



Big River Community Land Trust

Request for Proposals (RFP) Single Family Project Developer

Big River Community Land Trust (BRCLT) is a 501c3 affordable housing organization seeking development services for a 2.75 acre single family, for sale, middle income housing development in the City of Hood River, Hood River, OR.

Development Vision

BRCLT is interested in building the maximum amount of housing allowable under the Middle Housing ordinance ([Cottage code](#)). The homes must meet the following goals:

- Be affordable (HUD standard) to those making between 60-120% of AMI (AMI at 100% for 2024 for a 4 person household in HR County is \$97,800).
- Be durable, sustainable, aesthetically pleasing.
- Floor plans allowing 1,2 & 3 bedrooms at 800-1,400sf attached, detached or shared or no garage space.
- With a target of 45 - 55 dwelling units.
- The project could be phased with a target delivery of 10 - 20 dwelling units annually.
- The BRCLT is flexible regarding design but desires a walkable, pleasant, easily maintained community with gathering areas. The project may be divided into a horizontal infrastructure phase and a vertical housing phase which may be further phased depending on the market assessment and zoning approvals.

Scope of Services Required

1. Interview and hire development team. Consisting of: Project manager, unless your firm provides those services within your fee structure; architect and related subcontractors; and general contractor (Note, the project may be split into separate infrastructure and vertical general contractors).
2. Local companies and contractors are preferred and should be included in the process
3. Identify financing options and assist with applications and securing financing: grants, loans, bonding, etc.
4. Create a development program.
5. Create, submit and manage all entitlement and permitting processes.
6. Please describe the project management services you are proposing to perform. BRCLT envisions needing at least the following development services under the approvals and guidance of BRCLT:
 - a. Managing the selection, contract negotiation and administration of all design services including but not limited to architectural, interiors, landscape, civil, structural and MEP.
 - b. Managing the selection, contract negotiation and administration of all general contractor and related subcontractor services including punch list and all applicable warranty periods.
 - c. Managing all aspects of entitlement and permitting.
 - d. Advising on and securing the optimal construction financing structure including but not limited to grants, tax credits, State and local incentives, and debt.



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- e. Provide all project accounting services through close out including but not limited to:
 - i. Monthly owner reports,
 - ii. Manage all contractor draws from the contractor to the architect for their approval and then for your approval and submission to ownership for final approval and ultimately submit the same to the lender for payment.
 - f. Advising on and securing optimal take-out buyer financing.
 - g. Providing what is anticipated to be a “live body” debt guarantee.
 - h. Leading all neighborhood communication efforts.
- The BRCLT may self-perform aspects of these services and will be heavily involved throughout this process.

BRCLT respectfully requests the following submittals with your proposal:

1. Cost and Fee Structure.
2. General schedule and capacity statement.
3. Project team qualifications, particularly related to the development and construction of affordable housing projects.
4. Team composition including references.
5. List of prior not-for-profit organizations that you have provided similar services to.
6. Information regarding a minimum of three sample projects.
7. Past client references.

Proposals due no later than February 29, 2025

Useful information:

Questions:

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[Pre-ap package](#)