



REQUEST FOR QUALIFICATIONS

RFQ # 2022-03
October 2022

Developer Partner

To: Prospective developer partners

Issued by: City of Eureka Housing Authority (CEHA)

Project: Public Housing Repositioning

Services: Co-developer and partner for the repositioning of public housing

Issue Date: October 10, 2022

Pre-Proposal Conference: October 26, 2022, at 1:00pm PST
<https://structurepdx.zoom.us/j/6124463297?from=addon>

Attendance is encouraged.

RFQ Questions Due: November 2, 2022
Attn: Heather Humphreys
City of Eureka Housing Authority
heatherh@eurekahumboldtha.org

Proposals Due: November 21, 2022, 4:00pm PST
Late proposals will not be considered

Submit Proposals to: Heather Humphreys
Attn: City of Eureka Housing Authority
heatherh@eurekahumboldtha.org

RFQ Contact: City of Eureka Housing Authority
Attn: Heather Humphreys
707.443.4583 x219
heatherh@eurekahumboldtha.org

Document Availability: Electronic copies of the RFQ and all required forms may be obtained on the CEHA web site at:
<https://eurekahumboldtha.org/rfp/>

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I. INTRODUCTION

A. Notice

CITY OF EUREKA HOUSING AUTHORITY

PUBLIC HOUSING REPOSITIONING

DEVELOPER PARTNER

RFQ NO. 2022-03

City of Eureka Housing Authority (CEHA) requests statements of qualifications from affordable housing developers (“Developer”) to provide co-development services, partnership, and property management services related to repositioning public housing.

Proposals must be received by November 21, 2022, at 4:00pm PST. Proposals must be submitted via email to Heather Humphreys at heatherh@eurekahumboldtha.org. Proposals received after the deadline will not be considered.

The Request for Qualifications document is posted on the CEHA website at <http://eurekahumboldtha.org/rfp/>. Proposal documents can be viewed and downloaded from that site. Proposers are responsible for checking the site for any addendums before submitting their proposal.

CEHA reserves the right to reject any and all proposals and to waive any and all formalities in the best interest of the organization.

Date Issued: October 10, 2022

CEHA Contact:
City of Eureka Housing Authority
Heather Humphreys
707.443.4583 x219
heatherh@eurekahumboldtha.org

B. City of Eureka Housing Authority

CEHA incorporated on August 6, 1946, a few years before the massive expansion in public housing under the Housing Act of 1949. CEHA is an independent agency, with operations separate from those of the City of Eureka. CEHA operated exclusively traditional public housing until the development of its first Low-Income Housing Tax Credit Project (LIHTC) in 2007. Currently CEHA owns and operates several housing projects throughout the City of Eureka, including Eureka Family Housing, Eureka Senior Housing, and Public Housing Projects.

The County of Humboldt Housing Authority (CHHA) was incorporated on December 1, 1970. CHHA was established to help obtain clean, decent, safe, sanitary, and affordable housing for low-income families. CHHA is an independent agency, with operations separate from those of the County of Humboldt and CEHA. Currently CHHA administers assistance through the Section 8, Housing Choice Voucher (HCV) program. The program allows income eligible individuals to receive vouchers for rental assistance payments for qualified housing throughout the County of Humboldt.

CEHA and CHHA operate together as the Housing Authorities of the City of Eureka and County of Humboldt, with two separate boards and one staff. The Board for the County of Humboldt Housing Authority is appointed by the Humboldt County Board of Supervisors. The Board for the City of Eureka Housing Authority is appointed by the mayor of the City of Eureka and confirmed by the City Council. There are currently five (5) Commissioners for the City of Eureka Housing Authority and five (5) Commissioners for the County of Humboldt Housing Authority.

The Eureka Housing Development Corporation (EHDC) also exists within the CEHA governing structure as a separate legal entity. EHDC remains a component of CEHA that has provided development support primarily to CEHA and collaborated with procured developers to do rehabilitation of affordable housing properties. CEHA envisions EHDC to be CEHA's representative on all development transactions, including repositioning.

C. Portfolio Repositioning: Overview and Goals

CEHA has set out to reposition all of its traditional public housing. CEHA owns and operates 196 traditional public housing units across 12 separate properties. Among the households served, there are approximately 500 total residents. Median income of households is \$17,604. Over half of the households served have incomes less than 30% of the area median income. CEHA provides a critical housing resource in the City of Eureka.

Buildings in the CEHA portfolio were constructed between 1952 and 1983. Given the age, expected capital needs and general maintenance needs exist. Additionally, due to changes in the zoning code, there are properties with capacity for more units on the same sites. This presents an opportunity to leverage CEHA's land resources for additional units.

An evaluation of physical, financial, and social information related to CEHA portfolio was completed to understand existing conditions and opportunities available. Details are provided in Repositioning Plan adopted by the CEHA board in June of 2022. This plan is the basis for seeking a developer partner.

The Repositioning Plan calls for CEHA to reposition the entire public housing portfolio. Implementation of this strategy would rely on a series of Section 18 Disposition applications to the U.S. Department of Housing and Urban Development (HUD), seeking incremental approvals for the desired project outcome. The table below outlines the recommendations.

Project Order	Name	Application		Application No.	Project Type	Units		
		Type	Strategy			Existing	Additional	Future
1	1645 C Street	Section 18	Scattered Site	1	Preservation	3	0	3
2	25-1	Section 18	Obsolescence	2	Redevelop Site	96	78	174
3	Prospect Avenue	Section 18	Obsolescence	3	Redevelop Site	10	6	16
4	C & Clark	Section 18	Obsolescence	4	Redevelop Site	16	42	58
5	Buhne/Union/Summer	Section 18	Obsolescence	5	Preservation & Rehab	13	0	13
6	Spring & Garland	Section 18	Obsolescence	6	Redevelop Site	12	6	18
7	1335 B	Section 18	Very Small	7	Preservation & Rehab	5	9	14
8	2523 Albee	Section 18	Very Small	7	Preservation & Rehab	4	0	4
9	510 W. Harris	Section 18	Very Small	7	Preservation & Rehab	5	0	5
10	330 Grant Street	Section 18	Very Small	7	Preservation & Rehab	5	0	5
11	Albee & Del Norte	Section 18	Very Small	7	Preservation & Rehab	8	0	8
12	131 West Del Norte	Section 18	Very Small	7	Preservation & Rehab	19	14	33
Total						196	154	350

Creation of the Repositioning Plan relied upon input from residents, community advocates and stakeholders, City of Eureka, and County of Humboldt partners. Based on information learned from partners, analysis of local housing needs, and CEHA board's guidance, the following 5 policy guidelines were created. These policy guidelines will be used to inform Repositioning Plan implementation decisions.

1. Continue to serve very low-income populations in these communities.
2. Increase the supply of affordable housing.
3. Maintain ownership or control of the properties.
4. Improve the physical and financial condition of the properties.
5. Partner to optimize public and private resources on behalf of the properties and our residents.

D. RFQ Schedule

This schedule is subject to change. CEHA reserves the right to adjust the schedule as deemed necessary.

RFQ Schedule	
RFQ issue date	10/10/2022
Pre-proposal conference	10/26/2022
Deadline for written questions	11/2/2022
Last date to issue Addendum (if needed)	11/4/2022
Proposals due date	11/21/2022
Committee evaluation (including Interviews)	11/28/2022 – 12/12/2022
Notice of Award	1/12/2023
CEHA Board Approves Award	1/17/2023

E. Changes to RFQ

CEHA reserves the right to change this RFQ. Any change will occur by written addendum and shall be posted on CEHA website.

II. DEVELOPER SCOPE OF SERVICES

A. Statement of Work Pertaining to this RFQ

CEHA is inviting statements of qualifications from experienced Developers to participate in the development activities as described herein. CEHA development activities will focus on implementation of the Repositioning Plan adopted by its board in June 2022.

The developer(s) to be selected must have experience with developing housing with the Low Income Housing Tax Credits (LIHTCs) and converting public housing using HUD’s Section 18 Disposition process. The Developer(s) will join CEHA in the co-development and sharing a stake in the ownership entity necessary to carry out the plans for redevelopment of CEHA properties. The selected developer(s) will be encouraged to offer creative development and financing options to achieve the goals established in the Repositioning Plan.

In keeping with the CEHA’s Repositioning Plan, focus is on redevelopment and new construction on existing sites. Among the properties in CEHA’s portfolio, the following locations are the focus of this request. CEHA reserves the right to add properties to this list as it deems necessary.

Project Order	Name	Application		Application No.	Project Type	Units		
		Type	Strategy			Existing	Additional	Future
2	25-1	Section 18	Obsolescence	2	Redevelop Site	96	78	174
3	Prospect Avenue	Section 18	Obsolescence	3	Redevelop Site	10	6	16
4	C & Clark	Section 18	Obsolescence	4	Redevelop Site	16	42	58
5	Buhne/Union/Summer	Section 18	Obsolescence	5	Preservation & Rehab	13	0	13
6	Spring & Garland	Section 18	Obsolescence	6	Redevelop Site	12	6	18
7	1335 B	Section 18	Very Small	7	Preservation & Rehab	5	9	14

CEHA intends for 25-1 and Prospect Avenue to be combined and master planned as a single project, likely developed in multiple phases. Each of the remaining projects are standalone redevelopments, which could be bundled for financing and ownership.

CEHA may seek more than one developer to assist with the repositioning efforts. CEHA anticipates its role in projects may vary depending upon the size and complexity. CEHA is open to bundling projects for greater leverage or efficiency.

B. General Information Related to Development Goals and Process

- i. It is the mission of CEHA to reposition traditional public housing in order to transform our current communities, maximize affordable housing offerings via redevelopment of underutilized sites, and provide quality affordable housing units and a safe and healthy living experience to low-income households in Eureka.
- ii. CEHA’s goal is to redevelop the properties as quickly as possible. Responses that demonstrate an ability to complete redevelopment on the earliest possible, realistic schedule will be favorably received by the Agency.
- iii. CEHA’s vision is to create vibrant, attractive, quality properties. Curb appeal and integration into the surrounding neighborhood are important elements in the redevelopment. CEHA also values cost effective design, durable and simple building forms, and efficiency in operations and maintenance.
- iv. It is anticipated that CEHA and the Developer will enter into a Master Development Agreement (“MDA”) defining the respective roles and responsibilities, fee structure and provision of guarantees.

C. **Development Partner Roles**

CEHA is seeking a Developer partner to perform the following roles and responsibilities necessary to redevelop the properties defined in II.A.:

1. **Staffing & Capacity**: Provide the necessary staffing, expertise, supervision, and organizational capacity required to implement all aspects of the redevelopment, in Eureka, CA. Developer must have the experience and track record necessary to meet any threshold and competitive requirements of California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC), U.S. Department of Housing and Urban Development (HUD).
2. **Capacity Building**: Support capacity-building opportunities for CEHA staff during the predevelopment and construction, conversion to permanent financing, and management of the redevelopment.
3. **Development Team & Consultants**: Provide all consultants and contractors necessary to implement the redevelopment. These should include full service architectural and engineering team, general contractor, geotechnical, survey, market study and appraisal, environmental (Environmental Site Assessments, National Environmental Policy Act and California Environmental Quality Act).
4. **Communication**: Establish regular team meetings with CEHA and members of the consulting team as needed, submit periodic progress reports on project status, budget, and schedule.
5. **Scheduling Management**: Create and maintain a project schedule that includes critical tasks from predevelopment through permanent loan conversion. Specific schedules focused on discrete tasks, such as LIHTC applications, design process, and relocation will also be necessary.
6. **Resident Engagement**: Foster a positive working relationship with residents necessary to successfully implement the redevelopment plans. CEHA will maintain the primary relationship with residents during the development process, and the Developer is expected to have interactions with residents during the development process. Maintaining a positive relationship with residents is important to CEHA.
7. **Master Planning & Design Development**: Lead the effort to create a master plan for each site which reflects CEHA's policy principles and general development goals, land use requirements, public or franchise utility requirements, right of way requirements and financial feasibility. Developer will work with CEHA to create a program for each site that includes unit mix, parking, non-residential space needs, open space, and outdoor play areas. For 25-1 and Prospect, the Master Plan and program must consider the future location for CEHA administrative office and maintenance facility. CEHA and Developer will jointly participate in design meetings with the consultant team, community and resident meetings, and other meetings necessary during this phase of the project. Developer and CEHA will review and approve the final master plan, housing program, and building designs.
8. **Land Use, Permits and Regulatory Approvals**: Seek and obtain all necessary approvals related to: CEQA, NEPA (Part 58), land use and entitlements, public works, building permits.
9. **Finance & Guarantees**: Prepare and update a financial plan for individual redevelopments that includes reasonable cost estimates for the preferred master plan, building designs, relocation, and all other necessary soft costs. Sources of funds anticipated are LIHTC, permanent debt, seller financing, HCD funding, other state and local funding as is available, other federal funding as available. Revenues for the property will include a Project Based Voucher contract with CHHA for all replacement housing units. Operating expenses to reflect a 3rd party management model and TCAC limits. Developer is responsible for understanding current market conditions reflecting pricing and terms of financing, technique to optimally structure financing, identifying newly created or otherwise available development subsidy, and creating and implementing a viable financial plan.

Developer is responsible for completing and submitting applications for development

subsidy. These include:

Financing plan to reflect any phased development of 25-1 and Prospect Avenue and the relocation strategy necessary to support a phased development.

Solicit and negotiate pricing and terms with lenders and investors for a construction loan, permanent loan, and equity investment. CEHA and Developer will review and approve investment terms. Developer responsible for securing the necessary commitments and closing financing.

Developer to provide guarantees required by lenders and investor.

10. Construction: Responsible to the successful completion of construction. This includes all pre-construction management work with the general contractor, negotiating a construction contract with a guaranteed maximum price, responsible for all change management during construction, responsible for delivering the approved project on schedule and on budget.
11. HUD Approvals: Support CEHA with obtaining Section 18 Disposition approvals for properties identified in II.A. This will include assisting with information or due diligence needs to complete the application submittal and responding to additional information request from HUD. Type of information likely needed includes existing conditions, redevelopment schedule, development team credentials, updates to deal terms as negotiated with investor and lender and anticipated cash proceeds to CEHA and developer.
Provide all information to support a Subsidy Layering Review (SLR) application necessary for a local Project Based Voucher (PBV) Housing Assistance Payment (HAP) contract.
12. Ownership: Developer to participate in the ownership entity in a form acceptable to Developer and CEHA.
13. Operations and Property Management: Developer to be responsible for securing property management services. This could be provided by the Developer's internal property management function or a third party. CEHA to review and approve property management company and property management plan.

D. CEHA Roles

1. Staffing & Capacity: Assign a lead contact to the Developer to allow for clear engagement. Be responsive to requests and make decisions timely in support of the project schedule.
2. Capacity Building: Engage in the development process with a focus on building organization skills and capacity necessary to understand decisions about the subject properties and to successfully complete future developments.
3. Development Team: Approve the following key members of the development team: architect, master planner (if separate from architect), general contractor, partnership legal counsel.
4. Communication: Participate in project meetings throughout the development process. Provide timely responses and convey important information relevant to a successful development.
5. Resident Engagement: CEHA will be the primary point of contact and lead resident engagements. Since CEHA has both an existing tenant /landlord relationship and resident services relationship with residents, it is important CEHA maintain this relationship during the development process. In collaboration, the developer and other members of the development team will need to present information and develop a relationship with residents. The resident relationship is important to CEHA.
6. Relocation: CEHA will be responsible for relocation of residents. This will include creating the relocation plan, producing and delivering any required notice or communication to residents, carrying out the PHA responsibilities defined in 24 CFR 970.21, and facilitating the physical relocation. CEHA will define the reasonable assistance to be provided residents and providing working capital to support relocation. Any relocation working capital would be repaid to CEHA from construction period financing. CEHA may elect to hire

temporary staff or outside technical support to facilitate relocation.

7. **Master Plan & Design Development:** Participate in developing a housing program that reflects the policy guidelines and affordable housing needs in Eureka. Participate in the community outreach related to developing the master plan for 25-1 and Prospect Avenue. Define the program, space and operational requirements for new administrative offices and maintenance facility. Developer and CEHA will review and approve the final master plan, housing program and building designs
8. **Land Use, Permits and Regulatory Approvals:** Assist in the production of CEQA, land use and entitlements, public works, building permits. Produce the NEPA (Part 58) application and submit to the Responsible Entity. As owner, file applications as needed.
9. **Finance & Guarantee:** Provide working capital related to relocation requirements. Provide seller finance in an amount and terms to be determined as part of the financing plan development. Work with CHHA to provide PBVs at least equal to the number of existing qualifying units on site.
10. **HUD Approval:** Submit Section 18 Disposition application for each property. Facilitate the removal of properties from the federal public housing inventory and conversion to the Section 8 platform.
11. **Ownership:** CEHA to participate in the ownership entity in a form acceptable to CEHA and Developer. It is CEHA's goal to maintain management responsibilities as a managing general partner in the ownership entity, including holding the Right of First Refusal and Option to purchase the properties at the end of the LIHTC compliance period.
12. **Operations and Property Management:** Provide property management service to the existing property/residents through relocation and/or conversion from public housing.

E. Joint Ventures & Partnership

Qualifications from teams of two or more partners are eligible to submit a response to the RFQ. If a submission is from a joint venture or partnership, complete section III.B.4. Experience for each member of the team. In section III.B.3. Project Approach, describe the delineation of roles for each partner.

F. Development Team

Developers must identify with their submittal the design team responsible for master planning and architecture of all buildings. Identification of other team members is not required at this time. CEHA reserves the right to approve development team members.

G. Predevelopment Activities & Working Capital

CEHA will provide working capital for a capital needs assessment, completion of the HUD Section 18 Disposition application, and relocation costs. Developer partner to provide working capital for master planning, architecture, and all other due diligence necessary to obtain permits and start construction.

Repayment of working capital is expected to occur during the construction period.

H. Deal Terms

Key deal terms related to share of developer fee, cashflow splits, guarantees, and purchase options will be a basis for evaluation. Included as Attachment E is a required form that seeks proposed terms.

III. EVALUATION

A. Method of Award

The eventual award will occur based on the following detailed procedures.

1. **Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for

responsiveness to the Submission Requirements in IV.B.

2. **Evaluation Committee.** CEHA anticipates that it will convene a selection committee with up to 5 people to evaluate each of the responsive submittals. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
3. **Evaluation.** The selection committee will evaluate and award points based on the Evaluation Criteria below in Section III.B. Upon final completion of the proposal evaluation process, a competitive range will be established.
4. **Interviews.** Proposers in the competitive range will be invited to an interview with the selection committee. The purpose of the interview is to seek additional information to aid in the selection process.
5. **Recommendations.** Following the evaluation, interviews, and reference checks, the selection committee will recommend a top ranked proposer. If the evaluation was performed to the satisfaction of the Executive Director, the recommendation may be forwarded to the CEHA Board of Commissioners for approval.

B. Evaluation Criteria

No.	Max Point Value	Factor Description
1	5 points	Cover Letter
2	15 points	Demonstrated Evidence of ABILITY to PERFORM THE WORK: <ol style="list-style-type: none"> a. Qualifications, experience, and expertise of each team member assigned to the project (principals and primary staff); and b. Current project load and capacity of team to effectively manage this project.
3	30 points	Demonstrated Evidence of PAST SUCCESSFUL EXPERIENCE of public housing repositioning and affordable housing development and construction of similar scope and size, including, but not limited to: <ol style="list-style-type: none"> a. Past or current affordable housing projects utilizing RAD or Section 18 Demolition / Disposition and LIHTCs; b. Experience creating master plans for sites in established communities that result in increased density, and successfully developing the master plan; c. Experience in repositioning public housing; d. Past performance in quality of work, cost control, and compliance with performance schedules and regulatory requirements; e. 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 California Tax Credit

		<p>Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and</p> <p>f. Include specific projects and partners.</p>
4	15 points	<p>Degree to which the proposer illustrates the OVERALL VISION for the project, including, but not limited to:</p> <ul style="list-style-type: none"> a. Evidence the proposer understands the project and CEHA's goals, whether from experience with similar projects or from preparatory research; b. The proposer's approach addresses the project issues and indicates a good understanding of CEHA's objectives, the local funding challenges, and resident protections; c. Business terms proposed by the Developer, Attachment E. d. Proven ability to work with stakeholders whose interests and redevelopment objectives may differ. e. Evidence that the proposed team has experience in providing for meaningful resident and community participation throughout the planning and implementation of the development program, including the team's experience with issues and obstacles related to meaningful resident and community participation.
5	15 points	<p>Documented ABILITY to OBTAIN FINANCIAL COMMITMENTS from:</p> <ul style="list-style-type: none"> a. Federal, state, and local agencies, private investors, and banks including competitive resources from California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and b. A proven track record of creative and viable financial plans that do not rely principally on the sponsor partner funds. c. The advantage of the Business Terms proposed.
6	15 points	<p>Project Management Capacity / Financial Health / Staffing Plan</p> <p>Provide a description of the management and financial capacity to deliver the proposed services. Describe the approach to managing a project in Eureka, CA.</p> <p>Include qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).</p> <p>Detail the approach to the division of work listed above in Section II.B. Include the team members responsible for the work. Including professional resumes and descriptions of experiences for the persons identified to perform the work. Please provide a project specific organizational chart.</p> <p>Discuss how the proposer will work to ensure the Developer Scope of Services in Section II are successfully completed and the Policy Guidelines set by CEHA are followed.</p>

7	5 points	The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	Total Points

IV. SUBMISSION REQUIREMENTS

A. Overview

Concise and clear submissions are strongly encouraged. The Selection Committee (“Committee”) will look favorably upon succinct and direct language. Respond only to the items listed below and include only relevant information.

Once submitted, no additions, deletions or substitutions are possible after the due date/time. If necessary, CEHA may seek clarifications.

B. Submission Requirements

To be considered responsive, each respondent must address the following requirements. Responses must be specific and complete unto themselves. Organize your response by the numbered items listed below.

1. Cover Letter

Introduce your team and describe your interest in the project, general philosophy, or project approach, and anything that sets your firm apart.

The cover letter must identify all members of the Developer entity. The letter should identify all interested parties. Additionally, the Letter of Intent should address the organizational structure of the Developer entity.

In the cover letter please discuss which properties your team has an interest and ability to partner with CEHA to redevelop.

The letter must be signed by an authorized representative of the Developer’s entity or partnership.

2. Proposed Services

Include in this section documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements in Section II.B, including, but not limited to:

Demonstrated Evidence of **ABILITY** to **PERFORM THE WORK**:

- a. Qualifications, experience, and expertise of each team member assigned to the project (principals and primary staff); and
- b. Current project load and capacity of team to effectively manage this project.

Demonstrated Evidence of **PAST SUCCESSFUL EXPERIENCE** with public housing repositioning and affordable housing development and construction of similar scope and size, including, but not limited to:

- c. Past or current affordable housing projects utilizing RAD or Section 18 Demolition / Disposition and LIHTCs;

- d. Experience creating master plans for sites in established communities that result in increased density, and successfully developing the master plan;
- e. Experience in repositioning public housing;
- f. Past performance in quality of work, cost control, and compliance with performance schedules and regulatory requirements;
- g. 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 California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and
- h. Include specific projects and partners.

Degree to which the proposer illustrates the **OVERALL VISION** for the project, including, but not limited to:

- i. Evidence the proposer understands the project and CEHA's goals, whether from experience with similar projects or from preparatory research;
- j. The proposer's approach addresses the project issues and indicates a good understanding of CEHA's objectives, the local funding challenges, and resident protections;
- k. Business terms proposed by the Developer, Attachment E.
- l. Proven ability to work with stakeholders whose interests and redevelopment objective may differ.
- m. Evidence that the proposed team has experience in providing for meaningful resident and community participation throughout the planning and implementation of the development program, including the team's experience with issues and obstacles related to meaningful resident and community participation.

Documented **ABILITY** to **OBTAIN FINANCIAL COMMITMENTS** from:

- n. Federal, state, and local agencies, private investors, and banks including competitive resources from California Tax Credit Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and
- o. A proven track record of creative and viable financial plans that do not rely principally on the sponsor partner funds.
- p. The advantage of the Business Terms proposed.

3. Project Management Capacity / Financial Health / Staffing Plan

Provide a description of the management and financial capacity to deliver the proposed services. Describe the approach to managing a project in Eureka, CA.

Include qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).

Detail the approach to the division of work listed above in Section II.B. Include the team members responsible for the work. Include professional resumes and description of experiences for the persons identified to perform the work. Please provide a project specific organizational chart.

Discuss how the proposer will work to ensure the Developer Scope of Services in Section II is successfully completed and the Policy Guidelines set by CEHA are followed.

Please provide two years of financial statements.

4. References

Provide 5 former or current clients, including Public Housing Authorities, for whom the proposer has performed services similar to those sought by CEHA. Please include:

Client Name

Contact name, phone number, and email

A brief description of the project and services provided, total project costs, number of units, and dates the services were / are provided.

5. Attachments

- a. Receipt of Addenda Form
- b. Disclosure of Lobbying Activities
- c. Profile of Firm Form
- d. Debarment Certificate
- e. Business Terms
- f. HUD Form 5369-B
- g. HUD Form 5369-C

C. Format Requirements

To be considered responsive, each submittal should:

1. Be presented in an 8.5" x 11" format, either vertical or horizontal;
2. Be typed with font size no smaller than 10 points;
3. Be submitted as a single file in .pdf format;
4. Number pages sequentially. Submission Requirements items 1 through 4 listed above— Cover Letter through References—should not exceed the equivalent of 40 pages. Pages in excess of this amount will not be evaluated.

V. STATEMENTS & REQUIRED INFORMATION

A. Clarifications & Addenda

Any respondent requiring clarification of the information must submit specific questions or comments in writing to the RFQ Contact. The deadline for submitting such questions for the proposal portion of the process is the close of business November 2, 2022. If, in CEHA's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be posted to CEHA's website. Such Addenda shall have the same binding effect as though contained in the main body of the Request for Qualifications. Oral instructions or information concerning the specifications of the project given to prospective respondents by CEHA employees or agents shall not bind CEHA. Final Addenda shall be issued by CEHA not less than three (3) calendar days prior to the proposal deadline.

B. Required Information

The successful prime consultant and subconsultants must be licensed to do business in the State of California and must be licensed (if required by law) to perform the professional services proposed.

C. Clarification or Rejection of Proposals

CEHA reserves the right to seek clarification of the written Proposals from respondents and to reject any or all responses to this RFQ.

D. Appeals

An aggrieved proposer shall have three (3) business days after the date of issuance of the notice of intent to award or notice of respondents selected to advance to a tier of competition, to submit to the RFQ Contract, a written protest of the matter described in the award. The written protest must specify the grounds upon which the protest is based and demonstrate the basis for the protestor's status as an aggrieved proposer.

A proposer is an aggrieved proposer only if the person or entity is one to whom a notice of selection of a competitive tier or notice of an intent to award has been, or should have been, sent, and person or entity has been erroneously denied the award of a Contract or has been erroneously eliminated from contract because:

1. All higher-ranked proposers were non-responsive, or all higher ranked proposers clearly failed to meet the Standards of Responsibility;
2. The evaluation of submittals was not conducted in accordance with the criteria or processes described in the RFQ documents;
3. The evaluator abused his or her discretion in disqualifying the protestor's response as non-responsive or as failing to meet the Standards of Responsibility; or
4. The evaluation of response or subsequent determination of award was otherwise made in violation of the Public Contracting Code or CEHA's contracting rules.

Any protests of this solicitation should be sent to:

Cheryl Churchill, Executive Director
City of Eureka Housing Authority
707.443.4583 x224
cherylc@eurekahumboldt.org

The RFQ Contact, or other person so delegated by CEHA's Executive Director, shall consider a written protest and issue a written decision on the protest. The RFQ Contact may not consider a protest that is filed in an untimely manner or that fails to allege facts that would support a finding that the protestor is an aggrieved proposer. This decision may be appealed to CEHA's Board of Commissioners by providing a written appeal to the Executive Director within three (3) business days after the date on which the RFQ Contact sends his or her decision to the proposer's postal address or email address specified in the written protest. The decision of the Board or, if no timely appeal to the Board is made, the decision of the RFQ Contact shall be the final decision of CEHA on the protest.

E. Selection of Subconsultants

CEHA reserves the right to accept or reject any subconsultant to the Developer. Additionally, CEHA reserves the right to request the prime consultant subcontract for services with a subconsultant of CEHA's choosing.

F. Cancellation

CEHA reserves the right to cancel or reject any or all submittals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in CEHA's best interest. In no event shall CEHA have any liability for cancellation of award.

G. Cost of Preparation

Costs incurred by respondents in preparation of a response to this RFQ shall be borne by the respondents.

H. References

CEHA reserves the right to investigate references including those not listed in the response to this RFQ. Investigation may include past performance of any team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If demanded by CEHA, supportive references must be furnished.

I. Confidentiality

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the California Public Records Act, except such portions of the Proposal for which respondent requests exception from disclosure consistent with California Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondents shall not copyright, or cause to be copyrighted, any portion of any said document submitted to CEHA as a result of this RFQ.

VI. ATTACHMENTS

- A. Receipt of Addenda Form
- B. Disclosure of Lobbying Activities
- C. Profile of Firm Form
- D. Debarment Certificate
- E. Business Terms
- F. HUD Form 5369-B
- G. HUD Form 5369-C

VII. EXHIBITS

- A. CEHA Repositioning Plan
- B. Portfolio information
- C. Capital Needs Assessment
- D. CEHA Resolution approving Repositioning Plan
- E. CHHA Resolution supporting CEHA Repositioning Plan