

**Board of County Commissioners - Staff Report**

Meeting Date: November 10, 2020 **Presenter:** April Norton, Housing Director
Submitting Dept: Joint Housing **Subject:** Request for Proposals for Horizontal Infrastructure, Planning & Design for 445 E. Kelly Ave.

Statement / Purpose:

The Board of County Commissioners (“Board”) will consider a Request for Proposals (“RFP”) for horizontal infrastructure and design for 445 East Kelly Avenue.

Background / Description (Pros & Cons):

Teton County purchased 445 East Kelly Avenue in June 2020 for the purpose of developing deed restricted housing. On July 20, 2020, staff brought options for developing the property to the Board. At that meeting, the Board directed staff to work with stakeholders to draft an RFP for horizontal infrastructure and design. The Board asked that the RFP include and/or consider:

- A requirement for two options, with at least one option featuring a “walk-in” courtyard development with parking on the south side of the property.
- Consideration of the preservation of the existing Brown cabin for either future housing or public use
- Enhanced access to the Cache Creek Ditch
- Enhanced pedestrian amenities on the south side

The attached RFP for horizontal infrastructure and design sets forth the following timeline, key components, and evaluation criteria:

- Timeline:
 - Release Date: November 10, 2020
 - Question Deadline: November 20, 2020
 - Submission Deadline: December 21, 2020
 - Housing Supply Board Review: January 5, 2021
 - Board of County Commissioners Consultant Selection: January 19, 2021
- Key Components:
 - Requires two site plan studies that are 2-D and 3-D. At least one plan must provide a “walk-in” only design.
 - Subdivides property into six lots, with the expectation that a maximum of 18 residential units will be developed.
 - Provides building envelopes for future buildings so that 18 residential units can fit on the property and within the proposed design.
 - Proposals must include relocating the ditch to the eastern edge of the Brown Property/western edge of the Mike Yokel Park property. The ditch may be placed on the park property.
 - Must meet all applicable Land Development Regulations.
- Evaluation Criteria:
 - Overall quality of site design – 20 points maximum
 - Experience of key individuals – 10 points maximum
 - Proposed fees – 10 points maximum
 - Proven ability to meet deadlines and control costs – 10 points maximum
 - Preservation of at least one historic structure – 5 points maximum
 - Teton County also reserves the right to not choose any respondent.

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Stakeholder Analysis & Involvement:

Stakeholders include Town and County taxpayers, neighbors, and local working families and individuals. Staff worked with several departments and organizations to draft the RFP: Carol Linton and Kris Greenville (Teton Habitat), Steve Ashworth (Jackson/Teton County Parks & Recreation), Tyler Sinclair (Town Community Development Director), Paul Anthony (Town Planning Director), Rick Knori (Lower Valley Energy), Katherine Wonson and Ryan Nourai (Teton County Historic Preservation Board), and Laura Bonich (Housing Supply Board).

Fiscal Impact:

Teton County purchased the property for \$2,255,383.49. Housing mitigation fees will be used to pay for the horizontal infrastructure and design. The fund balance for these fees is \$4,563,267.73 (17-2-500-000-000).

Staff Impact:

The Housing Director will manage the project for Teton County. The Teton County Attorney's Office will draft the contract and any other legal documents necessary. The Parks & Recreation Director and Pathways Manager may provide support for the project as needed. Several Town departments will also be involved.

Legal Review:

K. Gingery

Staff Input / Recommendation:

Staff recommends approving the RFP as presented today and directing staff to release the RFP immediately.

Attachments:

Request for Proposals for Horizontal Infrastructure, Planning & Design for 445 East Kelly Avenue

Suggested Motion:

I move to direct staff to release the Request for Proposals for Horizontal Infrastructure, Planning and Design as presented today.



Horizontal Infrastructure, Planning & Design
445 East Kelly Avenue
Jackson, Wyoming

Request for Proposals

Release Date

November 10, 2020

Question Deadline

November 20, 2020

Submission Deadline

December 21, 2020

Section One: Introduction & Site Context

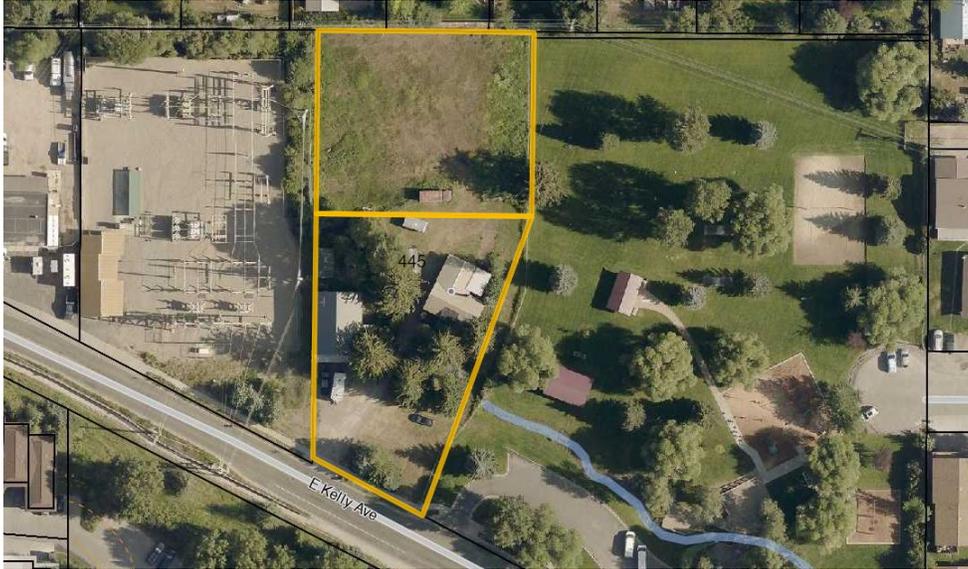
Teton County, through the Jackson/Teton County Affordable Housing Department (“Housing Department”), is soliciting proposals from qualifying consulting firms to provide multi-disciplinary engineering and support services for design and technical evaluations for Teton County owned property located at 445 East Kelly Avenue, Jackson, WY.

This site consists of two lots that can be subdivided into six 7,500 square-foot lots. It is located in the [Neighborhood Low 5 zone \(“NL-5”\)](#) and is adjacent to a public park on the east and a power substation to the west. The County intends to prepare the site for affordable housing development by providing horizontal infrastructure and site design.

A competitive response to the RFP will provide a horizontal infrastructure and site plan that accomplishes the following goals:

- Delivers two site plan studies that are 2-D and 3-D and provide an overall design that maximizes opportunities for connectivity with the adjacent Mike Yokel Park, provides outdoor space for the development, creates an attractive streetscape, and minimizes impacts on the neighborhood.
- Subdivides the property into six lots, with the expectation that a maximum of 18 units will be developed (3 units per lot).
- Provides building envelopes for future buildings so that 18 residential units can fit on the property and within the proposed site design.
- Reroutes the Cache Creek Ditch so that it is removed from the Lower Valley Energy site and relocated along the eastern edge of the Brown Property/western edge of Mike Yokel Park. Portions of the ditch may be placed on the park property.
- Provides enhanced nonmotorized and motorized access that complements the existing infrastructure located at the park. One response should provide parking off Kelly Avenue with only nonmotorized access to the building envelopes.
- Meets all applicable Land Development Regulations.

Neighborhood Characteristics & Amenities



The site is in the East Jackson subarea in the Town of Jackson and is owned by Teton County. It is approximately 1.08 acres. Currently, three structures exist on the property as does the Cache Creek Ditch which flows from the southeastern property line to the middle of the western property line. A site survey is provided as an attachment to this RFP.

Mike Yokel Park, owned by the Town of Jackson and operated by the Jackson / Teton County Parks & Recreation Department, is located to the east of the site. To the west of the site is a Lower Valley Energy substation. And to the north of the site are three single-family homes.

The [2012 Jackson/Teton County Comprehensive Plan](#) identifies the East Jackson neighborhood as a stable subarea. The goal for this subarea is to continue to provide a variety of housing types, including single family, duplex and tri-plex with up to three units per lot.

Land Use & Zoning

The site is zoned NL-5. This zoning allows for a flexible range of residential types, including single-family detached units, duplex units, and triplex units.

- For this RFP, respondents should provide building envelopes for each lot that are flexible so that attached or detached product meeting the NL-5 zone standards can be constructed.

Transportation, Access, and Parking

The Jackson/Teton County Comprehensive Plan prioritizes the creation of a safe, efficient, interconnected, multi-modal transportation network. This site is adjacent to Mike Yokel Park and respondents may consider ways to connect to the existing parking and circulation provided at the park site. Opportunities to enhance the nonmotorized experience, including removal of curb cuts, improving sidewalks, and augmenting sight lines should also be incorporated when possible.

- At least one response that provides parking off Kelly Avenue and only nonmotorized access to the rest of the site should be provided.
- Respondents should assume all residential units will be sprinklered. All fire access requirements shall be verified with the fire department.
- Respondents shall consult with Lower Valley Energy regarding potential access and parking along the LVE substation frontage.

Cache Creek Ditch

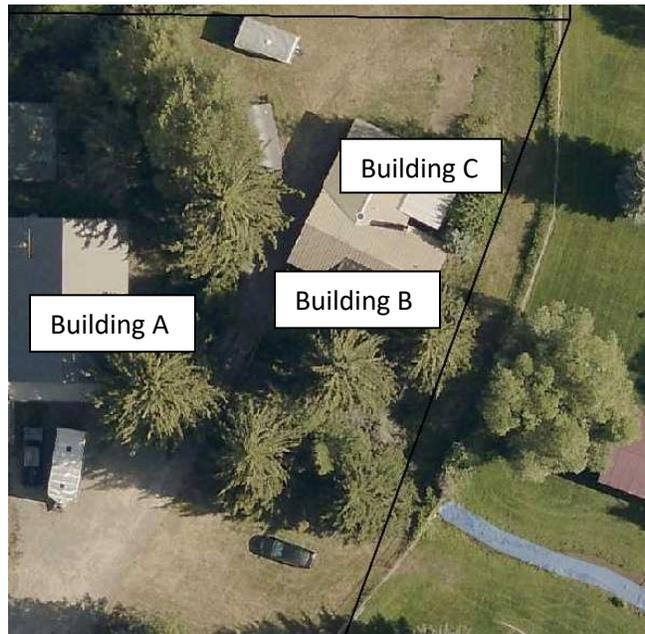
The Cache Creek Ditch currently flows from the park through the 445 East Kelly property and onto the Lower Valley Energy property.

- Proposals should include relocating the ditch from the Lower Valley Energy site to the eastern edge of the Brown Property/western edge of the Mike Yokel Park property. Portions of the ditch may be placed on the western edge of the park property.

Historic Preservation

Three structures currently exist on the site. Building A is a log garage with an accessory residential unit on the second floor. Building B is currently a three-bedroom residential unit with a basement accessory residential unit. Buildings B and C are considered historic and are currently attached.

- Respondents can propose keeping all or some of the buildings on site or removing them. The 1995 addition to Building B may be removed.
- If any buildings remain on the site, respondents should detail their proposed future use in the proposal.
- The Town of Jackson is currently updating its historic preservation regulations. These may include incentives for keeping the historic structures. [Draft Historic Preservation Program Land Development Regulations.](#)



Section Two: Proposal Requirements

Teton County has approved the following timeline for this RFP:

RFP Release	November 10, 2020
Deadline to Submit Questions	November 20, 2020
Submission Deadline & Public Opening	December 21, 2020
Housing Supply Board Review	January 5, 2021
Board of County Commissioners Consultant Selection	January 19, 2021

Questions are due November 20, 2020 by 4:00pm MST and must be submitted through the Teton County www.PublicPurchase.com portal to ensure that all potential consulting teams can see the question and answer.

Responses to the RFP are due December 21, 2020 by 4pm MST. Submissions received after 4pm on December 21, 2020 will not be considered. Responses must be submitted through the Teton County www.PublicPurchase.com portal.

Proposals shall include the following information, in this order:

A) Introductory Letter

Please include a letter of interest that includes the respondent's name, contact information, and primary contact name.

B) Qualifications

- a. Proposed Project Team. Please include an organizational chart and 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.
- b. References. Please provide three (3) references for whom your team has provided similar services. List the name, address, email address and telephone number for each reference along with a brief description of the relevant work experience for each reference.

C) Fees

- a) Provide an order of magnitude site design cost for horizontal improvements for each site plan option proposed.
- b) Include the charge rate and an estimated number of hours for each proposed team member and indicate if there are any additional charges not included in the hourly rates.
- c) If travel is required, detail how that will be charged.
- d) Provide a proposed process to finalize the fee if selected.

D) Project Description/Scope of Work

The project description/scope of work should contain the following:

- a. 2-D and 3-D site plan for two studies.
- b. Infrastructure requirements including water and sewer service, drainage, access, parking, power and natural gas, and any other recommended upgrades.

- c. Description of qualitative aspects of the project, including how the project meets the goals of the Comprehensive Plan for each study.
- d. Schedule to complete the proposed work.

Evaluation Criteria

The initial review of submittals for completeness will be conducted by the Housing Director. All complete submittals will then be reviewed by the Housing Supply Board. The Housing Director will bring forth a recommendation to the Board of County Commissioners, which retains final decision-making authority, based on the following criteria:

- Overall quality of site design – 20 points maximum
- Experience of key individuals – 10 points maximum
- Proposed fees – 10 points maximum
- Proven ability to meet deadlines and control costs – 10 points maximum
- Preservation of at least one historic structure – 5 points maximum

Please note that Teton County reserves the right to not choose any respondent.

Inquiries

All inquiries regarding this RFP should be directed to ahnorton@tetoncountywy.gov. Questions will be accepted until November 20, 2020. Answers will be posted online at www.jhaffordablehousing.org.

Appendix A: Site Survey

Appendix B: Wyoming Cultural Properties Form (for Existing Structures)