the funding priorities, up to \$10 million of funding could be awarded to the project. Application for HSP funding is separate and a commitment will **not** be made directly through a response to the Wilburton TOD RFP. The selected Developer Team will be subject to the established competitive funding process.

2. [Amazon Housing Equity Fund \(HEF\)](#): The Amazon HEF funds the creation and preservation of thousands of affordable homes across three of the communities that Amazon calls home, including the Puget Sound region. Amazon established HEF to help fund the creation or preservation of affordable homes for individuals and families earning moderate to low incomes (30% - 80% AMI)

Amazon may provide reduced-interest, long-term subordinate financing to developers to promote the construction of affordable housing in Bellevue, WA. Amazon's Housing Equity Fund will prioritize projects on an expedited timeframe with preference for projects expected to break ground by the end of 2027.

To model Amazon Housing Equity Funds, prospective development partners should assume subordinate debt with full repayment at the end of an investment term of up to 20 years. Amazon evaluates potential projects on a case-by-case basis and determines its funding based on a variety of factors, including sponsor qualifications, project need and affordable benefits delivered.

Amazon will determine interest rates depending on the current interest rate environment, project affordability (30-80% AMI) levels, and additional underwriting criteria. Amazon utilizes a "but-for" evaluation of projects – in other words, production of affordable units that would not otherwise occur without Amazon investment. Amazon prioritizes long term affordability (99 years), with affordability for units ranging from 30% to 80% AMI. Amazon is not a party to the RFP solicitation process. The City of Bellevue is not a party to investment agreements. Projects may submit general questions related to the Amazon Housing Equity Fund through the City's RFP site, however the City will not and is not able to respond to project-specific financing questions. Do not contact Amazon directly. Development partners selected via the City's RFP solicitation process may apply directly to Amazon following award.

3. The City's [Affordable Housing Permit Review and Inspection Fee Reduction Program](#) provides qualifying projects with a 100% fee reduction for certain permit and inspections fees for projects providing 100% affordable housing.

4. **Local Funding Assistance.** Projects that rely on funds from a combination of sources, including the City of Bellevue’s Housing Stability Program, King County, the Department of Commerce, Washington State Housing Finance bond programs, and/or 501(c)(3) non-profit tax-exempt bonds are encouraged. Funds from the ARCH Trust Fund cannot be assumed to be available for this project. However, the developer(s) is encouraged to apply for funding from the [ARCH Housing Trust Fund](#).
  
5. **Green Building Technical Assistance.** Projects seeking to go beyond Washington State green building requirements for affordable housing (the Evergreen Sustainable Development Standard) will be eligible to apply for funds under the City of Bellevue’s *Green Building Technical Assistance* program. This program is intended to reduce costs associated with 3<sup>rd</sup>-party green building certification programs such as Built Green or LEED (Leadership in Energy and Environmental Design), such as additional design work, energy modeling, and project certification. Technical assistance provided by this program can also include supporting projects in identifying and applying for other financial incentives from State, local, and private-sector sources. This program is currently in development and will be a separate application process independent from this RFP or other financial incentives described herein.
  
6. **Electric Vehicle Assistance Program.** Projects seeking to go beyond Washington State and City of Bellevue code requirements for electric vehicle (EV) infrastructure will be eligible to apply for funds under the City of Bellevue’s *EV Incentive* and *EV Technical Assistance* programs. The EV Incentive program supports affordable housing projects with direct financial support to reduce the cost of installing additional EV infrastructure, beyond what is required by code. The EV Technical Assistance program supports affordable housing projects by providing EV Charging Assessments and other technical assistance. This program is currently in development and will be a separate application process independent from this RFP or other financial incentives described herein.

## Section IV. Submission Requirements & Evaluation Criteria

### Submission Requirements

**Instructions for Proposals:** Submittals are hereby solicited and will be received no later than **5:00 p.m.** on June 2, 2025. Proposals must be submitted electronically to the Office of Housing at [housing@bellevuewa.gov](mailto:housing@bellevuewa.gov). Please title the email “Wilburton TOD Site – RFP Response” and include a link to One Drive, Google Drive, Dropbox or other file sharing services. All files should be clearly labeled. Sections with more than one document should have an independent folder with the title of the section. For questions, please contact the Office of Housing via email at [housing@bellevuewa.gov](mailto:housing@bellevuewa.gov).

**Questions:** City staff are prohibited from speaking with potential Proposers about the Project during the solicitation (Blackout Period). Once this RFQ is published, Proposers will be required to submit any questions in writing prior to the close of business March 14, 2025, for staff to prepare any response required to be answered by Addendum. Questions shall be sent via email directly to [housing@bellevuewa.gov](mailto:housing@bellevuewa.gov). All questions received will be answered and posted on [www.bellevuewa.gov/affordable-housing-rfps](http://www.bellevuewa.gov/affordable-housing-rfps) no later than March 28, 2025.

The City of Bellevue is committed to increasing opportunities for Women- and Minority-Owned Businesses (WMBE), nonprofit, and community-based developers, and encourages responses from these firms.

Interested developers should submit a comprehensive proposal that includes the following:

**A. Developer Experience:**

- a. A brief overview of the development firm, including relevant experience in affordable housing projects.
- b. Examples of previous successful projects, particularly those of similar scale and scope.
- c. Three years of audited financial statements for 2021-2023 and 2024 year end, along with unaudited financials.

**B. Project Concept:**

- a. A conceptual design of the proposed housing units, including unit mix and amenities.
- b. Provide up to three visuals—such as conceptual renderings, diagrams, or precedent images—that help convey the project vision.
- c. Description of how the project aligns with the City’s affordable housing goals.

**C. Financing Plan:**

- a. Detailed financing strategy, including funding sources, projected costs, and financial viability.
- b. Expected timeline for project completion.

**D. Plan for Advancing Transaction.**

- a. Term sheet with sufficient detail to reflect that the development team has considered legal, financial, land use/permitting, and regulatory issues pertinent to a potential ground lease and development agreement. Term sheet must address and account for:
  - i. Assumptions about maximum rent that can be charged for units set aside at proposed levels of affordability;
  - ii. Performance milestones for securing financing for project, obtaining development permits, submitting plans and specifications for review and approval by City, contracting with contractors, obtaining certificate of occupancy .
  - iii. Bases for notice of default, including (but not limited to) failure to meet performance milestones, violation of covenant to set aside and maintain housing units for rent to households meeting eligibility standards such as being under identified area median income thresholds, violation of covenant against charging rent in excess of cap on housing costs;
  - iv. Opportunity to cure breach.
  - v. Time period required by developer to complete due diligence and provisions relating to due diligence.
- b. Discussion of assumptions about developability of the site.
- c. Risks identified by developer that developer wishes to address in ground lease agreement.
- d. Plan to complete due diligence.
- e. All dates included in Section IV D Plan for Transaction should be included in the Project Schedule Tab 5 of the CFA Form.

**E. Community and Resident Engagement Plan:**

- a. Strategies for engaging with the community throughout the development process.
- b. Plans for resident services and integration with local resources.
- c. Plan for marketing available units and/or resident referral plan.
- d. In addition, a description of your approach to proposed public engagement based on past projects, ideally in the City of Bellevue, must be included in the proposal.

**F. Sustainability Practices:**

- a. Outline of sustainable building practices and energy-efficient designs to be utilized.

**G. Compliance and Zoning:**

- a. Confirmation of compliance with local zoning regulations and any necessary permits if applicable.

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria, with a weighted scoring system applied according to the relative importance of each criterion. Additional details on the individual evaluation criteria and submittal requirements are provided in the table below:

No.	Criterion	Weight
1.	<p><b>Affordability</b></p> <p>The affordable housing component will be evaluated based on the number of units, affordability levels, and long-term stability, in addition to how delivery of this component connects with and is incorporated into the Plan to Advance the Transaction, and the Project Financing Plan.</p> <p><b>Number of Units.</b> The City desires the greatest allowable number of units, balanced with affordability, quality design, and diversity of unit sizes.</p> <ul style="list-style-type: none"> <li>• <b>Density Expectations.</b> The goal of this project is to maximize density to meet Transit Oriented Development (TOD) expectations per the Wilburton Vision. Although a minimum of 100 units is preferred, applicants have the option to propose an alternative mix of unit types and sizes to support affordability and financial feasibility priorities.</li> </ul>	30%
2.	<p><b>Experience and Affordable Housing Track Record</b></p> <p>Responses will be evaluated on the proven ability of the Developer and the Development Team (including the architect, general contractor, other contractors, and additional key personnel) to successfully deliver high-quality, high-density affordable housing</p>	20%

	<p>developments in an urban setting. Experience successfully working to build affordable housing in King County will be a plus. Evidence of this ability shall be demonstrated by the success and quality of previous comparable developments including design, timely completion of projects within budget, and ongoing property management (for rentals).</p> <p><b>Strength of the Development Team.</b> Factors such as the team’s record of performance on similar development projects including quality of work, industrial safety records, cooperation, responsiveness, labor force management, and other managerial considerations will be taken into account in reviewing proposals. Submittals should demonstrate a sound approach for coordinating the site design with the City, including development and installation of infrastructure and utilities and compatibility of other adjacent sites.</p>	
<p>3.</p>	<p><b>Quality and Feasibility of the Project Concept</b></p> <p>Responses will be evaluated on how well the proposed development aligns with the City’s project requirements in housing, sustainability, and public realm improvements. Proposals should demonstrate how the project contributes to the surrounding area and addresses community needs, including any innovative design, sustainability, or amenity approaches.</p>	<p>20%</p>
<p>4.</p>	<p><b>Strength and Feasibility of Project Financing Plan</b></p> <p>Responses will be evaluated on the capability of the Development Team to secure the financing and resources necessary to complete the proposed project in a timely manner and within budget. This will include:</p> <ol style="list-style-type: none"> <li>1. An evaluation of the Developer’s ability to guide this project through the state and county funding cycles (for example the Low-Income Tax Credit process) and a track record of bringing investors and lenders to the table to help finance projects.</li> <li>2. An evaluation of the developer’s financial capacity to secure and guarantee the proposed sources of funds and achieve market appropriate terms of financing.</li> </ol>	<p>15%</p>

	<p>3. Construction and operating budgets shall be submitted with all proposals that demonstrate the feasibility of the proposed financing package and construction budgets to complete the proposed development and achieve the affordability levels. Project submittals shall also include documentation that the necessary financing would be available for the development, construction, completion, and management of the proposed project or certification from the chief financial officer or an independent accountant for the developer(s) stating that the developer(s) and the development team have adequate financial resources and project equity to develop, construct, complete, and manage the proposed project.</p>	
<p>5.</p>	<p><b>Commitment to Community Engagement and Resident Activities</b></p> <p>Proposals will be evaluated based on the Development Team’s proven ability to conduct meaningful public outreach, build local support, and incorporate community input into the design process, with a focus on past examples where community needs were successfully integrated into project outcomes.</p> <p><b>Community or Commercial Space.</b> Proposals will also be evaluated based on the applicant’s willingness to include community and/or commercial space on the ground floor of the project. The City anticipates that conceptual designs for the ground floor space will be coordinated with the housing to ensure appropriate links and combination of uses.</p>	<p>15%</p>

## Section V. Proposal Contents

Proposals should be organized in accordance with the Evaluation Criteria, and shall include the following:

Proposal Contents for Criterion 1	Affordability
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1. **Affordable Housing:** Provide a detailed outline of the affordable housing component, including the number of units, proposed affordability levels, and duration of affordability. Describe how these units meet community housing needs and support residents' long-term stability.

2. **Affordability of Units:** The city will only accept proposals providing 100% affordable units for tenants targeting income levels at or below 80% of the area median income (AMI), with a preference for proposals including units at 30% or less and 60% or less AMI. Please note if the proposed affordable component will also include residential space for onsite staff if appropriate. The desired development outcome is an equitable, cost-efficient, and high-quality building that includes creative design elements such as public gathering spaces and ground level activation.

A home is considered affordable if the total housing costs (i.e., rent or mortgage and any homeowner's association dues), including utility allowance, do not exceed 30% of total household income for a presumed household size.

The King County/Seattle Metropolitan Statistical Area (MSA) AMI for 2024 is \$147,400 for a family of four.

In evaluating proposals for affordability, the Evaluation Committee will review the Plan for Advancing the Transaction and the Plan for Project Financing to see whether the developer has adequately considered how affordability covenants and the City's ground lease interest will affect project financing and ability to construct and maintain rental housing units at the levels of affordability proposed. Affordability will be measured at several levels:

- The number of rental units affordable to households earning at or below 30% AMI.
- The number of rental units affordable to households earning at or below 60% AMI.
- The strength of the commitment the developer is making to ensure long-term affordability.
- The length of the term (duration) of affordability (A minimum 55-year affordability period is required, with proposals providing affordability in perpetuity preferred).

All units regardless of household AMI must have substantially the same quality of equipment and amenities and be comparable in size in terms of number of rooms and square footage. While the City is choosing not to prescribe an exact number of units at specific levels of affordability to allow respondents to be creative in their designs, it is worth noting that many funding mechanisms do have these restrictions.

Funding for affordable rental projects generally expect that 100% of the units be designated affordable at or below 60% AMI. This is a helpful link to the A Regional Coalition for Housing (ARCH) 2024 Rent Limits for reference: <https://www.archhousing.org/income-guidelines>

The City of Bellevue, through its association with ARCH, will administer affordability monitoring and compliance requirements for affordable rental housing. The proposal must include a chart or other description of the total units, level of affordability, unit size, and population proposed to be served.

Proposal Contents for Criterion 2	Experience and Affordable Housing Track Record
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Proposers should provide a detailed overview of the expertise, knowledge, and relevant experience of the key Development Team members responsible for delivering the proposed project, ensuring that each submittal requirement outlined below is addressed.

1. Interest Letter: A formal letter introducing the development team, highlighting interest in the project, and providing a brief summary of the qualifications and approach to the development opportunity.
2. Development Team Profile: Provide a description of the firm(s) that comprise the Development Team responsible for the development and delivery of the required project components.
  - a. **Organization Chart**: Include a visual organization chart along with a description of the roles and responsibilities of each firm and team member. Clearly outline the specific duties assigned to each team member and their respective organizations.
  - b. **Team Relationships**: Describe the relationships among Development Team members, emphasizing how collaboration is structured and facilitated within the team. Explain how the firm(s) and individuals interact and contribute to the success of the project.
3. Team Experience and Qualifications: Describe the qualifications, experience, and capabilities of the Development Team in delivering real estate development projects of similar size and scope. This should include prior collaboration or partnership with public sector entities.
  - a. **Firm Resumes**: Provide a brief resume for each firm on the Development Team, detailing their history, expertise, and relevant project experience aligned with their role on the project.
  - b. **Key Individual Resumes**: Include a brief resume for each key individual involved in the project, highlighting their previous roles in similar projects and

how their experience relates to their responsibilities within the Development Team.

- c. **Project Experience:** Provide a portfolio of completed projects (minimum of three) showcasing the Development Team's expertise in delivering affordable housing and sustainable projects.
  - I. For each project, include key details: project name, address, size, number of units, type, ownership structure, completion year, and roles of key team members. Highlight public realm improvements and community benefits, such as transit access or affordable housing, and note any significant challenges and solutions. Each example should reflect the team's skill in managing multifaceted projects, collaboration, and innovative solutions.
  - II. A minimum participation on the Development Team of two (2) new construction and/or substantial rehab projects completed in Washington state within the past seven (7) years is required.
  
- 4. Diversity, Equity and Inclusion: Proposers should outline their approach to ensuring diversity, equity, and inclusion within the Development Team, workforce, and contractors, including how their approach would meet the intent of Bellevue City Code 4.28.170.
  
- 5. Claims, Lawsuits, Judgments, and Settlements: Provide a list and description of the existence of past (within last 7 years) and current liens (non-mortgage) greater than \$50,000, claims, lawsuits, judgments, settlements, or obligations, and their status against any principal of the Development Team.
  
- 6. References: Contact information for past clients or public agencies for reference purposes. Letters of recommendation or testimonials from previous projects.
  
- 7. Supplemental Experience and Qualifications: Provide any additional experience and qualifications information that demonstrates the ability to successfully implement and complete the proposed Project.

Proposal Contents for Criterion 3	Quality and Feasibility of the Project Concept
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1. Project Vision and Concepts: Provide a project vision and approach to development that meets the City’s required public benefits, specifically focusing on affordable housing. Please include detailed responses to the following:
  - a) **Alignment with City Project Requirements**: Describe how the proposed development will advance the City’s goals in housing, transit access, sustainability, and public realm enhancements. Explain how the Project contributes to the surrounding area and aligns with community needs and priorities. Describe any unique or innovative approaches to design, sustainability, or amenities that will enhance the Project’s value to the community.
  - b) **Illustrative Examples**: Provide up to three visuals—such as conceptual renderings, diagrams, or precedent images—that help convey the project vision. These images should illustrate key aspects of the proposed development, its design approach, and its integration with the surrounding area.
  - c) **Community Spaces**: Identify any public or community spaces included in the Project, such as recreational areas, or community meeting rooms, and explain their intended uses and accessibility.

Proposal Contents for Criterion 4	Strength and Feasibility of Project Financing Plan
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1. Project Timeline and Approach: Provide a detailed proposed project timeline, including key milestones for phases such as design, permitting, construction, and financing.
  - a. **Approach to Coordination**: Describe a clear and effective approach for coordinating the site design with the City, addressing development and installation of infrastructure and utilities, and ensuring compatibility with adjacent sites. The timeline should reflect proactive planning for coordination with City agencies and alignment with site requirements.
2. Developer(s) Financing Capacity: The Proposer must demonstrate their financial capacity to fund and sustain the proposed affordable housing project. Submittals should include:
  - a. Evidence of financial capacity, including the three most recent years of audited financial statements.
  - b. Documentation confirming that the necessary financing will be available for project development, construction, completion, and management. This may include certification from the developer’s chief financial officer or an independent accountant, confirming the financial resources and project equity needed to successfully deliver the project.
  - c. Proof of access to capital, such as letters from financial institutions, equity investors, or lenders, supporting the developer(s)' ability to secure financing for all stages of the Project.

3. Funding Approach for Proposed Project: Proposers must provide a comprehensive description of the funding approach for the proposed Project, including a summary of anticipated funding sources, financing structures, and any partnerships or commitments supporting financial feasibility. Proposals should outline the strategy for securing necessary capital, highlighting any innovative funding mechanisms or approaches that enhance alignment with the City's Project Requirements. Additionally, all Proposals must include construction and operating budgets that demonstrate the feasibility of the proposed financing package and ensure affordability targets are achievable and sustainable for the duration of the Project.
  
4. Funding Experience in Past Projects: Proposers must provide examples of past projects where they successfully secured funding for comparable projects. This should include information on the types of financing sources utilized, the scale and complexity of the projects, and any partnerships or innovative funding approaches applied. Proposers should highlight how their experience demonstrates their capability to secure and manage funding for similar developments.

Proposal Contents for Criterion 5	Commitment to Community Engagement
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1. Engagement Strategy: Outline the Development Team's approach to public engagement and community involvement. Successful applicants should have a proven ability to conduct meaningful outreach, build local support, and incorporate community input into the Project design. Provide examples where community needs were integrated into past project outcomes. Include details on outreach to underrepresented communities.
  
2. Community or Commercial Space: Include a plan for community and/or commercial space on the ground floor of the project. The City anticipates that conceptual designs for the ground floor space will be coordinated with the housing to ensure appropriate links and combination of uses. Provide examples of resident uses and integration with local resources.

### **Additional Considerations**

In addition to the project requirements stated above, project submittals will be evaluated based on the degree to which developers address the following items.

- A. Local Funding Assistance.** Projects that rely on funds from a combination of sources, including the City of Bellevue’s Housing Stability Program, King County, the Department of Commerce, Washington State Housing Finance bond programs, and/or 501(c)(3) non-profit tax-exempt bonds are encouraged. Funds from the ARCH Trust Fund cannot be assumed to be available for this project however, the developer(s) is encouraged to apply for funding from the ARCH Housing Trust Fund.
- B. Timeliness of Construction.** Projects that will be ready to start construction immediately following permit approval by the City are preferred. Construction may be phased, although, given the size and scope of the project, phasing is not anticipated. If the project is phased, the timing and sequence for each phase will be determined through negotiation and specific timelines that will be defined in the final agreement. The project should be completed and ready for occupancy by the end of 2030.
- C. Environmental Sustainability.** Designs that incorporate environmentally sustainable materials and practices are highly encouraged. Creative ideas that fully utilize all of the spaces (including, for example, a green roof that incorporates public uses such as a garden and/or recreation space) are also encouraged. The design will need to meet any relevant Energy Codes.

## Submittal Checklist

The City of Bellevue requires submittals to include the following:

1. Signed interest letter on organization’s letterhead, submit as Word document or PDF (“Developer Name\_Letter\_WTODSite”) describing how the development team’s concept and capabilities meet the minimum requirements of this solicitation. Include discussion of the extent to which the concept meets this solicitation’s additional goals.
2. Project Sponsor Experience form, submit as an Excel document (“Developer Name\_Experience\_WTODSite”).
3. Resumes and list of relevant projects, with role and responsibilities on each, of potential team members, submit as Word document or PDF (“Developer Name\_Team\_WTODSite”).

4. Last three (3) years of audited financials, submit as PDF (“Developer Name\_Financials\_WTODSite”).
5. References. Provide at least 3 references from at least 3 completed projects. Include contact information for references who can speak to the development team’s track record, expertise, and capabilities.
6. Financial capability. Submit documents demonstrating capacity and capability to secure financing to obtain permits and complete design and construction of Respondent’s proposed project. At a minimum, submit a financing plan for Respondent’s proposed project, including sources and uses of funds, including equity, for the project. Respondents should prepare pro forma financial statements identifying major project elements. Documents include, but are not limited to, the following:
  - a. 2024 CFA Forms (preferred);
  - b. If proposing LIHTC financing, please submit a 2024 WSHFC self-scoring worksheet;
  - c. Three years of audited financial statements 2021-2023 + 2024 year end; and,
  - d. Unaudited financials
7. Plan for Advancing Transaction incorporating term sheet and other elements as described in Section IV,D.
8. Respondent may also include a term sheet pertinent to the possibility of a real estate transaction conveying title.

## Section VI. Timing and Process

The City of Bellevue will assemble a committee, to include ARCH, to review submission responses based on the criteria identified in Section IV of this RFP. The City will review responses to this solicitation and select a developer team for the Property by July 2025. The selected development team will work with the City to solidify the project concept, development deliverables, project performance milestones as well as negotiate on all deal terms.

The transfer of site control will require Bellevue City Council authorization. The City expects the negotiation of the ground lease and development agreement to be completed within 6 months of selection of the successful Respondent.

The City expects that by October 2025, the Bellevue City Council will consider an action to approve a finalized ground lease and development agreement, signed by the developer prior to submission to Council. Agreement(s) will be executed shortly after Council approval. The development team should be ready to immediately commence the development process for the Property upon Council approval of the agreement.

## Section VII. General Information and Disclaimers

The City of Bellevue is committed to increasing the availability of affordable housing in our community. We invite qualified developers to submit proposals that will help us achieve this goal while enhancing the quality of life for our residents. We look forward to your innovative ideas and solutions.

**Conduct of Proposers:** After the issuance of this RFP, all bidders, proposers, contractors, consultants or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official or representative at any time during the blackout period. For purposes of this prohibition, the relevant terms are defined as follows:

1. **Lobbying:** The attempt to persuade or influence any City employees, officials, or representatives responsible for reviewing, evaluating, ranking or awarding the work or contract for goods or services for or against any solicitation; provided, however, that lobbying shall not include the submission of required materials in direct response to the solicitation according to the instructions to respondents in such solicitation.
2. **Blackout Period:** The period between the time the RFP is issued by the City and the time the City awards the contract.

The City of Bellevue reserves the right to reject any or all submittals that are deemed not responsive to its needs.

All costs of preparation of responses to this solicitation, and all related expenses, are at the sole cost and risk of the applicant. No applicant shall have any claim against the City for any costs incurred in responding to this RFP.

The City of Bellevue reserves the right to waive immaterial defects in responses.

In the event it becomes necessary to revise any part of this RFP, addenda will be created and posted at [www.bellevuewa.gov/affordable-housing-rfps](http://www.bellevuewa.gov/affordable-housing-rfps). Addenda will also be conveyed to those potential submitters providing an accurate email address. Those interested in receiving updates should subscribe via the link in the City website referenced above or directly at this link: [Subscribe for Wilburton TOD Site Addendum Updates](#)

The City reserves the right to cancel this solicitation and initiate a new solicitation as may be needed to meet the City of Bellevue's objectives, as determined by the City in its sole discretion.

The contents of the submittals of the selected Respondent/Submitter shall become contractual obligations if an agreement ensues as a result of this solicitation. Failure of the Respondent to accept these obligations may result in cancellation of the selection.

Applicants understand that under the State of Washington's Public Records Act (RCW Chapter 42.56), all materials received by the City of Bellevue are considered public records, subject to disclosure.

Information provided by the City of Bellevue with respect to the property is not a guaranty as to its accuracy. Applicants will need to conduct their own due diligence with respect to the property.

## Section VIII. Protests

Any protest relating to this RFP shall be strictly subject to the limitations and procedures in this Section.

1. **Protest Contents of RFP.** The protest of any specification, term, requirement, condition, or any other item or process in connection with the RFP must comply with the following:
  - a. Protests must be filed no later than 10 business days prior to the deadline for submission of Proposals.
  - b. Protests must be submitted to the RFP Contact – Attn: Bianca Siegl, Director, Office of Housing at [housing@bellevuewa.gov](mailto:housing@bellevuewa.gov)
  - c. If the protest decision results in a change to the RFP, the City shall issue an addendum identifying the new or revised RFP provisions.

- d. Proposers waive the right to challenge or protest any specification, term, requirement, condition, or any other item or process in connection with the RFP by failing to strictly comply with this requirement.
2. **Protest of Selection.** The City will provide all Proposers notification of the highest-ranked Proposal and Proposer with whom the City will enter into negotiations. After notification, Proposers who were not selected may only protest the selection decision by complying with the following process:
- a. Proposers may request a debriefing within 3 business days after selection notification.
  - b. Proposers are required to participate in a debriefing as a pre-requisite for submitting a protest.
  - c. Proposers must file a written protest within 5 business days after the debriefing.
  - d. The grounds upon which a protest may be based are as follows:
    - i. A matter of bias, discrimination, or conflict of interest on the part of an evaluation committee member; and
    - ii. Substantial and material non-compliance with procedures described in the RFP document.
  - e. Protests shall not be based on the City's subjective determination that an individual Proposal is most advantageous to the City.
  - f. Protests must be submitted in writing to RFP Contact. The protest shall identify with particularity the nature and grounds of the protest.
  - g. The City of Bellevue's Office of Housing Director or designee will issue a response within ten (10) business days from the receipt of the protest, unless additional time is needed. The protesting Proposer shall be notified if additional time is required.
  - h. The decision of the City of Bellevue's Office of Housing on any given protest is final.

- i. Proposers waive the right to challenge or protest any selection decision or related process in connection with the RFP by failing to strictly comply with this requirement.

## Section IX. Appendix

- A. Summary of Offering
- B. Property Appraisal (2024)

## Attachment A: Summary of Offering:

The City of Bellevue is offering a 99-year ground lease of a roughly half-acre parcel located at 12000 Bel Red Road (AFN 109910067) (“Property”) for affordable housing development. Following this competitive solicitation, the City reserves the right to negotiate a real estate transaction with the successful respondent conveying fee title in lieu of negotiating a long-term ground lease. In such event, and subject to prior Council approval of a policy governing sale of City-owned real property for affordable housing development, it is possible that the Property could be conveyed at \$0 purchase price.

Respondents can assume the following:

- An affordable housing qualified household means a household whose [household income](#) is less than 80 percent of the median annual income, adjusted for [household size](#), as determined by the United States Department of Housing and Urban [Development](#) (“HUD”) for the Seattle Metropolitan Statistical Area.
- Affordable Units are affordable when affordable housing qualified [households](#) pay no more than 30 percent of [household income](#) for [housing expenses](#).
- Rents charged must be consistent with requirements to maintain Affordable Units as affordable to affordable housing qualified households. Implications of this:
  - Hypothetically, if the selected development proposal includes 50 units below 80% AMI, and another 50 at or below 60% AMI, the City would impose a covenant limiting the maximum rent that can be charged for 50 units to no more than 30% of 80% AMI, and the other 50 to no more than 30% of 60% AMI; and
  - If the developer requires the tenant to pay for utilities, the maximum rent that can be charged will be further reduced by the cost of utilities.
- The term “household expenses” includes rent plus basic utilities per state law and Bellevue City Code, but the City has the authority to include additional categories of costs in “housing expenses” for purposes of capping such costs at 30% of household AMI.
- Utility allowance will mean the utility allowance established by the King County Housing Authority unless a different policy is otherwise adopted by the City for application to the development project on the Property.

- A household means “one or more adults and their dependents who will be residing in the affordable unit.”
- Household income must include all income from all household members over the age of 18 residing in the household, including all income that would be included as income for federal income tax purposes, e.g., wages, interest income. Income of dependents who reside within a household for less than three months of the year will not be counted toward household income.
  - **Note:** The King County/Seattle Metropolitan Statistical Area (MSA) AMI for 2024 is \$147,400 for a family of four.

### Minimum Requirements

The City's ground lease will be subject to the following minimum requirements:

1. Delivery of at least 100 units of rent-restricted housing affordable for households whose household income is less than 80% of the area median income, adjusted for household size (“Minimum Affordable Units”).
  - a. The Minimum Affordable Units must be maintained for at least 55 years as affordable for an “affordable housing qualified household” as that term is defined under Bellevue City Code.
  - b. Lease covenant must address long-term affordability of Minimum Affordable Units which shall be at least 55 years.
  - c. Lease covenant must limit the maximum rent that can be charged to no more than 30 percent of household income of an eligible household.
  - d. Maximum rent limits must be based on imputed tenant incomes as adjusted for presumed household size.
  - e. Lease covenant must require that rent be reduced by the amount of the applicable utility allowance if a tenant pays for basic utilities separately from rent.
2. The City reserves the right to define “household expense” to include more than basic utilities pursuant to administrative rule or through the negotiation of the agreement with the selected developer. Note: If additional categories of expenses beyond basic

utilities are deemed a “housing expense,” that would further reduce the maximum rent that could be charged.

3. The City reserves the right to negotiate a real estate transaction with the successful respondent that would convey title in lieu of negotiating a long-term ground lease. In such event, and subject to Council approval of a policy governing the sale of City-owned real property for affordable housing development, it is possible that the Property could be conveyed at below market value. If the City, in its sole discretion, chooses to transfer title in lieu of executing a ground lease and development agreement, the long-term affordability of at least 55 years for Affordable Units must be addressed in an affordable housing restrictive covenant to be recorded against title at closing.
4. Delivery of additional Affordable Units to maximize development capacity consistent with transit-oriented development.
  - a. Respondent must specify the affordability level of additional affordable units and state the number of affordable units to which each affordability level applies to ensure the commitment to maintain those affordability levels in the lease.
  - b. **Affordability example:** If Respondent commits to maintaining an additional 30 units at less than 80 percent area median income, an additional 50 units at less than 60 percent area median income, and an additional 20 units at less than 30 percent area median income, a lease covenant must ensure the commitment to maintain those specified numbers of additional units at deeper levels of affordability.
    - i. All additional Affordable Units must be maintained for at least 55 years as affordable for a household whose [household income](#) is less than the area median annual income, adjusted for [household](#) size, as determined by the United States Department of Housing and Urban [Development](#) (“HUD”) for the Seattle Metropolitan Statistical Area for the applicable affordability level.
    - ii. Rents plus basic utilities cannot exceed 30 percent of household AMI based on imputed tenant income as adjusted for presumed household size.

5. Lease provisions must ensure long-term affordability through monitoring, certifications, and reporting.
6. Lease provisions must address remedies for breach and default.
7. All Affordable Units must be marketed and made available to qualified households in compliance with laws and regulations.
8. Certificate of occupancy must be achieved within 6 years from commencement of the ground lease.
9. Performance milestones must be achieved within a timeline to be agreed and set forth in the ground lease after negotiation between the City and successful Respondent.

As consideration for the minimum requirements, the City will provide, subject to City Council approval, a 99-year ground lease at a rent rate of \$0. **Note:** Prior to the conclusion of negotiations on any ground lease and development agreement, the City intends to seek Council policy direction on the setting of rent rates for ground lease dispositions of City-owned real property for affordable housing development. This competitive solicitation is not intended to bind the City Council to any policy prior to Council action.

**Instruction re: Submittals:** Submittals are hereby solicited and will be received no later than **5:00 p.m.** on June 2, 2025. Proposals must be submitted electronically to the Office of Housing at [housing@bellevuewa.gov](mailto:housing@bellevuewa.gov). Please title the email “Wilburton TOD Site – RFP Response” and include a link to One Drive, Google Drive, Dropbox or other file sharing services. All files should be clearly labeled. Sections with more than one document should have an independent folder with the title of the section. For questions, please contact the Office of Housing via email.