



DATE: **October 2, 2026**
TO: Mayor and City Council
FROM: City Manager
SUBJECT: Contract Award
Roosevelt Collection Affordable Housing
Project 26-002.2

RECOMMENDED ACTION

Award the site development contract to The Middle Housing Company for the fixed amount of \$1,621,773.70.

BUDGET IMPACT

The funds for this project are available from a combination of CDBG and HOME grants from Gwinnett County. The 2026 Capital Improvement Budget anticipates using these funds for this project.

DISCUSSION

The city has set aside 2.6 acres of land on Roosevelt Circle for an affordable housing project to consist of 25 detached single-family homes of varying sizes that will be sold to buyers whose income and assets meet the criteria of 80% AMI for this area, as adjusted for family size.

Design of the development site was completed by the Foresite Group, and a Fee Proposal sheet was prepared by them for inclusion in the Request for Proposals (RFP).

An RFP to identify a developer was prepared by city staff in consultation with our design firm, Foresite Group as well as Gwinnett County (who administers CDBG and HOME grants). The RFP was published in April with proposals due in May. An internal staff committee was assembled to review

responses and make a recommendation. We received one qualified proposal which was evaluated using criteria established in the RFP. After thorough reference checks and an interview, it was determined that The Middle Housing Company was the appropriate choice to represent the city as its “developer” for this initiative. This approach was approved by Gwinnett County and our legal counsel.

Therefore, we are recommending city council award the contract for site development to ***The Middle Housing Company*** for a fixed fee of \$1,621,773.70 and authorize the mayor to sign and execute all documents, subject to legal counsel review.