

Fairfield Alabama Housing Authority
ASSET REPOSITIONING RFP NO. 2019-02
DEVELOPMENT CONSULTANT
Due: October 7, 5:00 p.m. CDT



REQUEST FOR PROPOSALS
For
Asset Repositioning (AR)
Consulting Services
For
Fairfield Alabama Housing Authority

The Fairfield Alabama Housing Authority (FAHA and/or the Authority) is seeing proposals from consultants to provide services to assist in the development/revitalization of affordable housing. Proposal documents are available and can be obtained from the FAHA office located at 6704 Avenue D, Fairfield, Alabama 35064. To request a copy of the proposal documents, please contact Jo Ann Dill at 205 923 8017 ext. 212 or FAHA's website <https://www.fairfieldha.org/> Submission of proposals must be received at FAHA's office no later than October 7, 2019 5:00 p.m. CDT.

Fairfield Alabama Housing Authority

**Request for Proposals (RFP)
For
Asset Repositioning (AR)
Consulting Services
Project at Demetrius Newton Gardens**

**RFP Issued: 9/23/2019
Questions Deadline: 10/3/2019
Proposal Deadline: 10/7/2019 5:00 p.m. CDT**

**An Equal Opportunity Employer
An Equal Opportunity Housing Provider**

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Introduction and Background

The Fairfield Alabama Housing Authority (“FAHA”) is a small housing authority. FAHA consists of 298 Public Housing Units. The Authority was established by the United States Housing Act of 1937 and provides affordable housing.

FAHA plans to rehabilitate an existing 102 Public Housing Unit property. The plans are to utilize either the U.S. Department of Housing Development RAD program, LIHTC funding or any combination of these or other available programs, which will assist in the rehabilitation and rebuilding of the Demetrius Newton Gardens Public Housing apartments (“Property”).

RFP Information at a Glance

Authority Contact Person:	Shannon Hackett Eady
How to Obtain RFP Documents on the Web:	https://www.fairfieldha.org
Questions Deadline	10/3/2019
How to fully Respond to this RFP by Submitting a Proposal:	Via hand-delivery, first-class mail, or express mail delivery
Proposal Submittal Return Deadline:	10/7/2019 5:00 p.m. CDT
Anticipated Approval:	10/14/2019

Authority’s Reservation of Rights

1. The Authority reserves the right to reject any and all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time if deemed by the Authority to be in its best interest.
2. The Authority reserves the right not to award a contract pursuant to this RFP.
3. The Authority reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days’ written notice to the successful proposer.
4. The Authority reserves the right to determine the work schedule and locations that the successful proposer shall provide the services described in the RFP.
5. The Authority reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving proposals without the written consent of the Authority.
6. The Authority reserves the right to negotiate the fees proposed by the prosper entity as described in this RFP.

7. The Authority reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
8. The Authority shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
9. The Authority shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the required details herein.

Scope of Proposal

The Authority is seeking to obtain an Asset Repositioning (AR) Consultant for the redevelopment of the Demetrius Newton Gardens Public Housing Apartments. The original Property was built between 1937-1938, and has 102 one-, two-, three-, and four-bedroom units. It is a mix of elderly residents, disabled residents and families.

The Authority's goal is to hire a qualified (AR) Consultant that will bring the knowledge and experience of their organization and consulting team to provide the following (including but not limited to):

- Offer technical expertise and general recommendations to inform the Public Housing Authority (PHA) in their efforts to determine the feasibility and the structuring of the project participating in AR;
- Monitor, oversee, and submit the required items (i.e., Rental Assistance Demonstration Physical Condition Assessments ("RPCA"), environmental report, proforma, HUD form documents, etc.) To meet the HUD-required Commitment to Enter into a Housing Assistance Payment ("CHAP") milestones, including the Financing Plan which will be used in the HUD RAD approval process;
- Participate in communications with the PHA and HUD RAD staff to help the Project to move through a RAD Financing Plan and RAD Conversion Commitment (RCC) issuance processes; and
- Facilitate the RAD closing process, serving as a liaison between HUD, the PHA, and the PHA's attorney. The Consultant will help to resolve any outstanding issues for the RAD attorneys to guide the PHA through the review and execution of the RAD Conversion Commitment (RCC), the HAP Contract, the RAD Use Agreement, and other RAD-related documents required by HUD for the Project.

Preferred Qualifications

The Authority prefers to work with individuals and/or firms that meet the following qualifications:

1. Three to five years of experience working with small housing authorities including affordable housing development, including acquisition, construction, and rehabilitation of HUD ACC units.
2. Five years' experience working with federal, state or other local programs that are administered by other government agencies, non-profit organizations or conventional financial institutions.
3. Strong knowledge of community lending programs, especially LIHTC development.
4. Three years' experience working with HUD RAD program and LIHTC.
5. Willingness to work as a team and develop and train Authority staff as to funding opportunities, redevelopment tasks for future projects and managing general responsibilities.

Submission Requirements

Respondents must submit one (1) original and seven (3) hard copies of the completed proposal. All materials will become the property of the Fairfield Alabama Housing Authority. Additionally, respondents will be responsible for all costs incurred in preparing a response to this RFP.

All proposals must be received no later than **October 7, 2019, 5:00 p.m. CDT** and addressed as follows:

AR RFP No. 2019-02: Asset Repositioning Consulting Services
Fairfield Alabama Housing Authority
Attn: Shannon Hackett Eady
6704 Avenue D
Fairfield, Alabama 35064

The above-stated deadline is firm as to the date and hour. FAHA will treat as ineligible for consideration any submission received after that deadline. FAHA may elect to deem a submission non-responsive if the submission fails to comply with specific requirements of this solicitation.

Respondents must submit the following for the submission to be considered complete:

- 1. Letter of Interest (Tab 1)**
 - a. Include contact name, title, address, email, telephone, fax numbers to be contacted for clarification or additional information regarding proposals.

- b. A brief statement summarizing the Respondent's company, understanding of the AR program and LIHTC program, relevant experience and qualifications.
- c. Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational documents, and a corporate resolution, if applicable, signed by the Secretary of the Respondent and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract, and any amendments thereto.

2. Previously-Related Experiences (Tab 2)

Provide information about past clients for whom the Respondence provided the same of similar services, including other PHA's and include information related to the specific services provided.

3. Approach (Tab 3)

Describe your philosophy, approach and preferred methods for meeting the requirements as listed in the scope of services.

4. HUD Forms (Tab 4)

Each Respondent must complete the Certifications and Representations of Proposers as provided in Exhibit A

5. FAHA Forms (Tab 5)

- a. Business References: Provide three references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference.
- b. Section 3 Participation: Provide detailed narrative on how the Respondent will assist the FAHA to comply with HUD's Section 3 Requirements for hiring Section 3 residents and/or local disadvantaged individuals and businesses.
- c. Minority and Women Business Participation: Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals.

6. Fees (Tab 6)

Include a sheet with the fee your firm will charge for services listed in the scope of services and a detailed breakdown of how it is calculated. Indicate all services that will be covered including what services and personnel, if any, will be charged as direct expense to the scope of services.

Requests for Information

Respondents desiring an explanation or further information regarding the solicitation must submit an e-mail request no later than October 3, 2019 to seady@fairfieldha.org, any clarifications and/or information will be furnished promptly.

Evaluation Process

A selection committee will review proposals in accordance with this RFP and will recommend to the FAHA Board of Commissioners the firm most advantageous and supportive of the agency's needs. The selection committee may, at its discretion, request interviews with respondents to discuss specific aspects and clarification of their proposals. The Contracting Officer will make the final decision.

Evaluation/Selection Criteria

The RFP will be evaluated and rated on, but may not be limited to, the following criteria:

CRITERIA	POINTS
Experience/Qualifications	30
Similar Work or Related Projects	25
Approach	20
Fee Proposal/Cost	20
M/WEBE Plan and Section 3 Plan	5
Total Possible Points	100

General Conditions of the RFP

- 1. LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.**
2. FAHA receives the right to accept or reject any and all proposals submitted, either in whole or part, with or without cause; to waive any informalities of any proposal; to extend, amend or cancel this RFP at any time; and, to make the award in the best interest of FAHA.

3. FAHA reserves the right to request additional information, if needed, from prospective contractors.
4. In the event, that it becomes necessary for FAHA to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective contractors who picked up or were delivered the initial RFP, providing a name, address, telephone number, fax number and e-mail address have been provided to FAHA. FAHA may issue and require Respondents to acknowledge addendums to the RFP.
5. Submissions that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents should note carefully the submission requirements.
6. All proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent will provide a presentation regarding proposal submitted, if requested to do so by FAHA.
8. Respondents may modify or withdraw a submission prior to the submission deadline by an authorized representative of that organization. All submissions will become the property of FAHA after the submission deadline.
9. The Respondent affirms that he/she is of lawful age and that no person, firm, partnership, or corporation has any interest in this submittal or in the proposed contract.
10. The Respondent affirms that its proposal is made without any additional understandings or agreements in connection with any other person, firm, partnership or corporation making a submittal for the same purpose and is in all respects fair and without collusion or fraud.
11. The Respondent has clearly read the provisions, terms and conditions of the RFP document and does hereby agree to be bound thereby.
12. FAHA retains the right to negotiate with the selected firm(s).
13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between FAHA and respondent.
14. Respondent must meet FAHA's insurance requirements as requested by FAHA.

15. The respondent will not offer any gratuity, favor or anything of monetary value to any officials or employee of FAHA for the purpose of influencing consideration of a response to this RFP.
16. FAHA reserves the right to disqualify any submission that may present a conflict of interest between FAHA, its employees or Board members, Respondent, or parties identified in the submission.

Acceptance of RFP and Contract Forms

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with FAHA at a later date and time.

Contract Award

Subject to the rights reserved in the RFP, FAHA will award a contract by written notice to the selected Respondent. The award of a contract is subject to the approval of FAHA's Executive director, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation or proposals.

A contract shall be awarded in accordance with the terms and conditions of the RFP to the Respondent whose proposal is most advantageous to FAHA considering price, qualifications, technical and other factors as specified in this RFP. FAHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in RFP received as in the best interest of FAHA.

No Warranty

Respondents are required to examine the RFP, scope of service, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as to the information contained in this RFP.

EXHIBIT A

HUD FORMS

Certifications and Representations of Offerors – Non-Construction (HUD-5369-C)
Instructions to Offerors Non-Construction (HUD-5369-B)
General Conditions for Non-Construction Contract (With Maintenance Work (HUD-5370-C,
Section II))
Section 3 Forms