

Request For Information (RFI)

Downtown Parking Structure

Introduction

The Town of Los Gatos prides itself in a vibrant and historic downtown. The downtown succeeds as a destination for shopping and dining for the region, the state, and the world. This success has led to a long standing and increasing need for off street parking. The Town Council has recently reemphasized the importance of this topic.

The Town Council established an ad-hoc Committee consisting of several Council members. This Committee met several times. Action minutes and meeting information is available here:

<http://www.losgatosca.gov/AgendaCenter/Parking-and-Infrastructure-Ad-Hoc-Commit-13>

Additionally, the Town Council discussed the item at their August 12, 2015 meeting as item #12.

Information specific to that meeting can be found here:

http://losgatos.granicus.com/GeneratedAgendaViewer.php?view_id=5&clip_id=1434

The Town seeks information from qualified private sector firms on public – private partnership opportunities that meet the demand for parking and which may also address other Town priorities. The Town is open to a breadth of solutions and provides guidance in this RFI as to particular areas of interest.

The information provided through this RFI will be presented to the Town Council for review and consideration. The initial intent includes the use of information gathered through the RFI to further guide the Council in viable opportunities. The information will likely provide insight to the Council and help the Council to prioritize the Town needs, with the goal of issuing a follow up request for proposals (RFP). The Council may limit the RFP submittals to the companies that submit in response to this RFI or may open the RFP process to additional participants. The Council may also modify the process to add additional steps or to move more directly to negotiations with one or more qualified partners. This RFI shall in no way limit the options available to the Council.

The most qualified development team will have significant urban mixed-use experience and a demonstrated ability to develop successful, high quality civic and/or mixed use projects, including parking structures. Experience working in public – private partnerships is desired.

Attachment 1

The Project

1. The Town has focused this RFI on the potential for development of three adjacent Town owned parcels on West Main Street (attachment 1). The RFI is structured to provide information in a format of Town “must haves” and Town “like to haves.” The Town requests that respondents address each of these items, including commentary on how each item inhibits or increases the viability of a project.
2. The Town envisions a multi-story parking structure on existing Town owned parking lots with a mix of uses, including commercial and residential.
3. Parcel 510-44-069 was purchased with Town Redevelopment Agency funds for the construction of below market rate housing. The housing use will include these below market rate housing requirements.
4. The Town’s list of required elements or “**must haves**” include:
 - 4.1. The project must substantially increase the available parking in the downtown.
 - 4.2. The project must include at least 6 below market rate residential units.
 - 4.3. The structure must fit with the character of the Town and surrounding structures.
 - 4.3.1. The proposed structure should not appear like a parking garage from Main Street.
 - 4.3.2. Access drives or ramps accessible from Main Street are acceptable.
 - 4.3.3. Vehicles should not be visible from the front of the structure on any level.
 - 4.4. Prevailing wage may be required.
5. The Town’s list of optional elements or “**like to haves**” include:
 - 5.1. Ground level commercial
 - 5.2. Additional below market residential units and/ or market rate residential units (beyond 6 minimum).
 - 5.3. Underground parking as a part of the solution
 - 5.4. Compliance with height limitations of 35 feet or inclusion of design elements that minimize the visual impact from the street from building elements exceeding that height.
 - 5.5. Consistency with existing land use requirements.
 - 5.5.1. The Main Street frontage may allow for zero setback.
 - 5.5.2. Side and rear setbacks should comply with the Municipal Code.
 - 5.5.2.1. Identify locations where it may benefit the Town for setbacks to not comply with the Municipal Code, the extent of the proposed setbacks, the benefit to the Town, and the impact on adjacent properties.
6. The Town provides the following **additional information** for consideration:
 - 6.1. The Town expects to enter a long term ground lease with the developer for the project.

Attachment 1

- 6.2. The Town is open to incorporating a portion of Victory Lane into the project boundary. Developer must coordinate feasibility with County Fire, address easements, and comply with land use requirements.
- 6.3. The development team will be responsible for obtaining all environmental clearances, entitlements and permits at the development team's expense.

7. **Submittal Requirements** Provide information on the following topics, clearly identifying where in your submittal each bullet number is addressed:

- 7.1. Statement of Interest
- 7.2. Development team
- 7.3. Experience of the team and comparable projects completed by the team
- 7.4. Proposed project description
- 7.5. Conceptual Design
 - 7.5.1. Project Height
 - 7.5.2. Mix of uses
 - 7.5.2.1. How will the use address the Town's BMR requirement
 - 7.5.2.2. Square foot size of each space category
 - 7.5.2.3. Total number of parking spaces expected
 - 7.5.3. Conceptual design, either verbally or illustrated, for the Main Street elevation
 - 7.5.4. Additional design documentation as necessary to convey the intent of the project
- 7.6. Financing Strategy –
 - 7.6.1. Overview of financing strategy
 - 7.6.2. Preliminary project pro-forma documentation
 - 7.6.3. Information on the development team's financial capacity for the project
- 7.7. Properties included in the proposal, including incorporating adjacent properties not owned by the Town.
- 7.8. Easements, access rights, public safety access, including a description of how to address each.
- 7.9. CEQA
 - 7.9.1. Traffic mitigation ideas especially around traffic and neighborhood streets
- 7.10. Community Outreach Plan
- 7.11. Sustainability elements that could be a part of the project.
- 7.12. Operations plan to include:
 - 7.12.1. Property management
 - 7.12.2. Free or paid parking
 - 7.12.2.1. Reserved parking
 - 7.12.2.2. Time Limitations
- 7.13. Identify any development and building code issues requiring resolution
- 7.14. Additional information relevant to this project.

Attachment 1

8. Instructions to proposers

8.1. Pre-proposal teleconference will be held September 9, 2015 at 11 a.m. Attendance is strongly recommended.

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeet.me/LosGatos>

You can also dial in using your phone.

United States : +1 (312) 757-3121

Access Code: 985-595-901

8.2. Questions or comments must be submitted to the Town by 5 pm on September 24, 2015.

Responses will be communicated in writing to all recipients.

8.3. Proposals shall be submitted by 5 pm on October 29, 2015. All submittals shall be electronic in PDF or DOC format.

8.4. The Town may schedule interviews with proposers subsequent to review of submittals.

9. Public Nature of Materials

9.1. Responses to this RFP become the exclusive property of the Town of Los Gatos. All proposals received in response to this RFP becomes a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the Proposer as business or trade secrets and plainly marked as "Confidential," "Trade Secret," or "Proprietary". The Town shall not in any way be liable or responsible for the disclosure of any such proposal or portions thereof, if they are not plainly marked as "Confidential," "Trade Secret," or "Proprietary" or if disclosure is required under the Public Records Act. Any proposal which contains language purporting to render all or significant portions of the proposal "Confidential," "Trade Secret," or "Proprietary" shall be regarded as non-responsive. Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure, the Town of Los Gatos may not accept or approve that the information that a Proposer submits is a trade secret. If a request is made for information marked "Confidential," "Trade Secret," or "Proprietary," the Town shall provide the Proposer who submitted the information with reasonable notice to allow the Proposer to seek protection from disclosure by a court of competent jurisdiction.

For Additional Information Contact:

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