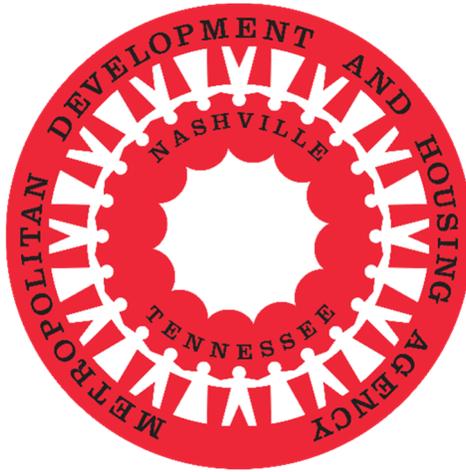


**WORK ORDER PROPOSAL REQUEST (WOPR)  
FOR  
NAPIER AND SUDEKUM REDEVELOPMENT CO-DEVELOPER**

Solicitation NO.2022-CON-WOPR01



**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY  
NASHVILLE, TENNESSEE**

**January 6, 2023**

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# 1 INTRODUCTION

## 1.1 OVERVIEW

The Metropolitan Development and Housing Agency, hereinafter referred to as MDHA, is soliciting Proposals from prequalified developers who have demonstrated the experience and capacity of obtaining funding, constructing, maintaining, and operating multifamily housing for the redevelopment of two of its project sites:

- a. Napier Place
- b. Sudekum Apartments

Together are hereafter referred as “Project Site”, with additional detail as provided on Section 2.3, and as further enumerated herein. MDHA, in its sole discretion, reserves the right to remove any site, or portion of Project Site from this WOPR prior to the Solicitation End Date, or to reject any or all the proposals.

MDHA seeks Proposers who have the capability, expertise, capacity, and resources to pursue and obtain financing and successfully perform the Scope of Services for the proposed Project Site and perform all other services required for the redevelopment of the Project in its entirety as indicated in this WOPR. Proposers must be a prequalified developer under the Napier and Sudekum Redevelopment Co-Developer Short List, RFQ NO.2022-CON-01. MDHA wants all prequalified developers in the Napier and Sudekum Redevelopment Co-Developer Short List to consider submitting a proposal. All terms and conditions from the prequalification Short List RFQ NO.2022-CON-01 apply.

Proposers can propose more than one development concept (scenario) for the selected Project Site, though these alternative development concepts must be based on the use of the RAD program. Although no commitment is being made, other forms of long-term subsidies such as proposed use of Faircloth units, Faircloth to RAD conversion units or Project Based Voucher units can be considered. It should be noted there is no explicit guarantee that other forms of subsidy will be available including Project Based Voucher assistance.

Subject to approval by the MDHA Board of Commissioners and U.S. Department of Housing and Urban Development (HUD), MDHA anticipates entering into at least one (1) co-developer agreement, that contemplates the execution of additional HUD and/or MDHA required documents which comply with all applicable federal, state, and local requirements. These documents include, but are not limited to: (i) a short-term ground lease agreement of up to eleven (11) months to provide the Selected Proposer with site control of the awarded Project Site in order to apply for funding; (ii) a master development agreement for the redevelopment of the awarded Project Site; (iii) a long-term ground-lease for a period of up to 75 years with the Selected Proposer, subject to the Selected Proposer successfully obtaining the required financing to make the Project financially viable (if longer term is needed to comply with competitive funding underwriting requirements, MDHA is open to discussing this); and the Selected Proposer and/or the MDHA obtaining all required HUD approvals including development proposal. The terms of any agreement required by this Work Order Proposal Request (WOPR) NO.2022-CON-WOPR01 will be negotiated with the Selected Proposer, at MDHA’s sole discretion, and may differ from the terms the Selected Proposer outlines in its proposal.

**The anticipated schedule for this Solicitation is provided in Section 3 of this document.**

As the housing and development agency of Nashville and Davidson County, MDHA's mission is to create affordable housing opportunities, support neighborhoods, strengthen communities and help build a greater Nashville. The Agency owns and/or manages nearly 6,700 apartments at 38 properties and administers more than 7,000 vouchers, providing stable housing to approximately 30,000 people. The Agency also facilitates several programs that ensure affordable apartments are created and preserved.

Established in 1938, MDHA is a government agency predominately funded by the federal government and chartered by the state to serve Davidson County. It is governed by a seven-member Board of Commissioners

appointed by the Mayor and confirmed by Metro Council.

The Agency employs approximately 350 people. Its annual budget exceeds \$150 million with capital spending budgets approaching \$50 million on a recurring basis. The operating and capital budgets are self-funded through operations (inclusive of HUD subsidy where eligible), development fees, grant programs and philanthropy.

As the largest owner and operator of affordable housing in Nashville, MDHA seeks every opportunity to be a leading voice in developing solutions to Nashville's housing affordability crisis.

- MDHA is committed to transforming its aging family properties into mixed-income communities. The process ensures a one-for-one replacement of the existing federally subsidized units at each site and deconcentrates poverty by adding new affordable, workforce and market-rate housing. The Agency's first transformation at Cayce Place has been demonstrating promising returns through community engagement, safety outcomes, and new modern apartment buildings.
- MDHA's Payment in Lieu of Taxes (PILOT) program was first approved by Metro Council in 2016. In the first six years, the program has assisted in creating and preserving more than 6,000 affordable apartments. The PILOT program provides financial incentives for Low-Income Housing Tax Credit (LIHTC) developments that encourage new construction and substantial rehabilitation of affordable multi-family housing.
- MDHA has also converted nearly 1,000 of its Tenant-Based Vouchers to project-based vouchers, ensuring units remain affordable for 20 years. This move has allowed MDHA to assist with creating nearly 700 new apartments and preserving more than 200 affordable apartments.

MDHA administers four Community Planning and Development (CPD) programs on behalf of the city of Nashville: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA). These funds are awarded by the U.S. Department of Housing and Urban Development (HUD).

The Agency also oversees 11 Redevelopment Districts, manages Metro's Tax Increment Financing (TIF) program and serves as a developer for the city. One of its current projects is the rebuild of historic Second Avenue.

MDHA's strategic plan focuses on four primary goals:

- Preserve and expand affordable housing in Nashville;
- Provide sustainable and healthy communities;
- Cultivate, enhance, and evaluate strategic partnerships; and
- Continuously improve MDHA's operations.

With MDHA at the helm, and multiple partners from the public and private sectors working together, we can expand and preserve affordable housing in Nashville.

## 1.2 DEFINITIONS

The following words and expressions used in this Solicitation shall be construed as follows, except when it is clear from the context that another meaning is intended:

1. The words “**Affordable Housing**” to mean housing deemed affordable to those with Low income which will serve individuals and/or families, whose household incomes is indicated as a percent of the area median income as published by various agencies having jurisdiction including HUD and MDHA, as applicable.
2. The words “**Board**” or “**Board of Commissioners**” to mean MDHA’s Board of Commissioners.

3. The word “**Bonds**” to mean debt securities issued by state and local governments to raise money for affordable housing developments.
4. The words “**Certified Business Financial Statements**” to mean proposer’s business financial statements to include, but not limited to, balance sheet, income statement, and statement of cash flows that have been prepared and certified by an independent third party certified public accountant in accordance with the Generally Accepted Accounting Principles (GAAP).
5. The acronym “**CHAP**” to mean Commitment to Enter into a Housing Assistance Payments.
6. The words “**Crime Prevention Through Environmental Design,**” or “**CPTED**” to mean the strategies implemented to directly modify the environment to take advantage of pre-existing environmental assets or change the design features and conditions of particular targets (e.g., store fronts, parking garages, or abandoned buildings) or areas in an effort to reduce crime. In some instances, CPTED strategies are implemented during the beginning phases of a project (e.g., during planning of a new housing development.) But, in many instances, the strategies are applied when the need for intervention occurs (e.g., adding security cameras to a store after a robbery.) CPTED strategies are often linked with other community-based crime prevention strategies, such as problem-oriented policing, which emphasizes tailoring crime prevention strategies to solve specific problems. As with other types of community-based crime prevention programs, CPTED is made up of multiple elements or approaches and can be used by various stakeholders within and outside of the criminal justice system. CPTED strategies address quality of life issues by attempting to deter criminal activity, increase overall safety for citizens, and reduce citizen fear of crime. CPTED strategies are thus evaluated to determine not only whether crime was reduced but also whether citizen perceptions of crime were affected by implementation of the strategy. Several key components of CPTED are combined to maximize crime prevention and create positive public perception of measure to promote community safety, including:
  - a. Territoriality (promotes a sense of ownership and may include the use of signs, fences, or artwork that helps define ownership of a given location);
  - b. Activity Support (encourages legitimate activities in public places to foster opportunities for natural surveillance and may include block parties, neighborhood clean-up days, or the design of mini malls to encourage more social interaction);
  - c. Access Control (restricts access to specific areas and can include the use of street barricades, landscaping, locked doors, changes in pedestrian or vehicular traffic patterns, or the use of security personnel to keep people away from restricted areas);
  - d. Surveillance (increase visibility by natural, formal, and mechanical methods such as through promoting routine surveillance by community residents or through the practice of employing more than one employee at retail stores, police patrols, and Closed-Circuit Television also referred to as CCTV);
  - e. Maintenance (ensures the routine maintenance or upkeep of the environment such as clean-up programs or repairs and modifications to meet new threats); and
  - f. Target Hardening (adds physical features that will make it more difficult to commit a crime such as using improved lighting or electronic alarms).
7. The words “**Developer**” or “**Co-Developer**” to mean an individual, association, corporation, joint venture or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the application and is submitting a proposal pursuant to this WOPR. Synonymous with Proposer, Responder, and Respondent.
8. The words “**Developer’s Fees**” to mean the developer fees for mixed-financed and/or RAD projects. Mixed financed projects are subject to HUD Cost Control and Safe Harbor Standards (Safe Harbor). MDHA intends to use Safe Harbor as a guide. Limitations apply to all categories (including Developer’s overhead, Developer’s fees, contractor fees, consultant fees, etc.). HUD requires that a fee in excess of the nine percent (9%) or less of the project costs limit per Safe Harbor be justified by meeting the criteria

stated in Safe Harbor. Additionally, a fee in excess of twelve percent (12%) of the project costs will only be allowed if: 1) allowed by the Board of Commissioners if funding is awarded by said agency; and 2) with significant justification from the Developer demonstrating the increased risk. Under no condition will the MDHA reimburse Developers for costs incurred on the development prior to an executed written agreement and loan closing with recorded documents in effect.

9. The words “**Faircloth Units**” to mean to-be-built units available to MDHA under the limits of the Faircloth Amendment contained in the Public Housing Reform Act of 1998.
10. The words “**Financial Closing**” to mean a stage of the Project when all conditions of the financing agreements are fulfilled prior to the initial availability of funds.
11. The words “**Firm Commitment**” to mean that matched/leveraged funds must be explicit, in writing and signed by a person authorized to make the commitment. The commitment must indicate the total dollar value of the commitment and must be valid through projected financial closing of the Project. It must be supported by evidence of funding ability from an industry-recognized financial institution and show evidence of initial underwriting by the lender or from a financial source determined through documented evidence to be able to support the commitment. Firm commitment shall match the proposed project including building type, number of units, unit mix, number of bedrooms, amenities, etc. Firm commitment and/or commitment(s) as it relates to Resident Job Training, Employment, Section 3, Small and Minority Firms, Women-Owned Enterprises and Labor Area Surplus Firms, shall mean quantifiable numbers and details to describe items as enumerated in the WOPR documents, and any commitments relating to achieving these training, hiring, and employment numbers that are qualified with phrases such as “to the greatest extent feasible”, or “attempt to hire or employ”, etc., will not be deemed as firm commitments.
12. The words “**Green Building,**” or “**Green Construction,**” or “**Sustainable Building**” to mean an approach to development that incorporates in design and operations, ecologically sensitive and resource efficient technologies, system and management practices. For proposed developments involving new construction units, regardless of the development category of the application, the applicant must commit that (i) each new construction unit in the proposed development is a minimum LEED or Energy Star certification or similar program, and (ii) that each new construction unit in the proposed development meet the energy requirements of funding sources and the requirements of THDA where applicable. It is expected that the selected Respondent will make every reasonable effort to incorporate these requirements in such a way as to be able to access financial assistance to be provided under the Inflation Reduction Act for Efficiency and Cleantech funding for low- and moderate-income HUD assisted housing.
13. The acronym “**HUD**” to mean U.S. Department of Housing and Urban Development.
14. The words “**Leadership in Energy & Environmental Design**”, hereinafter “**LEED**” to mean the minimum requirements for green building certification program developed by the U.S. Green Building Council, which include the rating system for design, construction, operation, and maintenance of buildings.
15. The words “**Labor Surplus Area (LSA)**” to mean a civil jurisdiction that has a civilian average annual unemployment rate during the previous two calendar years of twenty percent (20%) or more above the average annual civilian unemployment rate for all states (including Puerto Rico) during the same 24-month reference period. If the National annual average unemployment rate during the referenced period is less than six percent (6%) then the qualifying rate is six percent (6%). If the National annual average unemployment rate during the referenced period is above ten percent (10%) then the qualifying rate is ten percent (10%).
16. The words “**Liquidated Damages**” to mean those damages to be paid by the Developer to MDHA for failure to provide any material portion of any item stipulated in the contract and calculated and assessed in the manner set forth.

17. The words “**Low-income**” to mean families defined as low-income families whose incomes do not exceed the higher of the Federal poverty level or eighty percent (80%) of Area Median Income.
18. The words “**Low Income Housing Tax Credits**” or “**LIHTC**” to mean the tax credit issued in exchange for the development of affordable rental housing pursuant to Section 42 of the Internal Revenue Code and the provisions of THDA’s annual Qualified Allocation Plan (QAP).
19. The words “**Market Rate Unit**” to mean a housing unit that is not subsidized and with rent that is at an amount that is typical of the market rents in the area.
20. The words “**MDHA**”, “**Metropolitan Development and Housing Agency**” or “**Owner**” to mean the public housing agency with ownership and authority over the Project Site.
21. The words “**MDHA Properties**” to mean those certain properties that are owned by MDHA.
22. The word “**Metro**” to mean the Metropolitan Government of Nashville and Davidson County.
23. The words “**Mixed-Finance Development**” to mean a development that utilizes financing from multiple sources, including public and private sources and as defined by HUD 24 CFR § 905.604. The mixed-finance approach permits ownership of the public housing units by an entity other than the Public Housing Agency (PHA).
24. The words “**Mixed-Income Development**” to mean a development that incorporates a mix of income groups as a fundamental part of its financial and operating plans. A Mixed-Income Development may include housing that is priced based on the dominant housing market (market-rate units) as well as units priced for lower income residents. MDHA defines Mixed Income to include affordable housing (up to 80% AMI), workforce housing (80% to 120% AMI), and market rate housing (greater than 120% AMI).
25. The words “**Moderate-income**” to mean families defined as low-income families whose incomes do not exceed the higher of the Federal poverty level or one hundred twenty percent (120%) of Area Median Income.
26. The acronym “**PHA**” to mean public housing agency.
27. The word “**Principal**” to mean a Proposer, any general partner of a Proposer, and any corporate officer, director, or any shareholder of any Proposer or shareholder of any general partner of a Proposer.
28. The words “**Project Site**” to mean Napier Place and Sudekum Apartments, as further enumerated in Section 2.3.
29. The word “**Proposal**” or “**Proposals**” to mean the properly signed and completed written submission in response to this Solicitation by a Proposer for the Scope of Services, and as amended or modified through negotiations.
30. The words “**Proposer**”, or “**Developer**” to mean the person, firm, entity, or organization, as stated on the Solicitation Submittal Form, submitting a response to this Solicitation. Synonymous with Responder and Respondent.
31. The acronym “**PUM**” to mean the per unit monthly subsidy received by MDHA from HUD for public housing units as well as otherwise applied to operating income or expenses as applicable.
32. The words “**Rental Assistance Demonstration**,” or “**RAD**” to mean a HUD program authorized in FY12 Congressional Appropriations Bill to restructure assistance to Public Housing projects and subsequent guidance provided by HUD through notices. There are also ancillary HUD notices and provision of the Code of Federal Regulations (CFR) that apply to certain aspects of RAD, including, but not limited to, HUD Notice Public and Indian Housing (PIH) 2012-32, REV 3, H2019-09 PIH 2019-23 Rev 4, and subsequent revisions and other applicable HUD notices. RAD allows for the conversion of public housing developments to either Site Based Vouchers / Project Based Vouchers (PBV) or Project Based Rental

Assistance (PBRA) HUD Notice Public and Indian Housing (PIH) 2012.32 and subsequent and future revisions. (Note: The Project Site is fully converted under RAD).

33. The words “**RAD Contract Rents**” to mean HUD Approved rents for RAD projects which may be periodically adjusted under annual *Operating Cost Adjustment Factor (OCAF)* notices.
34. The words “**Safe Harbor Standards**” or “**Safe Harbor**” to mean the latest published edition of the HUD Cost Control and Safe Harbor Standards for Rental Mixed-Finance Development.
35. The words “**Section 3 Business**” to mean a business certified by MDHA, in order to be considered as a Section 3 business, under this WOPR.
36. The words “**Scope of Services**” to mean Section 2.0 of this Solicitation, which details the work to be performed by the Selected Developer.
37. The words “**Selected Developer**” or “**Selected Proposer**”, or “**Contractor**” to mean the Proposer that is approved by the Board, and who enters into a ground lease agreement and/or master development agreement (MDA) with MDHA as a result of this Solicitation, also to be known as “the Prime Contractor”.
38. The words “**Site Control**” to mean Proposers must demonstrate site control (e.g., recorded title, executed ground lease agreement, firm purchase contract, Option-to-Purchase, or Local Government Resolution) for the additional sites proposed (privately-owned site) for the projects (where applicable).
39. The word “**Solicitation**” to mean this Work Order Proposal Request (WOPR) document, and all associated forms, exhibits, and addenda.
40. The words “**Subcontractor,**” or Consultant” to mean any person, firm, entity, or organization, other than the employees of the Selected Proposer, who contracts with the Selected Proposer to furnish labor, or labor and materials, in connection with the Services to the County, whether directly or indirectly, on behalf of the Selected Proposer.
41. The words “**Subsidized Housing Units**” to mean affordable units receiving federal or other subsidy for rent through MDHA.
42. The acronym “**THDA**” to mean the Tennessee Housing Development Agency.
43. The words “**Transformation Plan**” to mean the Envision Napier and Sudekum Transformation Plan published by MDHA under the provisions of a Choice Neighborhoods Planning Grant and accepted by HUD on August 13, 2018.
44. The words “**Transit-Oriented Development,**” or “**TOD**” to mean an urban development that maximizes the amount of residential, business and leisure space within walking distance of public transport. A TOD development emphasizes a compact, walkable, pedestrian-oriented, mixed-use community centered on high-quality train system. In doing so, TOD aims to increase public transport ridership by reducing the use of private cars and by promoting sustainable urban growth.
45. The words “**Uniform Federal Accessibility Standards,**” or acronym “**UFAS**” to mean the Federal standards which are applicable for public housing units’ rehabilitation and/or new construction.
46. The words “**Workforce Housing**” to mean housing deemed affordable to those with Moderate income which will serve individuals and/or families, whose household incomes are between eighty percent (80%) and one hundred forty percent (120%) of the area median income.

### 1.3 SELECTION PROCESS

MDHA is seeking qualified respondents with the vision, qualifications, capacity, and resources to redevelop the site. This Work Order Proposal Request (“WOPR”) solicitation will result in a Selected Proposer that MDHA will work with to negotiate a development agreement that includes a firm development period for, at a minimum,

the development of the first phase of the site. The response deadlines are outlined in Section 3 of this WOPR. A selection committee will review responses and may elect to interview all, some, or no respondents. After careful consideration of all information provided to the selection committee a recommendation will be made to the MDHA Executive Director and Board for final approval. There is no development planning required or desired as part of your response to this WOPR but may be contemplated within your response as part of your team's strategy to develop the Project if selected. As to the WOPR, eligible Responders shall give careful consideration to the level of effort required to submit a proposal which meets the requirements of the solicitation. For example, site surveys, environmental assessments, schematics are neither expected or required to be needed to adequately respond to the WOPR solicitation, but proposals could include illustrative diagrams and representations to better present information and direction.

In general, MDHA sought responses to the RFQ that provided the following:

- Highly qualified planning and development team members;
- Strong track record serving as lead developer planning and executing a mixed-income development plan;
- Proven ability to work with several stakeholders whose interests and redevelopment objectives may differ;
- Proven ability to maximize private sector participation in the financing of complex residential projects;
- Strong financial capacity to carry forward and complete the components of this program;
- Examples of innovative and creative planning and design proposals;
- Examples of completed projects, designed by a master planner proposed as part of the Team, with attractive and creative planning and design, based on the principals of New Urbanism;
- Strong track record in partnering with residents, neighborhood groups and local agencies with diverse interests to achieve locally determined goals;
- Demonstrated commitment to employ low-income residents and to utilize Diversified Business Enterprises;
- Experience and knowledge of the local housing market, regulations and codes, familiarity with federal and local affordable housing programs and the local agencies that administer these programs (including Low Income Housing Tax Credits ("LIHTC"), New Market Tax Credits ("NMTC"), Tax Exempt Bonds and related Metro Nashville agencies); and
- Experience working with the HUD mixed finance program.

### **1.3.1 Post-Selection Due Diligence**

Following receipt of notification from the MDHA of the selection, the Selected Proposer shall execute a negotiated development agreement with MDHA which may follow the development of a term sheet or Memorandum of Understanding covering key business terms which will then be used to draft and complete a development agreement.

- 1.3.2 MDHA reserves the right to select multiple co-developer teams if it believes it is in the best interest for the Agency and the Project to proceed as such.

**END OF SECTION 1**

## 2 SCOPE OF SERVICES

Information in this section are expectations for the Selected Proposer and for consideration within your response but are not actions required at this time. Requirements for the response to this WOPR are outlined in Section 4.

### 2.1 BACKGROUND

The purpose of this Solicitation is to maximize and expedite the development potential of Napier Place and Sudekum Apartments, and provide a financial return to the MDHA, while increasing the supply of quality affordable housing inclusive of public housing, for the residents of Davidson County.

MDHA is seeking co-developer(s) who have successful experience in obtaining project financing and can aggressively pursue all available funding sources, which shall include the Tennessee Housing Development Agency (THDA) funding, including but not limited to Low Income Housing Tax Credits (LIHTC). This may include other funding sources such as: Federal Home Loan Bank (Affordable Housing Program (AHP) and Community Investment Program (CIP)), New Market Tax credits, HUD insured 221(d)4 loans, etc., in addition to any other funding which may be available from private foundations, corporations, federal agencies inclusive and in addition to HUD, etc. MDHA seeks qualified developers to make the Project financially viable, meet stated objectives and requirements of this WOPR, in addition to minimizing funding sources (Reserve Funds, Metro Capital Spending Plan) from MDHA and Metro Nashville Government. Accordingly, proposals shall include a feasible development scenario that is based on realistic expectations of financing and funding. Proposers are required to indicate in **Form 1 - Revenue and Income Streams Proposal** the funds that will be paid to MDHA for the use of the Project Site, for MDHA's participation in the development process, and for the value of the RAD subsidies as components of the project.

MDHA seeks a developer who can implement HUD's Rental Assistance Demonstration (RAD) and all applicable requirements including provision of the RAD Physical Condition Assessment (RPCA) for the Project Site. The Selected Proposer(s) will be required to assist MDHA with bifurcating the existing HAP agreements for the newly constructed properties. MDHA's goal is to contract with a qualified co-developer(s) that will bring the knowledge and experience of their organization to enter a "full service" agreement where the selected firm will handle everything from start to finish for demolishing, where applicable, and replacing MDHA's existing housing units and for securing rental assistance or any other public subsidy. The Selected Proposer(s) will work with MDHA to facilitate the RAD closing process if required by Faircloth to RAD or similar transactions.

On October 1, 2017, MDHA completed the conversion of Napier Place and Sudekum Apartments under RAD with rents subsidized by Project Based Rental Assistance (PBRA).

On November 14, 2022, the MDHA established a prequalified Short List of co-developers for the redevelopment of Napier Place and Sudekum Apartments and other future projects at MDHA-owned housing properties pursuant to Request For Qualifications 2022-CON-Q01. This authorizes the Executive Director of MDHA to seek proposals from the co-developer Short List at their discretion. The MDHA wants all prequalified co-developers in the Co-Developer Short List to consider submitting a proposal.

The MDHA seeks Proposers who can provide employment opportunities for extremely low-, very low-, low-, and moderate-income residents, and improve the quality of life through the development of the Project Site, as described below. The MDHA seeks firm commitments in the hiring and training of extremely low-, very low-, low- and moderate-income individuals, Section 3, minority-owned business enterprises, women-owned business enterprises, small business enterprises, veteran, and service-disabled veteran -owned business

enterprises, resident job training, job creation and other initiatives as further enumerated in this WOPR. Commitments that are not compliant with the definition of “Firm Commitment” under “Section 1.2, subsection 11” of this WOPR will not be deemed as firm commitments.

The MDHA will retain ownership of the land and will participate in business arrangements with the company that owns the improvements. The MDHA expects to share in the revenues generated by the new developments and in the Proposer’s fees garnered from the development work. This may include, but is not limited to, ground lease capitalized payments and annual payments, share of net revenues, share of developer fees, asset management fees, and other sources as may be provided by developers in their Proposals, though the final negotiated terms may differ from the terms the Selected Proposer outlined in their proposal. In addition, the MDHA requires each proposer to ensure that the MDHA has a right of first refusal and right of first offer for each of the Project sites. The terms of each of these agreements are subject to further negotiations between the MDHA and each successful proposer.

Privately-owned site(s) - A Proposer submitting a privately-owned site(s), as indicated in Section 2.3, shall provide a comprehensive redevelopment proposal incorporating the corresponding site(s).

The master plan assumes the most aggressive plan which relies on the purchase and development of street frontage along Lafayette Street. Developing here first would offer the best opportunity to minimize moves of existing residents. It also presents the best opportunity for market rate residential, commercial office, and retail. Proposals shall address if and how the Team will consider purchasing these parcels.

## 2.2 PROJECT REQUIREMENTS

The Selected Proposer(s) shall comply with the following requirements for the proposed Project Site:

- a. Subject to HUD’s approval, existing Subsidized Housing Units at the Project Site may be demolished in phases and replaced with a one-for-one replacement of Subsidized Housing Units along with a mix of new affordable, workforce and market rate units (i.e., the new units) pursuant to the Selected Proposer’s phased development approach. Proposers may consider but are not limited to the phasing and unit blend as proposed in the Envision Napier and Sudekum Transformation Plan (“Transformation Plan”). RAD Section 18 shall not be considered unless special circumstances arise and then may be discussed with MDHA. MDHA has Faircloth Units available that would initially be subject to Section 9 requirements but will be expected to be converted to RAD shortly after placed in service.
- b. A phased redevelopment approach shall be provided throughout the entire Project Site, until all new construction is completed at the Project Site, and all existing units in the Project Site are vacated. Residents of the Project Site, to the greatest extent possible, should not be temporarily relocated off-site during construction. They should move from their existing Subsidized Housing Units to new subsidized housing units, once completed in phases at the Project Site. MDHA will assist in the administration of relocations; however, the cost of relocations will be the expense of each project.
- c. Proposers may propose a different phasing and temporary transfer/relocation plan for the Project Site from what is indicated herein, which the Proposers believe to be more beneficial to residents and the financing of the Project Site. However, the Selected Proposer shall address the benefits of the different phasing and temporary transfer/relocation plan for the Project Site. Should temporary transfer or relocation to temporary housing units, including, but not limited to, hotel be required, all costs, including, but not limited to, relocation assistance required by the Uniform Relocation and Real Property Acquisition Act of 1970, as amended, and its implementing regulations, shall be borne by the project and the Selected Proposer(s) will need to demonstrate this as financially feasible. Property not owned by MDHA shall be acquired or leased by the Selected Proposer for this purpose.
- d. MDHA would like to achieve a goal that no phase of the Project shall contain more than fifty percent

(50%) of its units as Affordable Housing units, as the MDHA has the goal of providing a mix of unit types throughout as many phases as possible. This mix goal is to be achieved across all phases until all the one-for-one replacement Subsidized Housing Units are developed, but it does not apply to every individual building that is developed through a phase. MDHA has set aspiration goals that Affordable Housing units must be interspersed throughout the Projects, including in any and all buildings, and shall be indistinguishable from market-rate units, from the inside and outside of the units. Proposers may propose and explain alternatives in their response.

- e. The Selected Proposer(s) shall provide a written Emergency Preparedness Plan in accordance with MDHA’s requirements (currently in development) to address activities required before, during, and after a disaster.
- f. The Selected Proposers shall work cooperatively with MDHA, the Project Site residents, their resident association leadership, and other stakeholders including, but not limited to, the Metropolitan Government of Nashville and Davidson County and its Mayor, Councilmembers, and various departments, Metro Nashville Public Schools, Metro Nashville Police Department, social services agencies, community groups, private foundations and companies, etc.
- g. Selected Proposers shall provide, and not be limited to, the following community features, common areas, and amenities for the Project Site:

<b>Community Features / Common Areas</b>
CEPTD/ Security system/ cameras Note: camera systems shall be connected to MDHA and Metro Nashville Police Department monitoring system (currently Milestone)
Resident and guest parking sufficient to fulfill the requirements of Metro Codes and zoning
Sufficient lighting to meet the recommendations of CEPTD and security monitoring *
Elevators (preferably no fewer than two per building) *
Secured parking lot with key fob entry or card entry
Business center with computers, printers, and supplies to meet the requirements of the Tennessee Housing Development Agency’s Qualified Allocation Plan for developments receiving Low-Income Housing Tax Credits
Clubhouse/Community Center
Bike parking
Gym/Exercise room
Tree preservation to the greatest extent possible. Tree replacement as required by code or zoning with an emphasis on shade trees
Accessibility-Compliance with Uniform Federal Accessibility Standards (UFAS) *
Retail/other beneficial uses (as proposed by Proposer and if feasible for the Project Site)
Broadband connection infrastructure installed in all common areas, along with reasonable wireless internet options installed and activated and internet service made available to all residents and guests in the common areas.
Smoke-free buildings with designated exterior areas/structures for smoking. Balconies/porches are not to be designated areas.
Covered mailboxes and secured package rooms
LED lighting, Energy Star appliances and Water Sense fixtures as applicable

Irrigation systems
Resilient flooring (preferably luxury vinyl tile/plank) No carpet in corridors.
Trash chutes and compactors as applicable
Unit entry and mechanical rooms use mechanical hardware set similar to Kwikset SmartLock with smart keybox system for maintenance (no master keys)
Electric door hardware sets with key fobs/cards for common areas, building entry, and corridor entry. Also, for elevators.

\*As per applicable Codes

<b>Public Housing Unit Amenities</b>
New units to be larger than existing units and of a contemporary size for the locality
All units will have same amenities and finishes regardless of affordable or market-rate status
Dishwasher, disposal, oven & range, microwave, refrigerators appropriately sized to their unit size (with ice makers included), and side-by-side washer and dryer hookups in each unit
Integrated HVAC with programmable thermostats
Tile flooring in bathrooms, luxury vinyl tile/plank all other rooms (carpet in bedrooms is not preferred)
Operable windows
Modern kitchen cabinets
Solid surface countertops or better (no PLAM)
Energy-Star appliances as applicable (stainless steel preferable)
Window treatment/coverings for each window
Water Sense or low flow plumbing fixtures
Electric water heater, appliances, HVAC (no gas)
Accessibility-Compliance with Uniform Federal Accessibility Standards per UFAS Requirements *
Broadband and cable connection infrastructure required to be installed in all units, with broadband wall connections to be available in more than one room within each unit, so that tenants can so choose to enroll in internet service contracts for their apartment units. MDHA currently works with both AT&T and Comcast. Google, CenturyLink, and other service providers may be available.
Balconies/Porches for each unit to the greatest extent possible
Nylon or metallic electrical coverplates
Unit entry and mechanical rooms use mechanical hardware set similar to Kwikset SmartLock with smart keybox system for maintenance (no master keys)

\*As per applicable Codes

- h. The Selected Proposers shall also provide the following miscellaneous services at the Project Site:
  1. Hiring opportunities for eligible residents and business for the Project as per HUD's Section 3 requirements.
  2. Adequate maintenance staff for regular and timely maintenance.

3. Pest Control.
  4. Coordinate with City and other applicable agencies to provide traffic related improvements (e.g., traffic lights, buses, etc.).
  5. Participate with police, residents, MDHA, other applicable agencies in the existing Community Safety meeting.
  6. Assist and coordinate with residents and MDHA to provide detailed instructions, information, and meetings for the Project Site residents, to aid them in their transition to the new units and as otherwise required.
  7. Assist and coordinate with MDHA Resident Services Department to provide Homeownership Workshops and other human services programing.
- i. The Selected Proposer shall also hold a series of meetings in consultation with and at the direction of MDHA, to review all aspects of their development approach with residents and to obtain their input where reasonably possible. Issues to be addressed shall include: project schedule, design (including unit interior, exterior, air conditioning and other building systems), materials, accessible units, common areas, and parking, (CPTED), security systems, landscaping, amenities and features, construction, phasing, resident transfer to temporary and/or new units and expenses (to be paid by or through the Selected Proposer), services to be maintained during construction, property management, resident leases, HUD’s Section 3, job training and opportunities, services, programs, RAD requirements where applicable and any other pertinent issues. The Selected Proposer shall also provide residents with updates on the progress of the Project.
  - j. The Project Site public housing residents will have RAD resident rights, which include the guaranteed right to occupy new public housing/RAD units without further rescreening once they are completed. Proposers shall use existing number of Subsidized Housing Units for each corresponding site as the minimum number of public housing/RAD units that will be replaced (one-for-one replacement is required). Additionally, Proposers shall assume that the same percentage of bedroom counts as currently exists in the units is to be provided for the new public housing replacement units (**see chart below**). When necessary, the Selected Proposers will be required to provide right-size units, accommodating an existing resident household’s legitimate and MDHA-approved need for a larger bedroom count unit in their new replacement unit. Similarly, smaller bedroom count units are to be provided as the new replacement unit for a resident household whose lease-based household size is smaller than the current unit they reside in.

Development Name	Address	Parcel Nos.	Bedroom Mix	Existing Stories	Number of Units	Site Size (acres)	Opportunity Zone Census Tract
<b>Napier Place</b>	128 Lafayette Street	09316015000, 09316004100	(120) 1-BR (193) 2-BR (65) 3-BR	2	378	23	Zone 47037014800
<b>Sudekum Apartments</b>	78 Charles E Davis Blvd	09315010800, 09315039200, 09315010600	(235) 2-BR (146) 3-BR (52) 4-BR (10) 5-BR	2 or 3	443	34	Zone 47037014800

**Notes:** Envision Napier and Sudekum Transformation Plan is a guiding document for the redevelopment of these sites, with a current zoning designation requiring mixed-use developments and allowing for higher-density development than existing. (See the Transformation Plan here: <http://www.nashville-mdha.org/wp-content/uploads/2016/11/ENS-Final-Tranformation-Plan.pdf>)

Proposers shall make their own evaluation and determination of proposed number of overall units (in addition to the affordable housing units), for Affordable Housing units, Workforce housing and market rate units, and other uses to achieve the required mixed-income approach. However, preference will be given to proposals that maximize density within the context of features of the surrounding community. The Transformation Plan proposes a unit and mixed-income blend to be considered by Proposers. While not specifically included in the Transformation Plan, MDHA aspires to include five percent (5%) additional affordable housing units at the Site.

- k. The design of the Project for each group shall include CPTED strategies, in addition to meeting with police and others who can provide beneficial input for additional crime prevention initiatives.
- l. The Selected Proposer shall construct a model unit either on site or in close proximity (one mile or less) to the Project Site that is fully functional and furnished. This model unit shall be constructed within 180 days of completion of consultation with residents on design of the building and units. MDHA may extend the completion period for the model unit.
- m. Selected Proposers shall provide all other services as may be required to implement the redevelopment project in its entirety.
- n. Selected Proposers shall agree that all designs will be subject to modification in consultation with MDHA, residents and community stake holders.

### 2.3 THE PROJECT SITE

Napier Place (Napier) and Sudekum Apartments (Sudekum) is a combined 57-acre former public housing community located in South Nashville, TN (Project Site). The Project Site is bounded to the north and west by Carroll Street, Cannon Street, and Interstate 40, to the south by Lafayette Street, and to the east by Lewis Street.

The homes at the Project Site, constructed in 1941 and 1953 respectively, are predominantly brick veneer, with minimal siding. The concrete block structure is exposed inside the units. The buildings have been well-maintained but are obsolete by today's standards. Units are small and buildings are too densely configured. One large green space exists at Napier but is not programmed and as a result, under-utilized. Both sites feature mature trees which should be preserved to the greatest extent possible.

Throughout the Project Site, there is 66 feet of elevation change overall from northwest to southeast. The highest elevation (498') is in the northwest corner of the Sudekum site with the lowest (432') being in the southeast corner of Napier adjacent to the Mt. Ararat Baptist Church. In general, the land slopes downward from the corner of Lafayette Street/Second Avenue southeasterly and parallel to Lafayette Street down to the corner of Lafayette Street/Lewis Street.

Prior to submitting Proposals, Proposers shall become familiar with the Project Site. For additional information about the Project Site please reference the Transformation Plan and the attached site plans. Note: not all the buildings shown on the site plans were constructed. See satellite views on google maps or utilize <https://maps.nashville.gov/ParcelViewer/> and turn on the 2022 aerial imagery. Proposers should conduct additional investigations and due diligence to ascertain site conditions, availability and location of utilities and connections, flood criteria/finished floor elevation requirements, zoning, and all other sites and/or project-related requirements, to ensure that the proposed Project can be built on the Project Site within costs and schedule indicated in the Proposer's Proposal: MDHA will make available existing documents as requested, but there is no recent site survey or geotechnical report.

Proposers are allowed to visit to the Project Site; however, all visits that involve entering the property shall be arranged in coordination with MDHA. The point of contact for scheduling these visits is Ms. Diane Baseheart, 615-252-8434, email: [dbaseheart@nashville-mdha.org](mailto:dbaseheart@nashville-mdha.org). It is preferred to schedule one group visit of all participating proposers on **Tuesday, January 24, 2023 at 1:00pm cst**. The MDHA will allow visits to

only one vacant unit at the Project Site, if there is a vacant unit available to be shown. Any visit is only to ascertain the Project Site's condition. MDHA personnel must remain neutral so discussion regarding the solicitation is not allowed during the site visit.

To expedite completion of the Project, and/or enhance other aspects of the Project, Proposers may also offer a privately-owned site for which they have site control and is within close proximity from the corresponding Project Site (maximum of 1 mile distance from a Project Site), to be included as part of the Project. Proposers shall provide evidence that they have site control of the privately-owned site(s) and provide a brief narrative indicating how the privately-owned site(s) will expedite the Project completion, be beneficial for the residents, and/or enhance other aspects of the Project. A privately-owned site cannot include existing housing vouchers. If a privately-owned site(s) are proposed, references to the Project Site shall also include the privately-owned site(s).

## 2.4 SELECTED PROPOSER'S KEY TASKS

The Selected Proposer shall perform the following key tasks:

- a. Be responsible for identifying and obtaining funding for the Project, for all phases of the development and operation, from any of the available funding sources as indicated herein and as otherwise determined by the developer. The Selected Proposer will be responsible for taking the lead in identifying the funding sources that can be used to cover any financing gaps. The MDHA will play an active role in helping the Selected Proposer with this task.
- b. Plan, design, expedite and obtain all permitting approvals, demolish, develop, construct, maintain, and operate the proposed Project Site consistent with stated goals and requirements of the solicitation and agreement(s) pursuant to all applicable Federal, State, and Local requirements. Selected Proposer will coordinate with MDHA project management staff for guidance on agency design standards, coordinate public meetings, and overall contract discussions.
- c. Transfer or relocate all the affected subsidized housing residents to the new affordable housing units at the proposed Project Site, once they are completed (one-for-one replacement) at the expense of the Selected Proposer. Residents of the Project Site shall be transferred/relocated to new affordable housing units at the corresponding Project Site as part of a phased redevelopment approach to allow construction of various portions of the sites, while other portions remain occupied to the greatest extent possible. Should temporary transfer or relocation to temporary housing units, including, but not limited to, hotels, be required, all costs, including, but not limited to, relocation assistance required by the Uniform Relocation and Real Property Acquisition Act of 1970, as amended, and its implementing regulations, shall be borne by the Selected Proposers. Any relocation plan must be developed in consultation with residents and be approved by MDHA. No additional screening criteria will be imposed. Once the subsidized housing units have been offered to former residents of the Site, any remaining such units and those subsidized housing units on turnover must be offered to residents of the Project Site not already relocated into new housing provided by the Project, and then to applicants on MDHA's housing waiting list which is site specific.
- d. Ensure no unauthorized occupancy/use of the vacated or newly built structures, consistent with existing Federal and State laws, at the proposed Project Site. This includes providing adequate security at the Project Site; demolishing all existing structures at the Project Site in phases where applicable, immediately after the Selected Proposer transfers or relocates existing subsidized housing residents to the new affordable housing units at the proposed Project Site; clearing and grading the sites subsequent to building demolition, etc.
- e. Manage and operate (or assist MDHA to manage and operate) the proposed Project Site to promote community safety for all the residents by implementation of CPTED best practices during all phases of the project; cooperating with the Resident Association, Police, MDHA and applicable agencies; and providing adequate staff for maintenance and operation.

**Note:** For the purpose of this WOPR, Proposers should not necessarily assume that MDHA will provide Section 8 vouchers from its current pool to cover rent for relocated residents. Furthermore, proposers should not assume that the MDHA will approve of a non-RAD Section 18 Demolition and Disposition strategy for some of the units, nor that it will approve of an allocation of non-RAD project-based Section 8 vouchers.

## 2.5 DELIVERABLES

Selected Proposer shall provide in a timely manner all applicable plans, reports, information, documents, or any resource required for the redevelopment and operation of the proposed Project Site and/or as required by MDHA.

## 2.6 PROJECTED DEVELOPMENT SCHEDULE

The Selected Proposer for each group shall maintain a development schedule and timeline for the Project, addressing all major milestones of development including negotiations, site plan approval, re-zoning (if applicable), design and construction documents, building permit approvals, HUD approvals, financial closing, temporary and/or final resident transfer or relocation, construction, marketing and lease-up.

Time is of the essence. MDHA has an aspirational goal to complete the Project within fifteen (15) years. MDHA expects results. If results are not forthcoming, MDHA intends to reserve the right to re-negotiate or renew the agreements every five years. Should respondent have other methods to achieve this objective they may offer those methods in their proposal.

## 2.7 DESIGN AND DEVELOPMENT GUIDELINES

Projects must conform to planning, zoning, and building requirements of applicable local jurisdiction and requirements and other applicable Metro Nashville requirements, the requirements imposed by this Solicitation, along with any negotiated lease agreement between the MDHA and the Selected Proposer. Selected Proposer will coordinate with MDHA project management staff for design guidance. The Napier and Sudekum Preliminary Specific Plan Document (zoning) and Envision Napier and Sudekum Design Guidelines are included in Exhibits A & B, respectively, to this WOPR. MDHA would like to set a sustainable design objective to achieve basic LEED Certification or similar.

The Projects must be visually appealing and welcoming to the entire community. The architectural design features must be a priority and include a focus on, but not be limited to, the following: 1) pedestrian safety, sufficient lighting, and available open space; 2) clear and distinct pedestrian and vehicular entrances and egress; 3) residential unit arrangements that are protected from surrounding traffic noise and lights and 4) architectural creativity that enhances the neighborhood.

The new development will create a diverse Napier and Sudekum community that is incorporated into the surrounding neighborhood, strengthens the economic vitality of the area, and supports the functions of daily life including education, recreation, retail and community facilities.

The MDHA reserves the right to require modification of design elements of any of the Proposals submitted in response to this Solicitation. Such modifications can be to the façade, shape, and/or the interior space of any building included in the Projects. All final designs will require MDHA approval.

## 2.8 SUSTAINABLE BUILDINGS PROGRAM

The Selected Proposer(s) shall cooperate and cause its contractors and consultants to cooperate with the sustainability goal (LEED Certified or similar, and consideration given to Net Zero Emissions, and Living

Building). The Selected Proposer(s) shall, in each of its contracts and subcontracts, include a provision that the contractor, subcontractor and/or sub-consultant shall comply with all requirements of the MDHA's sustainability goal. The terms for compliance with the MDHA's sustainability goal will be negotiated at the time of the award of the contract. Furthermore, Selected Proposer(s) shall comply with sustainability requirements of funding sources.

## 2.9 ASSESSMENT OF PROJECT SITES

Prior to submitting their proposals, Proposers shall become familiar with the project sites and conduct additional investigations and due diligence to ascertain site conditions, availability and location of utilities and connections, flood criteria/finished floor elevation requirements, zoning, and all other sites and/or project-related requirements, to ensure that the proposed project can be built on the sites within costs and schedule indicated in the Proposer's proposal. All due diligence costs are to be carried by the Proposers.

**As-Is Condition:** The Development Parcels shall be leased in "as-is" condition, without warranty by MDHA as to physical condition of the land or any existing structures.

**Soil or Subsurface Conditions:** Notwithstanding prior studies available for the Respondent Team's review, MDHA makes no representations regarding the character or extent of soil or subsurface conditions or the conditions and existence of utilities that may be encountered during the course of any work, development, construction, or occupancy of the Development Parcels.

**Environmental Remediation:** The selected Team with MDHA will be responsible for any environmental remediation that may be associated with removal or disturbance of existing improvements or other preparation of the Development Parcels.

## 2.10 ENVIRONMENTAL

The MDHA and the Proposer(s) awarded development rights, shall work together in obtaining HUD Environmental Clearances for the property under this WOPR pursuant to 24 CFR parts 50 or 58, as applicable.

The Selected Proposer(s) will be responsible to perform its due diligence environmental site analysis and obtain the Environmental Site Assessment (ESA) reports for sites where reports are not available through this WOPR, and pay for all, or any further environmental assessments/testing, and source removal, as required by authorities having jurisdiction.

## 2.11 RAD CONVERSION

Napier Place and Sudekum Apartments completed their RAD conversions on October 1, 2017. Selected Proposal will work with MDHA to convert additional units under the Faircloth Amendment Limits if utilized.

- **Notes:** The corresponding Form HUD 92458 Rent Schedule – for Napier and Sudekum is located in Exhibit C.

## 2.12 BUDGET/FUNDING

It is important to note that MDHA and Metro Nashville funding sources may be available, only after Selected Proposers have aggressively pursued all other available funding sources. The referenced funding from the MDHA and Metro Nashville will be considered part of the gap financing needed.

MDHA may provide financial resources other than project-based housing subsidies to ensure affordability of the proposed housing development. Respondents should assume minimal reliance on the availability of MDHA funds other than PBRA subsidies. If MDHA determines, in its sole discretion, that some other type of subsidy will be made available, MDHA will address funding availability within the appropriate agreement. MDHA's

Housing Assistance Payment contract (HAP) provides subsidy to the Site in the form of Project Based Rental Assistance for twenty (20) years with an automatic renewal for another twenty (20) years.

MDHA is seeking Proposers to submit Proposals offering a mixed-income, and mixed-finance approach to development, which will also incorporate the HUD RAD program, as required for this solicitation. This approach is authorized by the federal regulations governing the MDHA's housing programs, including public housing.

This WOPR is subject to the budget and fiscal provisions under which the MDHA operates. The Selected Proposers will be required to follow RAD regulations and all other funding source requirements.

Our initial modeling indicates that the total cost of this development, inclusive of all residential and commercial phases, will be approximately \$800 million dollars.

## 2.13 LAND OWNERSHIP, LAND USE AND PROPERTY MANAGEMENT

The MDHA will retain a fee ownership in all the lands. The Project Site will be leased to the Selected Proposer under a long-term ground lease agreement. Management agreements and processes for the completed projects will be subject to review, approval, and oversight by MDHA. Any proposed homeownership components will need to take into account the MDHA's fee ownership of the land. The MDHA will also require a Right of First Refusal and Purchase Option be negotiated as part of an agreement to award a site to a Selected Proposer(s). In addition, MDHA or its affiliate(s) anticipates being a part of the various project ownership structures with the selected co-development partner. The Selected Proposer(s) will be responsible for the safety and security of the Project and the Project Site. It is expected that the Selected Proposer(s) will collaborate and work in harmony with MDHA.

MDHA is capable of providing asset management responsibilities related to the subsidized housing units as well as all other units in which MDHA or its affiliates have an ownership interest. MDHA will monitor and enforce the terms of its lease(s) with the Co-Developer. It will require that all housing units be managed in accordance with applicable local, state, and federal requirements.

MDHA is committed to providing excellent customer service to residents and has the internal capacity to manage and maintain conventional units and staff is trained and has the knowledge necessary to manage and maintain LIHTC units.

MDHA and its private partners have previously worked together to create mixed-use, mixed-income communities and improve the lives of Nashville residents. MDHA has proven its abilities to successfully develop, manage, and operate real estate with an affordable housing component. MDHA believes that the key to successful public-private developments is the creation of market-rate housing with an affordable component inside the structure.

## 2.14 PAYMENTS TO MDHA

The Selected Proposers shall pay to the MDHA for the use of the Project Site, for the MDHA's participation in the development process, and for the value of the land and RAD subsidies and any other subsidies provided as components of the project, through commitments to provide the MDHA with shares of different revenue and income streams, including those coming from the project components built on any privately-owned site(s) (referenced in Section 2.1 & 2.3 of this WOPR), as noted below and indicated in **Form 1 - Revenue and Income Streams Proposal** including but not limited to:

1) Ground Lease payments

The Ground Lease payments shall be payable for the period between entering into the lease agreement with the MDHA, after the approval by MDHA Board of Commissioners, and the end of the resulting

ground lease agreement. The first payment shall be due at the Financial Closing date (not applicable to private land as described in Section 2.3). Capitalized lease payments and annual lease payments are to be considered.

2) Share of Revenues/ Net Cash Flow

After stabilization period, about one year after issuance of Certificate of Occupancy, and through the termination date of the ground lease agreement, the Selected Proposer(s) shall pay to MDHA a share of revenues/net cash flow in accordance with the terms of the resulting agreement. This shall apply to revenues from all components of a project, including the non-affordable housing units.

3) Percentage of Developer Fees

The Selected Proposers shall pay MDHA a percentage of developer fees at a minimum of no less than thirty percent (30%) of developer fees. Additional percentage above thirty percent (30%) is at the discretion of the Proposers and should be included in their Proposals. Developer fees shall be in accordance with Safe Harbor Standards.

4) Davis-Bacon Review Fee

The Selected Proposer(s) is required to pay \$1,700 per month and per project to MDHA for the Davis-Bacon Compliance Review fee during all phases of construction of the Project Site, as applicable.

5) Other Payments

The Selected Proposers may propose to pay to MDHA other revenue and income streams participation, including a percent of revenues from any refinance, cash-out or sale event. MDHA reserves the right to negotiate these and any and all other proposed payments and will make an agreement on such payments a condition to proceeding with the project with the Selected Proposers.

## 2.15 PERSONNEL, SERVICES AND BONDING REQUIREMENTS

In addition to services required for architectural/engineering, financial, legal, property management, transfer/relocation, zoning, and any other required services to fully implement the required redevelopment, the awarded co-developer, subject to MDHA and HUD approval, shall procure a general contractor or construction manager that has the experience, bonding and Insurance capacity to build the proposed project. The awarded co-developer shall ensure a competitively bid process is utilized to the greatest extent possible for all contractors, sub-contractors, and suppliers. Bonds and Insurance shall comply with the standards outlined in Exhibit D herein.

For projects which involve construction or rehabilitation work, MDHA requires the Co-Developer to provide the MDHA with a Payment and Performance Bond in the full amount of the construction contract, naming MDHA as a dual obligee. For projects which involve construction or rehabilitation work on MDHA-owned property, MDHA shall require, at least ten (10) days' prior to the commencement of any construction work on the property and to the purchase and delivery of any materials, equipment or supplies for construction, a payment and performance bond that meets the requirements set forth in section 12-4-201, Tennessee Code, which bond shall be in the full amount of the construction costs of all of the improvements to be undertaken on MDHA-owned property and shall cover all contractors, subcontractors, or materials providers downstream from the Developer, including but not limited to the General Contractor. The payment and performance bond shall name the Co-Developer as the principal and MDHA as a dual obligee. In lieu of applicant providing a Payment and Performance Bond, MDHA may, at its sole and absolute discretion, accept an alternative form of security permitted pursuant to section 12-4-201 Tennessee Code, in an amount to be determined by MDHA, in its sole and absolute discretion. However, the MDHA shall in no event be required to accept any alternative to the Payment and Performance Bond.

## 2.16 REAL PROPERTY TAXES AND CHARGES

As MDHA-owned property, the Site is currently subject to a cooperation agreement that charges a door fee of \$50 for affordable units and \$80 for market units, except to the extent the Site consists of privately-owned real estate property. However, such tax exemption may not be available during or after completion of any development project by the Selected Developer. It is the responsibility of the Selected Proposers, in conjunction with its legal counsel, to determine any and all tax consequences which may arise due to the Selected Proposers developing the project on MDHA-owned land. MDHA makes no representations or warranties as to the continued availability of any exemption or tax benefit, or to the Selected Proposers' ability to receive any such exemption or benefit.

## 2.17 SECTION 3 AND DIVERSITY BUSINESS ENTERPRISES

This redevelopment project will incorporate a human services delivery system to help meet the needs of the residents of the new community and the surrounding neighborhood, including training and employment opportunities as well as community and supportive service programs for residents of subsidized housing. MDHA will be responsible for the human services delivery system, but the Co-Developer is expected to maximize job opportunities through a robust Section 3 program and to incorporate the supportive services programs into the long term operations of the new community, together with securing any necessary funding commitments for such services.

The work to be performed under any contract that results from this WOPR is subject to the definitions of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 USC § 1701u (Section 3), and Section 3 commitments as indicated in the Proposer Information Section of this WOPR, for employment and other economic opportunities directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. (See also Exhibit E). Furthermore, beyond the minimums set by HUD's Section 3 regulations, MDHA seeks firm commitments in the hiring and training of extremely low-, very low-, low- and moderate-income individuals, Section 3, minority businesses, women's business enterprises, and labor surplus area firms' participation, resident job training, job creation and other initiatives as further enumerated in this WOPR.

MDHA will monitor the Co-Developer's plans and efforts for reaching Section 3 and Diversity Business Enterprise (DBE) goals and objectives. Section 3 requirements include not only resident employment but also contracting with Section 3 business entities.

In accordance with 2 CFR § 200.321, the Selected Proposer must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

Affirmative steps must include:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in this section.

## 2.18 ADDITIONAL INFORMATION

All information indicated in this WOPR, and other sources are for the convenience of Proposer's initial review and planning purposes only. It is the Proposer's responsibility to perform additional detailed reviews and any other due diligence required in determining and verifying project information including but not limited to zoning, possible density, historic designations (if applicable), land use restrictions, acreage, etc. Any references to Resolutions, County Code, etc. shall not be to the exclusion of any other applicable requirements.

## 2.19 CO-DEVELOPMENT AGREEMENT

The selected co-developer and MDHA will enter into a development agreement that will set forth:

- a The relationship between MDHA, its designated subsidiary and the co-developer;
- b The roles, responsibilities, and obligations of each party in the implementation of, at a minimum, the first phase of redevelopment of the Site;
- c The schedule and budget for, at a minimum, the first phase of redevelopment; and
- d The negotiated terms for redevelopment.

The legal structure for redevelopment of each phase of the project may include the creation of limited partnerships and other ownership structures that may, and generally expected to, include MDHA as a member of one or more of the entities.

At a minimum, the successful responder(s) may be responsible for the following:

- a Early stage of development including due diligence, research and permitting;
- b Market analysis and feasibility studies;
- c Environmental assessments;
- d Surveys;
- e Actively participate or lead the planning, execution and project management, of specific projects, through completion and occupancy;
- f Application preparation/ Architectural/ Engineering design and/ or review;
- g Site plans, development plans, and building plans;
- h Permitting;
- i Infrastructure improvements;
- j Develop and maintain project budget and arrange construction and permanent financing (Equity and/or Debt);
- k Developing financing alternatives to achieve the goals of MDHA and the Project;
- l Submit invoices/ pay apps to MDHA for approval and or record;
- m Participate or lead in all stakeholder communication throughout each development;
- n Project construction and administration;
- o Project close out including As Built, Record Drawings, Operations and Maintenance Manuals, Warranties, and Warranty Inspections;
- p Lease-up and Management or turnover to MDHA and staff (include training as necessary);
- q Assistance in the preparation and facilitation of public hearing and ongoing interaction with community partners as needed;
- r Participate or lead the management of specific properties and ensure project compliance during the required compliance periods;
- s Compliance with all federal, state, and local requirements; and
- t Meet Diversity Business Enterprise (DBE) goal and Section 3 requirements.

## 2.20 PREDEVELOPMENT COSTS AND DEVELOPMENT COSTS

Respondent Teams should draw independent conclusions concerning conditions that may affect the methods or cost of development. The selected Team shall be responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time, including, without limitation for the demolition of existing improvements and new construction.

Once a Team is selected, the Team will enter into an agreement with MDHA, which will include design guidelines and performance standards, financial terms, time of performance, occupancy and management agreements and other necessary matters. In addition, the agreement will describe the cooperative roles for the planning and development of the Development Parcels.

## 2.21 DAVIS BACON REQUIREMENTS

Dependent on a projects funding, the most recent Davis-Bacon Wage Rate decision may be applicable for the construction phase of a Project at the time the construction contract is awarded. All construction and/or rehabilitation on MDHA sites (public housing units, non-public housing units, commercial, etc.) shall comply with Davis-Bacon wage requirements as applicable.

General Contractors and sub-contractors are required to register for the Elation Systems as part of the monitoring requirements for compliance with Davis-Bacon Wage Rates, which includes submittals of Certified Payrolls. Elation Systems registration will also serve to monitor requirements for Section 3 compliance.

## 2.22 UNIFORM FEDERAL ACCESSIBILITY STANDARDS (UFAS) REQUIREMENTS

Pursuant to Section 504 of the Rehabilitation Act of 1973 related to the UFAS requirements, minimum features and amenities are required to be incorporated in the proposed development. Not less than five percent (5%) of all housing units, including, but not limited to, public housing units, in addition to all common areas shall, comply with UFAS for the development site(s) in this WOPR. In addition, not less than two percent (2%) of the housing units, including, but not limited to, public housing units, shall comply with hearing and sight impaired UFAS requirements. UFAS units shall not be concentrated in any one area or phase of the Project(s) but shall be spread evenly throughout the Project.

**END OF SECTION 2**

### 3 INSTRUCTIONS, CONDITIONS AND NOTICE TO RESPONDENTS

#### 3.1 GENERAL

The sections below outline the submission requirements, format and content of responses submitted for this WOPR.

#### 3.2 PRE-SUBMISSION CONFERENCE

A virtual Pre-submission Conference will be held **January 13, 2023, at 10:00 a.m. Central Standard Time (CST)** via Zoom conference call hosted by MDHA. MDHA will email a link to the contact persons listed in the response for each Respondent that was accepted to the Short List.

All companies are encouraged to become familiar with the factors that may have an impact on their response. Should any additional information about the WOPR become available prior to the due date for responses, it will be distributed to all companies as Addendums to the WOPR. Responses shall be based only on this request and formal addendum to this request.

#### 3.3 INQUIRIES

Questions submitted in writing on Responder's letterhead and properly signed will be accepted until **January 27, 2023, at 2:00 p.m. Central Standard Time (CST)**. MDHA's response to written inquiries will be issued as Addenda via MDHA's Procurement Housing Agency Marketplace. Oral explanations or instructions given before the award of the agreement will not be binding. Questions may be submitted via "Housing Agency Marketplace" URL

[https://ha.internationaleprocurement.com/requests.html?company\\_id=51162](https://ha.internationaleprocurement.com/requests.html?company_id=51162)

or to

Michael Wegerson, Contracting Officer  
Metropolitan Development and Housing Agency  
712 South Sixth Street Nashville, TN 37206  
[purchasing@nashville-mdha.org](mailto:purchasing@nashville-mdha.org)  
(615) 252-8497

The responder must not make inquiry or communicate with any other MDHA staff or official (including board members) pertaining to the WOPR. Failure to abide by this requirement may cause MDHA to not consider a responder's submission.

#### 3.4 ADDENDA TO WOPR

If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

Respondents shall acknowledge receipt of any amendment(s) and/or addenda to this solicitation by identifying the amendment(s) and/or the addenda numbering their Letter of Interest. Respondent's which fail to acknowledge amendment(s) and/or addenda issued will result in the rejection of the Respondent's response to the WOPR if the amendment(s) and/or the addenda contained information which substantially changed the Owner's requirements.

Amendments will be on file in the offices of the Owner, or available electronically at least 7 days before the WOPR's due date.

#### 3.5 SUBMISSION DEADLINE

For consideration, responses shall be received by MDHA no later than **February 10, 2023, at 2:00 p.m. Central Standard Time (CST)** via one of the following methods:

- a Submit electronically via Marketplace "Housing Agency Marketplace" URL:

[https://ha.internationaleprocurement.com/requests.html?company\\_id=51162](https://ha.internationaleprocurement.com/requests.html?company_id=51162); or

- b Hand deliver one (1) printed original, and six (6) printed copies plus an electronic copy in PDF document format on a flash drive of the Response in a sealed envelope/package to the following address:

Michael Wegerson, Contracting Officer  
Metropolitan Development and Housing Agency  
712 South Sixth Street  
Nashville, TN 37206

The package exterior must be clearly MARKED and denote WOPR for Napier and Sudekum Redevelopment Co-Developer and, must have the responder's name and return address. Responses submitted after the published deadline will not be accepted.

#### **Submission Responsibilities**

It shall be the responsibility of each responder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by MDHA, and any addenda and required attachments submitted. By virtue of completing, signing, and submitting the completed documents, the responder is stating his/her agreement to comply with all conditions and requirements set forth within these documents.

All proposals received and time stamped by the proposal submittal deadline shall be accepted as timely submitted. Proposals submitted after the Proposal due date shall not be accepted. The responsibility for submitting a proposal on or before the stated time and date is solely and strictly the responsibility of the Proposer. MDHA will in no way be responsible for delays caused by mail delivery or caused by any other occurrence.

#### **Submission Conditions**

**DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED -**

MDHA may, at its sole and absolute discretion, reject any and all or parts of any or all proposals; accept parts of any and all proposals; further negotiate project scope and fees with terms that may differ from the terms the Selected Proposer outlines in their proposal; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the proposals received as a result of this process. If a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in MDHA's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in MDHA's sole discretion, be deemed nonresponsive. MDHA reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as MDHA deems necessary.

The Proposer's proposal will be considered a good faith commitment by the Proposer to negotiate a contract with MDHA, in substantially similar terms to the proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter a contract substantially in the terms herein. Proposer's proposal shall be irrevocable until contract award unless the proposal is withdrawn. A proposal may be withdrawn in writing only, addressed to MDHA contact person for this Solicitation, prior to the proposal due date and time, or upon the expiration of 180 calendar days after the opening of proposals.

As further detailed in the Submittal Form, Proposers are hereby notified that all information submitted as part of, or in support of proposals will be available for public inspection after opening of proposals, in compliance with the Tennessee Open Records Act, Tenn. Code Ann. § 10-7-501 et seq.

Any Proposer who, at the time of proposal submission, is involved in an ongoing bankruptcy as a debtor, or

in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.

### 3.6 COMMUNICATION WITH COMPETITIVE SELECTION COMMITTEE MEMBERS

Proposers are hereby notified that direct communication, written or otherwise, to Competitive Selection Committee members or the Competitive Selection Committee as a whole are expressly prohibited. Any oral communications with Competitive Selection Committee members are prohibited.

### 3.7 FORMAL PRESENTATIONS TO SELECTION COMMITTEE

Responders selected as Finalists may be requested to give a formal presentation to the Selection Committee. Finalists will be notified and a date and time for the formal presentation will be arranged once the selection committee determines the finalists. Interviews should be used to honestly inform MDHA that the project can or cannot be completed per the proposed schedule and budget. However, Responders should complete their responses to the best of their ability with the assumption that the Selection Committee may elect to not conduct interviews.

It is anticipated that Finalists will be notified of interview dates and times by March 10, 2023. Interviews are expected to take place on March 22 and 23, 2023. Interviews may be Zoom calls or in-person, to be determined at a later date.

### 3.8 AWARD

Any proposed contract, resulting from this Solicitation, will be submitted to the MDHA Executive Director and the MDHA Board of Commissioners for approval. All Proposers will be notified in writing of the decision of the MDHA with respect to contract award. The Contract award, if any, shall be made to the Proposer whose proposal shall be deemed by the MDHA to be in the best interest of the MDHA. Notwithstanding the rights of protest listed below, the MDHA's decision of whether to make the award and to which Proposer shall be final.

#### **Retain Qualifications for Future Projects**

The Short List of qualified Co-Developers as determined under the Request for Qualifications for Napier and Sudekum Redevelopment Co-Developer will be maintained for five (5) years after the RFQ due date and maybe be utilized for other future projects of MDHA without further solicitation for qualifications. Proposals to WOPR for Napier and Sudekum Redevelopment Co-Developer will only be utilized for that project. Future projects will solicit the Short List for work order proposal requests for each future project.

**Assignment of Personnel:** The MDHA shall retain the right to demand and receive a change in personnel assigned to the work if the MDHA believes that such change is in the best interest of the MDHA and the completion of the contracted work.

**Unauthorized Sub-Contracting:** The successful responder(s) shall not assign any right, nor delegate any duty for the work proposed pursuant to this WOPR without the prior written consent of the MDHA. Any purported assignment of interest or delegation of duty, without the prior written consent of the MDHA shall be void and may result in cancellation of the contractor with MDHA or may result in the full or partial forfeiture of funds paid to the successful responder as a result of the proposed agreement.

### 3.9 PROPOSAL GUARANTEE AND ACCEPTANCE PERIOD

Proposals must be accompanied by a written guarantee that the Respondent will keep its initial offer open for at least ninety (90) days and that, if a best and final offer is made, it will keep its best and final offer open for a period of at least sixty (60) days thereafter; and upon acceptance by MDHA of a best and final offer, that it will execute the contract and meet other requirements within the times specified in the solicitation.

### 3.10 RESPONSIBILITY OF PROSPECTIVE RESPONDERS

The Owner will award contracts only to responsible prospective contractors who have the ability to perform successfully under the terms and conditions of the proposed contract. In determining the responsibility of a respondent, the Owner will consider such matters as the respondent's:

- i Integrity;
- ii Compliance with public policy;
- iii Record of past performance; and
- iv Financial and technical resources (including construction and technical equipment).

Before a bid is considered for award, the bidder may be requested by the Owner to submit a statement or other documentation regarding any of the items in this section. Failure by the bidder to provide such additional information shall render the respondent non-responsible and ineligible for award

### 3.11 COST INCURRED RESPONDING

All costs directly or indirectly related to the preparation of a response to this Request for Qualification, or any oral presentation required to supplement and/or clarify the submittal which may be required by MDHA shall be the sole responsibility of and shall be borne by Responder(s).

Each firm, by submitting its response, waives any claim for liability against MDHA as to loss, injury and costs or expenses, which may be incurred as a consequence of its response to this document.

Bid bonds are not required.

### 3.12 REJECTION

MDHA reserves the right to reject any and all Responses and/or to waive any informality in the solicitation process or parts thereof and to re-solicit.

MDHA does not guarantee that an agreement will be awarded as a result of this Work Order Proposal Request.

### 3.13 RESPONSE WITHDRAWAL

Any response may be withdrawn prior to award of the agreement(s). MDHA reserves the right:

- a To waive informalities required herein;
- b To request oral information or additional written documentation to supplement any or all written responses;
- c To supplement, amend, or otherwise modify the terms or schedules set forth herein;
- d To conduct all investigations and background checks necessary for adequate evaluation; and
- e To reject any or all responses submitted.

### 3.14 ORGANIZATIONAL CONFLICTS OF INTEREST

The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under this contract and a contractor's organizational, financial, contractual, or other interests are such that:

- a Award of the contract may result in an unfair competitive advantage; or
- b The Contractor's objectivity in performing the contract work may be impaired.
- c The Contractor agrees that if after award it discovers an organizational conflict of interest with respect to this contract or any work performed under the contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Owner may, however, terminate the contract for the convenience of the Owner if it would be in the best interest of the Owner.
- d In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the Owner may terminate the contract for default.

- e The terms of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the Contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

### 3.15 INTEREST OF MEMBERS OF CONGRESS

No member of or delegate to the Congress of the United States of America shall be admitted to any share of part of this contract or to any benefit to arise there from.

### 3.16 GRATUITIES AND KICKBACKS

#### a **Gratuities**

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim, or controversy or other particular matter, pertaining to any program requirement of an agreement or subcontract or to any solicitation or proposal therefore.

#### b **Kickback**

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under an agreement to the prime contractor, higher tier subcontractor, or any person associated therewith, as an inducement for the award of a subcontract or order.

### 3.17 LIMITATIONS ON PAYMENTS MADE TO INFLUENCE CERTAIN FEDERAL FINANCIAL TRANSACTIONS

- a The Contractor agrees to comply with Section 1352 of Title 31, United States Code which prohibits the use of Federal appropriated funds to pay any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions: the awarding of any Federal contract; the making of any Federal grant; the making of any Federal loan; the entering into of any cooperative agreement; or the modification of any Federal contract, grant, loan, or cooperative agreement.
- b The Contractor further agrees to comply with the requirement of the Act to furnish a disclosure (OMB Standard Form LLL, Disclosure of Lobbying Activities) if any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a Federal contract, grant, loan, or cooperative agreement.

### 3.18 COMPLETE RESPONSES

Complete responses will be evaluated based on established evaluation criteria. Responses should set forth full, accurate, and complete information as required by this WOPR. Upon the completion of the review process, the Evaluation Panel will submit its recommendation(s) of Respondents that are deemed the most overall technically qualified to the MDHA Executive Director.

### 3.19 RETENTION

All responses are the property of MDHA, shall be retained by MDHA, and therefore, will not be returned to the Respondent.

### 3.20 FAILURE TO SUBMIT RESPONSE

Recipients of this solicitation not responding with a response should not return this solicitation. Instead, they

should advise the Contracting Officer, by letter or email, whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, of the reason(s) for not submitting a response in response to this solicitation. If a recipient does not submit a response and does not notify the Contracting Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list for one (1) year after the closing date of this solicitation.

### 3.21 PROPRIETARY OR CONFIDENTIAL INFORMATION

A Respondent including proprietary or confidential information in its response shall conspicuously mark each page as proprietary or confidential if the Respondent does not want the proprietary or confidential information disclosed to the public or used by MDHA for other than evaluation purposes. MDHA reserves the right to determine the proprietary or confidential nature of the information and shall treat such information, accordingly, based on its sole determination

### 3.22 PUBLIC RECORDS

Information submitted in response to this solicitation may be subject to public disclosure in response to a request made.

### 3.23 SERVICE OF PROTEST

Definitions. As used in this provision:

“Interested party” means an actual or prospective responder whose direct economic interest would be affected by the award of the agreement. “Protest” means a written objection by an interested party to this solicitation or to a proposed or actual award of an agreement pursuant to this solicitation.

Protests shall be served on the Contracting Officer by obtaining written and dated acknowledgement from:

Michael Wegerson, Contracting Officer, 712 South Sixth Street, Nashville, TN 37206.

All protests shall be resolved in accordance with MDHA’s protest policy and procedures, copies of which are maintained at MDHA.

### 3.24 TITLE VI

No person shall be excluded from participation in, be denied of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in MDHA’s contracted programs or activities, on the grounds of race, creed, color, national origin, age, sex, disability, or any other classification protected by federal or Tennessee State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with MDHA or in the employment practices of MDHA’s Contractors. Contractor certifies and warrants that it will comply with this nondiscrimination requirement. Accordingly, all offerors entering contracts with MDHA shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places that are available to all employees and applicants, notices of nondiscrimination.

### 3.25 INDEMNIFICATION, INSURANCE, and BOND REQUIREMENTS

The Contractor shall indemnify and hold harmless the MDHA and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys’ fees and costs of defense, which the MDHA or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of an agreement with the Selected Proposer or its employees, agents, servants, partners principals or subcontractors.

The Contractor shall furnish to the MDHA Construction Department, prior to the commencement of any work under any agreement, Certificates of Insurance which indicate insurance coverage has been obtained that meets the stated requirements (see Exhibit D– Indemnification, Insurance, and Bond Requirements).

### 3.26 DEVELOPMENT RIGHTS

The Selected Proposer(s) shall not have more than eleven (11) months from the execution of the initial ground lease (or option to ground lease) to obtain financing to make the first phase of the Project financially feasible for development, as determined by MDHA, after which time development rights will automatically expire under this WOPR. The MDHA however, shall have no obligation to provide a new ground lease beyond the initial eleven (11) month ground lease provided to the Selected Proposer. Selected Proposer shall not transfer development rights.

**END OF SECTION 3**

## 4 RESPONSE FORMAT AND EVALUATION FACTORS

### 4.1 RESPONSE FORMAT

All responses submitted, in response to this WOPR must be formatted in accordance with the sequence noted below. Each category must be separated by index dividers numbered (and shall be numbered so that each tab can be located without opening the submission) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the MDHA has published herein or issued by addendum. Note: Responses to this WOPR that do not follow this format will not be considered. Responses with missing or incomplete items will not be evaluated further.

The instructions below provide guidance for the preparation and submission of responses. The purpose is to establish the requirements, format, and content of responses so that responses are complete, contain all essential information, and can easily be evaluated.

All responses must meet the following format requirements:

- Responses must be prepared on 8 ½” x 11” letter-size paper, bound lengthwise, with tabs to separate sections.
- Responses shall be paginated, labeled, and ordered as described below.
- WOPR responses shall be marked MDHA Solicitation NO.2022-CON-WOPR01 Napier and Sudekum Redevelopment Co-Developer on the Title Page.

### 4.2 REVIEW OF PROPOSALS FOR RESPONSIVENESS

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in this Solicitation. A responsive proposal is one which follows the requirements of this Solicitation, includes all documentation, is submitted in the format outlined in this Solicitation, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in the proposal being deemed non-responsive.

### 4.3 EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee which will evaluate and rank proposals based on criteria listed below. The Selection Committee will be comprised of appropriate MDHA personnel from various Departments with the appropriate experience and/or knowledge, striving to ensure that the Selection Committee is balanced. The evaluation criteria are itemized with their respective weights for a maximum total of TWO HUNDRED (200) points, as indicated below:

### 4.4 RESPONSE CONTENT, SEQUENCE, SCORING

To be considered, Respondents shall provide detailed information about the requirements of each part is listed below. At a minimum, these sections shall contain the following information submitted in the following order.

Tab	Content	Points
	Title Page (see 4.4.1)	N/A
	Table of Contents (see 4.4.2)	N/A
1	Introductory Letter and Statement of Interest (see 4.4.3)	N/A
2	Describe your Team’s proposed financial strategy including funding sources from THDA and others, as applicable, and how Proposer will affirm financing commitments, Pro-forma, and proposed MDHA participation in revenue and income streams	25

3	MDHA participation in revenue and income streams ( <b>Form 1 – Revenue and Income Streams Proposal</b> )	20
4	Describe your Team’s approach to undertaking the development program in a manner that promotes harmony amongst all major participants: residents, service providers, contractors, and other community stakeholders. Expand upon your response to the RFQ to address the workload, staffing and your Team’s capacity to successfully perform the development services. Describe your Team’s approach to development and post-development operations (construction management, property management, maintenance, etc), and how proposer expects to interact with MDHA. MDHA expects fee ownership of its land and an ownership stake in the operations of the property. Describe in sufficient detail team’s expectations for ownership structure.	25
5	Describe your approach to property management and maintenance. Please note: MDHA is open to proposals which provide MDHA staff with direct involvement in property operations. MDHA will consider deviations where considerations are needed with respect to co-developer guarantees, market rate housing and commercial retail components.	20
6	Describe your Team’s community and supportive services which indicate what services co-developer team will provide in-house and those services anticipated to be acquired through third parties. Explain your approach the co-developer team would take to engage MDHA’s Resident Services Department to develop a resident services plan? Describe your approach or what policies to being proposed to help subsidized housing unit residents transition into new replacement housing with the goal of achieving a successful tenancy.	15
7	Describe your Team’s approach(es) to achieving an income mix inclusive of market, workforce, and affordable rental housing with opportunities for commercial/retail facilities. Program for providing mixed use and mixed income throughout the redevelopment area. Proposed ability to meet the goals of the Transformation Plan and quality and soundness of any proposed deviations from the Plan.	20
8	Describe your Team’s approach to design and development for the project and its compatibility to the community and its residents. Propose amenities your Team identifies as needed for the current community and future community. Explain your Team’s treatment of the amenities listed in 2.2.g, or how and why you would deviate from these amenities. Explain the quality of design components or any recommendations for alterations to design components within the Transformation Plan as well as Specific Plan being proposed inclusive of approach to community outreach.	20
9	Describe innovative construction means, methods, and materials and other cost-reducing construction systems that you propose for this Project and your experience implementing such. Propose and explain your CPTED best practices for the proposed development. Explain your approach to sustainability and resiliency in project design and building systems and the type(s) of sustainability certifications anticipated and obstacles which may need to be overcome to achieve these certifications. Describe how proposed sustainability objectives will promote clean energy solutions and provide access to available resources for those improvements. Description of any methods intended to capture funding opportunities for innovation, sustainability, and CPTED .	15
10	Describe your Team’s proposed phasing of the project inclusive of the projected development schedule and timeline for the Project from start of negotiations through construction and lease-up of the final phase. Show activity dependencies. An exact schedule of completion, including milestones and any possible penalties, such as liquidated damages, for failure to adhere to the schedule and other contract deliverables shall be the subject of negotiation during the process of formulating a	15

	lease agreement and/or master development agreement with the Selected Proposer. Describe and present any expected variances in the timeline, assumptions, and qualifications to the timeline, inclusive of disclosures of any issues, or potential matters, that might delay the Proposer from commencing with the proposed Project as envisioned, or otherwise delay the Project, such as, but not limited to, other development project undertaken by the Proposer. Propose your approach to resident relocation that fully describes how it will be effective and appropriate to the sequencing/phasing of the redevelopment activity. Describe any proposed privately-owned site within one mile of the Project Site to be incorporated into the Project. If site proposed how is this privately-owned site to be incorporated?	
11	Describe your Team’s overall approach and procedure for a successful section 3 program. Please note MDHA’s Section 3 policy is attached in Exhibit E. Describe your Team’s overall approach and procedure for a successful Diversity Business Enterprise program. Please note MDHA’s DBE Policy is attached in Exhibit F. Describe specific steps that will be taken to help achieve MDHA’s 20% DBE goal?	10
12	In terms of dollars committed to your teams expected ownership structure for this Project, what percentage of your ownership structure is a Diversity Business Enterprise? (See <b>Form 2 - Team Ownership Diversity Business Enterprise</b> )  NOTE: Not-for-Profit organizations cannot be considered for DBE, but may be a part of your ownership structure.	15
	<b>TOTAL POINTS</b>	<b>200</b>

**4.4.1 Title Page:**

The title page must include the name of the developer, the names of other Team member firms, Solicitation Number and Title, and a point and means of contact for the Co-Developer.

**4.4.2 Table of Contents:**

The table of contents should be a comprehensive listing and location of all pages, exhibits, and other materials.

**4.4.3 Introductory Letter and Statement of Interest:**

Respondents should include an introductory letter describing the Team’s understanding of the project; reasons for interest in pursuing this project; and a summary of qualifications of the Team. The letter of interest shall indicate the receipt of all addenda and that your firm agrees to comply with the terms of this Work Order Proposal Request (WOPR).

The Responder shall state its compliance with all applicable rules and regulations of Federal, State and Local governing entities and attest that it is not excluded from Federal procurement programs. By the act of submitting your Response, your Company is agreeing to the terms and conditions contained in this WOPR and warrants to the best of its knowledge and belief, no actual conflict of interest exists with regard to your company’s possible performance of this procurement as described in section 3.14.

Proposer’s Certification: By submitting its proposal, Proposer certifies that the information contained in its proposal has been carefully reviewed, is accurate and that the proposed development can be completed in its entirety, (including schedule and budget) in accordance with the proposal submitted to the MDHA.

**4.4.4 Forms and Exhibits:**

- Form 1 – Revenue and Income Streams Proposal
- Form 2 – Team Ownership Diversity Business Enterprise
- Form 3 – Suspension and Debarment Certification Form

- Exhibit A – 2019SP-036-001 Napier and Sudekum Preliminary Specific Plan Document
- Exhibit B – Envision Napier and Sudekum Design Guidelines (DRAFT)
- Exhibit C – Form HUD 92458 Rent Schedule – for Napier and Sudekum
- Exhibit D - Indemnification, Insurance, and Bond Requirements
- Exhibit E – MDHA Section 3 Policy
- Exhibit F – MDHA Diversity Business Enterprise Program

**Responses submitted with incomplete or missing forms and certifications may be determined unresponsive and removed from consideration.**

**END OF SECTION 4**

## FORM 1 – REVENUE AND INCOME STREAMS PROPOSAL

The Proposer's revenue and income stream commitments to the MDHA shall be submitted on this "Form 1, Revenue and Income Streams", and shall be in the manner stated herein. Proposer is requested to fill in **the applicable blanks** on this form. This Form 1 shall be submitted at the same time the proposal is submitted. It will not be accepted after the Proposal Due Date. Failure to submit this Form 1 may result in the Proposal being deemed non-responsive.

**A. Lump Sum Ground Lease Payment**

The Proposer shall state either its proposed Lump Sum Ground Lease Payment (capitalized lease payment) for the use of the proposed Project Site, or Ground Lease Payment in Section B below. Such Lump Sum Ground Lease Payment shall be received by the MDHA from the selected developer at Financial Closing date.

<b>Proposed Lump Sum Ground Lease Payment</b>	\$
---	----

OR

**B. Ground Lease Payment**

The Proposer shall state either its proposed Ground Lease Payment for the use of the proposed Project Site, or Lump Sum Ground Lease Payment in Section A above. Such Ground Lease Payment shall be received by the MDHA from the selected developer through the end of the resulting ground lease agreement. The first payment shall be due at Financial Closing date.

<b>Proposed Ground Lease Payment/ Per Month</b>	\$
<b>Proposed Annual Ground Lease Payment (Monthly Rate x 12)</b>	\$

**C. Share of Revenues/Net Cash Flow**

The Proposer shall provide a proposed share of cash flow for the Project. Such Share of Cash Flow shall be received by the MDHA from the selected Proposer, after stabilization period, about one year after issuance of Certificate of Occupancy, without billing, through end date of the Agreement. This shall apply to revenues from all components of a project, including the non-Affordable Housing units.

<b>Proposed Share of Revenues/Net Cash Flow (%)</b>	%
---	---

**D. Percentage of Developer Fees**

The Proposer shall state the proposed percentage of developer fees committed to the MDHA, at a minimum of 30% of developer fees, for all the components and phases of the proposed Project. Such percentage of developer fees shall be received by the MDHA from the selected Proposer at the same time it is received by the Developer.

<b>Proposed Percentage of Developer Fees (%)</b>	%
--	---

**E. Davis-Bacon Review Fee**

The Proposer shall include in its proposal a \$1,700 per month, per project fee to be paid to MDHA during all phases of construction of the proposed Project Site for Davis-Bacon Compliance Review fee, as applicable. The first payment shall be due 30 days after the construction of the applicably funded phases have begun.

<b>Davis-Bacon Review Fee</b>	\$1,700 per month per project during construction
-------------------------------	---

**F. Other Payments**

The Proposer may state other proposed revenue and income streams for the proposed Project, including a percent of revenues from any refinance, cash-out or sale event.

<b>Proposed Other Payments</b>	

**Notes:**

- (1) Wherein there may be extension errors in the total Annual Ground Lease Payment Per Month rates shall prevail and the County maintains the right to correct any Annual Ground Lease Payment prepared by the Proposer.
- (2) Revenue and Income streams Proposal Schedule is firm and fixed during the ground lease agreement period, unless the County requests and agrees to contractual changes.
- (3) The Ground Lease Payment Proposal Schedule above shall be exclusive from any developing, financing, operating, or maintenance costs of the Project Site.
- (4) Any proposed payments indicated above are subject to further negotiation by the County with the Selected Proposers, at the County's sole discretion.

**Form 2 - Team Ownership Diversity Business Enterprise  
METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM**

DBE FORM INSTRUCTIONS: PLEASE SUBMIT WITH RESPONSE	DIVERSITY BUSINESS ENTERPRISE PARTICIPATION COMMITTED									
<p>Respondent must complete and submit <u>this form</u> with the response to the Napier and Sudekum Redevelopment Co-Developer WOPR to show direct DBE participation within the proposed development team. The information recorded on this form will be evaluated and scored in accordance with Section 4.4 of the WOPR. Indicate if your Team is a joint venture or partnership (as applicable). <b>The companies entered below should only be those that will have a <u>material ownership interest for which they would share in remuneration through equity participation.</u></b> Consultants for the team should not be listed here. For each separate company please provide the information requested. The % Share of the Co-Development Team should be based on the expected percentage stake of the equity that each company team member will have in the Project. The total % Share of Co-Development Team for all companies of the team should equal 100%. The Total DBE Percentage at the top of this page should be the sum of the % Share of Co-Development Team for each company of the team that is a certified Diversity Business Enterprise. This Total DBE Percentage may be less than, but shall not exceed 100%.</p> <p><b>Failure to complete and submit this form with the Response will be considered non-responsive.</b> <u>Please Note:</u> The Awarded Respondent's DBE commitments will be incorporated into the contract and monitored monthly, including monthly reports that validate DBE utilization and possible audits.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:75%;">Respondent Company/Team Name:</td> <td style="width:25%;">Total DBE Percentage: %</td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <p>Is your team a:</p> <p>JOINT VENTURE                    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>PARTNERSHIP                    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><small>(If yes, please provide legal agreement and other documents to support this claim if awarded contract)</small></p> </td> </tr> <tr> <td>*Primary Contact Name:</td> <td>Telephone:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Email Address:</td> </tr> </table>		Respondent Company/Team Name:	Total DBE Percentage: %	<p>Is your team a:</p> <p>JOINT VENTURE                    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>PARTNERSHIP                    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><small>(If yes, please provide legal agreement and other documents to support this claim if awarded contract)</small></p>		*Primary Contact Name:	Telephone:	Email Address:	
	Respondent Company/Team Name:	Total DBE Percentage: %								
	<p>Is your team a:</p> <p>JOINT VENTURE                    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>PARTNERSHIP                    <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p><small>(If yes, please provide legal agreement and other documents to support this claim if awarded contract)</small></p>									
	*Primary Contact Name:	Telephone:								
Email Address:										

\*Name of person to contact for information and documentation regarding this form and DBE participation proposed

Please indicate the DBE Ethnicity Code:

\*\*Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

**SECTION 1 - PROPOSED DIVERSITY BUSINESS ENTERPRISE**

INSTRUCTIONS: Provide the company information for each company of the proposed Co-Development Team. Mark the DBE Ethnic code as appropriate (see above\*\*) or NA if not applicable. Provide the percentage share of each company of the Co-Development Team.  
**ATTACH YOUR COMPANIES DBE CERTIFICATIONS BEHIND THIS DOCUMENT IN YOUR RESPONSE.**  
 If additional space is needed to record your company information, you may duplicate this form.

1. Company Name	**DBE Ethnic Code	Name of DBE Current Certification Agency:
Address/City/State/Zip:	Telephone:	Certification Expiration Date:
Responsibilities Provided to Team:	% Share of Co-Development Team:	

**Form 2 - Team Ownership Diversity Business Enterprise  
METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM**

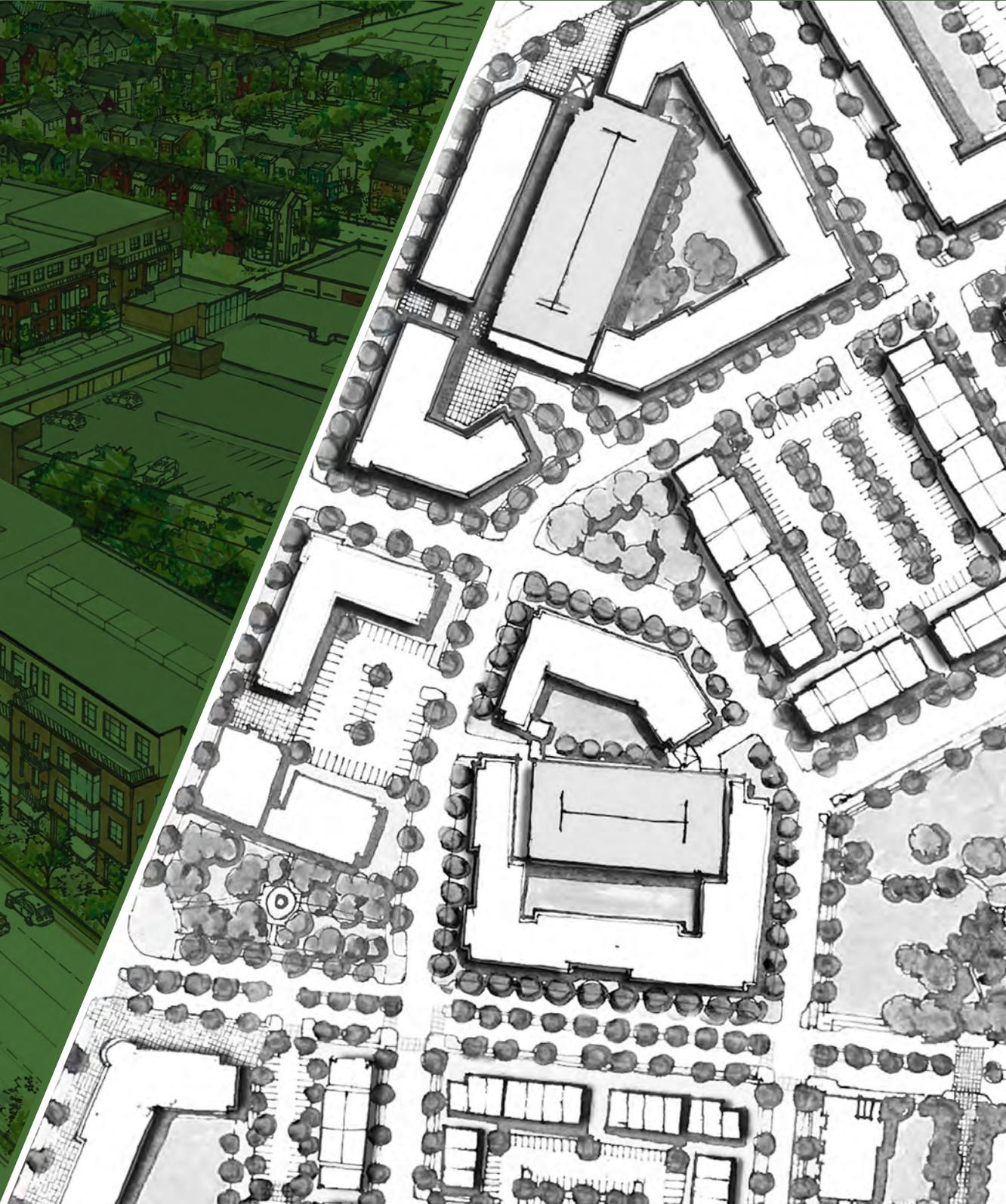
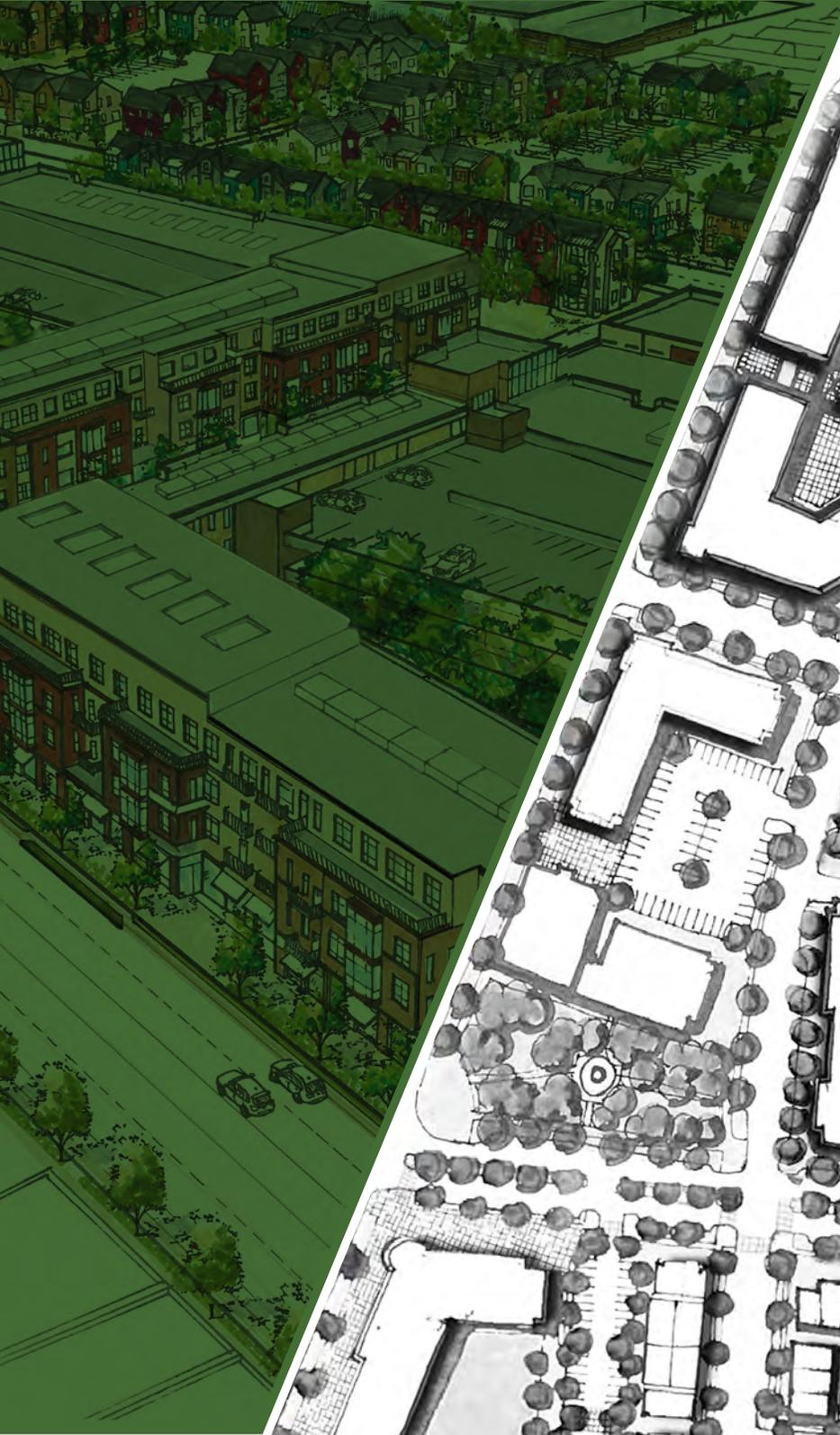
<b>2. Company Name</b>	<b>**DBE Ethnic Code</b>	<b>Name of DBE Current Certification Agency:</b>
<b>Address/City/State/Zip:</b>	<b>Telephone:</b>	<b>Certification Expiration Date:</b>
<b>Responsibilities Provided to Team:</b>	<b>% Share of Co-Development Team:</b>	

<b>3. Company Name</b>	<b>**DBE Ethnic Code</b>	<b>Name of DBE Current Certification Agency:</b>
<b>Address/City/State/Zip:</b>	<b>Telephone:</b>	<b>Certification Expiration Date:</b>
<b>Responsibilities Provided to Team:</b>	<b>% Share of Co-Development Team:</b>	

<b>4. Company Name</b>	<b>**DBE Ethnic Code</b>	<b>Name of DBE Current Certification Agency:</b>
<b>Address/City/State/Zip:</b>	<b>Telephone:</b>	<b>Certification Expiration Date:</b>
<b>Responsibilities Provided to Team:</b>	<b>% Share of Co-Development Team:</b>	

**EXHIBIT A – 2019SP-036-001 NAPIER AND SUDEKUM PRELIMINARY  
SPECIFIC PLAN DOCUMENT**

2019SP-036-001



**NAPIER AND SUDEKUM**  
PRELIMINARY SPECIFIC PLAN DOCUMENT

# CREDITS

## THANKS TO

The planning team explicitly acknowledges the following groups and individuals for their contribution to the planning process

### **MDHA Board of Commissioners:**

**MDHA Staff,**

**Councilman Freddie O'Connell,** District 19 Councilman

**The Survey Team**

**The Work Group Leadership**

**Community Advisory Group**

## **PREPARED BY:**

**Kimley-Horn** - Master Planning, Engineering, and Landscape Architecture,

**Moody Nolan** - Design Guidelines and Architecture

**Lord Aeck Sargent** - Master Planning Services

**Kimley»»Horn**



**LORD  
AECK  
SARGENT**

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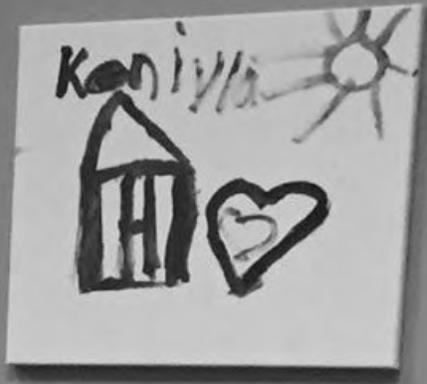
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Scaled Plan	
Traffic Impact Analysis	
Surveys	

01



BACK



**GROUND**

# PROJECT BACKGROUND

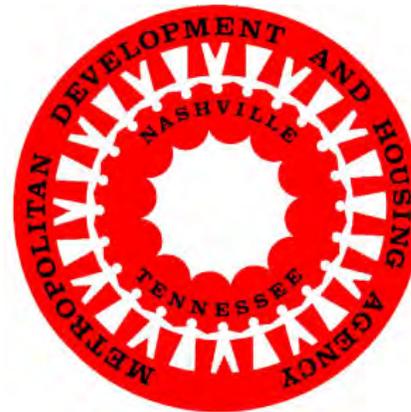
On behalf of the Metropolitan Development Housing Authority (MDHA), we are pleased to submit this request for a Specific Plan (SP) approval for the Napier Sudekum development. This SP marks a significant progress in the development of both affordable housing and the urban fabric of Nashville, Tennessee. This plan will allow the efficiency of the grid network to extend through to Lafayette Street and incorporate a neighborhood that has been isolated from the existing public infrastructure. Infrastructure connectivity such as central open space and effective public transportation create healthy and vibrant communities. Thanks to MDHA, the public involvement process has been unparalleled from the beginning of the planning process for this development. Over the past two years, residents of Napier and Sudekum, South Nashville, and a large variety of stakeholders throughout Middle Tennessee have kept the vision for revitalizing this neighborhood alive. Not only will this plan utilize the knowledge of what has and hasn't worked in the past, but most importantly, it will work hard to retain and accommodate the current residents. This is an exciting time for Nashville, and this Specific Plan will guide redevelopment of Napier Sudekum for years to come.

- SP Name: Napier Sudekum
- Council District: 19
- Council Representative: Freddie O'Connell
- FEMA Firm Panel: 47037C0244H
- Existing Zoning: Planned Unit Development (PUD), Residential Multi-family 20 Units/Acre (RM20)
- Developer: MDHA
  - Joe Cain
  - 615.252.8840
  - jcain@nashville-mdha.org
- Civil Engineer:
  - Kimley-Horn and Associates, Inc.
  - Zac Dufour, P.E.
  - 615.564.2701
  - zachary.dufour@kimley-horn.com
- Landscape Architect/Planner:
  - Kimley-Horn and Associates, Inc.
  - Ben Miskelly, AICP
  - 615.678.0663
  - ben.miskelly@kimley-horn.com

## Development Standard Hierarchy

There have been several documents created that guide and specify regulations for the development of Napier and Sudekum. Below in legally binding order:

1. Napier Sudekum Transformation Plan
2. Napier Sudekum Specific Plan
3. Napier Sudekum Design Guidelines
4. Fallback Zoning Districts - as outlined in this Specific Plan Document





# HISTORY AND PLANNING PROCESS

## CHOICE NEIGHBORHOOD

In July 2016, Nashville was one of ten cities awarded a Choice Neighborhoods Planning Grant by the U.S. Department of Housing and Urban Development (HUD). As outlined by HUD, the Choice Neighborhoods Initiative supports robust community planning to address struggling neighborhoods with distressed public housing. The grant funded a comprehensive neighborhood Transformation Plan to revitalize JC Napier Place (Napier) and Tony Sudekum Apartments (Sudekum) as well as the surrounding neighborhoods. By leveraging support from public, private, and non-profit partners throughout the community, the vision of the Choice Neighborhoods Planning Grant for Napier and Sudekum was to provide a framework to accomplish the following:

- Ensure there is a 1 for 1 replacement of the 821 existing federally subsidized units
- Prioritize a resident and community-driven planning process
- Establish a mixed-income, mixed-use community that will welcome, support and improve opportunities for new and existing residents
- Enhance and improve the economic and cultural diversity of South Nashville
- Ensure green, sustainable, and financially feasible development
- Connect with and leverage other local initiatives

## COMMUNITY PLANNING

Launched in November 2016, the Choice Neighborhoods Envision Napier and Sudekum planning process consisted of 20 months of intense, community driven efforts to revitalize and redevelop South Nashville. The main objective was to build upon the existing plans to develop a community-driven vision, addressing the challenges and needs

of the residents and community, and to create a plan to implement the vision.

Multiple committees and Work Groups were formed to ensure maximum participation and engagement of the community leaders, stakeholders, and residents. MDHA and the Design Team offered various opportunities for community involvement during the process and utilized multiple interactive charrettes and events to encourage residents to become part of the planning. The process included 9 Community Advisory Groups (CAG) meetings, 7 Resident-only meetings, 7 Town Hall meetings, 34 Work Group Sessions, and 3 Community Charrettes.

Starting with representatives from 26 local, non-profit and civic organizations that supported the initial Choice Neighborhoods application, the CAG was formed and charged with guiding the flow and implementation of the planning process. As meetings occurred, additional civic, community organizations, churches, and resident leaders were recruited and added to the CAG, with its total membership rising to 62 active members. CAG meetings were held regularly to ensure all partners were well-informed on the progress of the planning grant and could assist in shaping the direction and vision of Envision Sudekum Napier (ENS).

To guarantee a collaborative effort between community partners and resident leaders throughout the planning process, Work Group leaders were elected and charged with assisting planning staff with the facilitation of each meeting.

While resident recruitment was an ongoing effort from the beginning, specific Resident-Only meetings were held so residents unable to participate in the ongoing Work Group efforts could still remain informed, and for those who may have felt intimidated in the larger Town Hall meetings, have a voice in the direction and vision of the planning process. Resident-Only meetings were also used as mini charrettes, providing feedback on conditions and design options prior to the community-wide charrette workshops.



To ensure overall community input throughout the process, public Town Hall meetings were held at key junctures throughout the planning process. During these meetings, community partners and citizens from the Nashville area were welcome to attend for updates.

Capacity building throughout the planning process was rounded out by three primary events with the intent for these events to continue annually even after the planning project was completed.

- Bridging the Gap Resource Fair: this event targeted specific resources and service providers outlined as strategic needs within the Plan. Providers span areas that include employment, social services, healthcare, and education. The event grew from 600 attendees in 2016 to over 900 in 2017.
- South Nashville Street Fest Coming Together Day: this event addressed the history of this community with the historic and physical divide, occurring along Charles E. Davis Boulevard with a street festival to celebrate and engage residents with games and activities for all ages. The 2017 Street Fest served as a public kickoff for the planning process, and the 2018 Street Fest was designed to celebrate the completion of the planning process and transition towards implementation.
- South Nashville Night Out Against Crime: this event brought residents together in order to strengthen neighborhood spirit and build strong ties with local law enforcement. The 2017 event had over 1,000 individuals in attendance, recognizing that crime is one of the biggest barriers to self-sufficiency in this community.

## ALTERNATIVES

Coordination with the Work Groups and the community members, feedback at the charrettes, and input from the Needs Assessment resident survey and Housing Market Study ensured that

the Design Team developed a site plan which addressed the needs of the residents and larger community. The site plan alternatives were based on these critical elements identified in the planning process: walkable blocks, street connectivity, mix of uses, mix of housing choices, density capable to surround neighborhoods, community amenities and open spaces, and complete streets encouraging multimodal transportation.

Based on a housing and retail market analysis completed by the Design Team, three options were provided for the community to review.



# ENVISION NAPIER SUDEKUM

## OVERALL TRANSFORMATION PLAN





## PREFERRED SITE PLAN

The residents and community were asked to compare and rank the different alternatives and their elements to help develop the hybrid Preferred Plan. This plan illustrates the Preferred Plan for Napier and Sudekum. The Plan proposes 1,900-2,100 units and would be a mix of affordable, market rate, and workforce housing. The overall target is 40% affordable, 20% workforce, and 40% market-rate housing.

The Plan proposes the integration of a street grid throughout the Napier and Sudekum communities to provide pedestrian and vehicular travel to and through the community. Incorporation of sidewalks and crosswalks are also critical to provide a safe pedestrian environment. Charles E. Davis Boulevard will serve as the main spine, running north and south through the neighborhood, increasing aesthetics, slowing traffic, and creating a sense of place achieved with streetscape details. Cannon street becomes the east and west connector through the new development, connecting the new green open space and Napier Elementary School. Lafayette Street is designated as a future major transit corridor for Nashville, and will rely on the development of Complete Streets amenities to provide a more inviting walkable environment to improve multi-modal access within the community.

The Plan strives to expand the community's green space opportunities with a large community park that provides easy access for residents throughout the neighborhood. Central Park will also provide pedestrian connections to the community's new HUB, which will feature an indoor community center, outdoor plaza, health clinic, and public library.

As safety is one of the prime concerns of the Napier and Sudekum residents, Crime Prevention Through Environmental Design (CPED) principles were also incorporated in the Plan.

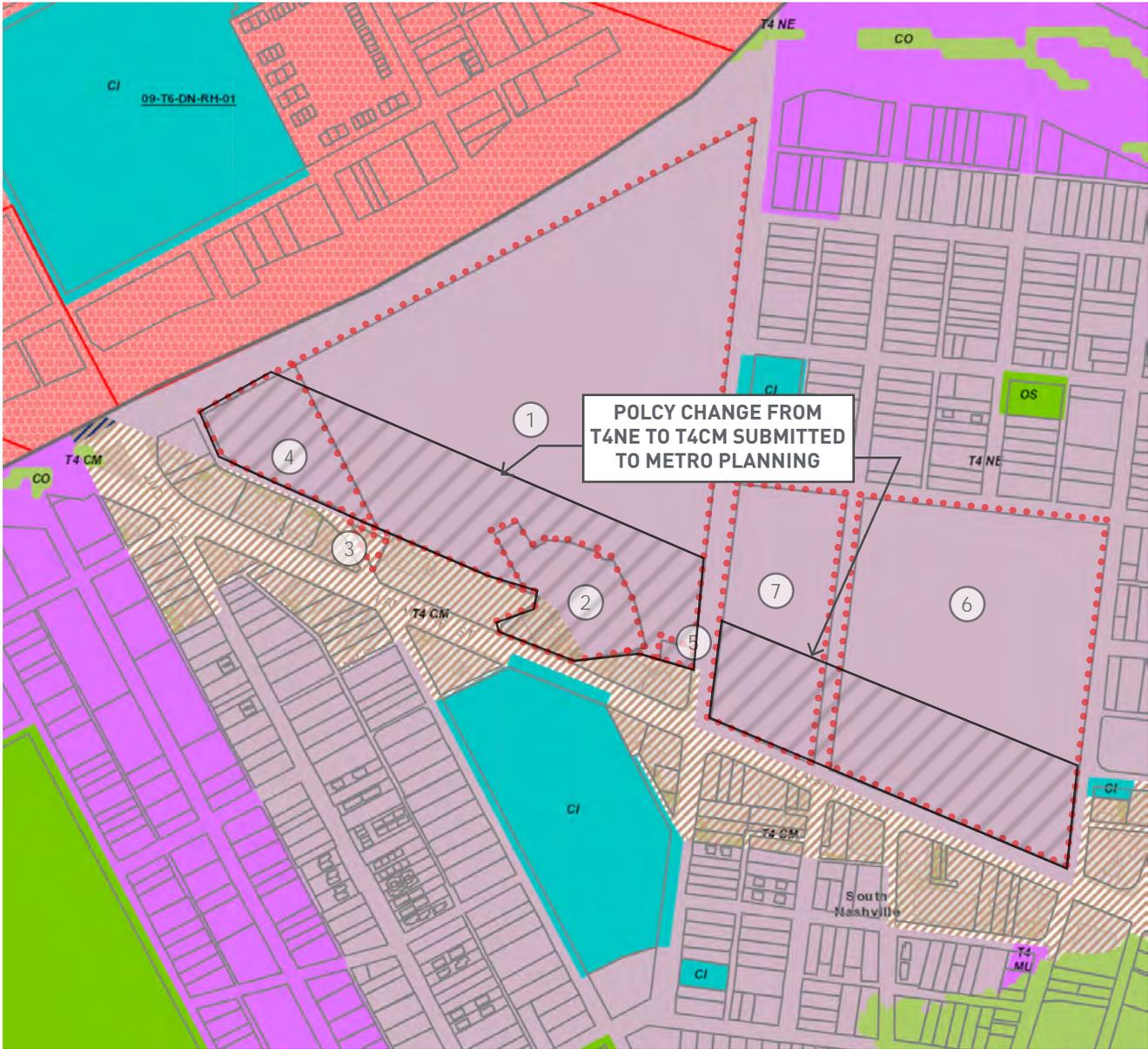
# SPECIFIC PLAN BOUNDARIES



Number	Parcel ID	Site Area ( Acres)	Owner	Existing Zoning
1	9315010800	28.73	MDHA TONY SUDEKUM HOMES	PUD/OV-RES
2	9315039200	2.71	MDHA TONY SUDEKUM HOMES	CS
3	9315037800	0.16	MDHA	CS
4	9315010600	2.87	MDHA TONY SUDEKUM HOMES	PUD/OV-RES
5	9315011100	0.13	MDHA TONY SUDEKUM HOMES	PUD/OV-RES
6	9316015000	16	MDHA	PUD/OV-RES
7	9316004100	5.87	J.C. NAPIER HOMES	PUD/OV-RES

56.47

# EXISTING LAND USE POLICY



-  T4 NE, URBAN NEIGHBORHOOD EVOLVING
-  T4 CM, CORRIDOR MIXED-USE
-  SPECIFIC PLAN BOUNDARY
-  LAND USE POLICY AMENDMENT BOUNDARY

## GENERAL PLAN CONSISTENCY

The proposed Napier and Sudekum SP is consistent with the T4NE and T4 CM policies. The plan strives to create a mixed-use development that encourages increased walkability and connectivity between the site and the surrounding communities. The site plan places more density and massing on a high priority transit corridor heading into downtown while creating an effective transition to the surrounding single family neighborhoods.

# EXISTING CONDITIONS





## SITE CONDITIONS

Today MDHA operates two properties on the north side of Lafayette Street at the intersection with Charles E. Davis Boulevard. East of Charles E. Davis is J C Napier Homes- which covers 21.87 acres and contains 378 units. Across Charles E. Davis to the west is the larger Tony Sudekum Apartments which sprawls 443 residential units across 31.6 Acres. Together these two complexes cover over 56 square acres and have over 820 residential units today,

The creation of J C Napier and Tony Sudekum Homes with the development of the Interstate led to a fragmentation of the historic street grid. The Napier side of the Specific Plan has an increased importance of transitioning into the existing neighborhood both with points of access and scale of development.

The site has some topographical challenges that affect both the Napier and Sudekum sides of the study area. On the Sudekum side the slope runs upward from a low point at Charles E. Davis to the western boundary at Carroll Street adjacent to I-40. The Napier side of the development has a slight high point in the middle of the green space and slopes down from there. The most challenging grade difference occurs along the Lafayette Street frontage where the sidewalk is 6'-10' above the front porch or stoops of the units fronting the street.

02

# DEVELOPMENTAL STAIR

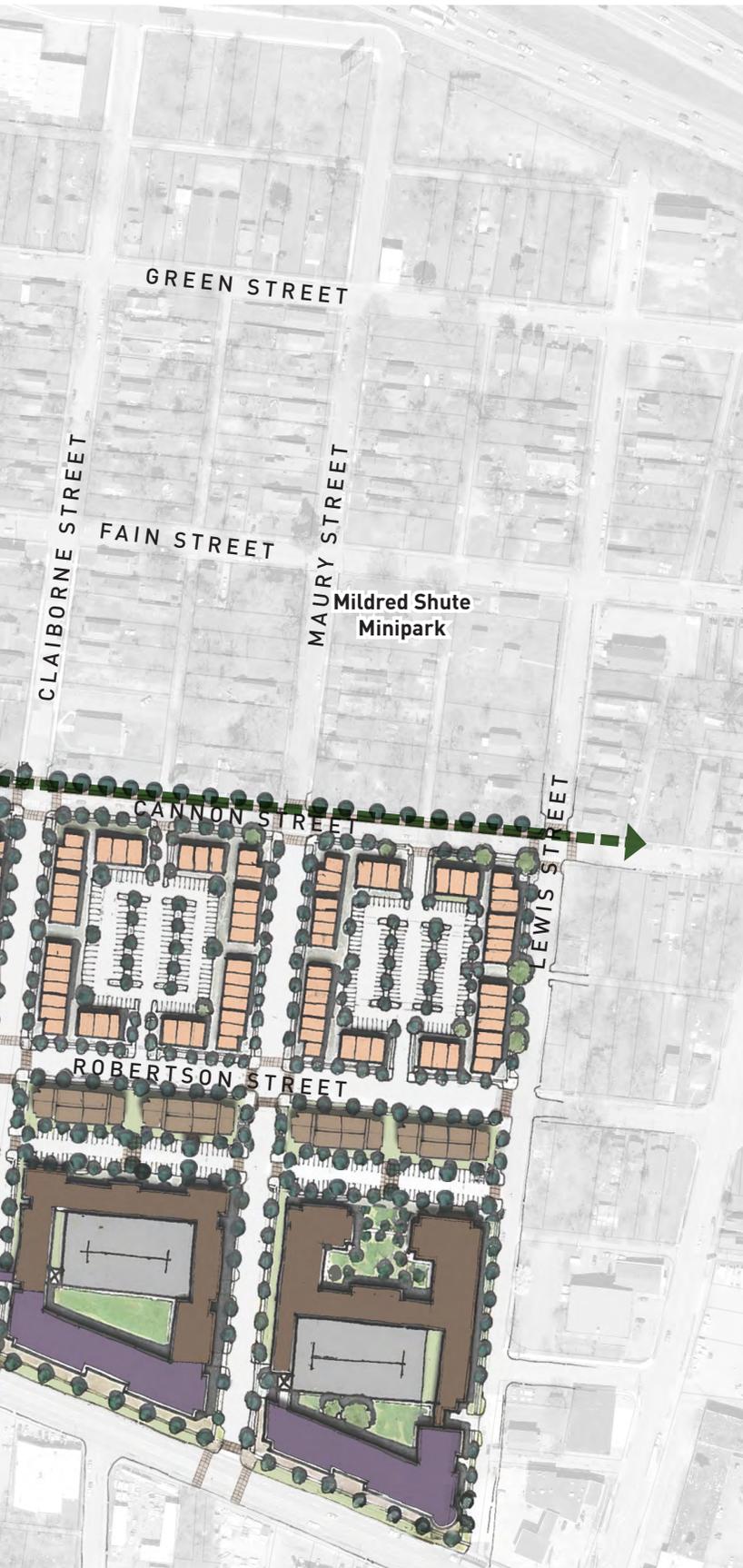




# DEVELOPMENT STANDARDS

# SPECIFIC PLAN MASTER PLAN





## MASTER PLAN

The Specific Plan is designed to build on the momentum developed throughout the Transformation plan process.

The design approach for Napier Sudekum is to consolidate the site's density and non-residential uses at the priority corridor of Lafayette Street leading into Downtown Nashville. These structures are seen as 5 to 6 story mid-rise buildings that are accessed from wrapped parking structures.

Moving away from Lafayette Street into the site the height and density begins to step down as the development begins to transition to the neighboring community. Density tapers down to low-rise flats to surface parked townhomes as the development approaches the boundaries of the site.

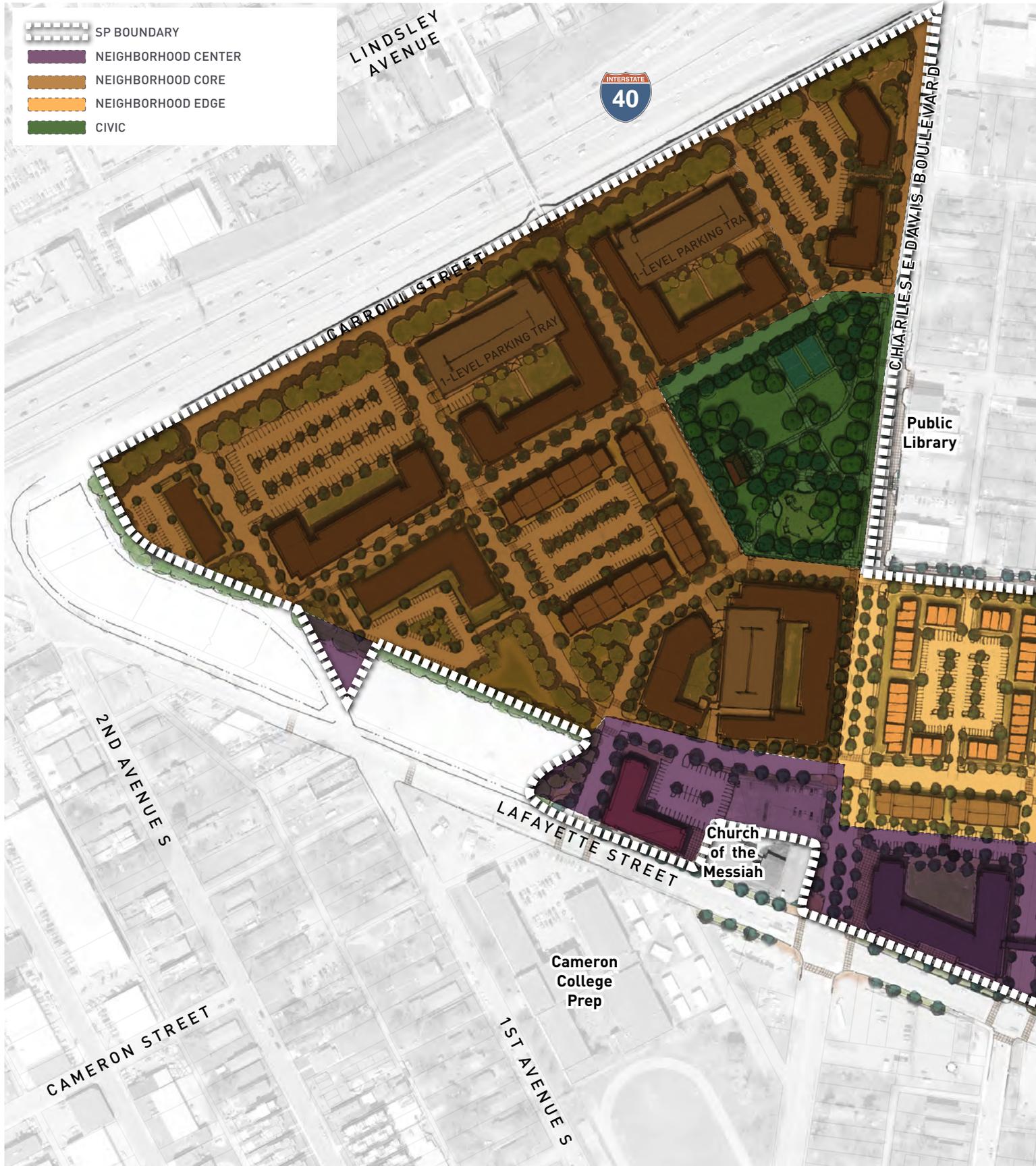
The site also utilizes new secondary connector streets to help establish the former street grid that crossed through the neighborhood.

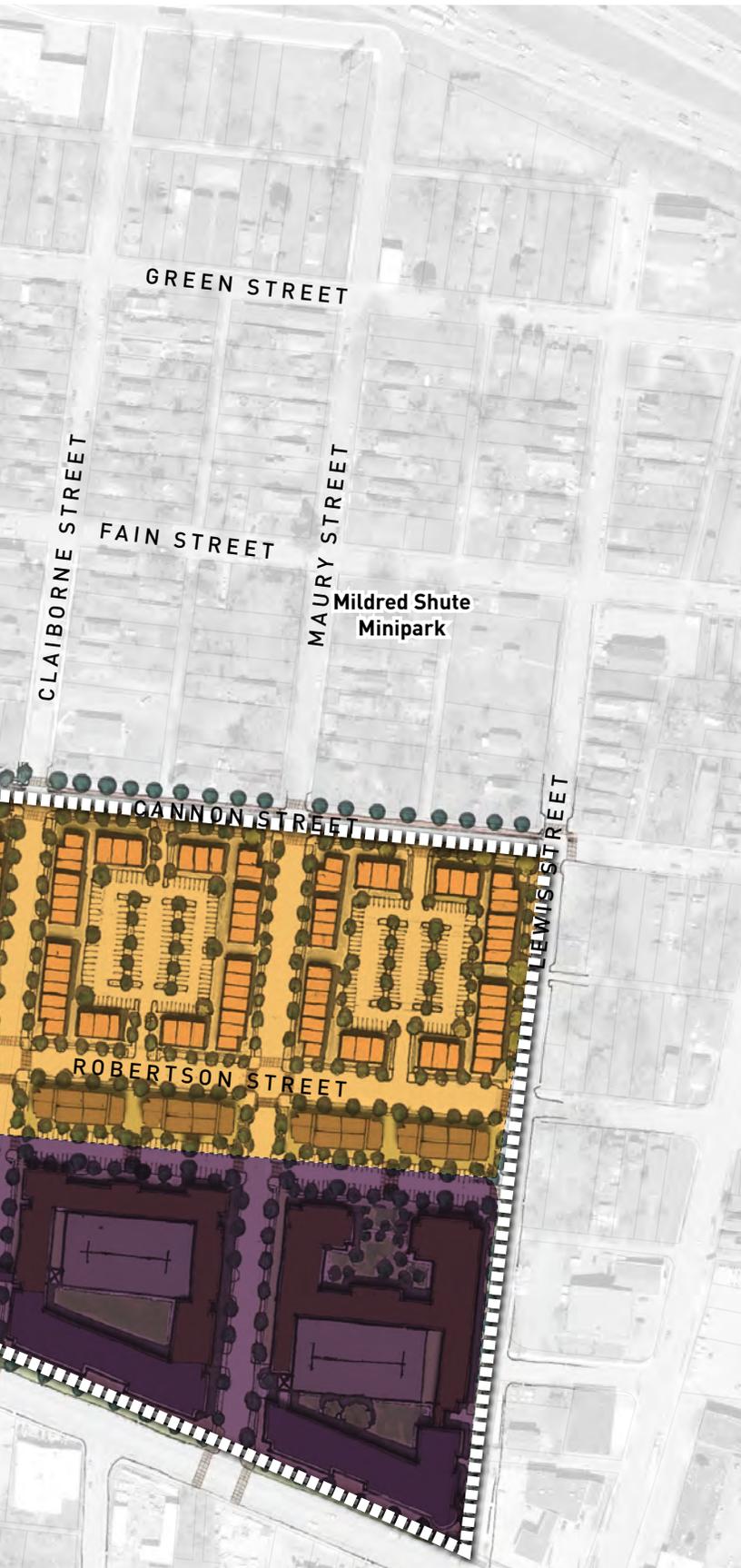
Through the Specific Plan, South Nashville will be afforded a level of quality and a sense of community. The intent of the Napier and Sudekum SP is to provide a high quality, mixed-income mixed-use community, that creates an attractive destination for live, work, and play.

This plan is intended to:

- Provide a variety of housing price points and types from single-family to townhomes and various scales of multifamily, in order to accommodate the housing needs of a diverse population;
- Emphasize the importance of the pedestrian environment through appropriate scale and form, while incorporating public open space that provides a public benefit in key locations within the development;
- Contextually blend the edge portions of the development with the surrounding neighborhoods.

# SUBDISTRICT





## NEIGHBORHOOD CENTER

Location: Primarily fronting Lafayette Street

Scale: 6 Stories Maximum

Intent: Provide a mixture of uses along Lafayette Street capitalizing on the site's proximity to Downtown Nashville and Wedgewood Houston.

## NEIGHBORHOOD CORE

Location: Between Charles E. Davis Boulevard and Carroll Street, all found west of Charles E. Davis Boulevard.

Scale: 4 Stories Maximum, Predominately 3-4 Stories

Intent: Provide a mixture of housing choice west of Charles E. Davis Boulevard with slightly higher density away from the adjacent single-family neighborhood.

## NEIGHBORHOOD EDGE

Location: Bound by Cannon Street to the north, Lewis Street to the east, and Charles E. Davis Street to the West. The southern portion includes all frontages to the extended Robertson Street.

Scale: 3 Story Maximum, Garden style apartments are envisioned at 3 stories with townhomes being a mixture of 2-3 stories depending on the grade.

Intent: Provide a mixture of housing types for the community while transitioning density and scale into the neighborhood.

## CIVIC

Location: Fronting Charles E. Davis Boulevard and bound to the south by Cannon Street.

Scale: 2 Stories Maximum, Structures intended to be community serving or open-air park structures

Intent: Provide a well-designed community open space

# STANDARDS AND REGULATIONS

## BULK STANDARDS

Minor modifications to the Preliminary SP plan may be approved by the Planning Commission or its designee based upon final architectural, engineering or site design and actual site conditions. All modifications shall be consistent with the principles and further the objectives of the approved plan. Modifications shall not be permitted, except through an ordinance approved by Metro Council, that increase the permitted density or floor area, add uses not otherwise permitted, eliminate specific conditions or requirements contained in the plan as adopted through this enacting ordinance, or add vehicular access points not currently present or approved. The Planning Department may allow necessary adjustments to the build-to zone when existing utilities or utility easements are within the build-to zone and unusual circumstances require that the utilities cannot be relocated or easements reduced. The Planning Department may allow necessary adjustments to the build-to zone based on the nature of the existing and future land uses and site conditions in the general vicinity. Refer to the Napier Sudekum Design Guidelines for full regulation standards including building architecture, massing, facades, roofs, materials, access and parking, awnings and canopies, walls and fences, and build-to lines.

BULK STANDARD	Neighborhood Center	Neighborhood Core	Neighborhood Edge	Civic
<b>Zoning and Uses</b>				
Fall Back Zoning	MUG-A	RM40-A	RM20-A	R6-A
<b>Developable Area</b>				
Floor Area Ratio (FAR)	4.5	3.5	2.5	0.5
Impervious Surface Ratio (ISR)	0.9	0.75	0.75	0.25
<b>Height</b>				
Primary District Height <sup>(3)</sup>	6 Stories in 90'	4 Stories in 60'	4 Stories in 60' (South of Robertson) 3 Stories in 50' (North of Robertson)	2 Stories in 35'
Residential Raised Foundation <sup>(5)</sup>	18"-4'	18" - 3'	18"-4'	N/A
Non-Residential Raised Foundation	3' Maximum	3' Maximum	3' Maximum	3' Maximum
Minimum First Floor Height	13' (26' single story)	N/A	N/A	N/A
<b>Setbacks</b>				
Front Setback	0'	5'	5'	0'
Street/Open Space Build-to-zone <sup>(2)</sup>	10'	5-15' Primary and Secondary 5-25' all other	5-20' Primary and Secondary 5-30' all other	N/A
Façade Width/Street Wall	80% Primary and Secondary	80% Primary and Secondary	70% Primary and Secondary	N/A
Rear Setback	0'	10'	0'	10'
Side Setback	0'	5'	5'	5'
Minimum Building Separation	0'	10'	10'	30'

1. Architectural Standards to be governed through MDHA Napier Sudekum Design Guidelines
2. Build-to shall be measured from Open Space, plazas, and other publicly accessible spaces
3. Height measured from top of raised foundation to top of roof deck. Towers, roof forms, stairwells, and other rooftop unconditioned space shall be excluded from height calculations
4. Required parking shall be excluded from FAR calculations
5. 4' permitted with additional landscape and screening standards where topography challenges exist



## ACCEPTABLE USES

The following uses are acceptable in each of the listed subareas.

PERMITTED USES	Neighborhood Center	Neighborhood Core	Neighborhood Edge	Civic
Single Family		●	●	
Two Family		●	●	
Multi-Family	●	●	●	
Cultural Center	●	●	●	○
Day Care Center (up to 75)	●			○
Day Care Center (over 75)	●			○
Day Care Home				
Day Care- Parent's Day Out	●			○
School Day Care				○
Religious Institution	●			○
Business School	●			○
Community Education	●			○
Personal Instruction	●			○
Financial Institution	●			
General Office	●			
Leasing/Sales Office	●	●	●	○
Animal Hospital	●			
Assisted-Care Living	●			
Medical Office	●			
Medical or Scientific Lab	●			
Outpatient Clinic	●			
ATM	●			
Business Service	●			
Community Gardening (commercial)	●			○
Community Gardening (non-commercial)	●	●	●	○
Grocery Store	●			
Home Improvement Sales	●			
Hotel/Motel	●			
Personal Care Services	●			
Restaurant, Fast-Food	●			
Restaurant, Full-Service	●			
Restaurant, Take-Out	●			
Retail	●			
Multi-Media Production	●			
Greenway	●	●	●	○
Park	●	●	●	○
Recreation Center	●	●		○
Small Outdoor Music Event				○
Temporary Festival				○
Theater	●			○
Theatre	●			○
Pond/Lake		●		○

# NEIGHBORHOOD CENTER

**Intent:** Provide a mixture of uses along Lafayette Street capitalizing on the site’s proximity to Downtown Nashville and Wedgewood Houston, serve the surrounding area, by providing ground floor retail paired with office and other commercial uses along the street.

**Parking and Access:**

Parking shall be provided predominately through parking structures with some on-street and surface lots permitted for commercial uses.

**Parking Garage Screening/Lining:** Parking structures fronting a primary, secondary, or shared street R.O.W. or public open space shall be screened and lined with an active use along the ground floor.

With the exception of public streets, private shared access alleyways shall be the only permitted access points onto primary streets.

**Frontage Standards:**

**Build-to:** Where buildings directly front public streets or common areas (e.g. sidewalks, open space), 80% of the front facade must be built within 10’ from the back of the proposed sidewalk.

Projections and recesses up to 4 feet along the street wall for architectural articulation are permitted.

**Ground Floor Access:** Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

**Building Frontage/Orientation:** All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right of way and/or open space.

BULK STANDARD	Neighborhood Center
<b>Zoning and Uses</b>	
Fall Back Zoning	MUG-A
The Neighborhood Center district is intended to include a mixture of uses along Lafayette Street that transitions to high density residential off of the corridor.	
<b>Developable Area</b>	
Floor Area Ratio (FAR)	4.5
Impervious Surface Ratio (ISR)	0.9
<b>Height</b>	
Primary District Height	6 Stories in 90'
Residential Raised Foundation	18"-4'
Non-Residential Raised Foundation	3' Maximum
Minimum First Floor Height	13' (26' single story)
<b>Setbacks</b>	
Street/Open Space Build-to-zone	10'
Façade Width/Street Wall	80% Primary and Secondary
Rear Setback	0'
Side Setback	0'
Minimum Building Separation	0'

**Height and Foundation:**

Maximum height shall be measured from top of raised foundation along principal frontage to bottom of parapet/roof deck and shall not exceed 90’ and/or 6 stories.

Raised foundations are required on all residential properties and must be greater than 18” and less than 48”. Raised foundations on non-residential properties are not required, but if provided must be less than 36”.

Raised foundations greater than 36” shall be screened by utilizing additional landscaping, low walls, and/or fencing.





Figure 1. Neighborhood Center East of Charles E. Davis

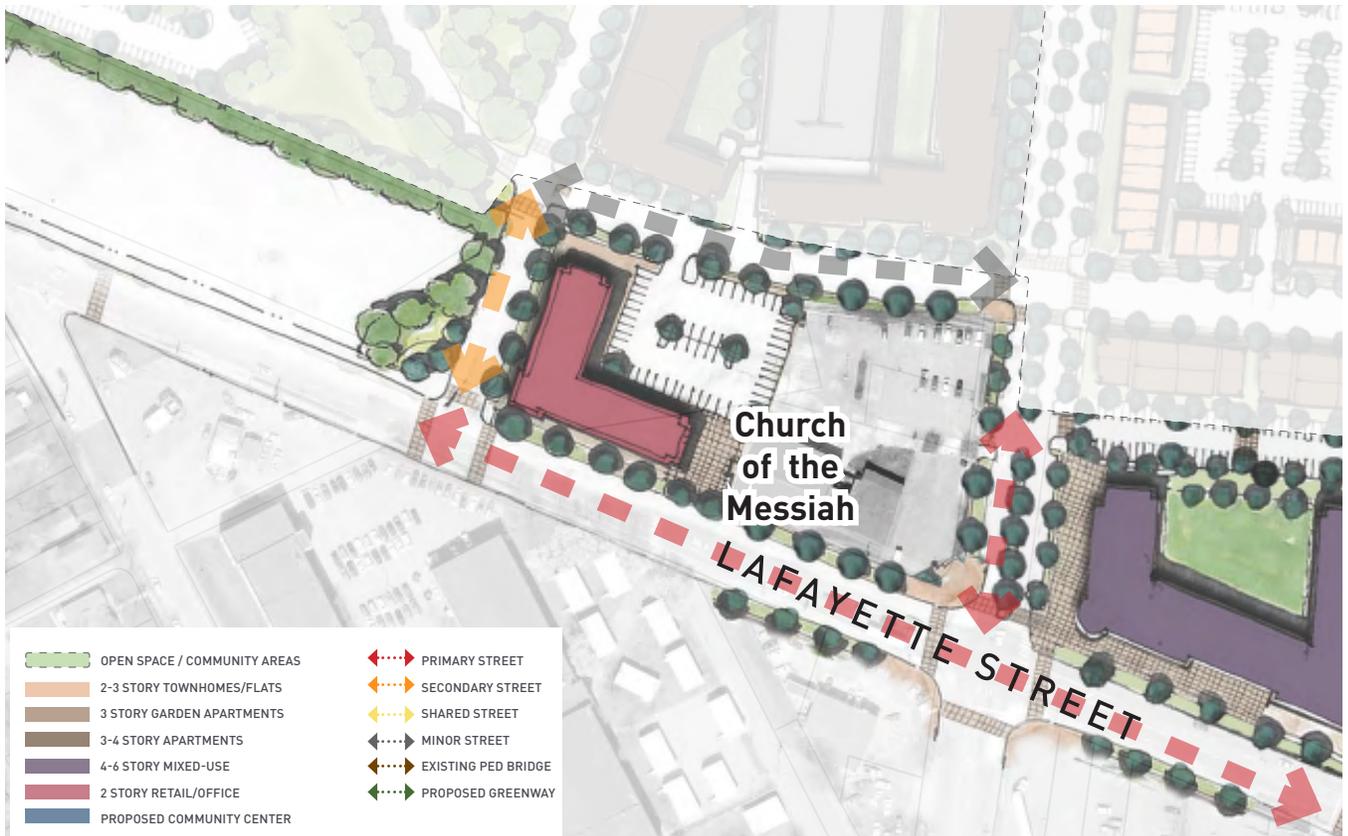


Figure 2. Neighborhood Center West of Charles E. Davis

# NEIGHBORHOOD CORE

**Intent:** Provide a mixture of housing choices west of Charles E. Davis Boulevard with slightly higher density away from the adjacent single-family neighborhood. Residential units will be predominately provided in stacked flats configuration and provide an active frontage to the planned community park and greenway path/ pedestrian bridge.

## Parking and Access:

Parking shall be provided through a mixture of parking structures, surface lots, and on-street spaces.

**Parking Garage Screening/Lining:** Parking structures fronting a primary, secondary, or shared street R.O.W. or public open space shall be screened and lined with an active use along the ground floor.

With the exception of public streets, private shared access alleyways shall be the only permitted access points onto primary streets.

## Frontage Standards:

**Build-to/Setback:** Buildings must be setback 5' from the right-of-way.

Where buildings directly front public streets or common areas (e.g. sidewalks, open space), 80% of the front facade must be built within 5-15' (primary or secondary streets) or 5-25'(all others) from the back of the proposed sidewalk.

Projections and recesses up to 4 feet along the street wall for architectural articulation are permitted.

**Ground Floor Access:** Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

**Building Frontage/Orientation:** All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right-of-way and/or open space.

BULK STANDARD	Neighborhood Core
<b>Zoning and Uses</b>	
Fall Back Zoning	RM40-A
The Neighborhood Core district is intended to include high density residential off of the corridor. This district creates an active front along the civic district/ neighborhood park space.	
<b>Developable Area</b>	
Floor Area Ratio (FAR)	3.5
Impervious Surface Ratio (ISR)	0.75
<b>Height</b>	
Primary District Height	4 Stories in 60'
<b>Residential Raised Foundation</b>	
Residential Raised Foundation	18" - 3'
<b>Non-Residential Raised Foundation</b>	
Non-Residential Raised Foundation	3' Maximum
Minimum First Floor Height	N/A
<b>Setbacks</b>	
Street Setback (Frontage Zone)	5'
Street/Open Space Build-to-zone	5-15' Primary and Secondary 5-25' all other
Façade Width/Street Wall	80% Primary and Secondary
Rear Setback	10'
Side Setback	5'
Minimum Building Separation	10'

## Height and Foundation:

Maximum height shall be measured from top of raised foundation along principal frontage to bottom of parapet/roof deck and shall not exceed 60' and/or 4 stories.

Raised foundations are required on all residential properties and must be greater than 18" and less than 36". Raised foundations on non-residential properties are not required, but if provided must be less than 36".





Figure 1. Neighborhood Core

- |   |                              |   |                     |
|---|------------------------------|---|---------------------|
|  | OPEN SPACE / COMMUNITY AREAS |  | PRIMARY STREET      |
|  | 2-3 STORY TOWNHOMES/FLATS    |  | SECONDARY STREET    |
|  | 3 STORY GARDEN APARTMENTS    |  | SHARED STREET       |
|  | 3-4 STORY APARTMENTS         |  | MINOR STREET        |
|  | 4-6 STORY MIXED-USE          |  | EXISTING PED BRIDGE |
|  | 2 STORY RETAIL/OFFICE        |  | PROPOSED GREENWAY   |
|  | PROPOSED COMMUNITY CENTER    |   |                     |

# NEIGHBORHOOD EDGE

**Intent:** Provide a mixture of housing types for the community while transitioning density and scale into the neighborhood. This section is intended to provide a variety of lower intensity residential types to provide greater choice within the development.

## Parking and Access:

Parking shall be provided through a mixture of surface lots, private garages, and on-street spaces.

With the exception of public streets, private shared access alleyways shall be the only permitted access points onto primary streets.

## Frontage Standards:

**Build-to:** Buildings must be setback 5' from the right-of-way.

Where buildings directly front primary or secondary streets or common areas (e.g. sidewalks, open space), 70% of the front facade must be built within 5-20' (primary or secondary streets) or 5-30' (all others) from the back of the proposed sidewalk.

Projections and recesses up to 4 feet for architectural articulation are permitted. Projections and recesses up to 4 feet along the street wall for architectural articulation are permitted.

**Ground Floor Access:** Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

**Building Frontage/Orientation:** All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right of way and/or open space.

## Height and Foundation:

Maximum height shall be measured from top of raised foundation along principal frontage to

BULK STANDARD	Neighborhood Edge
<b>Zoning and Uses</b>	
Fall Back Zoning	RM20-A
The Neighborhood Edge district is intended to transition the higher density Neighborhood Center district to the existing neighborhood North of Cannon Street.	
<b>Developable Area</b>	
Floor Area Ratio (FAR)	2.5
Impervious Surface Ratio (ISR)	0.75
<b>Height</b>	
Primary District Height	4 Stories in 60' (South of Robertson) 3 Stories in 50' (North of Robertson)
Residential Raised Foundation	18"-4'
Non-Residential Raised Foundation	3' Maximum
Minimum First Floor Height	N/A
<b>Setbacks</b>	
Street Setback (Frontage Zone)	5'
Street/Open Space Build-to-zone	20' Primary and Secondary 30' all other
Facade Width/Street Wall	70% Primary and Secondary
Rear Setback	0'
Side Setback	5'
Minimum Building Separation	10'

bottom of parapet/roof deck and shall not exceed 60' and/or 4 stories (south of Robertson) and 50' and/or 3 stories (north of Robertson).

Raised foundations are required on all residential properties and must be greater than 18" and less than 48". Raised foundations on non-residential properties are not required, but if provided must be less than 36".

Raised foundations greater than 36" shall be screened by utilizing additional landscaping, low walls, and/or fencing.



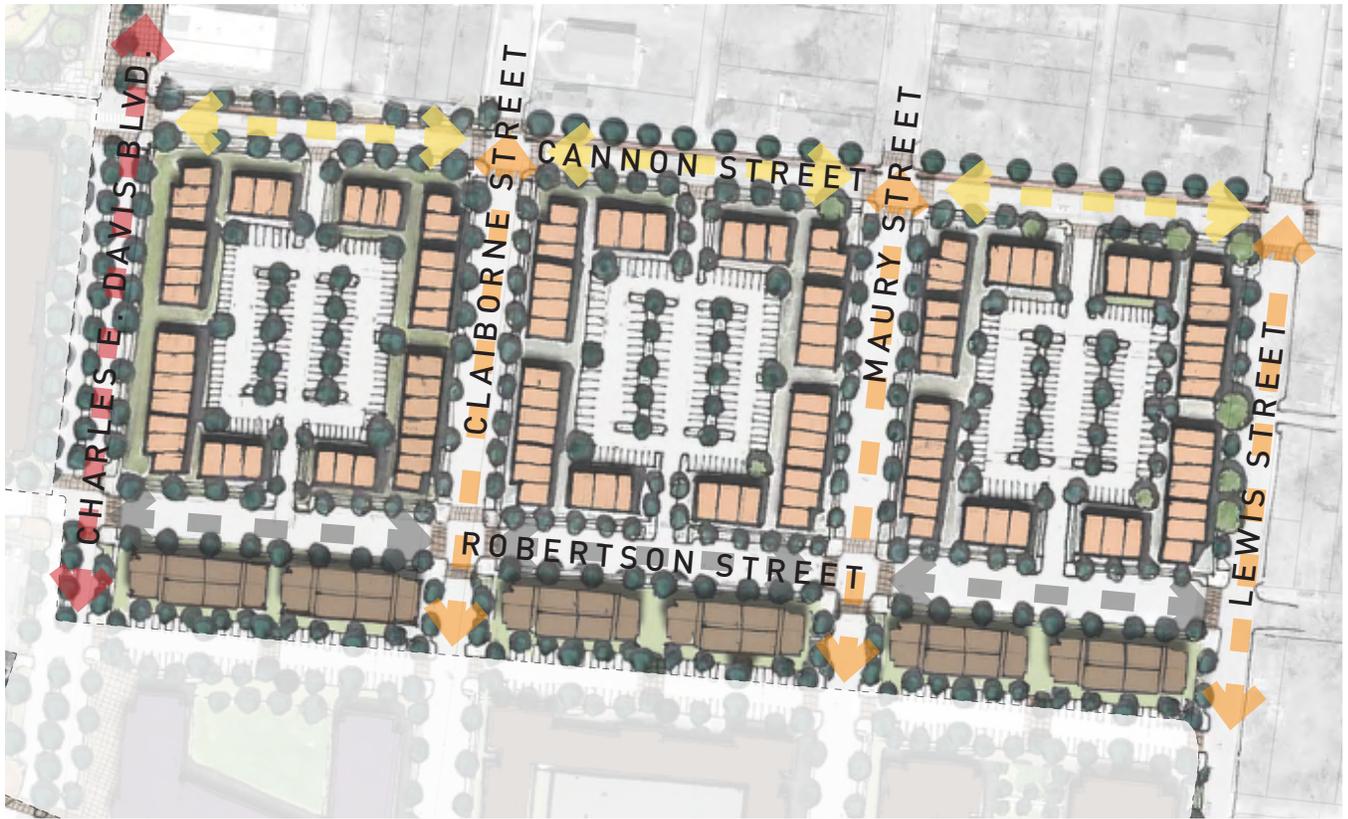


Figure 1. Neighborhood Edge



- |  |   |
|--|---|
|  OPEN SPACE / COMMUNITY AREAS |  PRIMARY STREET      |
|  2-3 STORY TOWNHOMES/FLATS    |  SECONDARY STREET    |
|  3 STORY GARDEN APARTMENTS    |  SHARED STREET       |
|  3-4 STORY APARTMENTS         |  MINOR STREET        |
|  4-6 STORY MIXED-USE          |  EXISTING PED BRIDGE |
|  2 STORY RETAIL/OFFICE        |  PROPOSED GREENWAY   |
|  PROPOSED COMMUNITY CENTER    |   |

Figure 2. Typical Block Structure in Neighborhood Edge

# CIVIC

**Intent:** Provide a well designed community open space that benefits the Specific Plan area as well as the larger South Nashville Community.

**Parking and Access:**

Parking shall be provided predominately through on-street spaces with some small surface lots permissible.

With the exception of public streets, private shared access alleyways shall be the only permitted access points onto primary streets.

**Frontage Standards:**

**Ground Floor Access:** Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

**Building Frontage/Orientation:** All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right of way and/or open space.

**Height and Foundation:**

Maximum height shall be measured from top of raised foundation along principal frontage to bottom of parapet/roof deck and shall not exceed 35’ and/or 2 stories (south of Robertson) and 50’ and/or 3 stories (north of Robertson).

Raised foundations on non-residential properties are not required, but if provided must be less than 36”.

BULK STANDARD	Civic
<b>Zoning and Uses</b>	
Fall Back Zoning	R6-A
The Civic District is intended to create an open space and community hub for the larger community.	
<b>Developable Area</b>	
Floor Area Ratio (FAR)	0.5
Impervious Surface Ratio (ISR)	0.25
<b>Height</b>	
Primary District Height(3)	2 Stories in 35'
Residential Raised Foundation(5)	N/A
Non-Residential Raised Foundation	3' Maximum
Minimum First Floor Height	N/A
<b>Setbacks</b>	
Street/Open Space Build-to-zone	0'
Facade Width/Street Wall	N/A
Rear Setback	10'
Side Setback	5'
Minimum Building Separation	30'



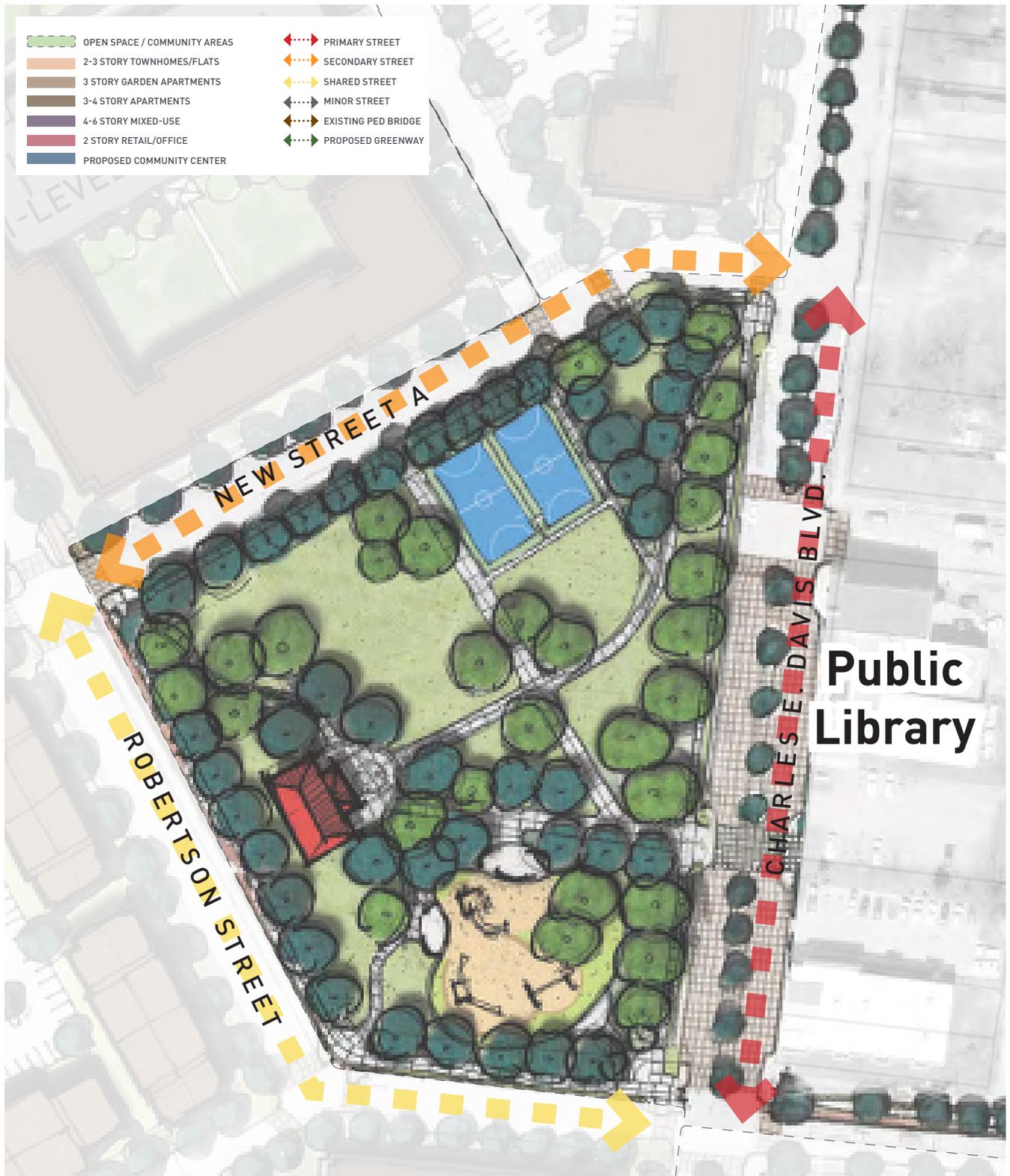


Figure 1. Neighborhood Civic

# STREET NETWORK

## PUBLIC STREETS

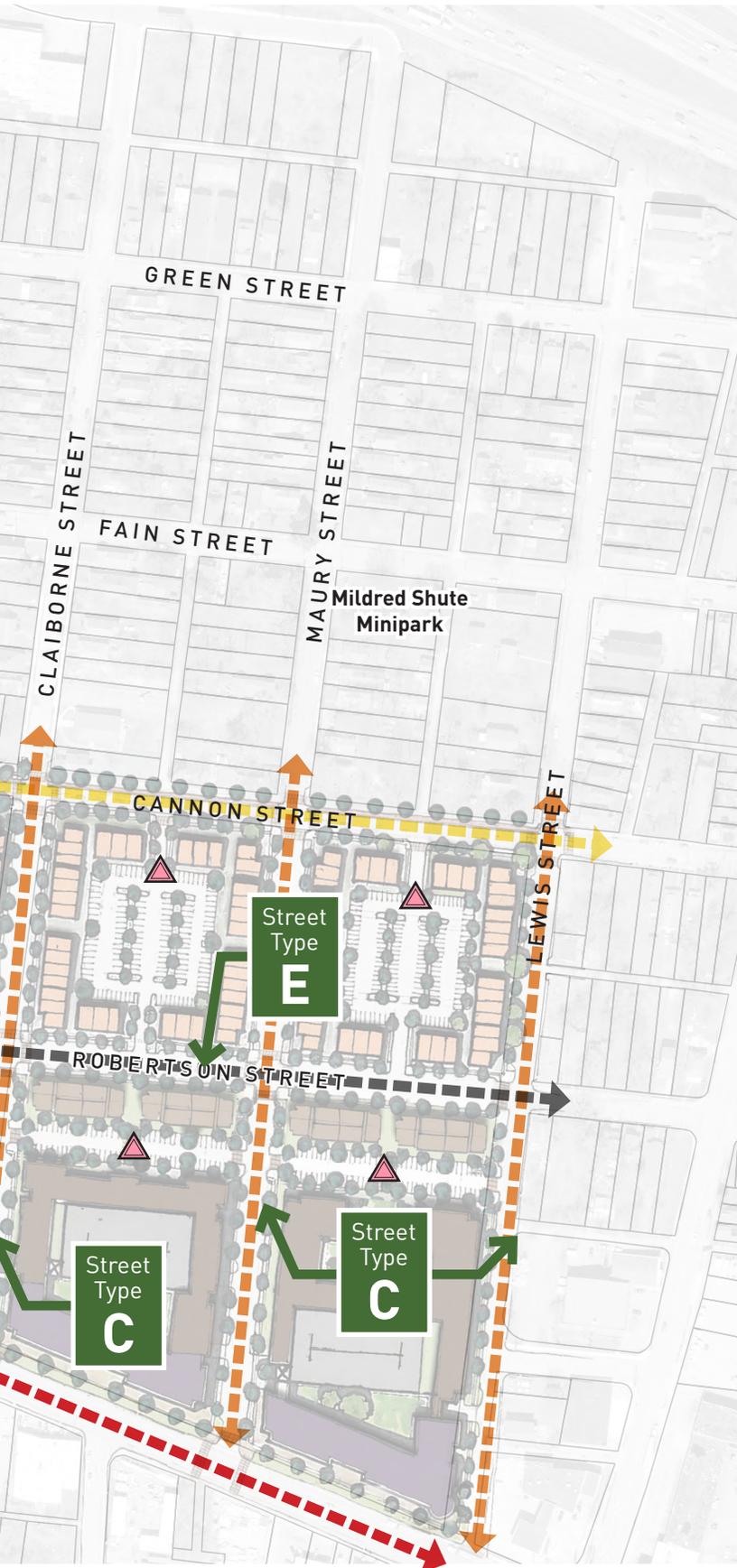
-  PRIMARY STREET
-  SECONDARY STREET
-  SHARED STREET
-  MINOR STREET

## BACK OF HOUSE

-  BACK OF HOUSE AREAS ARE PROHIBITED ALONG PRIMARY AND SECONDARY STREETS. WHERE FEASIBLE BACK OF HOUSE AREAS SHOULD BE INTERIOR TO THE PROPOSED BLOCKS.

ALL STREET TYPES LISTED ABOVE AND NOTED ON THE MAP SHALL BE METRO PUBLIC STREETS ALL FOLLOW METRO PUBLIC WORKS STANDARDS. ALLEYWAYS AND CONNECTIONS NOT LISTED OR NOTATED WITHIN THE MAP ARE INTENDED TO REMAIN WITHIN PRIVATE CONTROL.





The street network utilized and modified for the Napier Sudekum Specific Plan is designed to disperse traffic throughout the site and create a usable infrastructure hierarchy for drivers and pedestrians.

The proposed street network will help alleviate the traffic accessing Lafayette Street and Charles E Davis Boulevard by reconnecting the grid. This is seen in the extension of Maury Street southward to Lafayette as well as Cannon, Robertson and 1st Streets northwestward to Carroll Street.

In addition to street extensions, two new streets are proposed west of Charles E Davis Boulevard. New Street A connects 1st Avenue S to Charles E Davis—running on the northern boundary of the proposed park space while New Street B connects Lafayette to Cannon Street at the southern boundary of the park. These streets are intended to provide greater access to the site without utilizing Charles E Davis as the sole point of entry for the western portion of the site.

The remainder of the new streets and alleys created through the development process would predominately be privately owned and maintained through a bonded agreement.

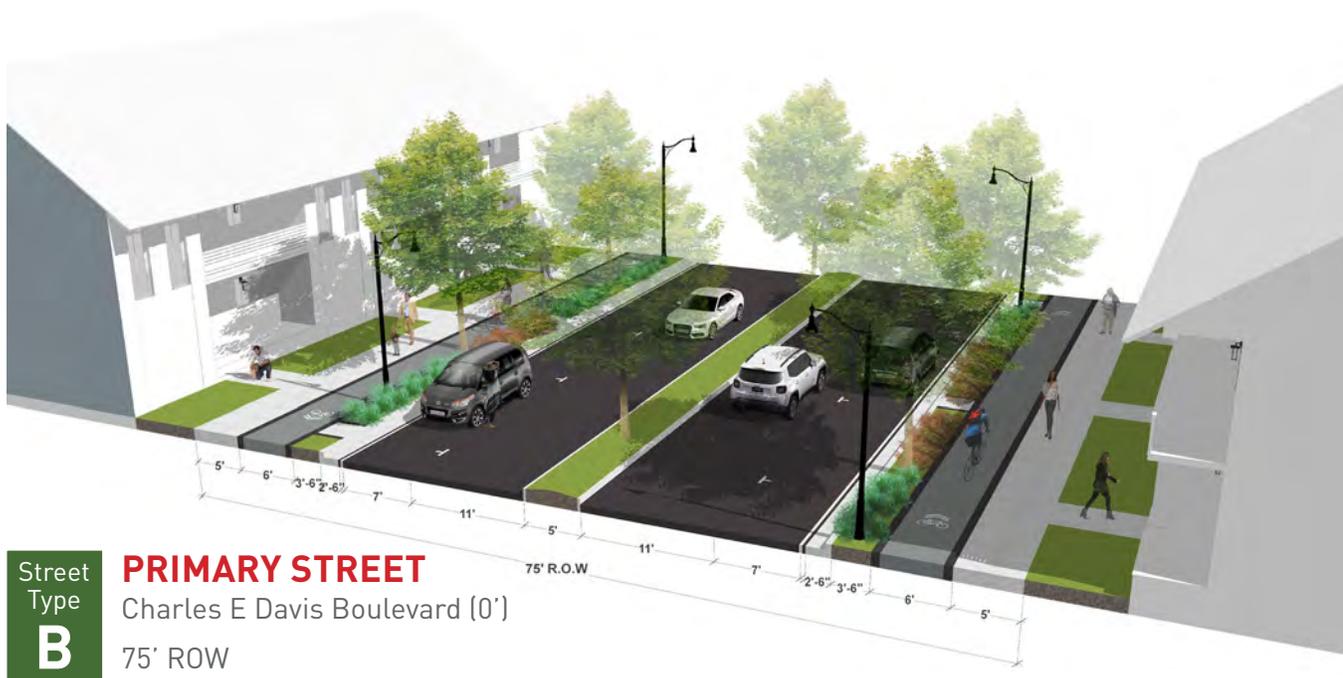
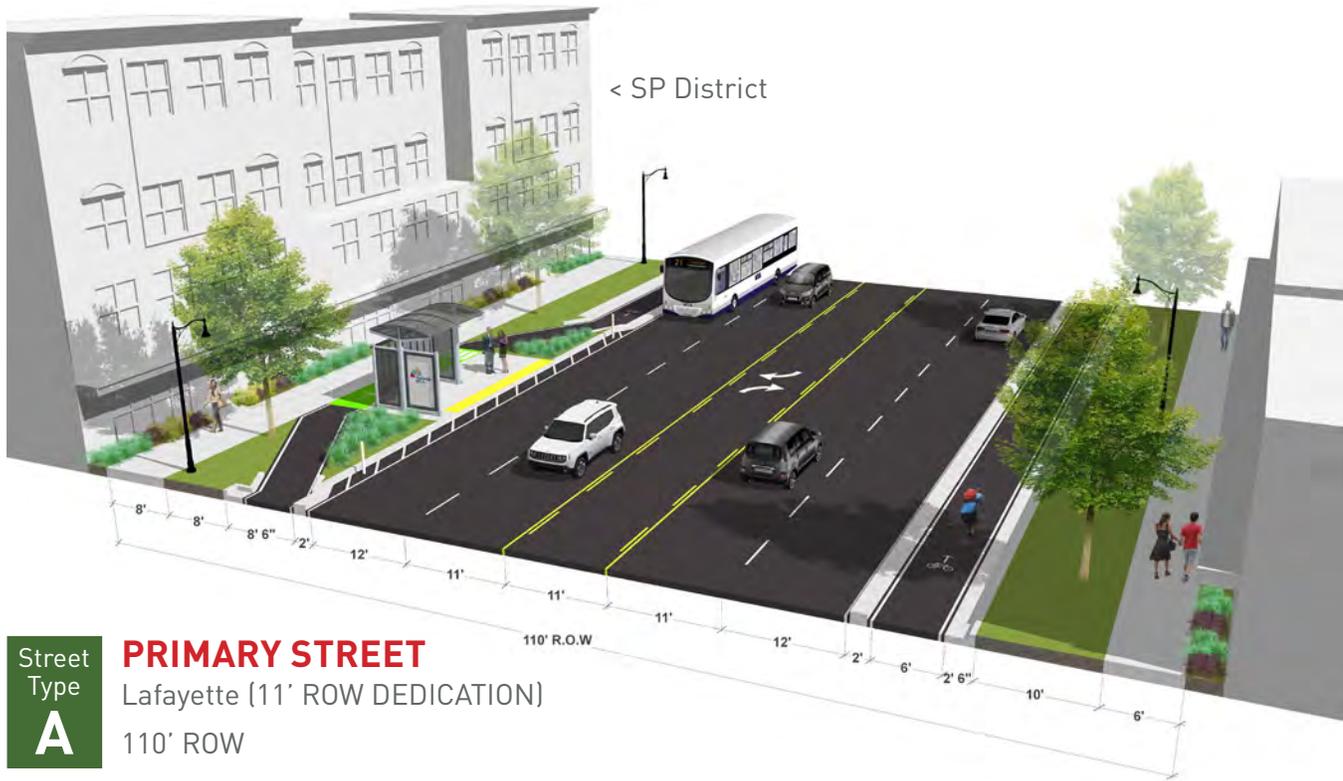
All roadways shall be built with Metro Public Works standard ST-200 curb and gutters and Metro Public Works standard ST-210 sidewalks and shall be designed and engineered specifically to allow for a 40' long public vehicle to make all possible turns.

All public streets/drives within the SP boundary will have a design speed and posted speed of no greater than 20 miles per hour.

Existing streets and private alleys not shown in the development master plan will be closed with the construction of structures and new streets within their subarea.

Curb cuts for alleys and access points will be a maximum of two per block on primary and shared streets.

# STREET SECTIONS





Street  
Type  
**C**

**SECONDARY STREET**

New Street A (62'), New Street B (62'), Claiborne (11'), Maury (62'), Lewis(11')  
62' ROW- Modified Metro Standard 260



Street  
Type  
**D**

**SHARED STREET**

Cannon (6')  
56' ROW

Street  
Type  
**E**

**LOCAL STREET**

Robertson (56'), 1st Avenue S (56'), Carroll (0')  
56' ROW- Metro Standard 252-B

# LANDSCAPE STANDARDS

## OVERALL STANDARDS

Areas reserved for stormwater greater than 0.5 acres will be designed to have either an active or passive park component that can be utilized outside of storm events. Detailed design to be provided at final SP stage of development.

All landscaping shall be properly irrigated and maintained; if drought resistant plant material is used, irrigation shall not be required.

Where irrigation systems are not utilized or specified, all planting masses or individual trees shall be within 100' from a functioning hose bid per Metro Urban Forestry requirements.

All plants shall be freshly dug, sound, healthy, vigorous, well branched, free of disease, insect eggs, and larvae, and shall have adequate root systems.

All container grown material shall be healthy, vigorous, well-rooted plants and established in the container in which they are sold. The plants shall have tops which are good quality and are in a healthy growing condition. All root bound plants shall be rejected.

Groups of shrubs shall be in a continuous mulch bed with smooth continuous lines.

Trees located within four feet of shrub beds shall share same mulch bed.

Finished planting beds shall be graded so as to not impede drainage away from buildings.

Plant locations may be adjusted in the field as necessary to be clear of drainage swales and utilities. If significant relocations are required, contractor shall contact landscape architect for approval. Failure to make such relocations known to the owner or landscape architect will result in contractor's liability of plant materials.

Trees must remain vertical and upright for the duration of the guarantee period with guys and strapping shall be removed after one growing season.

The root crown to be at finished grade or no greater than a maximum of one inch higher (after settling) than finished grade.

The development of this project shall comply with the street tree, tree density, and tree replacement requirements of Metro Nashville. Landscape plan to be submitted in Final SP Submittal.

**Street trees shall be provided along all street frontages at an average of forty-five (45) linear feet on center and be 3.5" caliper minimum.**

All landscaping shall be properly irrigated and maintained.

Where trees are planted in rows, they shall be uniform in size and shape.

Reference Metro L.I.D. Manual for design and planting materials for LID measures.

Refer to Napier Sudekum Design Guidelines for additional landscape standards.

Ornamental trees may be used as street trees where existing conflicts with overhead utilities occur.

## TREE DENSITY WORKSHEET

The tree density worksheet (Page 38) is very similar to the current tree worksheet required for each development in Metro Nashville by the Urban Forester, with three exceptions.

1. The reduction of planting credits by saving existing trees has been eliminated (tree save credits) and replaced by the Tree Replacement Worksheet requirements.

2. All street trees must be forty-five (45) linear feet on center and a minimum of 3.5" caliper.

3. 20 Tree Density Units per acre are required

Once calculations have been completed, the remainder of the units must be planted on the development site.

## TDU ZONE

As development continues in the area, it may become unrealistic to put required units from the tree replacement worksheet on the developing site. If determined infeasible for the health of the tree or density of the site by the Metro Urban Forester, up to 160 total units may be placed in the designated TDU zone. Up to 20 TDU's per development may be logged for placement within the zone. The TDU zone may only be planted once development of that area is complete. The Metro Urban Forester and MDHA shall be responsible for logging TDU's to be placed in that zone and ensuring planting once complete.



## ADDITIONAL TDU PLANTING

Once the designated TDU zone has reached capacity for each development, the Metro Urban Forester and MDHA shall decide locations for the remainder of the TDU's to be planted. In order of priority below, locations for plantings should be:

1. MDHA property that has been developed or has no plans for redevelopment.
2. South Nashville
3. Metropolitan Nashville

## TREE REPLACEMENT WORKSHEET

The tree replacement worksheet (Page 39) is intended to be a tool used to ensure a certain number of plants are installed to replace a tree being removed. The worksheet encourages thoughtful planting by allowing credits for various plant types and sizes. The developer will need to calculate the caliper inches being removed and convert that into a number of units that will need to be replaced.

## ANTICIPATED STREET TREES

The following trees shall be permitted as street trees within the R.O.W within this development. Variations to this list shall be approved by the Metro Nashville Forrester prior to approval.



Green Vase Zelkova



Frontier Elm



Greenspire Little Leaf Linden



London Planetree



Sunburst Thornless Honeylocust



Flame Amur Maple  
NES Approved



Lacebark Elm



Ginkgo

# TREE DENSITY WORKSHEET

NAPIER SUDEKUM

Date: \_\_\_\_\_

Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

Application Number: \_\_\_\_\_ - \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

- 1. Acreage (area of building site) = \_\_\_\_\_
- 2. Minus Building Coverage Area = \_\_\_\_\_
- 3. Equals Adjusted Acreage = \_\_\_\_\_
- 4. Multiplied by required density units per acre x 20
- 5. Required TDU's = \_\_\_\_\_

## Required Tree Density Unit Calculator

Based on caliper inches at planting

Caliper	Number of Trees	x	Value	=	Units
2"		x	.5	=	
3"		x	.6	=	
4"		x	.7	=	
5"		x	.9	=	
6"		x	1.0	=	
7"		x	1.2	=	

Density units provided on above schedule      REQUIRED      PROVIDED  
 Total density units for new trees      =      \_\_\_\_\_      \_\_\_\_\_

NOTE: The total density units provided must equal or exceed the requirements of #7 above



# TREE REPLACEMENT WORKSHEET

NAPIER SUDEKUM

Date: \_\_\_\_\_

Map: \_\_\_\_\_ Parcel: \_\_\_\_\_

Application Number: \_\_\_\_\_ - \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_

1. Existing caliper inches to be removed = \_\_\_\_\_  
 2. Multiplied by units per caliper inch = 0.05  
 3. Equals required placement units for project = \_\_\_\_\_

## Required Tree Replacement Unit Calculator

Based on caliper inches or size in gallons at planting

Size	Number of Plants	x	Value	=	Units
2" Caliper Tree		x	5	=	
3" Caliper Tree		x	10	=	
4" Caliper Tree		x	15	=	
6' Evergreen		x	5	=	

Protected tree units provided on above schedule REQUIRED PROVIDED  
 Total replacement tree units = \_\_\_\_\_

### NOTES:

1. All protected and replacement trees must be shown on site plan.
2. All street trees must be 3.5" caliper.
3. Only 20 replacement units may be located in the designated TDU zone.
4. All other units must be located on project site unless otherwise directed by the Urban Forester.
5. Urban Forester can determine where replacement TDU's may be located within Metro Nashville. If they are determined to be detrimental to the health of the tree.

# STANDARD NOTES AND PROVISIONS

## STANDARD SP NOTES

The purpose of this SP is to receive preliminary approval to permit the development of a 56.47 acre mixed-use development as shown.

For any development standards, regulations and requirements not specifically shown on the SP plan and /or included as a condition of Council approval, the property shall be subject to the standards, regulations and requirements of the zoning listed in the chart on Page 22 as of the date of the application request or application.

Minor modifications to the preliminary SP plan may be approved by the Planning Commission or its designee based upon final architectural, engineering or site design and actual site conditions. All modifications shall be consistent with the principles and further the objectives of the approved plan. Modifications shall not be permitted, except through an ordinance approved by Metro Council that increase the permitted density or floor area, add uses not otherwise permitted, eliminate specific conditions or requirements contained in the plan as adopted through this enacting ordinance.

Properties contain no FEMA designated floodplain per map 47037C0244H dated 04/05/2017.

The final site plan/ building permit site plan shall depict the required public sidewalks, any required grass strip or frontage zone and the location of all existing and proposed vertical obstructions within the required sidewalk and grass strip or frontage zone. Prior to the issuance of use and occupancy permits, existing vertical obstructions shall be relocated outside of the required sidewalk. Vertical obstructions are only permitted within the required grass strip or frontage zone.

Required parking consistent with the parking requirements of the Metro Zoning Code shall not be counted as floor area.

Permitted Uses : Permitted uses shall be the uses listed in the applicable zone of the specific plan. Uses shall be limited to 1,700 residential units (multi-family, two-family, and single-family) and 800,000 SF of nonresidential space within the proposed boundaries of this SP.

## ARCHITECTURAL STANDARDS:

Structures shall not cross subdistrict lines and shall adhere to the larger building separation standard when adjacent to a differing district.

Refuse collection, recycling and mechanical equipment shall be fully screened from public view by the combination of fences, walls or landscaping.

Building facades fronting a public street shall provide a minimum of one principal entrance (doorway) and 15% glazing.

HVAC units shall be located at the rear half of the side of unit, behind the unit, or on the roof of each building. HVAC units on roof must be screened from view along Primary and Secondary Frontages

Rooftop mechanical equipment, elevator and stairwell bulkheads and conditioned rooftop terraces are permitted on roof structures. They should be properly screened through the use of setbacks and/or screening and shall be limited to 12 feet maximum above roof deck.

Where feasible due to site elevations and conditions, ground floor residential units fronting a public street or green space may provide an active entrance point from the public sidewalk in the form of a stoop or porch condition. All ground level porches accessed directly from a public sidewalk shall provide a minimum of six (6) feet of depth.

EIFS, vinyl siding and untreated wood shall be prohibited on facades facing public R.O.W and public open space (vinyl soffits shall be permitted).

Parking garages shall be screened on primary, secondary, and shared streets with the use of building façade, additional landscape material, and other decorative screening elements.



Fences utilized in residential applications shall not extend past the front face of buildings along a public right-of-way.

## NES NOTES

Where feasible, this development will be served with underground power, pad-mounted transformers.

NES facilities will not be allowed to sit in or to pass through retention areas including rain gardens, bio-retention, bioswales and the like. This includes primary duct between padmounted equipment, as well as service duct to a meter.

## PUBLIC WORKS NOTES

Parking ratios shall be provided at or above the Metro Zoning Code Parking Standards. A supplemental shared parking plan may be presented to Metro Public Works at a later date.

Roadway improvements that are a direct result of this specific project as determined by the approved Traffic Impact Analysis and the Department of Public Works shall be constructed.

Any required right-of-way within the project site that is identified as necessary to meet the adopted roadway plans shall be dedicated.

Loading and valet areas shall be limited to spaces interior to the structure or behind the structure off of public right-of-way.

Developer will ensure bike lanes are continuous through intersections.

All construction within public ROW shall comply w/ MPW standards and specs

All ROW dedication shall be provided prior to associated building permits.

### Parking Standards:

Parking shall be provided within public garages, parking areas and private garages internal to the development. Guest parking spaces shall

be provided in the form of on-street parking throughout the SP.

Bicycle parking shall be provided per Metro Standards.

## FEDERAL COMPLIANCE

All development within the boundaries of this plan will meet the requirements of the Americans with Disabilities Act and the Fair Housing Act.

## STORMWATER NOTES

Metro Water Services shall be provided sufficient and unencumbered ingress and egress at all times in order to maintain, repair, replace, and inspect any storm water facilities within the property.

Any excavation, fill or disturbance of the existing ground elevation must be done in accordance with storm water management ordinance no.78-840 and approved by The Metropolitan Department of Water Service.

Size driveway culverts per the design criteria set forth by the Metro Stormwater Management Manual (Minimum driveway culvert in Metro ROW is 15' CMP)

Drawing is for illustration purposes to indicate the basic premise of the development, as it pertains to Stormwater approval / comments only. The final lot count and details of the plan shall be governed by the appropriate stormwater regulations at the time of final application.

The site is within the combined sewer. Additional requirements will be required and that it is advised to contact MWS staff.

## SCHEDULE AND PHASING

While full phasing details are not known at the time of Preliminary Specific Plan submittal, the project will be completed in multiple phases anticipated to start in summer of 2020.

03

ATTACI





# CHALLENGEMENTS

# DESIGN GUIDELINES EXTRACT

## ABBREVIATED STANDARDS FROM NAPIER SUDEKUM DEISGN GUIDELINES

### ALL SUBDISTRICTS

#### MASSING & FACADES

- For building facades facing an open space, the width of any unbroken façade shall not exceed 30' feet. Pilasters and projections less than 30" and variations in material shall not apply when trying to achieve this massing standard. It is highly encouraged to break the building's façade/mass plane when transitioning materials.
- When pedestrian access is provided between buildings, a minimum of 10' feet of building separation shall be provided. Building projections may not encroach within this area.

### NEIGHBORHOOD CENTER SUBDISTRICT

#### MATERIALS

- Building facades are encouraged to be finished in brick, stone, or cementitious siding. Cementitious siding must be painted. Brick may be painted or left unpainted. If multi-colored brick is used, it shall be painted. Paint colors are encouraged to be neutral and compatible with adjacent buildings neighborhood. Vinyl siding and EIFS are not permitted.
- Building retaining walls, landscaping walls, and piers shall be split-faced block, brick, or stone. Split-faced block must have integral color and shall not be painted. Split faced block shall match the same block used on the primary structure.
- Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.
- It is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.
- Windows shall be painted wood, clad wood, or metal. Shutters shall be either vinyl or wood; painted or stained.
- Awnings shall be reviewed for appropriateness.

#### ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

- Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

#### MINIMUM GLAZING

Commercial - Floor to Floor	40%
Residential - Floor to Floor	20%
Max. Commercial Sill Height	3 Feet
Min. Commercial Head Height	6 Feet

- Commercial ground floor glazing should be as clear as possible and should not be reflective or tinted to a point where visibility is restricted into the building.
- .....

# NEIGHBORHOOD CORE SUBDISTRICT

## MATERIALS

- Building facades are encouraged to be finished in brick, stone, or cementitious siding. Cementitious siding must be painted. Brick may be painted or left unpainted. If multi-colored brick is used, it shall be painted. Paint colors are encouraged to be neutral and compatible with adjacent buildings neighborhood. Vinyl siding and EIFS are not permitted.
- Building retaining walls, landscaping walls, and piers shall be poured concrete, split-faced block, brick, or stone. Split-faced block must have integral color and shall be painted. Split faced block shall match the same block used on the primary structure. Foundation walls shall be exposed a maximum of 3'-6" above grade and a minimum of 18" above grade.
- Roof materials shall be finished in asphalt shingles, wood shingles or metal roofing. Gutters and downspouts shall use galvanized steel, anodized aluminum, or copper.
- Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.
- It is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.
- Windows shall be painted wood, clad wood, or metal. Shutters shall be painted or stained wood or vinyl. Awnings shall be reviewed for appropriateness.

## ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

- Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

## MINIMUM GLAZING

All - Ground	25%
All - Upper	15%

- Acceptable types of windows are single-hung, double-hung, awning, or operable casement windows. In the case that there is an opening on a gable end, a circular or rectangular opening that is vertically oriented is permissible.
  - Openings in gable ends shall be centered. Transoms may be oriented horizontally but must be rectangular in shape.
  - Window sills are to project a minimum of 2" from the building face and are to be a minimum of 2" tall.
-

# DESIGN GUIDELINES EXTRACT

## ABBREVIATED STANDARDS FROM NAPIER SUDEKUM DESIGN GUIDELINES

### NEIGHBORHOOD EDGE SUBDISTRICT

#### MATERIALS

- Building facades shall be finished in brick, stone, wood clapboard, cementitious plank lapsiding and wood siding. Clapboard and cementitious siding must be painted. Wood siding shall be stained or painted. Wood clapboard should have 4"-5" of material exposure. Brick may be painted or left unpainted. Multi-colored brick is discouraged. Paint colors are encouraged to be neutral and compatible with adjacent buildings or neighborhood. Vinyl siding and EIFS are not permitted.
- Building retaining walls, landscaping walls, and piers shall be split-faced block, brick, or stone. Split-faced block must have integral color and shall not be painted. Split faced block shall match the same block used on the primary structure. Gates may be wood or wrought iron. Foundation walls shall be exposed a maximum of 3'-6" above grade and a minimum of 18" above grade.
- Outbuildings or accessory structures. Garages and storage buildings shall use compatible materials from the adjacent structures and neighborhood. Walls must follow the miscellaneous material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings are not permitted.
- Roof materials shall be finished in asphalt shingles, wood shingles or metal roofing. Gutters and downspouts shall use galvanized steel, anodized aluminum, or copper.
- Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.
- Material applications. Material transitions are only permitted along the horizontal line. In addition, it is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.
- Windows shall be painted wood, clad wood, or metal. Shutters shall be painted or stained wood or vinyl. Awnings shall be reviewed for appropriateness.

#### ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

- Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

#### MINIMUM GLAZING

- |              |     |
|--------------|-----|
| All - Ground | 25% |
| All - Upper  | 15% |
- Acceptable types of windows are single-hung, double-hung, awning, or operable casement windows. In the case that there is an opening on a gable end, a circular or rectangular opening that is vertically oriented is permissible.
  - Openings in gable ends shall be centered. Transoms may be oriented horizontally but must be rectangular in shape.
  - Window sills are to project a minimum of 2" from the building face and are to be a minimum of 2" tall.

# CIVIC SUBDISTRICT

## MATERIALS

- Building facades are encouraged to be finished in brick, stone, or cementitious siding. Cementitious siding must be painted. Brick may be painted or left unpainted. If multi-colored brick is used, it shall be painted. Paint colors are encouraged to be neutral and compatible with adjacent buildings neighborhood. Vinyl siding and EIFS are not permitted.
- Building retaining walls, landscaping walls, and piers shall be split-faced block, brick, or stone. Split-faced block must have integral color and shall not be painted. Split faced block shall match the same block used on the primary structure.
- Roof materials shall be finished in asphalt shingles, wood shingles or metal roofing. Gutters and downspouts shall use galvanized steel, anodized aluminum, or copper.
- Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.
- It is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.
- Windows shall be painted wood, clad wood, or metal. Shutters shall be either vinyl or wood; painted or stained.
- Awnings shall be reviewed for appropriateness.

## ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

- Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

## MINIMUM GLAZING

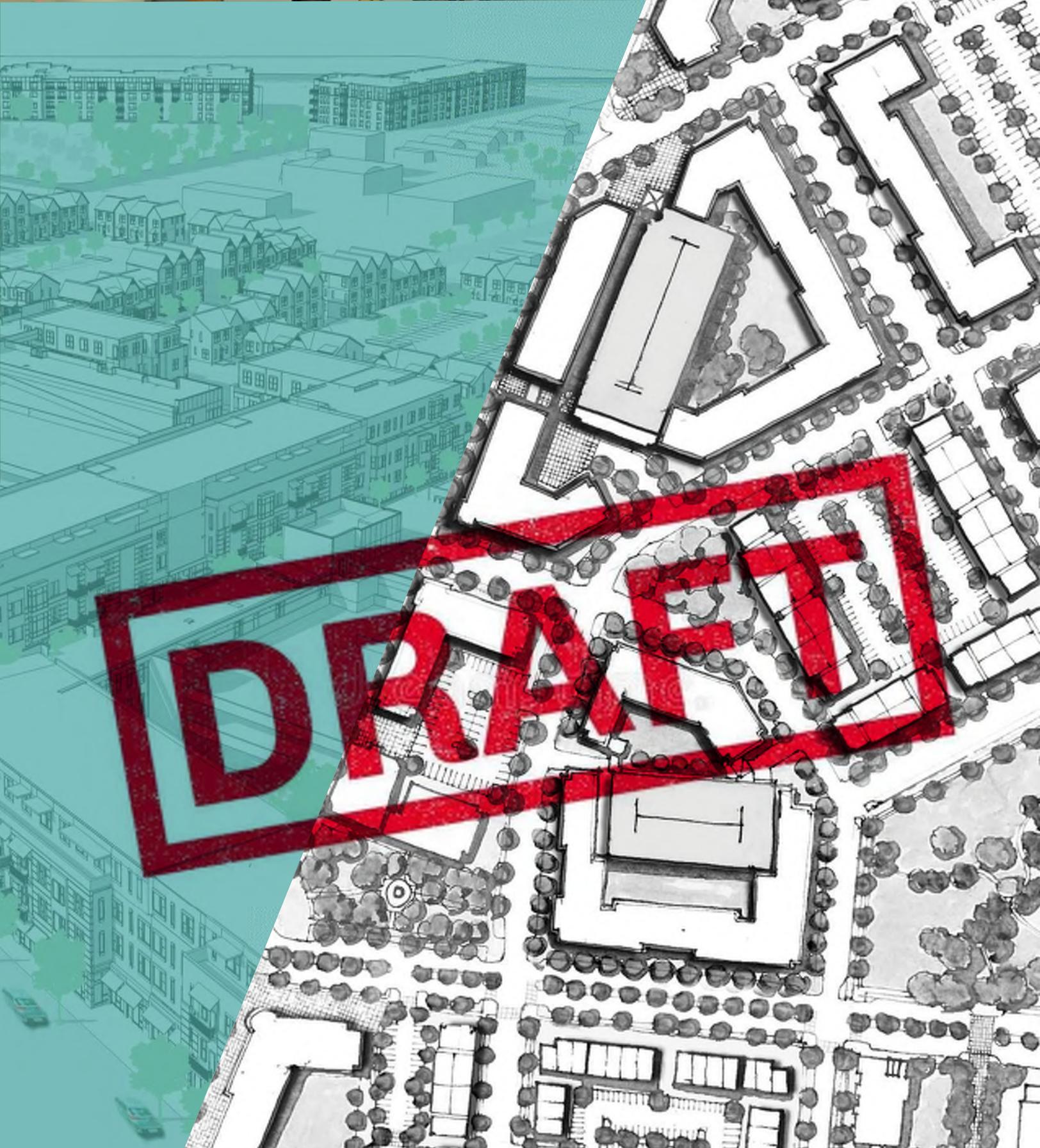
Commercial - All	40%
Max. Commercial Sill Height	3 Feet
Min. Commercial Head Height	6 Feet

- Commercial ground floor glazing should be as clear as possible and should not be reflective or tinted to a point where visibility is restricted into the building.



Kimley»Horn

**EXHIBIT B – ENVISION NAPIER AND SUDEKUM DESIGN GUIDELINES  
(DRAFT)**



**ENVISION NAPIER AND SUDEKUM**  
Design Guidelines

# CREDITS

## METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

Jim Harbison, Executive Director

## MOODY NOLAN, INC.

Prime Consultant

## LORD AECK SARGENT

Subdistricts

## KIMLEY HORN

Site Principles

The following guidelines reflect the vision of the community through the extensive Envision Napier Sudekum engagement process that began in 2017 and continued throughout the 2019 Design Guideline planning process. The planning team explicitly acknowledges the following groups for their contribution to the effort.

**Napier Sudekum Residents** - The continual involvement from the Napier Sudekum community was instrumental in the creation of these guidelines.

**Community Advisory Group (CAG)** - Since 2017, residents, community leaders and stakeholders have provided extraordinarily valuable input to the Envision Napier Sudekum efforts.

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# INTRODUCTION

# ENVISION NAPIER SUDEKUM

## HISTORY & PROCESS

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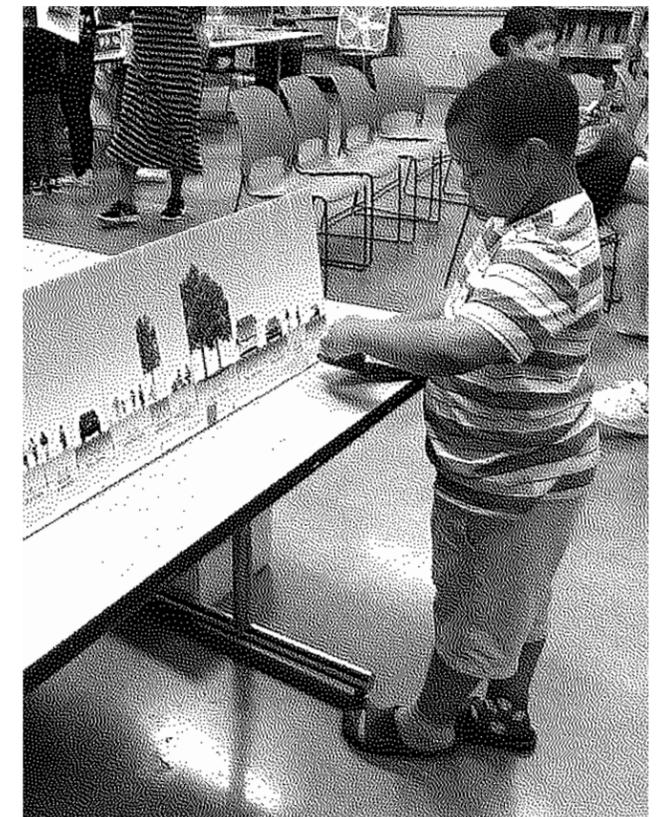
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# VISION

## MASTER PLAN

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- OPEN SPACE / COMMUNITY AREAS
- 2-3 STORY TOWNHOMES/FLATS
- 3 STORY GARDEN APARTMENTS
- 3-4 STORY APARTMENTS
- 4-6 STORY MIXED-USE
- 2 STORY RETAIL/OFFICE
- PROPOSED COMMUNITY CENTER
- EXISTING PED BRIDGE
- PROPOSED GREENWAY

Figure 1. Specific Plan Masterplan

# CORNERSTONES

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# APPLICATION

## NAPIER SUDEKUM MASTER PLAN

The Napier Sudekum Redevelopment Project is located in Metropolitan Nashville and Davidson County, Tennessee, and is undertaken by the Metropolitan Development and Housing Agency, hereinafter referred to as “MDHA,” in accordance with and in furtherance of the objectives of The Housing Authorities Law, Tennessee Code Annotated, Sections 13-20-101, et. seq. (the “Housing Authorities Law”).

## HOW TO USE THE GUIDELINES

**STEP 1:** Consult ORDINANCE NO. BL2019-1773 (Establishing the Napier Sudekum Specific Plan) for specific requirements regarding land use, general regulations and controls.

**STEP 2:** Consult the Zoning Code to understand the applicable regulations controlled by the underlying zoning (whether Specific Plan or Base Zoning).

Regulatory standards of the underlying zoning must be met. This document provides additional and/or more restrictive controls and guidance than those regulated by the underlying zoning.

**STEP 3:** Consult the Subdistrict Map of this document to identify the relevant regulatory subdistrict.

**STEP 4:** Review the individual Subdistrict Guidelines of this document for the relevant standards and requirements.

**STEP 5:** Consult the Site Principles section for more specific guidelines for lighting, landscaping and site design; Compliance with the principles of this section are encouraged and may be modified by the MDHA appointed Design Review Committee (DRC).

### Development Standard Hierarchy

Several documents guide and specify regulations for the development of Cayce Place. If conflicts between documents arise, use the following order hierarchy (Highest to Lowest) to determine applicable document:

1. Ordinance No. BL2019-1773 (Establishing the Napier Sudekum Specific Plan)
2. Napier Sudekum Design Guidelines
3. Fallback Zoning Districts (for properties zoned Specific Plan)

## REVIEW PROCESS

### STEP 1: Preliminary DRC Review (optional)

Projects may submit preliminary/conceptual plans for consideration/review by MDHA’s Design Review Committee (DRC) and Staff to determine if general compliance with the guidelines is achieved and/ or modifications are necessary for the application. This may apply to general site development standards and/ or for conceptual approval of architecture, lighting, landscaping, signage and other requirements.

Once preliminary DRC approval is complete, a project may prepare and submit a FINAL SP application for review by the Planning Department, if applicable.

### STEP 2: Final DRC Approval

Typically, “Design Development” level drawings are sufficient for Final DRC review.

#### Site Plan

For any new development, redevelopment, or improvement, a site plan shall be prepared which shows locations of structures, appurtenances, walls, signs, driveways, parking, service areas, walks, utilities, planting, and grades. The site plan shall be submitted for review and approval by MDHA before issuance of any associated building permits. The site plan shall contain information sufficient to describe the context of the development, including off-site structures and conditions. Where the development is to be accomplished in stages, a description of the proposed staging shall accompany the site plan.

#### Exterior Design

For any new development, redevelopment, or improvement, building elevations shall be prepared showing detailed architectural design of all faces of the proposed buildings, including all proposed building materials and finishes. The building elevations shall be submitted for review and approval by MDHA before issuance of any associated building permits. Detailed architectural plans for any building addition shall be submitted for review and approval by MDHA before issuance of any associated building permits. MDHA shall review all proposals for development, redevelopment, and improvement to ensure that a high standard of architectural and structural quality is maintained through sustainable building materials.

Any or all of these specific requirements may be waived as unnecessary by MDHA.

### Construction Approvals

No improvement requiring a building permit (including new structures, additions, parking facilities, and signs) shall be erected, installed, enlarged, or altered until plans and permits have been approved by MDHA. At the discretion of MDHA, some permit approvals may be approved at a later stage in development (i.e. signage, landscaping, etc.).

## MODIFICATIONS AND APPEALS

Modifications to any of the requirements within the guidelines may be considered by the MDHA Design Review Committee insofar as the modifications are consistent with the guidelines and further the objectives of the Napier Sudekum Specific Plan. Modifications may be granted by the DRC for unique circumstances or exceptional design solutions. Modifications shall not be permitted that increase the permitted density or floor area, add uses not otherwise permitted, change the physical boundary of the approved plan or eliminate specific conditions as adopted through the

enacting ordinances approved by Metro Council for a Specific Plan, the Napier Sudekum Specific Plan and/or underlying base zoning.

Appeals to the MDHA Design Review Committee decision may be made to the MDHA Board of Directors in accordance with the appeal process within Ordinance No. BL2019-1773.



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SUBDISTRICTS



# SUBDISTRICTS

To achieve the envisioned character of the Napier Sudekum Specific Plan District, four subdistricts have been identified:

- Neighborhood Center
- Neighborhood Core
- Neighborhood Edge
- Civic

These subdistricts were identified based on the following key factors:

- The community vision (Envision Napier Sudekum)
- The proposed Transformation Plan and development patterns
- The proposed building types and housing typologies
- The existing context of the surrounding neighborhoods
- The existing and potential real estate market

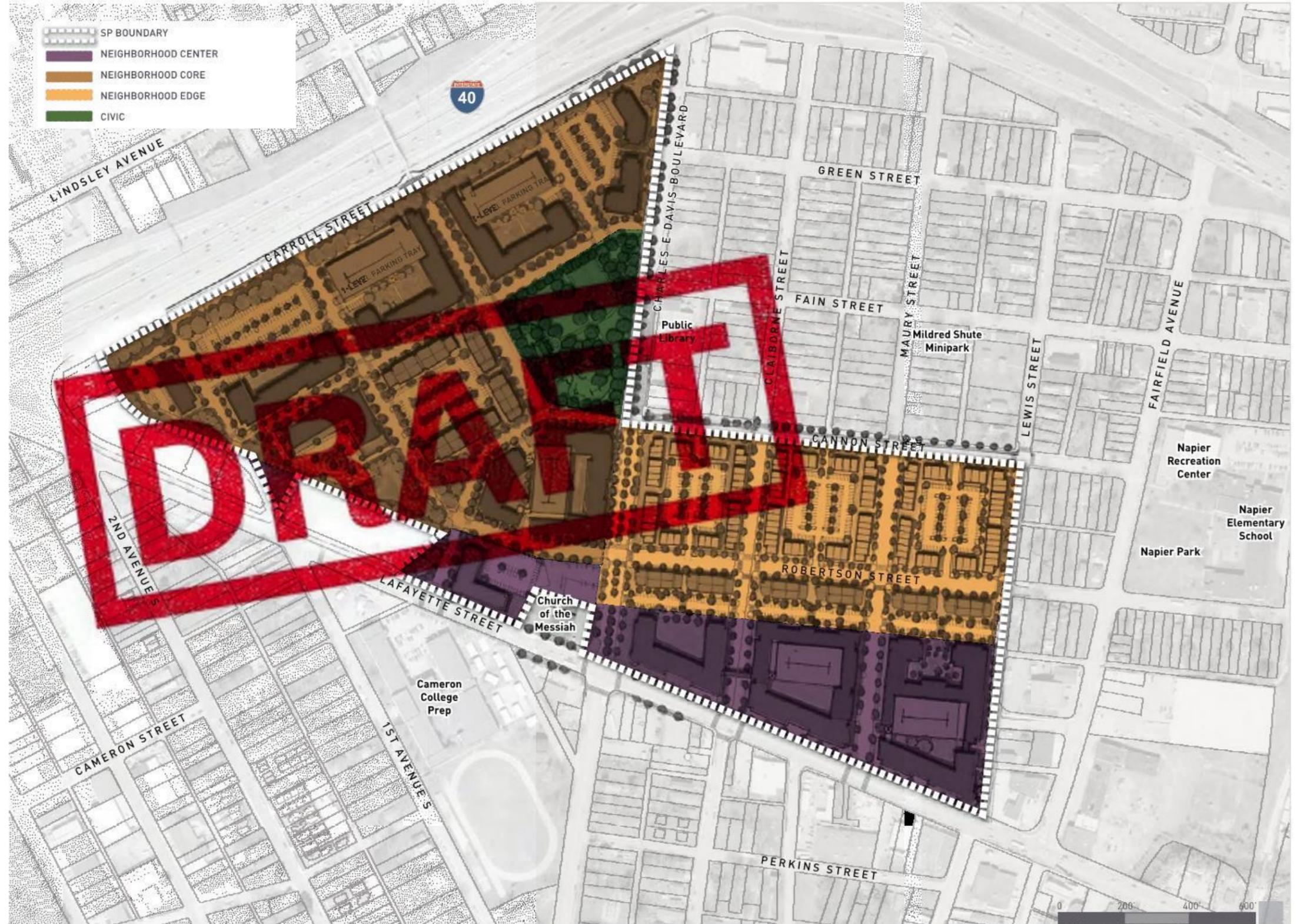


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# SUBDISTRICTS



## NEIGHBORHOOD CENTER

The Napier Sudekum Specific Plan identifies the areas north of Lafayette Street as a Neighborhood Center. As the name signifies, this area is envisioned to serve as the node for the community. It will integrate residential, commercial and entertainment opportunities that would enhance the quality of life and neighborhood experience holistically.

This subdistrict will be the community's economic anchor providing new job and housing opportunities for the residents. The buildings are envisioned to be mixed-use fronting Lafayette Street, with office, retail and service amenities such as restaurants, café, grocery store, etc. located on the ground floor and housing on the upper floors.

Lafayette Street is proposed to be transformed to a complete street with a dedicated bike lane, new transit stop, new transit, multi-lane vehicular access, etc. The Neighborhood Center will enrich the complete street transformation by accommodating safe and pedestrian friendly streetscape amenities, to encourage foot traffic thereby ensuring maximum experience of the ground floor services of the mixed-use buildings.



## NEIGHBORHOOD CORE

The Neighborhood Core subdistrict is central to the new residential developments and improvements within the redeveloped Napier Sudekum Specific Plan area. It is envisioned as a community with mid-rise urban housing units, providing a mixture of housing choices, with active frontage, around a central open space and well-connected by a network of walkable and landscaped streets. The residential buildings in this subdistrict will be three to four stories in height, with the slightly higher density developments located away from the adjacent single-family neighborhood.

All the residential blocks west of Charles E. Davis Boulevard are designated to be a Neighborhood Core and will help with a gradual transition from the high density mixed-use Neighborhood Center to the low density residential Neighborhood Edge and the single-family residential neighborhood.



# SUBDISTRICTS



## NEIGHBORHOOD EDGE

The Neighborhood Edge subdistrict is envisioned to serve as a sensitive transition zone that can tie the new redevelopment to the surrounding single-family residential neighborhoods seamlessly. The developments in this subdistrict are intended to be lower density residential buildings, usually two to three stories in height. The building mass and the architectural character of the buildings will be designed to be compatible to the surrounding context.

The three blocks along Cannon Street are designated as Neighborhood Edge as they form the transition zone between the new development and the surrounding residential neighborhoods in the ENS Transformation Plan.



## CIVIC

The Civic subdistrict is the heart of the community and is vital to the success of the development. It is comprised of a central well-designed open space with community amenities and recreational spaces, envisioned to serve the Specific Plan area as well as the larger South Nashville Community. To ensure maximum utilization, safety and accessibility, the open space is surrounded by housing and is connected through pedestrian and bike network.



# NEIGHBORHOOD CENTER SUBDISTRICT



## FRONTAGE STANDARDS

**A GENERAL BUILD-TO-ZONE** 10'

**SIDE SETBACK** 0'

**REAR SETBACK** 0'

### B ENCROACHMENT ZONE

Projections and recesses up to 4 feet for architectural articulation are permitted.

Upper floor encroachments may extend to property line if approved by DRC. For upper floor encroachments that extend within the Public Right of Way, a separate process (Mandatory Referral) is required by the Department of Public Works.

The DRC may allow for minor modifications to build-to-zones and encroachment requirements based on unique conditions such as the preservation of trees, utilities and buildings fronting open space.

**C STREET FRONTAGE** 80%

Access drives, open spaces, pedestrian passages, and amenity areas are excluded from this calculation.

## GROUND FLOOR ACCESS

Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right of way and/or open space.

## D HEIGHT & FOUNDATION

Maximum height shall be measured from average grade along principal frontage to bottom of parapet/roof deck and shall not exceed 90' and/or 6 stories.

Raised foundations are required on all residential properties and must be greater than 18" and less than 48". Raised foundations on non-residential properties are not required, but if provided must be less than 36".

Raised foundations greater than 36" shall be screened by utilizing additional landscaping, low walls, and/or fencing.

## E FIRST FLOOR HEIGHT

Minimum first floor height shall be no less than 13'. In areas where building is only one story, the minimum height shall be 26'.

## MASSING & FACADES

For building facades facing an open space, the width of any unbroken façade shall not exceed 30' feet. Pilasters and projections less than 30" and variations in material shall not apply when trying to achieve this massing standard. It is highly encouraged to break the building's façade/mass plane when transitioning materials.

When pedestrian access is provided between buildings, a minimum of 10' feet of building separation shall be provided. Building projections may not encroach within this area.

## MINIMUM GLAZING

Commercial - Floor to Floor	40%
Residential - Floor to Floor	20%
Max. Commercial Sill Height from grade	3 Feet
Min. Commercial Head Height from grade	6 Feet

Commercial ground floor glazing should be as clear as possible and should not be reflective or tinted to a point where visibility is restricted into the building.

## ROOF FORMS

Buildings along Lafayette Avenue are required to have flat roofs.

## MATERIALS

Building facades are encouraged to be finished in brick, stone, or cementitious siding. Cementitious siding must be painted. Brick may be painted or left unpainted. If multi-colored brick is used, it shall be painted. Paint colors are encouraged to be neutral and compatible with adjacent buildings neighborhood. Vinyl siding and EIFS are not permitted.

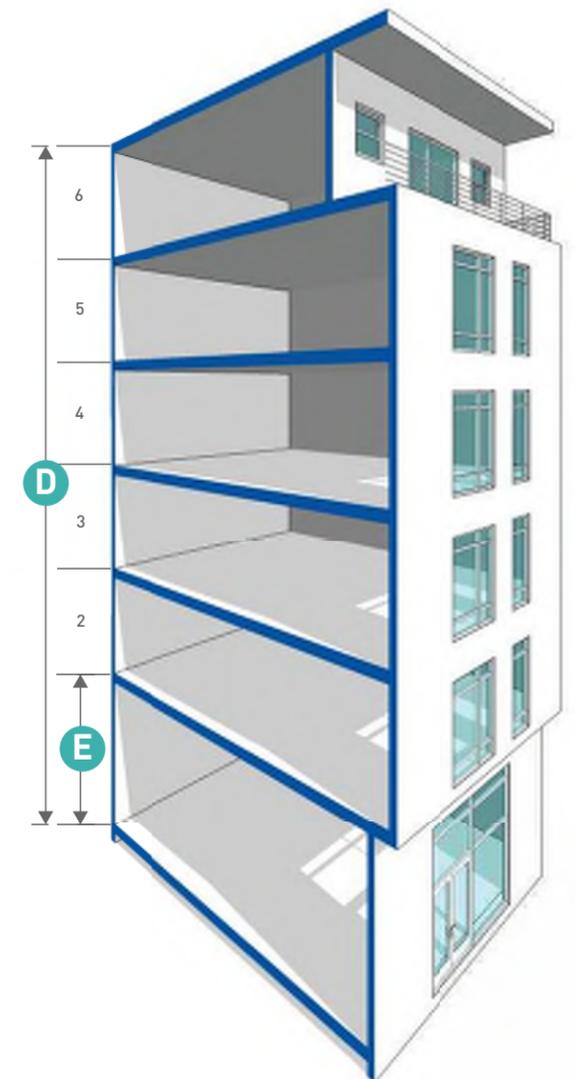
Building retaining walls, landscaping walls, and piers shall be split-faced block, brick, or stone. Split-faced block must have integral color and shall not be painted. Split faced block shall match the same block used on the primary structure.

Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.

It is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.

Windows shall be painted wood, clad wood, or metal. Shutters shall be either vinyl or wood; painted or stained.

Awnings shall be reviewed for appropriateness.



# NEIGHBORHOOD CENTER SUBDISTRICT (cont'd)



Commercial corner provides primary entry, appropriate materials and maximized glazing.



Open plazas promote community involvement.



Large buildings are encouraged to divide the massing into smaller forms to minimize visual impact.



Building addresses and activates the street with functional front entries, wide sidewalks.



Recessing and projecting elements are encouraged to avoid flat monotonous facades.



Inappropriate. Ground floor retail does not promote activity and a vibrant street experience.



Inappropriate ground floor. Lack of functional entries, no canopy, no signage.

## ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

## ACCESS & PARKING

Parking shall be provided predominately through parking structures with some on-street and surface lots permitted for commercial uses.

Parking Garage Screening/Lining: Parking structures fronting a primary, secondary, or shared street R.O.W. or public open space shall be screened and lined with an active use along the ground floor.

Alleys or streets (public or private) shall be the only permitted access points onto primary streets.

# NEIGHBORHOOD CORE SUBDISTRICT



## FRONTAGE STANDARDS

### A GENERAL BUILD-TO-ZONE

PRIMARY/SECONDARY STREET	5-15'
ALL OTHER STREETS	5-25'

SIDE SETBACK 5'

REAR SETBACK 10'

### B ENCROACHMENT ZONE

Projections and recesses up to 4 feet for architectural articulation are permitted.

Upper floor encroachments may extend to property line if approved by DRC. For upper floor encroachments that extend within the Public Right of Way, a separate process (Mandatory Referral) is required by the Department of Public Works.

The DRC may allow for minor modifications to build-to-zones and encroachment requirements based on unique conditions such as the preservation of trees, utilities and buildings fronting open space.

### C STREET FRONTAGE 80%

Access drives, open spaces, pedestrian passages, and amenity areas are excluded from this calculation.

### GROUND FLOOR ACCESS

Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right of way and/or open space.

### D HEIGHT & FOUNDATION

Maximum height shall be measured from average grade along principal frontage to bottom of parapet/roof deck and shall not exceed 60' and/or 4 stories.

Raised foundations are required on all residential properties and must be greater than 18" and less than 36". Raised foundations on non-residential properties are not required, but if provided must be less than 36".

### MASSING & FACADES

For building facades facing an open space, the width of any unbroken façade shall not exceed 30' feet. Pilasters and projections less than 30" and variations in material shall not apply when trying to achieve this massing standard. It is highly encouraged to break the building's façade/mass plane when transitioning materials.

When pedestrian access is provided between buildings, a minimum of 10' feet of building separation shall be provided. Building projections may not encroach within this area.

### MINIMUM GLAZING

All - Ground	25%
All - Upper	15%

Acceptable types of windows are single-hung, double-

hung, awning, or operable casement windows. In the case that there is an opening on a gable end, a circular or rectangular opening that is vertically oriented is permissible.

Openings in gable ends shall be centered. Transoms may be oriented horizontally but must be rectangular in shape.

Window sills are to project a minimum of 2" from the building face and are to be a minimum of 2" tall.

## ROOF FORMS

Roof shapes should visually rotate and be compatible with the roof form, pitch and orientation with the surrounding neighborhood buildings. Primary roof forms are predominantly gable and hip. Roof with slopes ranging from 6:12 to 12:12 are permitted.

Eaves shall be continuous. Flat roofs are only permitted when they are accessible from an interior room. The parapet or railing must follow Metro building code height restrictions. Ancillary roofs attached to walls at upper portion may be sheds sloped no less than 4:12. Roof penetrations such as plumbing vents shall not be visible to the primary street. They shall be painted to match the roof color material with the exception of metal which may be left unpainted. Chimney flues are allowed to face the primary street on the gabled or hipped roof.

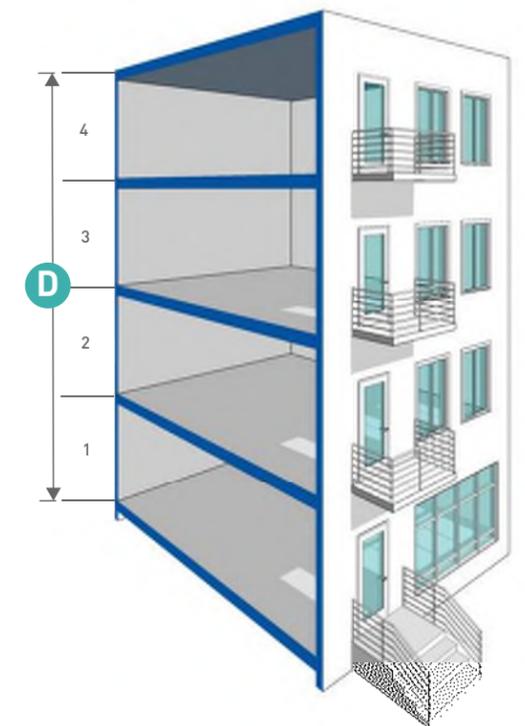
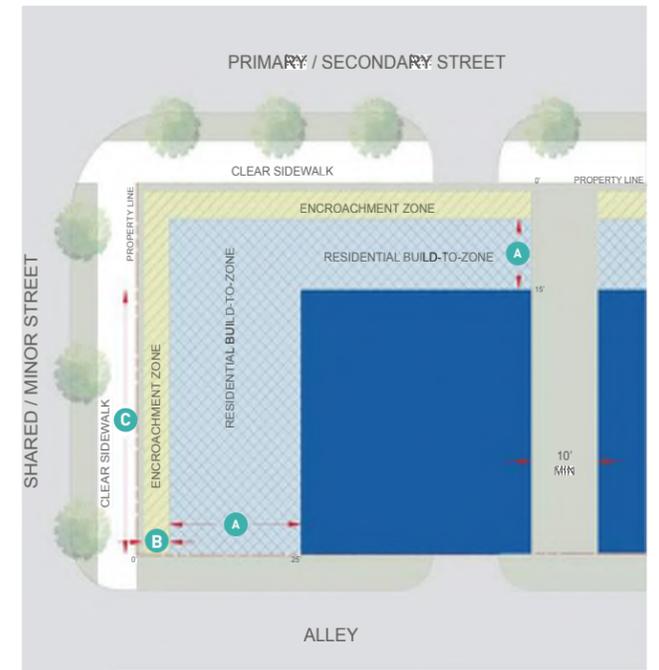
Skylights are permitted and shall be flat (non-bubble). Solar panels shall be flat to the roof surface.

Dormers shall have a slope of 6:12 or 12:12 and have a symmetrical gable or hip roof. They shall not exceed 60% of the façade width and be placed a minimum of 4'-6" from the building's side walls. Dormers shall not have slopes less than 4:12.

## MATERIALS

Building facades are encouraged to be finished in brick, stone, or cementitious siding. Cementitious siding must be painted. Brick may be painted or left unpainted. If multi-colored brick is used, it shall be painted. Paint colors are encouraged to be neutral and compatible with adjacent buildings neighborhood. Vinyl siding and EIFS are not permitted.

Building retaining walls, landscaping walls, and piers shall be poured concrete, split-faced block, brick, or



# NEIGHBORHOOD CORE SUBDISTRICT (cont'd)



Shared community outdoor spaces are encouraged throughout the development.



Identifiable and welcoming entrance.



Appropriately scaled massing. Regional materials are encouraged.



Maximized glazing at street level.



Architecturally defined corners with prominent entrances can create neighborhood landmarks.



Inappropriate. Vinyl siding is not permitted.



Inappropriate window to wall ratio. Residential buildings are required to have raised foundations.



Inappropriate. Limited glazing and garages facing the street frontage are not permitted.

stone. Split-faced block must have integral color and shall be painted. Split faced block shall match the same block used on the primary structure.

Roof materials shall be finished in asphalt shingles, wood shingles or metal roofing. Gutters and downspouts shall use galvanized steel, anodized aluminum, or copper.

Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.

It is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.

Windows shall be painted wood, clad wood, or metal. Shutters shall be painted or stained wood or vinyl. Awnings shall be reviewed for appropriateness.

## ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

## ACCESS & PARKING

Parking shall be provided through a mixture of parking structures, surface lots, and on-street spaces.

Parking Garage Screening/Lining: Parking structures fronting a primary, secondary, or shared street R.O.W. or public open space shall be screened and lined with an active use along the ground floor.

Alleys or streets (Public or Private) shall be the only permitted access points onto primary streets.

# NEIGHBORHOOD EDGE SUBDISTRICT



## FRONTAGE STANDARDS

### A GENERAL BUILD-TO-ZONE

It is encouraged to have a landscape area that is a minimum of 8 feet between a building's facade and the front property line/back of sidewalk.

<b>PRIMARY/SECONDARY STREET</b>	<b>5-20'</b>
<b>ALL OTHER STREETS</b>	<b>5-30'</b>
<b>SIDE SETBACK</b>	<b>5'</b>
<b>REAR SETBACK</b>	<b>0'</b>

### B ENCROACHMENT ZONE

Projections and recesses up to 4 feet for architectural articulation are permitted.

Upper floor encroachments may extend to property line if approved by DRC. For upper floor encroachments that extend within the Public Right of Way, a separate process (Mandatory Referral) is required by the Department of Public Works.

The DRC may allow for minor modifications to build-to-zones and encroachment requirements based

on unique conditions such as the preservation of trees, utilities and buildings fronting open space.

### C STREET FRONTAGE 70%

Access drives, open spaces, pedestrian passages, and amenity areas are excluded from this calculation.

### GROUND FLOOR ACCESS

Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

All structures shall provide a primary frontage on to streets and/or open space as well as provide a minimum of one principal entrance on to public right of way and/or open space.

### D HEIGHT & FOUNDATION

Maximum height shall be measured from average grade along principal frontage to bottom of parapet/roof deck and shall not exceed 60' and/or 4 stories (south of Robertson) and 50' and/or 3 stories (north of Robertson).

Raised foundations are required on all residential properties and must be greater than 18" and less than 48". Raised foundations on non-residential properties are not required, but if provided must be less than 36".

Raised foundations greater than 48" shall be screened by utilizing additional landscaping, low walls, and/or fencing.

Non-residential ground floor uses shall provide a public entrance from the public sidewalk.

### MASSING & FACADES

For building facades facing an open space, the width of any unbroken facade shall not exceed 30' feet. Pilasters and projections less than 30" and variations in material shall not apply when trying to achieve this massing standard. It is highly encouraged to break the building's facade/mass plane when transitioning materials.

When pedestrian access is provided between buildings, a minimum of 10' feet of building separation shall be provided. Building projections may not encroach within this area.

## MINIMUM GLAZING

All - Ground	25%
All - Upper	15%

Acceptable types of windows are single-hung, double-hung, awning, or operable casement windows. In the case that there is an opening on a gable end, a circular or rectangular opening that is vertically oriented is permissible.

Openings in gable ends shall be centered. Transoms may be oriented horizontally but must be rectangular in shape.

Window sills are to project a minimum of 2" from the building face and are to be a minimum of 2" tall.

## ROOF FORMS

Roof shapes should visually rotate and be compatible with the roof form, pitch and orientation with the surrounding neighborhood buildings. Primary roof forms are predominantly gable and hip. Roof with slopes ranging from 6:12 to 12:12 are permitted. Eaves shall be continuous.

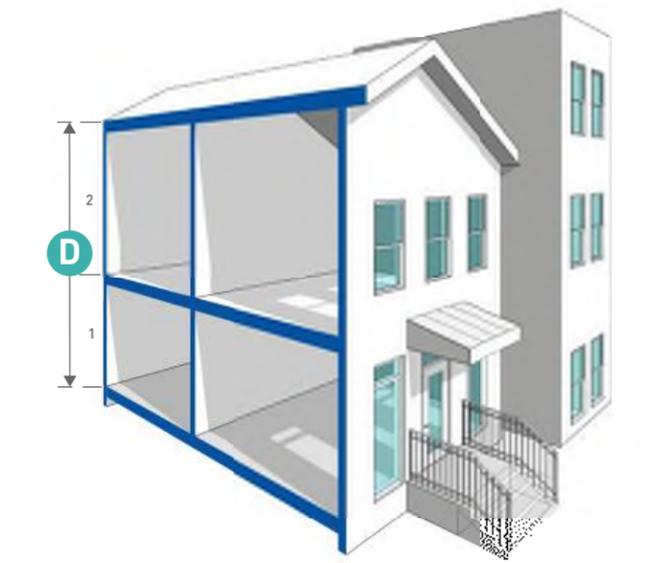
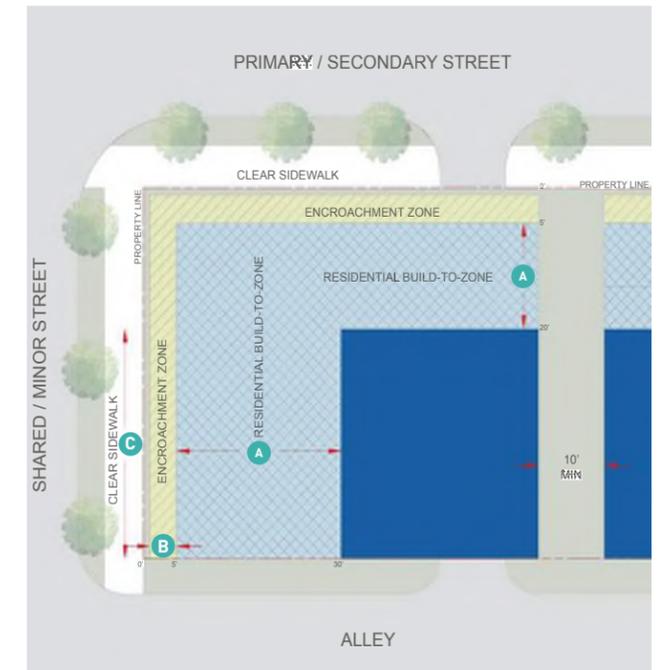
Flat roofs are only permitted when they are accessible from an interior room. The parapet or railing must follow Metro building code height restrictions. Ancillary roofs attached to walls at upper portion may be sheds sloped no less than 4:12. Roof penetrations such as plumbing vents shall not be visible to the primary street. They shall be painted to match the roof color material with the exception of metal which may be left unpainted. Chimney flues are allowed to face the primary street on the gabled or hipped roof.

Skylights are permitted and shall be flat (non-bubble). Solar panels shall be flat to the roof surface.

Dormers shall have a slope of 6:12 or 12:12 and have a symmetrical gable or hip roof. They shall not exceed 60% of the facade width and be placed a minimum of 4'-6" from the building's side walls. Dormers shall not have slopes less than 4:12.

## MATERIALS

Building facades shall be finished in brick, stone, wood clapboard, cementitious plank lap siding and wood siding. Clapboard and cementitious siding must be



# NEIGHBORHOOD EDGE SUBDISTRICT (cont'd)



A landscape area between a building's facade and the front property line is encouraged.



Each unit is encouraged to have either a ground level patio or balcony.



Building placement and rhythm properly relate to the street.



Appropriately scaled massing.



Front porches and raised foundations promote social interaction within the public realm.



Outdoor spaces located along the sidewalks and large balconies help interaction between residents.

Painted. Wood siding shall be stained or painted. Wood clapboard should have 4"-5" of material exposure. Brick may be painted or left unpainted. Multi-colored brick is discouraged. Paint colors are encouraged to be neutral

and compatible with adjacent buildings or neighborhood. Vinyl siding and EIFS are not permitted.



Inappropriate. Parking is not allowed on street side.

Building retaining walls, landscaping walls, and piers shall be split-faced block, brick, or stone. Split-faced block must have integral color and shall not be painted. Split faced block shall match the same block used on the primary structure. Gates may be wood or wrought iron.

Roof materials shall be finished in asphalt shingles, wood shingles or metal roofing. Gutters and downspouts shall use galvanized steel, anodized aluminum, or copper.

Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.



Inappropriate ground floor. Limited glazing and limited visibility at building entrances.

Material transitions are only permitted along the horizontal line. In addition, it is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.

Windows shall be painted wood, clad wood, or metal. Shutters shall be painted or stained wood or vinyl. Awnings shall be reviewed for appropriateness.

## ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

## ACCESS & PARKING

Parking shall be provided through a mixture of surface lots, private garages, and on-street spaces.

Alleys or streets (public or private) shall be the only permitted access points onto primary streets.



Inappropriate. Parking is not allowed on street side, limited lighting and visibility..

# CIVIC SUBDISTRICT



## MASSING & FACADES

For building facades facing an open space, the width of any unbroken façade shall not exceed 30' feet. Pilasters and projections less than 30" and variations in material shall not apply when trying to achieve this massing standard. It is highly encouraged to break the building's façade/mass plane when transitioning materials.

When pedestrian access is provided between buildings, a minimum of 30' feet of building separation shall be provided. Building projections may not encroach within this area.

## GLAZING

Commercial - Floor to Floor	40%
Max. Commercial Sill Height	3 Feet
Min. Commercial Head Height	6 Feet

Commercial ground floor glazing should be as clear as possible and should not be reflective or tinted to a point where visibility is restricted into the building.

## ROOF FORMS

Buildings along Lafayette Avenue are required to have flat roofs.

## MATERIALS

Building facades are encouraged to be finished in brick, stone, or cementitious siding. Cementitious siding must be painted. Brick may be painted or left unpainted. If multi-colored brick is used, it shall be painted. Paint colors are encouraged to be neutral and compatible with adjacent buildings neighborhood. Vinyl siding and EIFS are not permitted.

Building retaining walls, landscaping walls, and piers shall be split-faced block, brick, or stone. Split-faced block must have integral color and shall not be painted. Split faced block shall match the same block used on the primary structure.

## GROUND FLOOR ACCESS

Civic buildings will be the focal points of the community and their placement and detailing should reflect their prominence within the community. Special attention should be put into the detailing of architectural features and portions of the building facing public view such as terminating street vistas, open spaces and public streets. Ground floor uses shall provide a public entrance from the public sidewalk.

Setbacks for civic buildings will vary. Some buildings may be built to the back of sidewalk for an urban experience while others may be setback substantially within the site in a more prominent position. The DRC shall review the building placement of civic structures to ensure the intent of the Envision Napier Sudekum Master Plan is met.

## HEIGHT & FOUNDATION

Maximum height shall be measured from average grade along principal frontage to bottom of parapet/roof deck and shall not exceed 2 stories in 35'.

Raised foundations on non-residential properties are not required, but if provided must be less than 36".

Roof materials shall be finished in asphalt shingles, wood shingles or metal roofing. Gutters and downspouts shall use galvanized steel, anodized aluminum, or copper.

Construct fences out of durable materials such as wood, aluminum or wrought iron pickets. Fences without pickets shall use wood boards. Fences using piers shall use clad piers in poured concrete, split faced block, brick or stone. Fences shall specify galvanized or powder coated when utilizing metal framing.

It is highly discouraged to change materials where a flush façade condition occurs. It is preferable that if materials need transition there is a change in geometry of the surface. If materials must change on a flat surface or façade, then a transition material shall be used. It is preferred that heavier materials be below the lighter weight materials if multiple materials are used on building facades.

Windows shall be painted wood, clad wood, or metal. Shutters shall be either vinyl or wood, painted or stained.

Awnings shall be reviewed for appropriateness.

## ACCESSORY STRUCTURES, GARAGES AND STORAGE BUILDINGS

Garages and storage buildings shall use compatible materials from the adjacent structures. Walls must follow the same material guidelines provided regarding paint, color, and stain. Pre-fabricated buildings, such as storage sheds, are not permitted.

## ACCESS & PARKING

Parking shall be provided predominately through on-street spaces with some small surface lots permissible.

Alleys or streets (public or private) shall be the only permitted access points onto primary streets.



Community Playground



Outdoor Fitness Center



Community Garden



# SIGNAGE GUIDELINES

Quality signage has a significant impact on the character and perception of the community. Signage provided throughout Napier Sudekum Place should convey a sense of uniformity, quality and style.

Please consult MDHA's general Redevelopment District Sign Guidelines for additional sign regulations.

## DESIGN

- Signs shall be of high quality design and craftsmanship.
- Wood and metal are preferred materials. Signs using wood should only use high quality exterior wood with suitable finishes.
- Plastic and similar synthetic materials are discouraged.
- Sign scale, colors and style should be compatible with the building facade.
- A dull or matte finish is encouraged to reduce glare and enhance legibility.
- Signs shall not obscure key architectural features.
- Awning signs are appropriate. However, the size of the letters/graphics should be limited and graphics limited to one per awning face.
- Awning signs are not permitted above the 3rd story finished floor of any building.
- Signs shall be limited to on-premise signs related to the use of business conducted on the same site.
- Marquee type signs for announcements of activities taking place at the location are prohibited. Exceptions: institutional uses
- Projecting signs shall be limited to below the fourth floor finished floor height and shall not extend above any roof parapet.
- Sidewalk or "Sandwich board" signs may be provided so long as they do not obscure the pedestrian pathway, vehicular traffic or sight lines to adjacent roadways.
- Mechanical raceways shall be finished to match the background wall or be integrated into the overall design of the sign.
- High quality hand painted signs are permitted.

- A sign extending more than 18 inches from building facade must maintain vertical clearance from ground a minimum of 10 feet. Signs that encroach within the public R.O.W. must be approved through Metro's Mandatory Referral Process.

## SIGN ILLUMINATION

- Signs shall be either spotlighted, externally lit, or back lit with a diffused light source.
- External Illumination: Light sources shall be directed towards sign minimizing glare to the sidewalk or adjacent properties.
- Internal Illumination: Signs may be internally illuminated but the sign background must be opaque with only graphic, text or logos being illuminated.
- Light sources should be shielded and not be publicly visible.
- Awning signs shall only be externally lit from above.
- Neon signs are permitted.

## GROUND SIGNS (COMMERCIAL)

- Ground signs shall be limited to one per property for each street frontage and shall not exceed 24 square feet.
- Signs shall include a masonry base; base and sign shall not exceed 4 feet in total height.
- Signs shall be located on private property and shall not obscure the view of any vehicular travel way.

## WALL MOUNTED SIGNS

- Generally, any individual sign or multiple signs collectively placed on a building facade shall be limited to a maximum of 60 square feet per street frontage.
- The maximum sign area (60 SF) may not be appropriate for all buildings; the DRC will determine if the signage is the appropriate scale based on the building size and design. Additional sign area may be considered by DRC for exceptional designs and unique circumstances.
- One wall mounted sign per tenant shall be allowed on street facing building facades.
- Existing businesses may replace signs provided they do not exceed the height or area of the existing sign.

## PERMITTED SIGNS

- Wall mounted or painted
- Window
- Awning
- Canopy
- Projecting
- Sidewalk Signs
- Wayfinding

## PROHIBITED SIGNS

- Changeable Copy Signs
- Pole Signs (commercial)
- Billboards
- Flashing or sequential signage
- Bare bulb lighted signs
- Skyline Signs (may be considered within the Neighborhood Center Subdistrict by DRC with proper design considerations)



03

**DRAFT**

**SITE**

**PRINCIPLES**

# SITE PRINCIPLES

## INTRODUCTION

The site principles section of the Napier Sudekum Design Guidelines is intended to guide future development of the community, ensuring that all development has a consistent and complimentary look and feel.

## SUSTAINABILITY

Sustainability is one of the most important goals for overall development within the area. More sustainable sites reduce overall maintenance costs and provide a cleaner and healthier environment over the lifetime of the site. All products used within the community should be well constructed utilizing durable materials to ensure overall site maintenance is reduced. Sustainability is encouraged through the use of local and regional materials, recycled or upcycled materials, as well as renewable resources.

## IRRIGATION

Irrigation should be utilized to ensure the long-term maintenance and health of landscaped areas and open space. Irrigation plans should focus on the efficient and effective watering of all green space and landscape beds.

### GUIDELINES

- Provide irrigation to all landscaped areas and ensure full coverage throughout.
- Ensure irrigation system is high efficiency
- Size and design irrigation zones for the capacity available and of the system.
- Install automatically controlled irrigation system with pop up spray heads, where spray heads are inefficient utilize drip irrigation.
- Utilize compatible components throughout the irrigation system for ease of maintenance.
- Avoid placing irrigation routes where lines would significantly impact the root system of plant materials.
- Create landscaped zones of plant material with the same water tolerances to ensure proper irrigation and limit overwatering.
- Avoid placing turf adjacent to planting zones requiring lower irrigation settings.



Specific plant material and pervious materials can assist in filtering the rainfall before it disperses into the ground.



Detention ponds make sites more attractive while serving as catch basins when large amounts of rainfall occur.



High efficiency misting heads is one method of irrigation that provides full coverage to landscape plant beds.



Capturing parking lot run off is a sustainable practice that also enhances the landscape.



Permeable parking lots allow the water to infiltrate the ground rather than using storm drains.



Automatic irrigation ensures consistent watering which leads to less waste and better overall plant health.

# SITE PRINCIPLES

## STREETSCAPE AND PUBLIC R.O.W

Streetscapes are the arteries for development. An effective streetscape moves multiple modes of traffic safely and comfortably from place to place. Safe, attractive, and well-designed streetscapes are primary goal for Napier Sudekum. Creating a space that is pedestrian scaled will slow down traffic and create prominent pathways into the development. A well-designed streetscape typical includes (at a minimum) special paving, street trees, wide pedestrian paths, and lighting. Other elements like wayfinding, public art, seating, and bicycle facilities help to make streetscapes friendlier for all users.

### GUIDELINES

- Utilize the NACTO Urban Streets Design Guide during design, construction, and maintenance of the streetscape.
- Follow standards put in place by the Major Collector Street Plan.
- All construction in the Public R.O.W must follow applicable Metro Public Works Standards.
- Install sidewalks on both sides of all public streets.
- Connect bicycle and pedestrian infrastructure with outside paths in the community.
- Utilize green street practices to provide effective stormwater areas within the Public R.O.W

### STREETSIDE ELEMENTS

**Furnishing Zone-** The furnishing zone provides a break between the main vehicular travelway/parking area and the pedestrian path. This space is an ideal space for landscape elements such as street trees, turf strips, shrubs or plantings, and stormwater bio-swales. The furnishing zone is also home to pedestrian convenience elements like site furniture, wayfinding elements, public art, waste collection bins, and transit stops. In addition, most utility poles, fire hydrants, public signage, and other utility elements are found in this zone.

**Pedestrian Zone-** The pedestrian zone is the area reserved for unobstructed pedestrian travel. This zone is sometimes shared with a sidewalk level cycle track and can include differing paving types.

**Frontage Zone-** The frontage zone acts as a transition between the pedestrian pathway way and adjacent properties. This area is often used as a display area for businesses or a passive place for pedestrian benches and outdoor dining.

### TRAVELWAY ELEMENTS

**Vehicle Zone-** The vehicle zone includes the path of travel for vehicles. This area may include medians, turn lanes, and, pedestrian refuges.

**Parking Zone-** This zone includes any provided on-street parking. This zone will vary in width depending on the type of on-street parking. When provided this zone acts as an additional buffer between the vehicle zone and pedestrian pathway.

**Bike Zone-** This zone includes any type of bicycle travelway including but not limited to bicycle lanes, buffered bicycle lanes, multi-use paths and cycletracks. This zone can be located on either side of the parking zone.



Vehicular lanes should coincide with bike lanes and sidewalks.



Wider sidewalks allow better pedestrian movement through the community.



Planting in the furnishing zone provides a buffer between pedestrians and vehicular traffic.



Buffering pedestrians from vehicles can be done by creating unique spaces for interaction.

# SITE PRINCIPLES

## OPEN SPACE

Open space is crucial to the health and wellness of urban communities. Due to the limited availability of land for open space in more urban environments open space should be prioritized in any development. Green spaces, whether active or passive in use, have been shown to improve both physical and psychological health, strengthen communities, raise property values, provide safer environments, and make communities more attractive places to live and work. Open spaces also provide immense environmental benefits from erosion control, stormwater mitigation, energy savings, and the provision of shade. These benefits are amplified tremendously when open spaces preserve and utilize existing and mature tree canopies.

## GUIDELINES

- Open space should be provided in each subdistrict and be designed to enhance the subdistrict's character.
- Open spaces should connect and relate to other open spaces throughout the development and greater community.
- Provide connections between all open spaces and "The Hub"/Park element.
- Connect open spaces to existing parks and open spaces within the community.
- Design open spaces as an extension of the architecture and interior design of adjacent buildings. Open spaces should feel connected to the buildings they surround.
- Create open spaces that feature a mixture of hardscape elements such as low walls, courtyards, and plazas as well as site specific elements like public art and landscape materials.
- Activate open spaces by pairing them with uses with higher foot traffic and shared spaces.
- Provide open spaces that allows for both physical activity/play as well as passive, social interaction.
- Locate a recreation facility (playground, open field, workout stations, etc) within ¼ mile walking distance of all new dwellings.
- Plan open spaces for use throughout all seasons and time of day.
- Design open spaces to be safe and inclusive for all users.
- Create Open spaces that are thoughtful in meeting the needs of all potential users and are sized appropriately.
- Ensure open spaces are highly visible and located towards the front of developments or located where they are easily seen by multiple residences/uses.



Central gathering spaces provide a great destination for community members to gather and interact with one another.



Stormwater should be incorporated into open space design where feasible.



Greenways provide community members with a place to engage in active recreation.



Playgrounds are a great way to get community involvement and encourage children to interact with one another.



Linear green space provides a great transition from one destination to another while linking the entire development.

# SITE PRINCIPLES

## HARDSCAPE

Hardscape areas should be designed to be safe and easy to traverse for each travel type. Areas where pedestrians interact with vehicular travel should be clearly identified and safe for all users. Durable and slip resistant paving materials must be utilized in all conditions. Where feasible pervious materials should be utilized to aide with stormwater collection and mitigation.

### GUIDELINES

#### Vehicular

- Consider utilizing durable pervious materials for parking stalls throughout the development.
- Ensure materials used in crosswalks are durable, high-quality materials that are contrasting and/or textured standing out from the primary travelway. Stamped asphalt is discouraged.

#### Pedestrian

- Utilize a broom finish with scoring for sidewalks in the Public R.O.W and other high traffic areas.
- Avoid the use of concrete stain within the Public R.O.W or in high traffic areas.
- Sidewalks within Napier Sudekum should be constructed with a combination of concrete pavers, integrally colored concrete with a lightly exposed aggregate and broom finished concrete.
- Design plaza and courtyard spaces intended as passive gathering spaces with a higher level of detail and finish than pure pathways or sidewalks.
- Where space permits and larger more prominent connections are desired multi-use paths should be utilized over sidewalks.
- Multi-use paths should be constructed with integrally colored concrete with a lightly exposed concrete finish.
- Cycle Tracks should be designed to match cycle tracks throughout Nashville and should be constructed with integrally colored concrete with a lightly exposed concrete finish.
- Utilize compatible materials between steps and sidewalks.



Paver sidewalks add great detail to a walkway and provide a stormwater benefit.



Speed tables are an effective method of slowing traffic for pedestrian crossings.



Sidewalk elements such as planter boxes and seating make for a much more enjoyable experience.



Decorative cross walk add aesthetic value while notifying vehicles of a pedestrian crossing.



Plant material in parking lots provide both shade and an area for rain water to infiltrate.



Designing parking lots with no plant material creates an unwelcoming environment.

# SITE PRINCIPLES

## SITE FURNITURE

Site furniture provides elements that keep the community safe and clean while also providing a unifying factor across the development. Site furniture should be complimentary in design, color, and composition, utilizing durable materials. While each furnishing serves a unique purpose for Napier Sudekum the provision of multiple types of furnishing across the development creates a consistent look and feel. Furnishings should be thoughtfully placed to enhance the walkability of the overall design.

### GUIDELINES

- Choose furnishings to accommodate for people by considering the limitations and needs of persons with disabilities and provide a “companion pad” beside all benches for users in a wheelchair.
- Locate furnishings and furniture out of pedestrian and bicycle pathways
- Consider maintenance of landscape areas when locating site furnishings to prevent long-term damage
- Place furniture away from vehicular traffic in a comfortable setting and configuration.
- Paving under furniture should extend the entire length and width of the fixture to avoid conflict with plantings. Ensure fixture paving is complimentary with adjacent paving and anchor non-movable furniture to pavement.
- Install bollards to control vehicular traffic and protect pedestrians and/or bicyclists.
- Utilize high-quality products and specify powder coated metal for durability and longer life span.
- Provide opportunities for seating in both sun and shade. Any overhead shade structure/umbrella must be anchored to ground or to a fixture anchored to the ground.
- Provide opportunities for moveable furniture in courtyards, plazas, or places with the ability to secure the furniture after dark. All furniture in public spaces that cannot be unsecured should be anchored to the ground.
- Design transit stops to include furniture and furnishings that are complimentary to other provided furnishings throughout Napier Sudekum.
- Ensure bicycle parking and storage facilities are adequately provided throughout the development in accordance with Metro’s Bike Parking Requirements.
- Provide trash receptacles within public spaces and other high-traffic pedestrian areas.
- Locate trash receptacles away from designated seating areas and out of the primary path of pedestrian travel.



Site furnishings of like material, composition, and style should be paired together to create a family of furnishings across the community.



Site furnishings should be comprised of durable materials and include a warranty to reduce long-term maintenance



# SITE PRINCIPLES

## SITE LIGHTING

Lighting is a crucial element to increase both safety and security as well as making Napier Sudekum a vibrant and attractive place to live. Lighting should be effective at lighting all public areas of the community while still maintaining the goal of sustainability. Lighting is encouraged along all pedestrian paths, courtyards, building entry points, and open spaces as well as along all streets, alleyways and parking areas. It is intended that lighting not only serves a security purpose but also works to make public spaces more vibrant and inviting for nighttime use. It is intended that lighting be artistically planned so that it becomes part of the greater environment.

### GUIDELINES

- All outdoor light fixtures must meet Illuminating Engineering Society (IES) standards.
- Install street lighting along both sides of all Public R.O.W and private alleyways in a uniform, staggered pattern to ensure proper lighting coverage.
- Provide banner-rated poles for all streetlights along Public R.O.W
- Utilize pedestrian scaled lighting fixtures along all public sidewalks and paths
- Ensure all lighting is dark-sky compliant with downward directed light to reduce light trespass and pollution. Avoid uplighting of buildings or landscape where possible.



Night lighting is important to help isolated spaces feel safer for users at night.



Lighting activates spaces and encourages community members to utilize the space outside of daytime hours only.



Street lighting ensures safety for those traveling in a vehicle or walking.



Communities should adopt a style that occurs throughout and gives them a sense of community unity.



Bollards can double as a buffer but also work well as pedestrian lighting.



Bollards help define a space.

# SITE PRINCIPLES

## ACCESSIBILITY, SAFETY, AND SECURITY

Walkability is one of the major goals of the Napier Sudekum plan. All parts of the community should be safe, comfortable, and easy to navigate through a connected network of paths, sidewalks, and vehicular travelways.

### GUIDELINES

- Design paths and public spaces to accommodate for people of all abilities.
- Ensure paths are accessible with the inclusion elements to ease accessibility (including but not limited to stairs with landings, ramps, textured ground surfaces).
- Design travel paths around high activity areas.
- Incorporate features for resting or stopping in long stretches of paths.
- Minimize conflicts between pedestrians and vehicular travel by limiting the size and amount of curb cuts and driveway access.
- Provide striping or pavement changes at all pedestrian and vehicular intersections/crossings.
- Include bicycle facilities to encourage alternative transportation by maximizing safety, convenience, and security.
- Locate cycle tracks and bicycle paths in areas that connect existing networks or along highly traveled routes.
- Use HUD Manual- Creating Defensible Space by Oscar Newman for strategies and guidelines for defensible design.
- Provide a safe environment by creating unobstructed sight lines and designing spaces to provide more "eyes on the street" or natural surveillance.
- Plan lighting through a photometric plan to ensure all areas are properly lit.
- Ensure all public spaces are properly visible from the Public R.O.W or other public spaces.
- Ramps and access points should be designed to blend into the overall site design.



Paths should be clearly notated and are recommended to provide differing ground textures.



Locate fixtures and furniture outside of the primary path of travel. Provide a clear path of travel around high activity areas.



Incorporate accessibility ramps into site and landscape design.

# SITE PRINCIPLES

## ENCLOSURES AND LANDSCAPE SCREENING

Back-of-house areas including trash enclosures, mechanical equipment, and other utilities should be provided with an architectural enclosure or fencing. These areas should be located in areas away from public spaces and screened from view. Landscape elements such as trees, shrubs, and berms can be utilized as screening methods. Fences and/or walls may be utilized if paired with landscape elements.

### GUIDELINES

- Locate enclosures away from public areas and screen from view.
- Plan enclosures to be located interior to the development to mitigate impacts on adjacent properties.
- All ground level mechanical equipment, refuse dumpsters, or other utility equipment should be screened to the greatest extent possible.
- Screening material should extend 12" past the height above the equipment or object being screened.
- Screening enclosures should be constructed of durable materials that complement the architecture and selected site furnishings
- Provide landscaping as a screen around enclosure to soften appearance.
- Woven and/or chain link fencing should be avoided.
- Utilize complimentary materials on enclosure doors that match the architecture and composition overall enclosure.

**DRAFT**



Enclosures should entirely screen refuse bins, utility yards, and other mechanical equipment.



Landscaping should be provided to soften the enclosure.



Do not utilize chain link or woven metal fencing to screen refuse bins, utility yards, and other mechanical equipment



Screening material required for ventilation should visibly screen equipment behind it while still providing required ventilation

# SITE PRINCIPLES

## WALLS

Walls can be utilized in many locations including but not limited to sound walls, retaining walls, seat walls, freestanding walls, or stormwater headwalls. Walls should serve a purpose and not be utilized as property line dividers.

### GUIDELINES

- Encourage low walls to define public activity areas
- Design retaining walls in public spaces with a secondary purpose (murals, seat walls, etc)
- Design retaining walls to be terraced and include landscaped area if exceeding 6' in height.
- Seat walls should be at least 15" tall and less than 24" tall.
- Design walls to compliment architectural design of buildings and structures.
- Encourage walls to be built of natural materials and/or masonry materials.

## FENCES

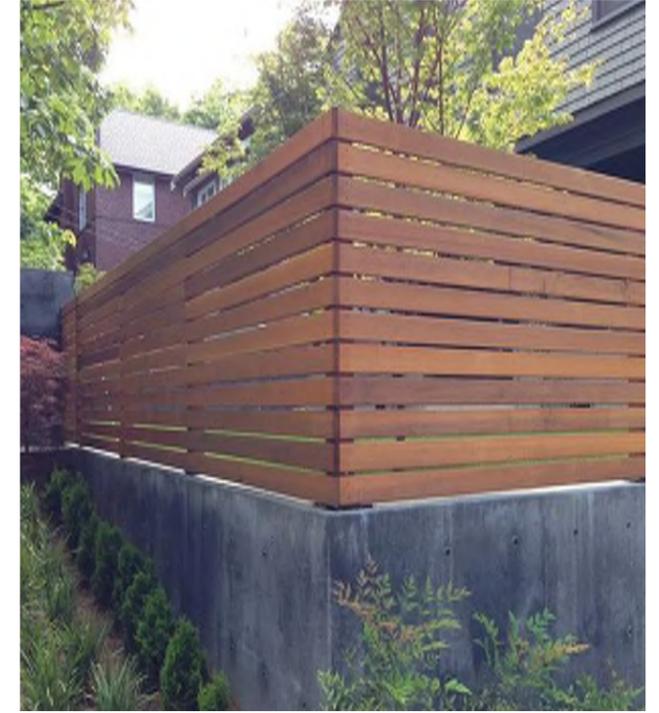
Fences should be used sparingly throughout Napier Sudekum. Fences should be only provided for safety and security, screening back-of-house areas, and for defining semi-private spaces.

### GUIDELINES

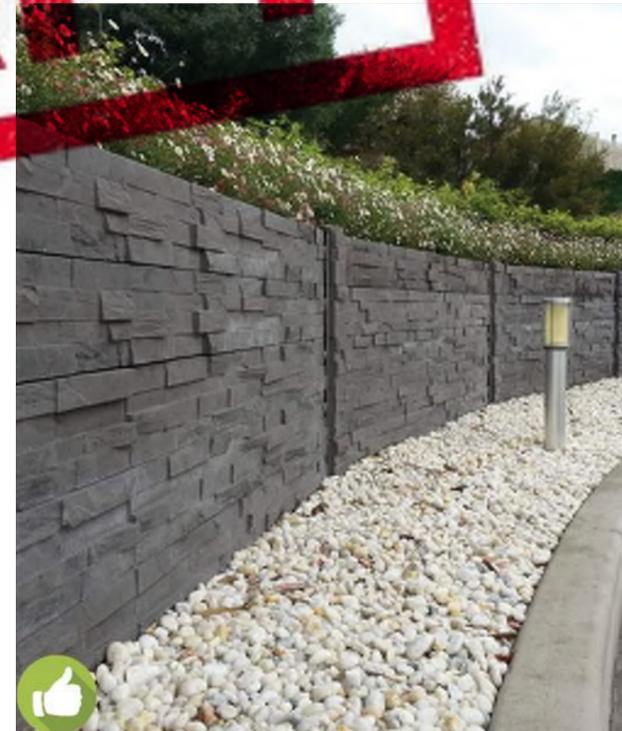
- Fences are discouraged from being opaque
- In non-screening instances fences should be limited to 4' in height
- If screening an area semi-transparent fences should be limited to 6' in height
- Choose materials that are complimentary to the architecture and/or site furnishings
- Woven or Chain Link Fences should be discouraged
- Construct fences out of durable materials and specify galvanized or powder coated when utilizing metal fencing.



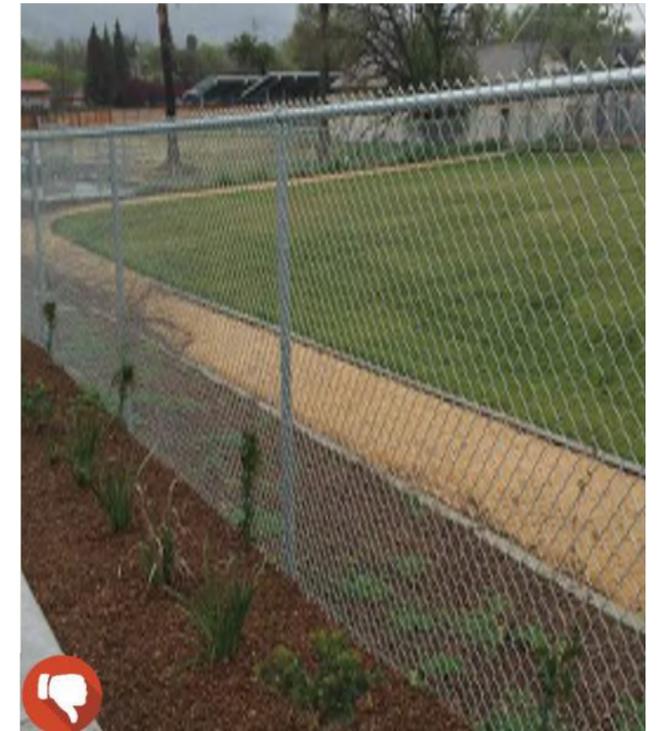
Retaining walls create unique spaces and can provide ample amounts of seating when constructed as a "seat wall".



Placing a decorative fence on top of a wall is a detail that provides additional visual interest.



Materials used to construct retaining walls can enhance structural ability while also enhancing the aesthetics at the same time.



Chain link or woven fence is an application that does not provide much value outside of protection or sports fields.

# GLOSSARY

## BUILT-TO-ZONE

Area of a lot designated for placement of the front building facade along a street. The build-to-zone defines an area in which the locations of building fronts may be located within a flexible range.

## EAVE

The overhanging lower edge of a roof rafter with or without the existence of a physical soffit.

## EIFS

Exterior wall finish; Exterior insulation and finish system (EIFS).

## ENCROACHMENT AREA

Area that extends beyond the front build-to-zone of a property that allows for architectural elements such as porches or roofs to “encroach” beyond the required minimum front build-to-zone.

## FACADE AREA

Entire area of the street facing building facade from ground level finished floor level to top of parapet or eave of structure.

## HEIGHT

Height is measured in number of stories and feet. If a calculation depends on overall height, it is to be measured from building's ground level finished floor to eave or top of roof deck; it is intended that height is calculated at the building's front placement on street facing and open space facing building facades. Building facades that do not face public streets may be lower in height than the minimum subdistrict height requirements.

- An additional “basement” level may be provided internally to the development where topography allows for additional sub-surface development including parking, residential, civic and commercially leasable space.

- Rooftop height obstructions including mechanical equipment, elevator and stairwell bulkheads are permitted per Metro zoning code standards. Other occupiable structures associated with rooftop terraces may be permitted upon DRC review and approval; structures shall step back from any street facing or open space facing building facade a minimum of 10 feet horizontally and limited to 12 feet maximum above roof deck.

## GLAZING

Minimum glazing requirements shall only be required on building facades facing streets and programmed open spaces. Eligible glazing elements include all window and door assemblies regardless of the physical existence of glazing (i.e.-faux shutters).

Glazing shall be calculated as

GROUND FLOOR:(Building width x 10 feet fixed height) DIVIDED by Total Glazing Provided

UPPER FLOOR: (Building width x floor to floor height) divided by Total Glazing Provided

## MEZZANINE

An occupiable, intermediate floor that is open to the floor below.

## ROOF DECK

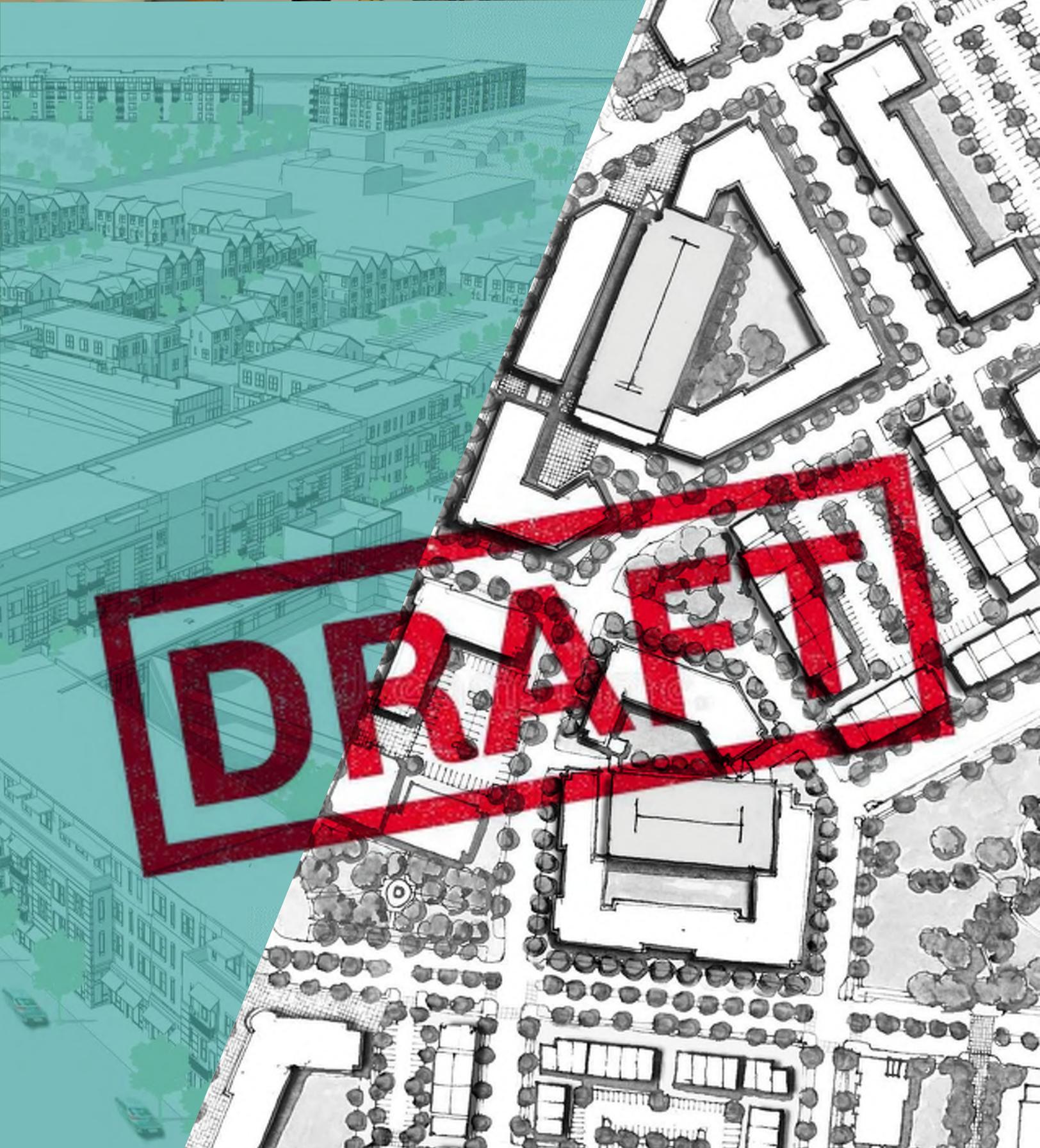
For the purposes of calculating height, the roof deck shall be defined as the lowest point of roof decking above roof joists.

## STREET FRONTAGE

The length of building measured as a percentage of the total length of street frontage of a lot along a particular block face. The length of street frontage is calculated from build-to-zone to build-to-zone along a particular block face. In an instance where an open space interrupts a block frontage, the calculation should be measured to point at which the open space intersects the sidewalk.

Street Frontage % = (Building length along street frontage) DIVIDED by (Total length of the property's street frontage).





**ENVISION NAPIER AND SUDEKUM**  
Design Guidelines

**EXHIBIT C – FORM HUD 92458 RENT SCHEDULE  
FOR NAPIER AND SUDEKUM**





**EXHIBIT D – INDEMNIFICATIONS, INSURANCE,  
and BOND REQUIREMENTS**

Exhibit D - Indemnification, Insurance, and Bond Requirements

**INDEMNIFICATION:** Contractor shall indemnify and hold harmless MDHA, its officers, agents, and employees from:

- A. Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Contractor, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Contractor, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. In any and all claims against MDHA, its officers, agents, or employees, by any employee of Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any subcontractor under workers' compensation acts, disability acts, or other employee benefits acts.
- D. MDHA will not indemnify, defend, or hold harmless in any fashion Contractor from any claims arising from any failure, regardless of any language in any attachment or other document that Contractor may provide.
- E. Contractor shall pay MDHA any expenses incurred as a result of Contractor's failure to fulfill any obligation in a professional and timely manner under this Contract.

**INSURANCE:** During the term of this Contract, for any and all awards, Contractor shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified below. Proof of insurance shall be required naming the Metropolitan Development and Housing Agency, 701 South Sixth Street, Nashville, TN 37206 as additional insured on the general liability policy identifying either project name, RFQ, RFP, IFB or Purchase Order on the ACORD document.

- a. **General Liability Insurance-** Bodily injury and property damage combined single limit in the minimum amount of one million (\$1,000,000.00) dollars for each occurrence, two million (\$2,000,000.00) dollars aggregate.
- b. **Automobile Liability Insurance-** Bodily injury and property damage combined single limit in the minimum amount of one million (\$1,000,000.00) dollars for each accident, two million (\$2,000,000.00) dollars aggregate.
- c. **Worker's Compensation Insurance-** Contractor shall maintain workers' compensation insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).
- d. **Professional Liability Insurance-** covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than one million (\$1,000,000.00) dollars per claim and two million (\$2,000,000.00) dollars aggregate.
- e. **Property Insurance-** Contractor shall purchase and maintain property insurance written on a builder's risk "all risk" or equivalent policy form in the amount of the initial Contract price, plus value of subsequent Contract Modifications and cost of materials whether supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained until final payment has been made, or until no person or entity other than the Owner has an insurable interest in the property. This

insurance shall include interests of the Owner, the Lender, the Contractor, Subcontractors and Sub-subcontractors in the Project.

**f. Payment and Performance Bond-** in the full amount of the contract price.

Such property insurance shall be maintained until final payment has been made, or until no person or entity other than the Owner has an insurable interest in the property. This insurance shall include interests of the Owner, the Lender, the Contractor, Subcontractors and Sub-subcontractors in the Project.

**EXHIBIT E – MDHA SECTION 3 POLICY**

## What is Section 3?

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very low-income residents in connection with projects and activities in their neighborhoods.

## Purpose of Section 3

Section 3 is meant to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing or residents of the communities in which Federal Assistance is spent. In an effort to meet these benchmarks, every contractor and sub-contractor working on Community Planning and Development (CPD) funded projects is required to provide adequate and reasonable notice of all opportunities to MDHA Community Development (CD) staff of all employment, training, and contracting opportunities that arise in connection with the MDHA CD funded contract dollars. That notice must be prepared and provided by the hiring entity to MDHA CD staff before any position or contract is awarded, so MDHA can disburse the notice timely to its residents and other contractors covered under its normal posting mechanisms.

## History of Section 3

Section 3 is a provision of the Housing and Urban Development Act of 1968 and was amended by the Housing and Community Development Act of 1992. The Section 3 Final Rule published in 24 CFR Part 75 in 2020 updates HUD's Section 3 regulations to create more effective incentives for employers to retain and invest in their low- and very low-income workers, streamline reporting requirements by aligning them with typical business practices, provide for program specific oversight, and clarify the obligations of entities that are covered by Section 3.

## What is Covered Under Section 3?

### Section 3 Projects (HOME/CDBG/Housing Trust Funds, etc.)

- Assistance used for housing rehabilitation, housing construction, and other public construction projects that exceed \$200,000

## Section 3 Worker Definition

- A Section 3 worker is any worker who currently fits or when hired within the past five years fit at least one of the following, as documented:
  - Worker's income for the previous or annualized calendar year is below the low-income limit established by HUD
  - Worker is employed by a Section 3 business concern
  - Worker is a YouthBuild participant
- The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction
- Nothing in this part shall be construed to require the employment of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

## Section 3 Business Concern

- A Section 3 Business Concern meets at least one of the following within the last six-month period:
  - At least 51% owned and controlled by low- or very low-income persons
  - Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers
  - A business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8 assisted housing.
- The status of a Section 3 business concern shall not be negatively affected by a prior arrest or conviction of its owners or employees.
- Nothing in this part shall be construed to require the contracting or subcontracting of a Section 3 business concern. Section 3 business concerns are not exempt from meeting the specifications of a project.

## Targeted Section 3 Worker

- A Targeted Section 3 Worker for Housing and Community Development meets at least one of the following:

- Section 3 workers residing within the service area or the neighborhood of the project
- YouthBuild Participant

## **Section 3 Requirements**

### **Employment and Training**

- MDHA, and their contractors and subcontractors, must make the best efforts to provide employment and training opportunities generated by public housing and housing and community development financial assistance to Section 3 workers.
- MDHA, and their contractors and subcontractors, must make their best efforts in the following order of priority:

#### **Housing And Community Development**

- To Section 3 workers residing within a one-mile radius within the service area or the neighborhood of the project
- To participants in YouthBuild programs

### **Contracting**

#### **Housing And Community Development**

- Business concerns that provide economic opportunities to Section 3 workers residing within the metropolitan area in which assistance is located in the following order of priority (where feasible):
  - Section 3 business concerns that provide economic opportunities to Section 3 worker residing within the service area or the neighborhood of the project
  - To participants in YouthBuild programs

## **Section 3 Benchmarks**

#### **Housing And Community Development**

- Section 3 workers make up at least 25% of total Section 3 eligible labor hours on a Section 3 project
  - $\text{Section 3 Labor Hours} / \text{Total Labor Hours} = 25\%$

- Targeted Section 3 workers make up at least 5% of total Section 3 eligible labor hours on a Section 3 project
  - $\text{Targeted Section 3 Labor Hours} / \text{Total Labor Hours} = 5\%$

## Section 3 Safe Harbor

- MDHA will be considered to be compliant with Section 3 if it:
  - Certifies that they have followed the prioritization of the Public Housing and/or Housing and Community Development requirements
  - Meets or exceeds the applicable Section 3 benchmarks for Section 3 workers and Targeted Section 3 workers
- Additional reporting is required if Section 3 benchmarks are not met. MDHA must report on the qualitative nature of its Section 3 compliance activities and those of its contractors and subcontractors.
- May include but not limited to:
  - Engaged in outreach efforts to generate job applicants who are Targeted Section 3 workers
  - Provided training opportunities or apprenticeship opportunities
  - Provided technical assistance to help Section 3 workers compete for jobs (ex. resume assistance, coaching)
  - Provided or connected Section 3 workers with assistance in seeking employment including: drafting resumes, preparing for interviews, and finding job opportunities connecting residents to job placement services
  - Held one or more job fairs
  - Provided or referred Section 3 workers to services supporting work readiness and retention
  - Provided assistance to apply for/or attend community college, a four-year educational institution, or vocational/technical training
  - Assisted Section 3 workers to obtain financial literacy training and/or coaching
  - Engaged in outreach efforts to identify and secure bids from Section 3 business concerns
  - Provided technical assistance to help Section 3 business concerns understand and bid on contracts
  - Divided contracts into smaller jobs to facilitate participation by Section 3 business concerns

- Provided bonding assistance guaranties, or other efforts to support viable bids from Section 3 business concerns
- Promoted use of business registries designed to create opportunities for disadvantaged and small businesses
- Outreach, engagement, or referrals with the state one-stop system

In an effort to meet these benchmarks, every contractor and sub-contractor working on Community Planning and Development (CPD) funded projects is required to provide adequate and reasonable notice of all opportunities to MDHA Community Development (CD) staff of all employment, training, and contracting opportunities that arise in connection with the MDHA CD funded contract dollars. That notice must be prepared and provided by the hiring entity to MDHA CD staff before any position or contract is awarded, so MDHA can disburse the notice timely to its residents and other contractors covered under its normal posting mechanisms.

## **Frequently Asked Questions**

[https://www.hud.gov/sites/dfiles/documents/19580\\_SECTION3.PDF](https://www.hud.gov/sites/dfiles/documents/19580_SECTION3.PDF)

## **Register for Section 3 Self-Certification**

Use this form to self-certify your Section 3 business and register it so that it may be found within the HUD Section 3 Business

Registry: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

**EXHIBIT F – MDHA DIVERSITY BUSINESS ENTERPRISE PROGRAM**

## **DIVERSITY BUSINESS ENTERPRISE PROGRAM**

The mission of MDHA is to provide minority, women, small, and service-disabled veteran business enterprises with fair and equal accessibility to all its procurement opportunities. Collectively we refer to these businesses as "Diversity Business Enterprise (DBE)." MDHA is committed to increasing DBE participation in all aspects of its' contracting and purchasing programs, including but not limited to procurement of equipment, construction and development projects, and professional services.

### **Diversity Business Enterprise Policy**

It is the policy of MDHA to assist provide minority, women, small, and service-disabled veteran business enterprises in their aspirations of viability and growth, which support a more stable economic community. To this extent, we join with community agencies and organizations that support these businesses to create more significant opportunities for these entrepreneurs to attain mutually beneficial social and economic objectives. Accordingly, minority, women, and small business enterprise firms will be given the maximum practicable opportunity, consistent with efficient performance and applicable laws, to compete for and participate in contracts, subcontracts, purchase orders, and other procurement actions. Businesses bidding or proposing procurements are required to comply with MDHA DBE Policy. MDHA prohibits discrimination against any person or business pursuing procurement opportunities based on race, color, sex, religion, disability, or national origin. MDHA will conduct its contracting and purchasing programs to prevent any discrimination and resolve all allegations of discrimination.

### **Contracting with Minority, Women, Small and Service-Disabled Veteran Business Enterprise Firms**

MDHA and its contractors and vendors shall take the following steps to ensure that, whenever possible, prime contracts, subcontracts, and purchase orders are awarded to minority, women, small, and service-disabled veteran business enterprise firms:

- a) Placing qualified minority, women, small, and service-disabled veteran business enterprises on solicitation lists.
- b) Assuring that minority, women, small, and service-disabled veteran business enterprises are solicited whenever they are potential sources.
- c) Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by minority, women, small, and service-disabled veteran business enterprises.
- d) Establishing delivery schedules, where the requirement permits, which encourage participation by minority, women, small, and service-disabled veteran business enterprises.
- e) Using the services and assistance of State Small Business Development Centers, SBA Administration, Minority Business Development Agency, and State and local government agencies, including community organizations that advocate for minority, women, small, and service-disabled veteran business enterprises.

### **Diversity Business Enterprise Certifications**

Certification ensures that legitimate minority, women, small, and service-disabled veteran businesses benefit from MDHA procurement opportunities. Identifying certified minority, women, small, and service-disabled businesses enables MDHA to evaluate their participation in contracting activity and calculate the percentage of construction and purchases awarded annually to these businesses.

MDHA will accept minority, women, and service-disabled business certifications, including small business approvals from the agencies listed below:

### **Minority Business Enterprise (MBE) Certifications**

Minority group members own, operate, and control at least 51% of the company. Definitions for minority groups include the following categories: Asian, Black, Hispanic/Latino, Native Indian. We accept **MBE** certifications from the following organizations:

- Governor's Office of Diversity Business Enterprise ([GODBE](#))
- Metropolitan Nashville Airport Authority ([MNAA](#))
- Small Business Administration, TN District Office ([SBA](#))
- National Minority Supplier Development Council ([TSMSDC](#))

### **Women Business Enterprise (WBE) Certifications**

Women own, operate, and control at least 51% of the company. We accept **WBE** certifications from the following organizations:

- Governor's Office of Diversity Business Enterprise ([GODBE](#))
- Metropolitan Nashville Airport Authority ([MNAA](#))
- Women Business Enterprise National Council ([WBENC](#))
- National Association of Women Business Owners ([NAWBO](#))

### **Small Business Enterprise (SBE) Approval**

Small businesses are independently owned and operated. The number of employees or the annual sales volume for the applicable industry shall not exceed Metro Nashville Government's established limits and the State of Tennessee SBE established limits. We accept **SBE** approvals and certification from the following organizations:

- Metro Nashville Office of Minority and Women Business Assistance ([BAO](#))
- Governor's Office of Diversity Business Enterprise ([GODBE](#))

### **Service-Disabled Veteran Business Enterprise (SDVBE) Certification**

Service-disabled veterans own, operate, and control at least 51% of the company. We accept **SDVBE** certifications from the organizations listed below.

- Governor's Office of Diversity Business Enterprise ([GODBE](#))

**For questions regarding MBE/WBE/SBE/SDVBE Certifications**, please contact MDHA Diversity Business Enterprise Program Coordinator at: [dbaseheart@nashville-mdha.org](mailto:dbaseheart@nashville-mdha.org)

### **MDHA Diversity Business Enterprise Program Registration Process**

To participate in MDHA's Diversity Business Enterprise Program please follow the steps below. Please review the DBE Program Registration [Checklist](#). Gathering the documents listed before beginning the registration will help to speed up completing the process.

**Step 1.** Please register by completing the DBE Registration Form by using this link:

<https://form.jotform.com/220097933661156>

**Step 2.** MDHA Marketplace Registration. Please use the following link:

[https://ha.internationaleprocurement.com/requests.html?company\\_id=51162](https://ha.internationaleprocurement.com/requests.html?company_id=51162) to register in the MDHA Marketplace procurement program to receive timely notifications of MDHA procurement opportunities for goods and services.

## DESCRIPTION OF DIVERSITY BUSINESS ENTERPRISE (DBE) FORMS

### DBE FORM 2001

#### Diversity Business Enterprise Bidder/Proposer DBE Outreach Documentation

##### This form has two Sections

**SECTION I** - The bidder/Proposer is to record the names of DBEs that they outreached to and efforts made to solicit their participation. MDHA will review this form to determine if the bidder/proposer complied with DBE program initiatives/requirements to ensure that DBEs are allowed to participate in MDHA procurements. The form also aids in determining compliance with the DBE Program requirements for contractors/suppliers' outreach initiatives. **Failure to complete and return this form will result in a non-responsive bid/proposal mainly because it is a part of the bid or proposal process.**

**SECTION II** – This Section explains some of the outreach methods the bidder/proposer is to use to show they made efforts to achieve DBE participation. The methods listed in this Section go beyond the standard telephone and email outreach methods to identify DBEs. Proposers that utilize these methods are more successful in achieving some level of DBE participation. Therefore, bidders/proposers are to actively and aggressively seek out DBEs. The list of outreach methods in Section II is not comprehensive, but it provides the bidder/proposer with ideas for their outreach.

### DBE FORM 2002

#### Diversity Business Enterprise Program Proposed Utilization Plan

##### This form has two Sections

**SECTION I** – This Section is used to show DBE participation achieved as a result of the bidders/proposers' outreach efforts shown on DBE Form 2001. The information recorded on this form will be reviewed, evaluated, and scored (if scores are assigned to the DBE section of the proposal). This Section determines compliance with the MDHA DBE Program Bidder/Proposer outreach and utilization of DBEs. **Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive.**

**SECTION II** – This Section summarizes the bidder's/proposer's DBEs participation achieved and listed in *Section I*. The information recorded on this form will become part of DBE Form 2003 of the successful bidder/proposer. This information will become the bidder/proposer's commitment to award contracts and utilize DBEs. This information will also be incorporated into the successful bidder/proposer's contract and monitored monthly. **Failure to complete and submit this form will be considered non-responsive.**

### DBE FORM 2003

#### Diversity Business Enterprise Program Proposed Utilization

##### INSTRUCTIONS:

This Form Must Be Completed by the successful bidder/proposer and Submitted To MDHA Contracting Agent/DBE Coordinator before the Contract Award.

The awarded Bidder/Proposer's DBE commitments listed on this form will be incorporated into their contract and monitored monthly. After the contract award, any changes to this form will require the MDHA Contracting Agent/DBE Coordinator and DBE Program Consultant approval. Requests to change or replace the DBE(s) listed on this form will require the bidder/proposer to use DBE Form 2, Section I, and II to show DBE Outreach efforts to modify or replace the original DBE commitment and provide a copy of the updated DBE Form 2 to the MDHA Contracting Agent/DBE Coordinator.

### DBE FORM 2004

#### Record of Payments to Diversity Business Enterprise Firms

##### INSTRUCTIONS:

This form is used to report payments to DBEs and must be submitted with the successful bidder/proposer MONTHLY APPLICATION for PAYMENT. This form is a record of DBE contract awards, changes to the DBE's original contract, payments to DBEs, and the percentage of work completed by each DBE. The information recorded on this form will be evaluated to determine compliance with your contract commitment indicated on "DBE FORM 2003 Statement of Intent to Utilize Diversity Business Enterprise." Contracts with DBE participation should be subject to monthly monitoring and possible on-site audits. After the contract award, changes to your DBE participation will require the MDHA Contracting Agent/DBE Coordinator approval, and the MDHA DBE Program Consultant will review the information. Failure to submit this report should delay the contractor/supplier's monthly pay application processing until the information is received.

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM**  
**Bidder/Proposer DBE Outreach Efforts and Documentation**

<b>DBE FORM 2001</b> <b>SECTION I - INSTRUCTIONS</b>	<b>Prime Bidder/Proposer</b> Company Name:			
<b>PLEASE SUBMIT THIS FORM, SECTION I &amp; II, WITH THE BID/PROPOSAL.</b> Use this form to record your outreach efforts to solicit DBE participation. The information recorded on this form will be evaluated to determine your compliance with the Diversity Business Enterprise Program requirements for contractors/suppliers' outreach initiatives. <b>Failure to complete and return this form will result in a non-responsive bid/proposal.</b>	<b>Bid/RFQ/RFI/RFP # and Title:</b>			
	<b>Street Address</b> <b>City/State/Zip:</b>			
	<b>Contact Name:</b>			
	<b>Contact Telephone Number:</b>		<b>Date:</b>	
PLEASE INDICATE IF YOUR FIRM IS A DBE	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, provide a copy of certification and check the appropriate DBE Code.	MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> SDVBE <input type="checkbox"/> *DBE CODE	Certification Agency:	Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>

\*Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

1. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date of Meeting:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."	
2. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."	

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM  
Bidder/Proposer DBE Outreach Efforts and Documentation**

<b>SECTION I - INSTRUCTIONS PLEASE SUBMIT THIS FORM, SECTION I &amp; II, WITH THE BID/PROPOSAL.</b> Use this form to record your outreach efforts to solicit DBE participation.	<b>Prime Bidder/Proposer</b> <b>Company Name:</b> _____ <b>Date:</b> _____			
<b>Bid/RFQ/RFI/RFP # and Title:</b> _____				
<b>3. DBE Name</b>	<b>*DBE Codes</b>	<b>Name of Person Contacted</b>	<b>Date Contacted</b>	<b>Type of Supplies/Services</b>
Method of Communication Telephone <input type="checkbox"/> DBE Telephone Number: _____	Method of Communication Email <input type="checkbox"/> DBE Email Address: _____	Method of Communication: Face-to-Face Meeting <input type="checkbox"/> Date: _____	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	
<b>4. DBE Name</b>	<b>*DBE Codes</b>	<b>Name of Person Contacted</b>	<b>Date Contacted</b>	<b>Type of Supplies/Services</b>
Method of Communication Telephone <input type="checkbox"/> DBE Telephone Number: _____	Method of Communication Email <input type="checkbox"/> DBE Email Address: _____	Method of Communication: Face-to-Face Meeting <input type="checkbox"/> Date: _____	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	
<b>5. DBE Name</b>	<b>*DBE Codes</b>	<b>Name of Person Contacted</b>	<b>Date Contacted</b>	<b>Type of Supplies/Services</b>
Method of Communication Telephone <input type="checkbox"/> DBE Telephone Number: _____	Method of Communication Email <input type="checkbox"/> DBE Email Address: _____	Method of Communication: Face-to-Face Meeting <input type="checkbox"/> Date: _____	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM  
Bidder/Proposer DBE Outreach Efforts and Documentation**

**SECTION II - INSTRUCTIONS**

MDHA DBE PROGRAM REQUIREMENTS: BIDDERS/PROPOSERS ARE EXPECTED to go beyond the standard telephone and email outreach methods to identify DBEs. Bidders/proposers should actively and aggressively seek out DBEs. There are many ways to make the best effort possible to achieve DBE participation. The list of outreach initiatives below is not comprehensive, but it will give you an idea of where to start. Successful Bidders/Proposers will be required to provide documentation that supports their efforts. Please answer the questions below and indicate the details of your company's actions taken concerning these questions. Feel free to attach additional documentation to explain your outreach initiatives. This form, along with information recorded on the preceding pages, will be used to evaluate the bidder/proposer's efforts to achieve DBE participation.

**RECOMMENDED DBE OUTREACH METHODS**

1. The bidder/proposer conducted a pre-bid meeting to inform DBEs of subcontracting opportunities and discussed the plans, specifications, and other bid requirements to solicit DBE bidders. <b>If yes, provide the Date of Pre-bid Meeting:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The bidder/proposer met face-to-face with interested DBEs to discuss information about the plans, specifications, and requirements of the bid/proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The bidder/proposer provided interested DBEs with adequate information about the bid/proposal's plans, specifications, and requirements of the bid/proposal. <b>Information provided:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder/proposer selected specific portions of the work to be performed by DBEs to increase the likelihood of achieving DBE participation (including breaking down more significant pieces of work into smaller units to facilitate DBE participation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The bidder/proposer followed up with DBEs who initially expressed interest by contacting those DBEs to determine with certainty if they remained interested in bidding.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The bidder/proposer took the necessary steps to provide written notice in a reasonable time frame to inform DBEs of subcontracting opportunities and allowed enough time for them to participate effectively.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The bidder/proposer utilized the MDHA Diversity Business Enterprise Directory and other directories such as The Metro Nashville's Office of Minority and Women Business Assistance, the State Go-DBE, Metro Airport TDOT to identify DBE firms as potential bidders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If DBE bids/proposals were received and rejected, you must attach the rejected bid/proposal documentation and the reason for rejecting (i.e., memos, telephone calls, meetings, etc.) the bid. In addition, a statement including any reasons for concluding that the DBE was unqualified to perform the job). Is the documentation attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**By signing below, I certify that all information provided is accurate. I agree to provide Metropolitan Development and Housing Agency with a completed copy of all required forms and documentation to support my claims for DBE outreach. I understand that if I fail to provide all the required forms and documents, my bid may be deemed "non-responsive," and I may be denied the contract award.**

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Certifying Official of Company: \_\_\_\_\_ Title: \_\_\_\_\_

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM**  
**Diversity Business Enterprise Program Proposed Utilization Plan**

<b>DBE FORM 2002 INSTRUCTIONS: PLEASE SUBMIT SECTION I AND SECTION II OF THIS FORM WITH THE BID/PROPOSAL.</b>	<b>DIVERSITY BUSINESS ENTERPRISE PARTICIPATION COMMITTED</b>			
Bidder/Proposer must complete and submit <i>Section I and Section II</i> with the bid/proposal to show DBE participation achieved as a result of their outreach efforts. The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Enterprise Program requirements for Bidder/Proposer outreach and utilization of DBEs. <b>Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive.</b> Please Note: The Awarded Bidder's/Proposer DBE commitments will be incorporated into the contract and monitored monthly, including monthly reports that validate DBE utilization and possible on-site audits.	Bidder/Proposer Company Name:			
	Bid/RFP Number:	Name of Bid/Request for Proposal:	Bidder/Proposer Estimated Total Dollar Bid/ Proposal: \$	
	Submission Date:	Total DBE Percentage: %	Total DBE Dollars: \$	Percentage of Self-Performed Work: %
*Bidder/Proposer Company Contact Name:	Telephone:	Email Address:		

\*Name of person to contact for information and documentation regarding this form and DBE participation proposed

Please indicate the DBE Ethnicity Code:

\*\*Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

**SECTION 1 - PROPOSED DIVERSITY BUSINESS ENTERPRISE**

**INSTRUCTIONS: Record each DBE that you proposed to use for the above referenced Bid/RFP. Your response to the requested information below will be evaluated and scored based on this form's completeness. If additional space is needed to record your DBE contacts, you may duplicate this form.**

1. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided		
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services:	DBE % of Total Bid/Proposal:	
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:	

2. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided		
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/ Services	DBE % of Total Bid/Proposal:	
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>	

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM**  
**Diversity Business Enterprise Program Proposed Utilization Plan**

<b>PARTNERING AGREEMENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)			Certification Expiration Date:
<b>3. DBE Company Name</b>	<b>**DBE Ethnic Code</b>	<b>Supplies/Services Provided</b>	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services	DBE % of Total Bid/Proposal:
<b>JOINT VENTURE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>PARTNERING AGREEMENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

<b>4. DBE Company Name</b>	<b>**DBE Ethnic Code</b>	<b>Supplies/Services Provided</b>	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services	DBE % of Total Bid/Proposal:
<b>JOINT VENTURE</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>PARTNERING AGREEMENT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

<b>5. DBE Company Name</b>	<b>**DBE Ethnic Code</b>	<b>Supplies/Services Provided</b>	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services	DBE % of Total Bid/Proposal:
Joint Venture <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/>

**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM**  
**Diversity Business Enterprise Program Proposed Utilization Plan**

<b>Partnering Agreement</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		<b>Certification Expiration Date:</b>
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**METROPOLITAN DEVELOPMENT AND HOUSING AGENCY**  
**Statement of Intent to Utilize Diversity Business Enterprise Firms**

**DBE FORM 2003 INSTRUCTIONS**

**THIS FORM MUST BE COMPLETED AND SUBMITTED TO MDHA CONTRACTING AGENT/DBE COORDINATOR PRIOR TO CONTRACT AWARD.**

**Please Note:** The awarded Bidder/Proposer's DBE commitments listed below will be incorporated into the awarded Contract and monitored monthly, including monthly reports that validate DBE utilization and payments with possible on-site audits. After the contract award, changes to this form will require the MDHA Contracting Agent/DBE Coordinator and DBE Program Consultant approval. Requests to change or replace the DBE(s) listed below must use DBE Form 2, Section I, and II to show DBE Outreach efforts to modify or replace the original DBE commitment.

* Company Name, Address, Zip				Telephone:		Contract Title:				Date Submitted:			
DBE Contract Award Information		Ethnic Minority-Owned Businesses/Contract Awards				Women-Owned Businesses/Contract Awards					Non-Minority Businesses/Contract Awards		
DBE Name Address/Telephone	Description of Services	African American Male	Hispanic Male	Asian Dollars Male	Native American Male	African American Female	Hispanic Female	Asian Female	Native American Female	Caucasian Female	SBE Dollars	SDVBE Dollars	DBE % of Contract
Sonny Asphalt -618 Even Street, New Hill, New Jersey	Asphalt Materials	\$275,000.00											
MDHA Contracting Agent Review and Approval Date:	<b>Total DBE Dollars</b>	\$275,000.00											
	<b>DBE Percentages</b>	55%											
MDHA Official Initials:	Summary					Total DBE Dollars		\$275,000.00	Total DBE Percentage			55%	

The undersigned swears that the preceding statements and information recorded above are correct and that each of the representations herein set forth is true. "Any misrepresentations will be grounds for contract termination and for initiating actions under Federal or State laws concerning false statements.

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Certifying Official of Company: \_\_\_\_\_ Title: \_\_\_\_\_



