



REQUEST FOR QUALIFICATIONS

RFQ # 2023-01
January 2023

Developer Partner

To: Prospective developer partners

Issued by: Housing Authority of the City of Eureka (HACE)

Project: Public Housing Repositioning

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

Issue Date: January 30, 2023

Pre-Proposal Conference: February 8, 2023, at 10:00 am PST
<https://structurepdx.zoom.us/j/6124463297?from=addon>

Attendance is encouraged.

RFQ Questions Due: April 3, 2023
Attn: Heather Humphreys
Housing Authority of the City of Eureka
heatherh@eurekahumboldtha.org

Proposals Due: May 1, 2023, 4:00 pm PST
Late proposals will not be considered

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

RFQ Contact: Housing Authority of the City of Eureka
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 HACE web site at:
<https://eurekahumboldtha.org/rfp/>

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I. INTRODUCTION

A. Notice

HOUSING AUTHORITY OF THE CITY OF EUREKA

PUBLIC HOUSING REPOSITIONING

DEVELOPER PARTNER

RFQ NO. 2023-01

The Housing Authority of the City of Eureka (HACE) 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 May 1, 2023, at 4:00 pm 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 HACE website at <https://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 proposals.

HACE reserves the right to reject any proposals and waive any formalities in the organization's best interest.

Date Issued: January 30, 2023

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

B. Housing Authority of the City of Eureka

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

Housing Authority of the County of Humboldt (HACH) was incorporated on December 1, 1970. HACH was established to help obtain clean, decent, safe, sanitary, and affordable housing for low-income families. HACH is an independent agency with operations separate from those of the County of Humboldt and HACE. Currently, HACH 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.

HACE and HACH operate together as the Housing Authorities of the City of Eureka and the County of Humboldt, with two separate boards and one staff. The Humboldt County Board of Supervisors appoints the Board for the Housing Authority of the County of Humboldt. 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 Housing Authority of the City of Eureka and five (5) Commissioners for the Housing Authority of the County of Humboldt.

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

C. Portfolio Repositioning: Overview and Goals

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

Buildings in the HACE 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 the capacity for more units on the same sites. This presents an opportunity to leverage HACE’s land resources for additional units.

An evaluation of physical, financial, and social information related to the HACE portfolio was completed to understand existing conditions and opportunities available. Details are provided in the Repositioning Plan adopted by the HACE board in June of 2022. The Repositioning Plan was updated in January 2023 to reflect the acquisition of property adjacent to Buhne/Union/Summer. This plan is the basis for seeking a developer partner.

The Repositioning Plan calls for HACE 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 | Redevelop Site | 13 | 5 | 18 |
| 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 | 159 | 355 |

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 HACE 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 for the properties and our residents.

D. RFQ Schedule

This schedule is subject to change. HACE reserves the right to adjust the schedule as they deem necessary.

| RFQ Schedule | |
|---|-----------------------|
| RFQ issue date | January 30, 2023 |
| Pre-proposal conference | February 8, 2023 |
| Deadline for written questions | April 3, 2023 |
| Last date to issue Addendum (if needed) | April 7, 2023 |
| Proposals due date | May 1, 2023 |
| Committee evaluation (including Interviews) | May 4 to June 1, 2023 |
| Notice of Award | June 1, 2023 |
| HACE Board Approves Award | June 20, 2023 |

E. Changes to RFQ

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

II. DEVELOPER SCOPE OF SERVICES

A. Statement of Work Pertaining to this RFQ

HACE is inviting statements of qualifications from experienced Developers to participate in the development activities as described herein. HACE development activities will focus on implementing 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 HACE in the co-development and share a stake in the ownership entity necessary to carry out the plans for the redevelopment of HACE 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 HACE’s Repositioning Plan, the focus is on redevelopment and new construction on existing sites. This request focuses on the following locations among the properties in HACE’s portfolio. HACE 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 |
| 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 | Redevelop Site | 13 | 5 | 18 |
| 6 | Spring & Garland | Section 18 | Obsolescence | 6 | Redevelop Site | 12 | 6 | 18 |

HACE 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.

HACE may seek more than one developer to assist with the repositioning efforts. HACE anticipates its role in projects may vary depending on size and complexity. HACE 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 HACE 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. HACE’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. HACE's vision is to create vibrant, attractive, quality properties. Curb appeal and integration into the surrounding neighborhood are essential elements in the redevelopment. HACE also values cost-effective design, durable and simple building forms, and efficiency in operations and maintenance.
- iv. It is anticipated that HACE 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

HACE 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 the 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 HACE staff during the predevelopment and construction, conversion to permanent financing, and redevelopment management.
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 HACE, 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, relocation, will also be necessary.
6. Resident Engagement: Foster a positive working relationship with residents necessary to successfully implement the redevelopment plans. HACE 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 HACE.
7. Master Planning & Design Development: Lead the effort to create a master plan for each selected site which reflects HACE'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 HACE 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 HACE administrative office and maintenance facility. HACE and Developer will jointly participate in design meetings with the consultant team, community and resident meetings, and other meetings necessary during this project phase. Developer and HACE 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 HACH 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 financing terms, the technique to structure financing optimally, identifying newly created or otherwise available development subsidies, 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 investments. HACE 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 investors.

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, and delivering the approved project on schedule and on budget.
11. HUD Approvals: Support HACE 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 requests from HUD. The type of information likely needed to include existing conditions, redevelopment schedule, development team credentials, updates to deal terms as negotiated with investor and lender, and anticipated cash proceeds to HACE 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 HACE.
13. Operations and Property Management: Developer to be responsible for securing property management services agreeable to Developer and HACE. This could be provided by the Developer's internal property management function, a third-party management company or HACE. HACE to review and approve the property management company and property management plan.

D. HACE 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 focusing on building organization skills and the capacity necessary to understand decisions about the subject properties and complete future developments successfully.
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: HACE will be the primary point of contact and lead resident engagements. Since HACE has both an existing tenant /landlord relationship and resident services relationship with residents, it is important HACE 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 HACE.
6. Relocation: HACE 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. HACE will define the reasonable assistance to be provided residents and providing working capital to support relocation. Any relocation working capital would be repaid to HACE from construction period financing. HACE 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 HACE 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 HACH 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: HACE to participate in the ownership entity in a form acceptable to HACE and Developer. It is HACE'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. By agreement of Developer and HACE, this role may continue post redevelopment.

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 team member. Section III.B.3. Project Approach describes the delineation of each partner's roles.

F. Development Team

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

G. Predevelopment Activities & Working Capital

HACE 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.** HACE 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 HACE 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: |

| | | |
|----------|------------------|---|
| | | <ul 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 & timely manage this project. |
| 3 | 30 points | <p>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:</p> <ul 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 delivering projects on schedule, on budget and consistent with the intended program / mission purposes. 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 Allocation Committee (TCAC), California Department of Housing and Community Development (HCD), California Debt Limit Allocation Committee (CDLAC); and f. Include specific projects and partners. |
| 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 HACE'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 HACE'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> |

| | | |
|---|------------|--|
| | | <p>c. 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</p> <p>d. A proven track record of creative and viable financial plans that do not rely principally on the sponsor partner funds.</p> <p>e. The advantage of the Business Terms proposed.</p> |
| 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 HACE are followed.</p> <p>Include 2 years financial statements.</p> |
| 7 | 5 points | <p>The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED, based upon the opinion of the evaluators. This includes completeness of the proposal, feedback from references and information in attachments.</p> |
| | 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, HACE 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.

Discuss vision for redevelopment of HACE's public housing, and goals/approach for preserving or redevelopment recapitalizing public housing.

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, clearly specify which properties your team is interested in and the ability to partner with HACE to redevelop (e.g. all sites, specific sites/address, etc.)

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 delivering projects on schedule, on budget and consistent with the intended program/mission purposes. Provide specific project examples that illustrate project management performance and completion of the project within the budget and schedule. Where change management was part of the project management process, please describe.
- 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 that the proposer understands the project and HACE's goals, whether from experience with similar projects or preparatory research;
- j. The proposer's approach addresses the project issues and indicates a good understanding of HACE'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 objectives 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. Including 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 are successfully completed and the Policy Guidelines set by HACE 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 HACE. 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. 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 April 3, 2023. If in HACE's opinion, additional information or interpretation is necessary, such information will be supplied as an Addendum that will be posted to HACE'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 project's specifications given to prospective respondents by HACE employees or agents shall not bind HACE. The final Addenda shall be issued by HACE not less than three (3) calendar days before the proposal deadline.

B. Required Information

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

C. Clarification or Rejection of Proposals

HACE 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 issuing 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 award determination was otherwise made in violation of the Public Contracting Code or HACE's contracting rules.

Any protests of this solicitation should be sent to:

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

The RFQ Contact, or other person so delegated by HACE'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 HACE'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 HACE on the protest.

E. Selection of Subconsultants

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

F. Cancellation

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

HACE reserves the right to investigate references, including those not listed in response to this RFQ. An investigation may include the past performance of any team member concerning 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 HACE, 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 HACE 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. HACE Repositioning Plan
- B. Portfolio information
- C. Capital Needs Assessment
- D. HACE Resolution approving Repositioning Plan
- E. HACH Resolution supporting HACE Repositioning Plan