



**Alton Housing Authority**

RAD RFP No. 2018-001

Development Consultant

Due: October 5, 2018 – 10:00am CST

Request for Proposals for  
Rental Assistance Demonstration (RAD) Consulting  
Services for the  
Alton Housing Authority

The Alton Housing Authority (AHA and/or the Authority) is seeking proposals from consultants to provide services to assist in the development/revitalization of our affordable housing units. Questions about this proposal can be directed to Gregory Denton, Executive Director at 618-465-4269 ext. 14 or [aha2606@yahoo.com](mailto:aha2606@yahoo.com). Submissions of proposals must be received at the AHA office no later than October 5, 2018 at 10:00 a.m. CST.

Alton Housing Authority  
Request for Proposals (RFP)  
for  
Rental Assistance Demonstration (RAD)  
Consulting Services

**RFP Issued: August 22, 2018**

**Proposal Deadline: October 5, 2018**

# Table of Contents

Introduction and Background.....	5
RFP Information at a Glance.....	5
Authority’s Reservation of Rights.....	5
Scope of Proposal.....	6
Indefinite Quantity Contract.....	7
Preferred Qualifications.....	7
Submission Requirements.....	8
Requests for Information.....	9
Evaluation Process.....	9
Evaluation/Selection Criteria.....	9
General Conditions of the RFP.....	10
Acceptance of RFP and Contract Terms.....	11
Contract Award.....	11
No Warranty.....	11

**Introduction and Background**

The Alton Housing Authority is a small public housing authority that consists of 247 Public Housing Units and 2 HOME Units across 4 developments.

AHA plans to demolish and rebuild all 244 Public Housing Units. The plans are to utilize the HUD RAD Program funding, Low Income Housing Tax Credit (LIHTC) funding, or a combination of these programs to assist in the rebuilding of our units at Alton Acres, Oakwood, and Alton Manor properties.

**RFP Information At A Glance**

Authority Contact Person	Gregory Denton (618) 465-4269 Ext. 14 Aha2606@yahoo.com
How to Fully Respond to this RFP	Submit 1 original and 4 copies
Proposal Submittal Deadline	October 5, 2018 by 10:00 a.m. at the AHA Main Office – 2406 Crawford St., Alton, IL 62002
Anticipated Approval by Board	November 6, 2018

**Authority’s Reservation of Rights**

1. The Alton Housing 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 proposer 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 Alton Housing Authority is seeking to obtain a RAD Developer for the redevelopment of the Alton Acres, Oakwood, and Alton Manor properties.

Alton Acres was built in 1960 and has 100 units ranging from 1 to 5-bedrooms.

Oakwood was built in 1969 and also has 100 units ranging from 1 to 5-bedrooms. Both Alton Acres and Oakwood have a mix of families, elderly residents, and disabled residents.

Alton Manor was built in 1962, has 44 units, and is a mix of efficiency and 1-bedrooms. This development is almost entirely elderly and disabled residents.

AHA's properties are old, expensive to maintain, have little-to-no amenities, and would be expensive to renovate and bring up to current standards. For this reason, AHA wishes to demolish and replace our current public housing stock with newly designed, energy-efficient housing with modern amenities.

The selected developer will assist AHA with converting the public housing properties to the HUD Rental Assistance Demonstration (RAD) Program. The Authority's goal is to hire a qualified developer that will bring the knowledge and experience of their organization and consulting team to enter into a "full service" agreement where the selected firm will handle everything from start to finish for demolishing and replacing AHA's existing housing units and for securing rental assistance. "Full services" to be provided include, but are not limited to:

- Develop master redevelopment plan.
- Establish any required nonprofits or limited liability corporations.
- Secure rental assistance.
- Assist with presenting the master redevelopment plan to HUD and the Illinois Housing Development Authority.
- Prepare funding requests including, but not limited to: tax credits, Trust Funds, HOME funds, CDBG funds, Federal Home Loan Bank, HUD or Rural Development insured loans or tax exempt bonds, conventional loans, state housing development funds, and grants.
- Obtain required approvals and letters of support from units of local government.
- Obtain required construction, demolition, and other permits.
- Identify and secure building sites needed in addition to the current land controlled by AHA.
- Conduct any required market studies, surveys, or environmental assessments.
- Prepare relocation plans in full compliance with the Uniform Relocation Act.
- Demolish old housing units and construct new units with a minimum warranty of one year.
- Develop property marketing, management, and maintenance plans.
- Monitor, oversee, and submit the required items (i.e., RPCA, environmental report, proforma, HUD form documents, etc.) to meet the HUD-required CHAP milestones, including the Financing Plan which will be used in the HUD RAD approval process.
- Participate in communications with AHA and HUD RAD staff to help the Project to move through the RAD Financing Plan and RAD Conversion Commitment (RCC) issuance processes; and
- Facilitate the RAD closing process, serving as a liaison between HUD, AHA, and AHA's attorney. The Consultant will help to resolve any outstanding issues for the RAD attorneys

to guide AHA 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.

Once selected, the chosen developer shall provide a sample agreement to use in finalizing the developer's agreement between the two parties. At a minimum, the developer agreement should contain provisions for:

1. Developer is to provide "full services"; from project conception to completion and start-up costs.
2. Developer to assist AHA with securing rental assistance for each public housing unit demolished or disposed of and replaced.
3. AHA is to be provided a co-developer fee.
4. Developer to pay all fees and costs until funding is secured and rents and rental assistance subsidies cash flow can carry the project financially.
5. If tax credits are used, AHA (or a closely held nonprofit) is to have ownership of tax credit properties (and related debts and costs) at the end of the tax credit compliance time period.
6. Arrangements for AHA to manage and maintain the units. The tax credit or other funding program may require the Developer to be responsible for operations for a specified compliance period; however, AHA must be involved in the process.

### **Indefinite Quantity Contract**

It is AHA's intent to enter into an Indefinite Quantity Contract (IQC) with the successful developer for the provision of professional development services for a period of three years with the option to extend the contract by mutual agreement for an additional two years. The selected developer will complete all projects assigned during the term of the contract even though the project timetables may extend beyond the three-year (plus two year extension option if selected) term of agreement.

Services will be specified and undertaken on a task order basis. The maximum fees and total dollar amount of the IQC Contract will be defined by the total number of development projects undertaken and the funding sources for each project. **To be considered, firms must be willing and able to defer payment of fees and costs until project funding is secured.**

### **Preferred Qualifications**

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

1. 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. Experience and success in obtaining grants and other financing for new low-income housing development and renovation of existing low-income housing.
4. Strong knowledge of community lending programs, especially LIHTC development.
5. Three years' experience working with HUD RAD program and LIHTC.
6. 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 four (4) hard copies of the complete proposal. All materials will become the property of the Alton 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 **10:00 a.m., October 5<sup>th</sup>, 2018 CST** and addressed as follows:

RAD RFP NO. 2018-001: RAD Developer Services  
Alton Housing Authority  
Attn: Greg Denton, Executive Director  
2406 Crawford St. – PO Box 844  
Alton, IL 62002

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

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

#### **1. Letter of Interest**

- a. Include contact name, title, address, email, telephone and fax numbers to be contacted for clarification or additional information regarding proposals.
- b. A brief statement summarizing the Respondent's company, understanding of the RAD 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 resolutions, 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 Experience

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

## 3. Approach

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

## 4. AHA Forms

- 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 AHA 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.

## 5. Fees

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. **To be considered, firms must be willing and able to defer payment of fees and costs until project funding is secured.**

### **Requests for Information**

Respondents desiring an explanation or further information regarding the solicitation must submit an e-mail request to Gregory Denton, Executive Director, aha2606@yahoo.com. Any clarifications and/or information will be furnished promptly.

### **Evaluation Process**

A selection committee will review proposals in accordance with this RFP and may, at its discretion, request interviews with respondents. Then the committee will recommend to the AHA Board of Commissioners the firm most advantageous and supportive of the agency's needs.

### **Evaluation/Selection Criteria**

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

<b>Criteria</b>	<b>Points</b>
Experience/Qualifications	10
Experience with HUD's RAD, public housing, and other low-income programs	10
Experience/success in obtaining funding sources for new low-income housing development and renovation of existing low-income housing	10
Fee proposal/schedule	10
References	10

### **General Conditions of the RFP**

1. Late submissions will not be accepted or considered.
2. AHA reserves the right to accept or reject any and all proposals submitted, either in whole or in 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 AHA.
3. AHA reserves the right to request additional information, if needed, for prospective contractors.
4. In the event that it becomes necessary for AHA 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 AHA. AHA may require Respondents to acknowledge addendums to the RFP.
5. Submissions that are incomplete or not in compliance 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 AHA.
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 AHA 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. AHA 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 AHA and respondent.
14. Respondent must meet AHA's insurance requirements.
15. The respondent will not offer any gratuity, favor or anything of monetary value to any officials or employee of AHA, for the purpose of influencing consideration of a response to this RFP.
16. AHA reserves the right to disqualify any submission that may present a conflict of interest between AHA, its employees or Board members, Respondent or parties identified in the submission.

### **Acceptance of RFP and Contract Terms**

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 AHA at a later date and time.

### **Contract Award**

Subject to the rights reserved in the RFP, AHA will award a contract by written notice to the selected Respondent. The award of a contract is subject to the approval of the AHA Board of Commissioners and/or AHA Executive Director, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of 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 AHA considering price, qualifications, technical and other factors as specified in this RFP. AHA 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 AHA.

### **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 the information contained in this RFP.