



**CITY OF FOSTER CITY**

**REQUEST FOR PROPOSALS**

**FOSTER'S LANDING TENANT RELOCATION  
ASSISTANCE SERVICES**

City of Foster City  
610 Foster City Boulevard  
Foster City, California 94404

Attn: Marlene Subhashini, Community Development  
Director

[msubhashini@fostercity.org](mailto:msubhashini@fostercity.org)

Release Date: July 21, 2020

Proposal Due Date: August 21, 2020

# Foster's Landing Tenant Relocation Assistance Services

RELEASE DATE: July 21, 2020

CLOSING DATE/TIME: August 21, 2020, 5:00\_P.M.  
*All Proposals must be received by the closing date and time.*

CONTACT PERSONS: Marlene Subhashini, Community Development Director

[msubhashini@fostercity.org](mailto:msubhashini@fostercity.org)

Foster City City Hall  
610 Foster City Boulevard  
Foster City, California 94404  
(650) 650-286-3225

## I. INTRODUCTION

The City of Foster City is seeking proposals for services from a qualified Tenant Relocation Assistance Service Provider to provide tenant relocation assistance services for up to 74 affordable housing tenant households that are facing displacement due to expiring BMR Covenants at the Foster's Landing Apartment Development in Foster City, California.

## II. BACKGROUND

On April 7, 1986, The Community Development Agency of the City of Foster City and Foster's Landing Associates entered into an agreement which required that Foster's Landing provide 74 affordable housing units to qualified households at Foster's Landing. Per the Foster's Landing Affordable Housing Agreement, 74 Below Market Rate (BMR) Units are scheduled to expire between 12/31/2020 and 12/31/2023. The 74 units are set to expire in four (4) phases: *Phase I: 50 units expire by the end of 2020; Phase II: Four (4) units expire by the end of 2021; Phase III: 10 units expire by the end of 2022; and Phase IV: 10 units expire by the end of 2023.*

The attached BMR Rent Roll provides information on current rents and income levels of the Foster's Landing tenants that are facing displacement.

There are several elderly individuals, persons with disabilities and households in Foster's Landing that do not have access to technology and affordable housing resources. There are also single-parent households that do not have time to search, inspect, and apply for new homes. For these reasons and more, the City wishes to utilize the service of an outside agency or non-profit to provide tenant relocation assistance services. Such agency or non-profit would assist Foster's Landing tenants that are facing displacement due to the expiring BMR covenants to find housing based on their specific needs and financial circumstances.

Services may include assistance with finding other BMR units, completing and submitting rental and waitlist applications, unit inspections, resource coordination, transportation coordination, etc.

The benefit of utilizing a Tenant Relocation Assistance Services Provider is to assist the Foster's Landing tenants to relocate to replacement housing affordable to each household.

### **III. SCOPE OF WORK**

The successful consulting firm will be expected, at minimum, to perform the following:

- Work with the City Staff as necessary to develop a specific work program for Foster's Landing tenants.
- Host an online "Town Hall" meeting with impacted Foster's Landing tenants to introduce the Relocation Assistance Services offered by the provider.
- Conduct individual interviews with impacted tenants to obtain required information, i.e., names, ages and gender of occupants, household composition and income, relocation needs, preferences and special requirements.
- Provide on-going advisory assistance to minimize hardships on tenants, including referrals to and coordination with community service resources, public housing and other public services as needed.
- Search for and document comparable available affordable housing for each tenant, provide initial referrals and additional housing referrals, as necessary.
- Inspect replacement dwelling to ensure it meets health, safety and sanitary requirements.
- Arrange for transportation to view replacement sites if needed; assist tenants with their selection of a replacement site.
- Assist tenants with completing and submitting rental and waitlist applications at various housing sites.
- Review and discuss tenants' moving plans in advance of physical move.
- Determine eligibility for any available relocation benefits.
- Assist tenants with providing notice to the current landlord.

#### **IV. PROPOSAL REQUIREMENTS**

Each proposal shall include the following information:

- A. A detailed timeline for the completion of all the services described in the Scope of Work.
- B. Background information on the firm, including details of the firm's experience with similar work; a brief resume of the individual(s) assigned to this project; and contact information for three (3) references. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- C. A proposed schedule for each phase of the process.
- D. A proposed fee structure including a base fee component and a performance fee component tied to successful placement of tenants into substitute affordable housing.
- E. A list of any additional activities and/or techniques that might be helpful to incorporate into the Foster's Landing Tenant Relocation Assistance Program and the specific cost for adding such services.
- F. The hourly rate at which the City would be billed for any services that the City might request outside the scope of the items in the RFP.

#### **V. SELECTION PROCESS**

The City Council Subcommittee, with input from Staff and Essex Properties, will review the proposals and may consider, at minimum, the following criteria:

- Responsiveness to this Request for Proposal
- Qualifications and experience of the individuals assigned to the project
- Success rate of the firm in effectively finding alternate housing for tenants that are at risk of displacement
- Schedule and availability
- Cost of services
- Reference contact results

The Sustainability Subcommittee will make a recommendation to the entire City Council.

## VI. PROPOSAL SUBMISSION INFORMATION

An electronic copy of the proposal should be submitted no later than 5:00 p.m. on August 21, 2020 to:

Marlene Subhashini, Community Development Director  
by email to: [msubhashini@fostercity.org](mailto:msubhashini@fostercity.org)

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal. Finalist candidates may be asked to present their qualifications to the City Council. Following proposal evaluations, interviews and reference calls, the award of a contract to the successful consultant will be at the sole discretion of the City Council.

Questions may be provided by email to Monica Ly at [mly@fostercity.org](mailto:mly@fostercity.org). Responses to questions received by August 18, 2020 will be provided to all potential bidders who provide their contact information to Monica Ly.

Attachments:

1. Foster's Landing BMR Rent Roll-April 2020
2. Foster's Landing Summary

FOSTERS LANDING BMR RENT ROLL - APRIL 2020

Exp Group	Income Restriction (%)	Number of Bedrooms	Number in Household (Current)	Tenant Paid Rent	Rent Subsidy	Utility Allowance	Gross Rent	Number in Household (Move-in)	Move in Date /Vacancy Date	Move in Annual income	Current Annual income	Percent of AMI	Last Recert Date	Familial Status
1	50	1	1	\$255.55	\$0.00	\$131.00	\$386.55	1	16 Oct 2006	\$10,440.00	\$9,384.84	10%	03 Apr 2019	Elderly
1	50	2	1	\$463.79	\$0.00	\$164.00	\$627.79	2	15 Jul 2000	\$10,440.00	\$11,180.64	12%	26 Oct 2019	Elderly
1	50	1	1	\$274.12	\$0.00	\$145.00	\$419.12	1	01 Apr 2011	\$10,522.86	\$11,420.64	12%	30 Jul 2019	Elderly
1	50	1	1	\$555.06	\$0.00	\$143.00	\$698.06	2	20 Jun 2006	\$81,698.24	\$12,911.08	13%	13 Mar 2020	Elderly
1	50	2	4	\$500.00	\$0.00	\$164.00	\$664.00	3	02 Mar 2016	\$27,235.32	\$20,955.12	15%	12 Mar 2020	Families (4 or fewer)
1	50	1	2	\$321.30	\$0.00	\$131.00	\$452.30	2	08 Dec 2018	\$18,092.04	\$18,092.04	17%	09 Dec 2019	Families (4 or fewer)
1	50	1	2	\$338.24	\$0.00	\$131.00	\$469.24	2	01 Aug 2012	\$17,330.40	\$18,769.68	17%	31 Mar 2020	Elderly
1	50	1	2	\$338.24	\$0.00	\$131.00	\$469.24	2	15 Sep 2012	\$17,330.40	\$18,769.68	17%	25 Mar 2019	
1	50	1	2	\$344.24	\$0.00	\$131.00	\$475.24	2	10 Nov 1998	\$7,512.00	\$19,009.68	17%	18 Mar 2019	Elderly
1	50	2	3	\$751.50	\$0.00	\$143.00	\$894.50	3	31 Jul 2019	\$30,080.00	\$30,080.00	24%	31 Jul 2019	Families (4 or fewer)
1	50	1	1	\$513.25	\$	\$143.00	\$656.25	1	22 Nov 2017	\$22,407.60	\$26,250.00	27%	12 Feb 2020	Elderly
1	50	2	2	\$662.56	\$0.00	\$164.00	\$826.56	3	07 Nov 2008	\$19,512.00	\$33,062.28	30%	11 Jun 2018	Families (4 or fewer)
1	50	2	2	\$734.94	\$0.00	\$143.00	\$877.94	5	01 Nov 2000	\$49,606.06	\$35,117.68	32%	26 Feb 2020	Families (4 or fewer)
1	50	1	1	\$797.85	\$0.00	\$131.00	\$928.85	1	24 Sep 2016	\$25,077.41	\$34,622.64	36%	05 Jun 2019	Families (4 or fewer)
1	50	1	2	\$878.74	\$0.00	\$143.00	\$1,021.74	2	16 Dec 2018	\$12,455.04	\$40,869.65	37%	26 Mar 2020	Families (4 or fewer)
1	50	2	2	\$896.85	\$0.00	\$131.00	\$1,027.85	2	01 Oct 2006	\$27,601.60	\$41,114.08	38%	31 Mar 2019	Families (4 or fewer)
1	50	1	2	\$920.39	\$0.00	\$145.00	\$1,065.39	2	21 Oct 2017	\$55,942.12	\$42,615.69	39%	14 Oct 2019	Families (4 or fewer)
1	50	2	3	\$1,129.23	\$0.00	\$143.00	\$1,272.23	3	17 Nov 2016	\$47,782.45	\$49,920.00	41%	28 Feb 2020	Families (4 or fewer)
1	120	1	1	\$879.45	\$	\$131.00	\$1,010.45	1	01 Aug 2017	\$12,360.00	\$40,418.00	42%	30 Sep 2018	Families (4 or fewer)
1	120	1	1	\$942.08	\$0.00	\$143.00	\$1,085.08	1	11 Jul 2019	\$37,500.00	\$42,923.04	45%	11 Jul 2019	Families (4 or fewer)
1	50	1	1	\$951.88	\$0.00	\$131.00	\$1,082.88	3	09 Jul 2004	\$49,037.64	\$43,090.56	45%	16 Apr 2019	Elderly
1	120	1	1	\$1,755.00	\$0.00	\$143.00	\$1,898.00	1	09 Dec 2019	\$48,163.41	\$48,163.41	50%	09 Dec 2019	Families (4 or fewer)
1	120	1	1	\$1,103.65	\$0.00	\$131.00	\$1,234.65	1	30 Nov 2002	\$34,320.00	\$49,386.11	52%	29 Mar 2019	Families (4 or fewer)
1	50	2	2	\$1,270.27	\$0.00	\$180.00	\$1,450.27	2	17 Aug 2019	\$58,010.76	\$58,010.76	53%	17 Aug 2019	Families (4 or fewer)
1	120	1	1	\$1,188.91	\$	\$143.00	\$1,331.91	1	14 Jan 2018	\$47,440.00	\$53,276.22	56%	22 Feb 2020	Families (4 or fewer)
1	120	2	2	\$1,282.75	\$0.00	\$143.00	\$1,425.75	1	22 Nov 2014	\$41,249.84	\$61,595.66	56%	25 Feb 2019	Elderly
1	120	2	3	\$1,661.03	\$0.00	\$180.00	\$1,841.03	3	23 Oct 2007	\$55,226.21	\$70,193.76	57%	18 Oct 2019	Families (4 or fewer)
1	50	1	2	\$1,503.62	\$0.00	\$143.00	\$1,646.62	2	31 Aug 2008	\$70,301.00	\$65,864.66	60%	22 Feb 2020	Families (4 or fewer)
1	120	2	3	\$732.96	\$0.00	\$131.00	\$863.96	3	05 Jan 2008	\$88,706.81	\$79,117.56	64%	19 Jul 2018	Families (4 or fewer)
1	120	1	1	\$1,674.55	\$0.00	\$143.00	\$1,817.55	1	13 Mar 2010	\$52,292.77	\$62,720.52	66%	14 Mar 2020	Families (4 or fewer)
1	50	1	1	\$1,491.50	\$	\$131.00	\$1,622.50	1	20 Oct 2017	\$65,500.24	\$64,900.16	68%	18 Sep 2018	Families (4 or fewer)
1	120	2	3	\$1,982.00	\$0.00	\$143.00	\$2,125.00	3	29 Feb 2020	\$85,000.00	\$85,000.00	69%	29 Feb 2020	
1	120	1	2	\$1,907.40	\$0.00	\$143.00	\$2,050.40	1	18 Jul 2018	\$80,032.42	\$76,280.00	70%	14 Dec 2019	Families (4 or fewer)
1	120	1	1	\$1,565.56	\$0.00	\$131.00	\$1,696.56	1	23 Aug 2014	\$44,926.05	\$67,862.58	71%	01 Apr 2020	Families (4 or fewer)
1	120	1	1	\$1,985.25	\$0.00	\$131.00	\$2,116.25	1	10 May 2018	\$0.00	\$70,800.00	74%	09 May 2019	Families (4 or fewer)
1	120	1	3	\$2,140.00	\$0.00	\$143.00	\$2,283.00	3	26 Dec 2019	\$91,336.44	\$91,336.44	74%	26 Dec 2019	Families (4 or fewer)
1	50	1	1	\$1,637.28	\$0.00	\$143.00	\$1,780.28	2	09 Aug 2012	\$27,313.00	\$71,211.25	74%	22 Feb 2020	Families (4 or fewer)
1	50	1	1	\$1,714.80	\$	\$143.00	\$1,857.80	1	20-Dec-19	\$71,457.00	\$71,456.84	75%	21-Dec-19	Families (4 or fewer)
1	120	1	1	\$1,691.12	\$0.00	\$143.00	\$1,834.12	1	14 Dec 2019	\$73,364.80	\$73,364.80	77%	14 Dec 2019	Families (4 or fewer)
1	120	1	1	\$1,705.63	\$0.00	\$145.00	\$1,850.63	1	15 Aug 2019	\$74,025.00	\$74,025.00	77%	15 Aug 2019	Families (4 or fewer)
1	120	2	2	\$1,946.94	\$0.00	\$143.00	\$2,089.94	2	13 Dec 2019	\$86,683.22	\$86,683.22	79%	13 Dec 2019	Families (4 or fewer)
1	120	1	1	\$1,831.50	\$0.00	\$143.00	\$1,974.50	1	22 Oct 2017	\$79,331.20	\$78,346.97	82%	26 Feb 2020	Families (4 or fewer)
1	120	1	1	\$1,897.30	\$0.00	\$145.00	\$2,042.30	1	20 Oct 2019	\$81,691.93	\$81,691.93	85%	20 Oct 2019	Families (4 or fewer)
1	120	1	1	\$2,070.19	\$0.00	\$143.00	\$2,213.19	1	28 Dec 2019	\$86,683.22	\$86,683.22	91%	28 Dec 2019	Families (4 or fewer)
1	120	1	1	\$2,074.42	\$0.00	\$145.00	\$2,219.42	1	01 Aug 2019	\$88,776.63	\$88,776.63	93%	01 Aug 2019	Families (4 or fewer)
1	120	1		\$	\$	\$	0			\$	\$			VACANT

FOSTERS LANDING BMR RENT ROLL - APRIL 2020

Exp Group	Income Restriction (%)	Number of Bedrooms	Number in Household (Current)	Tenant Paid Rent	Rent Subsidy	Utility Allowance	Gross Rent	Number in Household (Move-in)	Move in Date /Vacancy Date	Move in Annual income	Current Annual income	Percent of AMI	Last Recert Date	Familial Status
1	120	1		\$	\$	\$	0			\$	\$			VACANT
1	120	1		\$	\$	\$	0			\$	\$			VACANT
1	50	1		\$	\$	\$	0			\$	\$			VACANT
1	120	1		\$	\$	\$	0			\$	\$			VACANT
2	120	1	2	\$906.78	\$0.00	\$143.00	\$1,049.78	2	29 Dec 2015	\$41,841.27	\$41,991.15	38%	14 Mar 2020	Families (4 or fewer)
2	120	1	2	\$1,195.69	\$0.00	\$131.00	\$1,326.69	2	07 Jun 2016	\$55,668.49	\$51,625.44	47%	20 Feb 2019	Families (4 or fewer)
2	120	2	3	\$1,074.02	\$0.00	\$164.00	\$1,238.02	3	21 Oct 2016	\$57,582.14	\$49,520.90	40%	01 May 2019	Families (4 or fewer)
2	120	2	3	\$2,066.65	\$0.00	\$164.00	\$2,230.65	3	24 Sep 2016	\$71,164.80	\$89,225.98	72%	25 Feb 2020	Families (4 or fewer)
3	50	1	1	\$964.51	\$	\$143.00	\$1,107.51	1	24 Aug 2017	\$50,845.99	\$44,300.27	46%	23 Feb 2020	Elderly
3	120	1	1	\$1,310.40	\$	\$143.00	\$1,453.40	1	23 Sep 2017	\$56,097.60	\$58,136.00	61%	22 Feb 2020	Families (4 or fewer)
3	120	1	1	\$1,562.13	\$	\$143.00	\$1,705.13	1	18 Oct 2017	\$58,039.80	\$68,205.11	71%	22 Feb 2020	Families (4 or fewer)
3	120	1	1	\$1,915.83	\$0.00	\$145.00	\$2,060.83	1	23 Sep 2019	\$82,433.24	\$82,433.24	86%	23 Sep 2019	Elderly
3	120	1	1	\$1,900.64	\$0.00	\$131.00	\$2,031.64	1	24 May 2017	\$72,132.00	\$89,218.62	93%	16 Jun 2019	Families (4 or fewer)
3	120	1	2	\$2,329.00	\$	\$131.00	\$2,460.00	2	27 May 2017	\$94,420.82	\$108,094.74	99%	01 May 2019	Elderly
3	120	2	3	\$1,524.65	\$0.00	\$164.00	\$1,688.65	3	20 Sep 2014	\$80,342.88	\$67,545.84	55%	25 Apr 2019	Elderly
3	120	2	3	\$2,088.24	\$	\$143.00	\$2,231.24	3	02 Sep 2017	\$64,660.00	\$89,249.48	73%	20 Feb 2020	Families (4 or fewer)
3	50	2	5	\$1,232.52	\$0.00	\$164.00	\$1,396.52	5	02 Jul 2016	\$57,256.42	\$53,845.92	36%	01 Sep 2019	Large Families
3	120	2	5	\$1,350.08	\$0.00	\$164.00	\$1,514.08	5	21 Apr 2010	\$81,100.00	\$60,000.00	41%	31 Mar 2019	Large Families
4	50	1	1	\$313.90	\$0.00	\$131.00	\$444.90	1	15 Apr 1999	\$14,364.00	\$17,796.00	19%	19 Mar 2019	Elderly
4	50	1	1	\$644.49	\$0.00	\$131.00	\$775.49	1	03 Nov 1995	\$34,070.00	\$31,019.72	32%	31 Mar 2019	Elderly
4	120	1	1	\$1,567.98	\$0.00	\$131.00	\$1,698.98	1	01 Jun 2011	\$47,735.06	\$67,959.24	71%	25 Mar 2019	Families (4 or fewer)
4	120	2	2	\$1,248.57	\$0.00	\$143.00	\$1,391.57	5	17 Apr 1998	\$49,296.00	\$52,000.00	48%	14 Mar 2020	Elderly
4	120	1	2	\$2,473.00	\$0.00	\$131.00	\$2,604.00	2	26 Aug 2014	\$65,829.94	\$106,076.76	97%	09 Apr 2019	Families (4 or fewer)
4	50	2	3	\$1,182.90	\$0.00	\$164.00	\$1,346.90	3	31 Jul 1990	\$20,000.00	\$53,876.00	44%	01 Mar 2019	Elderly
4	120	2	3	\$2,296.00	\$0.00	\$164.00	\$2,460.00	3	01 Jan 2014	\$75,165.88	\$98,400.00	80%	01 Apr 2020	Families (4 or fewer)
4	120	2	3	\$2,796.52	\$0.00	\$180.00	\$2,976.52	5	29 Nov 2008	\$70,784.16	\$102,981.78	84%	22 Feb 2020	Families (4 or fewer)
4	120	2	3	\$1,230.75	\$0.00	\$164.00	\$1,394.75	3	16 Mar 2012	\$93,779.04	\$104,579.26	85%	11 May 2019	Families (4 or fewer)
4	120	2	4	\$1,893.62	\$0.00	\$164.00	\$2,057.62	4	14 Jul 2005	\$88,762.02	\$91,922.17	67%	01 May 2019	Large Families
AMI														
	2	5												
100%	109450	147750												

## **FOSTER'S LANDING – EXPIRING AFFORDABLE HOUSING COVENANTS**

The Fosters Landing apartment development in Foster City includes 74 below market rate (BMR) rental units in the 490-unit development. The BMR restrictions are due to expire beginning with 50 units expiring on December 31, 2020. The remaining 24 units will expire at various times up to December 31, 2023. Of the 50 units expiring by the end of this year, some of the units are vacant.

A unique feature of the Fosters Landing affordable housing program resulting from its implementation under earlier state regulations is that the rent is calculated to not exceed 30% of each household's income, rather than being a set amount for each type of unit or a percentage of the County Average Median Income (AMI). A combination of factors, including the rent calculation methodology, as well as the fact that this is the oldest of the City's affordable housing developments with many long-term tenants, has resulted in the tenant income levels including a higher proportion of extremely low- and very low-income households. There is also a high proportion of senior and/or disabled tenants.

The City of Foster City has taken several steps to assist the tenants:

- Amended the City's "Preference Categories" for BMR units to put households living in units due to expire in the highest category in BMR waiting lists;
- Encouraged other BMR properties in Foster City to open their waiting lists;
- Adopted a Commercial Linkage Fee to provide funding for affordable housing programs;
- Engaged with the property owner, Essex Property Trust, to: 1) allow units vacated prior to the expiration of the covenants to be rented at market rates with the differential revenue placed in a fund for tenant relocation assistance; and 2) to match the City's contribution to a one-year extension of the BMR rents for the first 50 units;
- Provided informational materials and affordable housing resources to the tenants to assist them in relocating;
- Held the first of a series of Town Hall meetings with the tenants to hear their concerns;
- Engaged with San Mateo County Department of Housing, Senator Hill's Office and Assemblymember Mullin's Office and others to locate potential sources of funds.

The shortage of available BMR units in the area makes it very difficult for the tenants in the Foster's Landing BMR units to find other housing. Even if they do find other affordable housing, they may not be able to afford the BMR rent given that some of them pay extremely low rents and are on a limited fixed income. Some of the tenants will likely be facing homelessness without additional assistance.

The expiring affordable housing covenants at Foster's Landing is a complex and challenging issue that the City of Foster City is faced with. Staff has been working closely with the Sustainability Subcommittee to find a viable option that will minimize the impacts to the tenants at risk of displacement due to the expiring covenants. The overall strategy is to include a combination of policies and programs that address the Foster's Landing expiring covenants in the most practicable manner.