

Housing Authority of Lincoln County
Request for Proposals
For
Developer
Of
Disaster Credit Funded
Multifamily Project
(RFP 2021-01)

RFP Issue Date: 10/15/2021

Closing Date: 11/16/2021

Closing Time 5 PM PT

SECTION A - SUMMARY OF DEVELOPMENT INITIATIVE AND OBJECTIVE

Lincoln County has been awarded by OHCS \$1.2 million in disaster tax credits for development of a multifamily project in the Lincoln City area in the wake of the 2020 wildfire devastation to housing stock in the area. The disaster credits function like 9% LIHTC tax credit. It is the intention of the Housing Authority of Lincoln County (HALC), to enter into a Development Agreement with a qualified developer ("Developer") for the development of a multifamily property with at least 40 units in Lincoln City, Oregon. Given the nature of the disaster credits, the credits must be awarded this year and requires that the selected developer commence construction by fall of 2022.

The Developer will be responsible for all aspects of the project development, including, but are not limited to designing, financing, constructing, and otherwise implementing and operating the project. The selected Developer would be expected to keep HALC updated on the design, financing and construction of the project. The Developer will be responsible for assembling necessary development financing, which is anticipated to include equity raised through syndication of the Tax Credits and other public and private funding. Interested Developers should have demonstrated experience in the development of affordable housing properties extensive experience in affordable housing development.

NOTE: Proposed Site. HALC has worked to identify a site for the proposed development. Developer has the option to step in and use that site or pursue another alternative, location: NE Corner of Hwy 101 & NE 29th Street, Lincoln City.

SECTION B – STATEMENT OF WORK

Respondents are encouraged to present a Development Team including the professional disciplines and trades required for the success of the project. HALC recognizes that some Offerors may prefer to designate certain team members, such as general contractors, after a competitive selection or bidding process. Offerors may, if they choose, explain their decision to defer selection of team members.

HALC does not prohibit or discourage the appearance of any person or entity on more than one Development Team. A respondent may include a preferred syndicator on its team but should be aware that HALC will require a demonstration at the time an equity proposal is accepted that the selected proposal is market competitive in equity raise and other terms.

Program Schedule

HALC's goal is to have the project completed as expeditiously as possible in the light of the demanding timing requirements of the disaster tax credits. The credits must be allocated by year end. The developer must demonstrate the ability to file for building permits by July and commence construction by the fall of 2022. Developers that demonstrate an ability to secure financing and complete the development on the earliest possible, realistic schedule will be favorably received by HALC.

Reporting Controls

The Developer is required to report directly to HALC, and through such mediums and formats as HALC may direct, no less frequently than monthly or as directed by HALC, on progress with respect to the development and related activities program, including work completed, associated costs, schedule, and budgetary requirements. This procedure shall be followed throughout the predevelopment, development, and operations phases of the development.

Budgetary Controls

The selected Offeror will be required to provide development and operating budgets acceptable to HALC as a part of the process of negotiating the development agreement. Such budgets will be updated throughout the development process as material changes occur.

Form of Development Agreement

The successful Offeror will enter into negotiations for and be required to execute a Development Agreement between the Offeror and HALC that will reflect the obligations of the parties and their relationship to the development. Any Development Agreement entered into will provide for termination of the agreement if an initial closing is not achieved within one year from execution of the agreement, unless mutually extended by the parties.

HALC Financial Structure Objectives

HALC is interested in a financial structure that accomplishes several objectives. They are:

- Producing the greatest public benefit with the smallest consumption of public resources
- Leveraging funds to attract private and conventional sources of capital
- An option to acquire the property for debt plus taxes at the completion of the initial fifteen tax credit compliance period
- Utilizing a structure that can facilitate timely implementation
- Providing performance incentives to the Developer
- To secure a property tax exemption for the property, HALC expects to be managing member, co-managing member or special member of the ownership entity

Property Management

HALC requires the property to be managed to high standards with effective lease enforcement a priority. Additionally, all units must be maintained and operated in compliance with all requirements of applicable law, HUD regulations, and policies approved by HALC. The Developer will be responsible for selecting a property management firm.

Resident Services

HALC is committed to providing quality services to residents designed to leverage and maximize the value of the affordable housing opportunities provide at the property. Priority areas for resident services at property include, but are not limited to:

- Education
- Employment and Vocational Training

- Housing Stability
- Health/Mental Health
- Youth Enrichment and Development
- Food and Nutrition

Proposals should include information about how resident services will be addressed.

OHCS Federal Disaster Credit Requirements; Diversity and Inclusion

The project must meet the OHCS requirements for use of the Federal Disaster Housing Credits, including:

- Projects funded with these resources must meet financial viability review from OHCS along with meet traditional financial thresholds and requirements;
- Projects must be located to serve those impacted by wildfire and actively preference wildfire survivors when units become available;
- Projects must be ready to proceed – indicating that they will be moving into construction prior to the fall of 2022 and have submitted for building permits by July of 2022;
- Projects must conform with 9% LIHTC programmatic regulations;
- Projects should be identified by the end of the 2021 calendar year
- In alignment with the OHCS Equity and Racial Justice priority, projects must address the inclusion of historically underserved communities of color within project design, service, and outreach, as well as meeting MWESB targets in the construction of the projects.

SECTION C – SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Submission Requirements

Please use the following Table of Contents for submission to this RFP:

1. Letter of Interest
2. Team Experience and Qualifications
 - 2.1. Team Description
 - 2.2. Profile of the Developer
 - 2.3. Profiles of the Team Members
3. Minority Participation
4. Proposed Project
 - 4.1. Description of Proposed Project
 - 4.2. Proposed Site
 - 4.3. Proposed Schedule

Description of Each Submission Requirement

The instructions below provide guidance on what the qualification-based proposal should contain and how it should be organized. Submission will only be accepted electronically. Each section and subsection should be clearly identified

- 1 **Letter of Interest** - At the beginning of each proposal, the Developer must provide a letter of interest listing the Developer members and identifying the primary contact person. The letter must be signed by an authorized principal of the Developers' firm and include a statement that the proposal will remain valid for not less than one hundred eighty (180) days from the due date.

2. Team Experience and Qualifications

2.1. Team Description

2.1.1. Name of Developer

2.1.2. Main address, telephone/fax numbers and email address of Developer firm.

2.1.3. Address and telephone number of the office from which services will be provided to the development (if different from above).

2.1.4. Contact person, title, telephone/fax numbers and email address.

2.1.5. Description of the size, number of employees and the current workload of the Developer.

2.1.6. Identify the individual who will serve as Project Manager for the Developer and who will direct and coordinate the development effort to completion.

2.1.7. List the members of the Development Team. All entities that comprise the team should be identified, indicating their specialization(s) and specific contribution to the team.

2.1.8. Provide a brief narrative description of any previous collaboration among some or all members of the Developer.

2.2. Profile of the Developer - Provide an overview of the Developer's experience in the design, construction and management of projects similar to what is proposed. Include the following information:

2.2.1. Identify recent tax credit redevelopment efforts in which the Developer has been or is currently involved.

2.2.2. Provide three examples of previous projects evidencing the Developer's experience with development of affordable multi-family rental properties of similar size, including any such projects that provide evidence of the Developer's experience in utilizing layered financing, including 9% Low-Income Housing Tax Credits, or other types of funding programs.

2.2.3. List three recent projects successfully completed, identifying the states where they are located, the size of the tax credit allocations received, who the investor was and how much the investor paid for the tax credits (expressed in cents per tax credit dollar), specify the number of units, the unit size mix, the income groups served and the cost of each project.

2.2.4. Provide profiles of key staff who will be involved in the development effort. Specify the roles of key staff in carrying out this development initiative and their previous experience with housing development efforts.

2.2.5. Three references must be submitted for the Developer. References that are relevant to the scope of work as anticipated in this RFP. References from the following entities would be desirable: construction lender, permanent lender, general contractor, Tax Credit investor.

2.3. Profiles of Development Team Members

2.3.1. For any team members not directly employed by the Developer, please provide an overview of experience in contributing to affordable housing development in a role as anticipated in your response to this RFQ.

2.3.2. Three references must be submitted for each member of the Developer Team.

3. Minority Participation

Equal Opportunity and Non-Discrimination. The response must include a discussion of the approach and methods your team will utilize to assure strong participation by minority- owned and women-owned businesses. To the extent such businesses are included in the team or committed to be part of the development, they should be identified. Prior development experience utilizing MBE/WBE businesses should be described in enough detail to permit the selection panel to determine the team’s track record and likely success.

4. Proposed Project

4.1. Proposed Project. The response should include as detailed a description of the proposed project as possible, including unit number and mix, target resident population and other features.

4.2. Proposed Site. HALC has worked to identify a site for the proposed development. Developer has the option to step in and use that site or pursue another alternative.

4.3. Proposed Schedule. Given the need for getting under construction before fall of 2022, a schedule should be provided that details the ability to meet that schedule.

5. The Developer may attach, at the end of their submission, other promotional materials or work products that would demonstrate their experience and qualifications.

EVALUATION CRITERIA

The following evaluation factors will be used in determining the Developers who are deemed within a competitive range for further consideration. The interviews of Developers in the competitive range will be used to identify the top-rated Developer for negotiation of an agreement. Each proposal has a total possible score of 100 points.

Available Points	Criteria	Description of Criteria
60 POINTS	Experience and Capacity of the Developer	The degree to which the Developer demonstrates: <ul style="list-style-type: none"> • Experience comparable to the scope outlined in the RFP • Experience obtaining, structuring and implementing similar financing (including Low Income Housing Tax Credits) • Financial capacity
30 POINTS	Low Income Housing Tax Credit Development Experience	Familiarity with LIHTC redevelopment projects including resident relocations.
10 POINTS	Equal Opportunity and Non-Discrimination	The degree to which the Developer provides for minority and women-owned business participation reflective of the local community and demonstrates compliance with equal opportunity and non-discrimination requirements.
100 POINTS AVAILABLE		

PROPOSAL SUBMISSION DEADLINE

Proposals will only be accepted electronically. Proposals, including all supporting documentation will be accepted until **5:00 PM, on November 16, 2021.** Proposals must be sent to kkowtko@halc.info.

PRE-PROPOSAL CONFERENCE

An optional pre-proposal conference will be held at **3:00 pm on October 26, 2021.** The meeting will be conducted remotely, via Zoom. The link will be posted at www.halc.info least 24hours prior to the meeting. Pre-registration is not required.

QUESTIONS

Questions must be submitted electronically to kkowtko@halc.info and will be responded to in writing up to the proposal submission deadline. Answers to all questions will be posted to HALCs website at www.halc.info. Where possible, questions will be posted within one (1) business day of submission.

NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS

If HALC determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. HALC will give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

HALC reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.