

**Request for Qualifications
For
Real Estate Co-Developer**

Warner Robins Housing Authority

Issue Date: May 24, 2023

Response Date: 4:00PM

June 13, 2023

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Warner Robins Housing Authority

INTRODUCTION

The Warner Robins Housing Authority (WRHA) is seeking a company, firm or consulting team to develop new affordable housing development in Warner Robins, GA. This RFQ covers the first phase with an option to extend for the rest of the site and off-site work at the sole discretion of the WRHA. It is anticipated the project will require more than one phase of LIHTC funding. The WRHA will serve as co-developer on all phases awarded to the selected entity.

The proposed goal of Phase 1 is to develop approximately 15.4 acres of the property with approximately 50 to 75 dwelling units including related infrastructure and amenities off of North Davis Drive.

The new affordable housing will be developed as a mixed-finance development serving people with incomes less than 80% of area median income. The majority of the units will qualify for Low-Income Housing Tax Credits. A portion of the units may receive rent subsidies from an Annual Contributions Contract and perhaps some Project-Based Housing Choice Voucher assistance. Depending on the recommendations of the market study, for-sale housing may be developed on a portion of the site.

The entity selected will be responsible for the majority of the development work, with limited involvement and assistance from WRHA will have the final decision on the development plan including design, site plan, unit mix and income levels served. WRHA has absolute veto power in the case of a disagreement over the development concept.

Services provided by the Developer and/or its team members would include the following:

- Apply for LIHTC
- Master site plan
- Obtain all permits, approvals and environmental clearances
- Architecture and engineering
- Arrange financing and provide all required guarantees
- Site preparation
- Infrastructure
- Construction
- Marketing, renting and managing rental units

Submit an original and five copies of a proposal in response to this Request for Qualifications to:

Andre' F. Washington, Director of Procurement,
Contracts and Grants
Warner Robins Housing Authority
112 Memorial Terrace
Warner Robins, GA 31093
(478) 225-1208
awashington@warnerrobinsha.com

The response shall be due no later than 4:00 PM on Tuesday June 13, 2023.

SUBMISSION REQUIREMENTS

Cover Letter

Provide a cover letter that identifies the primary contact person for the Respondent, lists all firms that are a part of the Respondent's development team (which should include, at a minimum, architect, general contractor and property management firm), and briefly summarizes the proposed development concept. The letter must be signed by an authorized principal of the Respondent and include a statement that the submittal will remain valid for not less than 90 days.

Experience of Developer and Project Manager

Provide a firm overview of the Respondent and describe its experience with similar projects. Identify the individual that would serve as project manager and describe his or her specific qualifications and experience with projects of similar scope and size. The project manager is integral to the proposal and may not be replaced without prior written approval of the WRHA. In the event of a joint venture between multiple developers, provide information on each firm, indicate past experience working together, if any, and describe the respective role each firm would play in this project.

In your response, address the following:

- Indicate the location of the Respondent's principal office and the office from which services will be provided, if different than the principal office.
- Provide a brief history of the firm, including the year it was founded.
- Describe the size of the firm in number of offices and employees providing development services.
- Summarize the number of rental housing units developed by the firm, including a breakdown between affordable and market rate, and provide a listing of the developments that includes the name of each development, the number of units, the city, and the year of completion.
- Summarize the number of homeownership units developed by the firm, including a breakdown between affordable and market rate, and provide a listing of the developments that includes the name of each development, the number of units, the city, and the year of completion.
- Identify projects where the firm has combined rental and homeownership units on a site.

- Indicate the geographic range of the firm's work and highlight any experience in Georgia.
- Identify any experience working for public housing authorities.
- Describe the firm's experience applying for and integrating different subsidies such as low-income housing tax credits, tax-exempt bonds, HOME, CDBG, AHP, etc. Be sure to include experience related to all subsidies anticipated in your preliminary financing plan.
- Describe your firm and team members' experience with Low-Income Housing Tax Credits and particularly with Georgia's affordable housing programs.
- Provide resumes for the project manager, architect, general contractor, management agent and any other key staff.
- Describe the financial strength of the firm and provide the most recent audited financial statements if you are willing to disclose them. Financial information will remain confidential - please provide in a separate envelop marked "Financial Statements."
- Provide at least three applicable references from lenders, tax credit investors, clients, etc.
- Indicate whether the firm has ever been terminated from a contract or filed suit against a client, and if so, describe the circumstances and outcome.

Experience of Development Team Members

For team members not directly employed by the Respondent such as third-party architects, legal counsel, financial consultants, and property management firms, provide an overview of each firm and describe its experience on similar projects.

In your response, address the following:

- Indicate the individual who would be primarily responsible for each firm's work on the New Development, describe his or her specific qualifications and experience with projects of similar scope and size, and provide at least three references. Substitutions will be allowed at the sole discretion of AAHC.
- Describe similar projects for which each firm has provided comparable services in the past.
- Indicate the geographic range of the firm's work, and highlight any experience in Georgia and especially the Macon and Warner Robins areas.
- For property management firms, summarize the number of units currently under management, indicate the breakdown between market rate units and tax credit or other below-market-rate units

(Including Section 8 or public housing), and provide a listing that includes development name, number of units, and city.

- Describe the extent to which the developer has worked with each firm before.

Business Terms

Respondents must address each of the following issues in their submittal:

- The Respondent's expectations for fees, sales profits, or other compensation on rental unit development, homeownership unit development, rental property management, and any other services. Describe both the calculation basis of any fees (e.g. if there is a development fee expressed as a percentage, indicate to which specific things the percentage would be applied) and the expectations for timing of payments.
- WRHA intends to participate to a limited degree in development and operating decisions related to the project. WRHA's objectives are to assure that the development meets their mission of providing quality low-income housing and to develop the experience and capacity to develop and manage LIHTC developments in the future.
- The Respondent will describe how WRHA will participate in the fee structure and gain development and management experience and capacity to develop their own entrepreneurial activities and asset-based property management activity.
- The Respondent will describe how WRHA can acquire the property after expiration of the initial 15-year tax credit compliance period.

Responders shall submit a cover letter, an original and five copies of its written proposal. The cover letter shall indicate the responder's capability to proceed in a timely manner and its ability to comply with all the requirements of this request for proposals. The proposal shall indicate the ability of the responder to provide the necessary services and shall clearly define how the responder achieves the five evaluation criteria.

PROPOSAL REVIEW PROCESS

The WRHA will rate and rank all proposals received by the deadline set forth in this RFQ according to the evaluation criteria established herein. Responders may be asked to participate in a telephone interview if they are among the top-rated respondents. If the WRHA cannot successfully negotiate a contract with the top-rated entity, the next ranked entity shall be selected.

WRHA reserves the right to reject any and all submissions, to waive informalities and minor irregularities in submissions received, and to accept any submission deemed to be in its best interest.

WRHA has absolute veto power in the case of disagreement regarding the project scope, ownership structure, design, unit mix, income levels served, etc.

EVALUATION CRITERIA

1. LOW-INCOME HOUSING TAX CREDIT DEVELOPMENT EXPERTISE, 30 POINTS

The proposal must indicate the responder's experience applying for, developing, owning and managing Low-Income Housing Tax Credit financed developments. The experience of the developer in developing low-income housing in Georgia will be considered.

2. ARCHITECTURAL AND ENGINEERING SERVICES, 10 POINTS

The responder shall indicate its ability to provide the necessary architectural and engineering services in both the application and development phases. The experience of the architectural and engineering firms in developing low-income housing in Georgia will be considered.

3. PROPERTY MANAGEMENT EXPERTISE, 25 POINTS

The responder shall state its ability to provide property management services. The management company's experience with tax credit and very low income rental property will be considered.

4. FINANCING EXPERTISE, 25 POINTS

The responder shall indicate its ability to provide financing expertise and guarantees. The experience of the developer in financing low-income housing in Georgia will be considered.

5. FEE PROPOSAL, 10 POINTS

The Respondent shall indicate their proposed developer fee, contractor's profit and management fee and describe how WRHA will participate in the fee structure and gain experience and capacity to develop their own entrepreneurial activities and asset-based property management activity.

No fee or costs shall be reimbursed for the responder's preparation of a response to this RFQ.

Warner Robins Housing Authority
By: Andre' F. Washington, Director of
Procurement, Contracts and Grant