

RFQ #2021-03

**RAD Program Developer Services
Butler Metropolitan Housing Authority
April, 2021**

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Request for Qualifications

The Butler Metropolitan Housing Authority (BMHA) will receive qualifications for the following services:

Scope of Services: Rental Assistance Demonstration (RAD) Development Services

Qualifications will be received until:

Closing Time: 4:00 p.m.

Closing Date: April 12, 2021

Where: Butler Metropolitan Housing Authority
Procurement Department
4110 Hamilton-Middletown Road
Hamilton, OH 45011-6218

Phone: (513) 868-4110

Fax: (513) 896-9381

A contract may be awarded to the best qualified and most responsive developer(s) that has complied with the conditions and specifications of the request.

Statements received after the stated time and date will not be considered.

An information packet will be provided upon request or may be obtained at the BMHA Procurement Department located at 4110 Hamilton-Middletown Road, Hamilton, OH 45011-6218. Questions regarding the specifications should be directed to Rita Adams (513) 868-4110.

BMHA reserves the right to cancel this Request for Qualifications (RFQ), or to reject, in whole or in part, any and all submissions received in response to this RFQ, upon its determination that such cancellation or rejection is in the best interest of BMHA. BMHA further reserves the right to waive any minor informalities or the failure of any proposer to comply therewith, if it is in the public interest to do so. BMHA will pay no compensation to any proposer for any costs related to preparation or submittal of the qualifications.

The award may be funded in whole or part by the U.S. Department of Housing and Urban Development (HUD) and administered by BMHA. HUD reserves the right to review and approve the contract documents and the firm selected by the BMHA.

Pursuant to establish BMHA and HUD Affirmative Action and Equal Employment Opportunity goals, all presenting qualifications are advised they must satisfy the goal to utilize qualified minority businesses to perform the subcontract work or supply materials and/or equipment for the project and workforce content.

BMHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon ten (10) days written notice to the successful prosper.

BUTLER METROPOLITAN HOUSING AUTHORITY

By: Rita Adams, Accounting Manager

1.0 Instructions to Developers

Introduction

This Request for Qualifications (RFQ) identifies the requirements to be considered the minimum required by Butler Metropolitan Housing Authority (BMHA). This RFQ attempts to provide sufficient information to fully understand BMHA's requirements and the environment in which the proposal must be developed and operate. Notwithstanding any of the specific details described in this RFQ, it will be the obligation of the proposer to provide a service that works in the accomplishment of the requirements identified in this document. To aid the evaluation team in fully understanding each proposal submitted, and to ensure that full awareness is given to each aspect of the proposal, any deviation from the requirements specified in this document must be clearly noted and referenced to the subject area of the RFQ.

1.1 Preparation of Information about Qualifications

Developers are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the proposer's risk.

Each developer shall furnish the information required by the solicitation. The developer shall sign the qualification information and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the information. All qualification information must be signed by an agent and shall be accompanied by evidence of that agent's authority, unless evidence has been previously furnished to BMHA.

Qualification information for services other than those specified will not be considered.

1.2 Explanation to those submitting Qualifications

Any prospective developer desiring an explanation or interpretation of the solicitation, statement of work, etc. must request it in writing ten (10) days before closing date. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective proposer concerning a solicitation will be furnished promptly to all other prospective proposers as an amendment of the solicitation if that information is necessary in submitting proposals or if the lack of it would be prejudicial to any other prospective proposer.

1.3 Questions

All questions shall be submitted in writing (postal mail, fax, or e-mail) and should be addressed to:

4110 Hamilton-Middletown Road

Hamilton, OH 45011

Fax # (513) 896-9381

Email Address: BScharf@butlermetro.org and BJones@butlermetro.org

Questions may be submitted until 12:00 a.m. (midnight) eastern time March 22, 2021. Answers and responses will be distributed to all prospective proposers after that date.

1.4 Amendments to the RFQ

If the RFQ is amended, then all terms and conditions, which are not modified, remain unchanged.

Developers must acknowledge receipt of any amendments to this solicitation by:

- Signing and returning the amendment;
- Identifying the amendment number and date in the space provided for this purpose on the form for submitting a proposal;
- Letter, or;
- Facsimile, if facsimile proposals are authorized in the solicitation.

BMHA must receive the acknowledgement by the time specified for receipt of proposals. Failure to acknowledge all amendments may result in rejection of submission.

The Authority will endeavor to provide copies of addenda to all potential proposers to which this Request for Proposal has been mailed, but it will be the responsibility of each proposer to make inquiry as to the existence and content of addenda or amendments, as the same shall become part of this Request for Proposal and all proposers will be bound thereby, whether or not the addenda are actually received by the proposer.

All addenda may be downloaded from www.butlermetro.org, or may be obtained by contacting Procurement/Budget Assistant listed in Section 1.3.

1.5 Qualification Information Requirements

Forms must be signed by an individual authorized to execute contracts for the Company in order to be accepted.

These forms, required at the time of submission, must be signed and provided to BMHA.

(Forms may be downloaded from www.butlermetro.org, or obtained by contacting Procurement/Budget Assistant in Section 1.3)

- Debarment Certification for Prime and all levels of Sub-Consultants (HUD 2992).
- Instructions to Offerors (HUD-5369-B)

- A completed Representation Certifications and Other Statements of Bidders Form (HUD-5369-C).
- Declaration regarding material assistance to terrorist organizations (HLS 0038).
- Non-Collusive Affidavit for prime and all levels of Sub-Consultants
- Certificate of Corporate Good Standing for Prime and **all levels** of Sub-proposers
- Listing of three (3) references with contact information
- Within ten (10) days of notice of award, the following will be requested:
 - Proof of the appropriate insurance coverage:
 - Workers' Compensation – Statutory Amount
 - \$500,000 Automobile liability on owned, non-owned and hired motor vehicles used in connection with this contract
 - A **“Certificate of Insurance” must name the BUTLER METROPOLITAN HOUSING AUTHORITY as “third party insured”**
 - General Liability - \$500,000

Proof of coverage shall be maintained uninterrupted for the duration of the contract. Failure to maintain coverage shall be considered in default of the contract and will be grounds for the contracting officer to terminate the contract for default.

Workers' Compensation shall be kept in accordance with State Law for all employees engaged under this contract. Proof of Workers' Compensation coverage shall be maintained uninterrupted for the duration of the contract. Failure to maintain a current valid uninterrupted Workers' Compensation certificate will be grounds for the contracting officer to terminate the contract for default.

1.6 Time for Receiving Qualifications

Qualification Information received prior to the closing date and time will be securely kept, unopened. The officer, whose duty it is to open them, will decide when the specified time has arrived. No proposal received after the specific time will be considered. The timestamp machine at the receptionist desk at 4110 Hamilton-Middletown Road Hamilton, OH 45011 will serve as the official time clock.

1.7 Qualification Information Withdrawal

No qualification information shall be withdrawn for a period of forty-five (45) days subsequent to the opening of the proposals without written consent of BMHA.

1.8 Qualification Submission

Qualifications must be submitted to BMHA by July 9, 2020 at 4:00 p.m. (local time) without exception, at the following address to be eligible for consideration:

Butler Metropolitan Housing Authority
Procurement Department
4110 Hamilton-Middletown Road
Hamilton, OH 45011-6218

One original, plus **nine** exact copies marked “Copy” are required. **The cost proposal should be attached only with “original” proposal.**

To assure that your proposal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, your proposal must be identified on the envelope of package as follows:

Request for Qualifications (RFQ)

To Provide: Rental Assistance Demonstration (RAD) Program Developer Services

Solicitation No. RFQ 2021-03

Due: April 12, 2021

Qualification Information shall be submitted in sealed envelopes or packages using forms furnished by BMHA. All required forms shall be submitted in the envelope or package(s), which will clearly be marked “Qualification Information Documents” and will show the project name and number, name of organization(s) and the date and time when RFQ is due. Once received by BMHA, information will not be returned.

All submissions are the property of the Authority and shall be retained by the Authority. Responses will not be returned. The contents of the documents submitted by the successful proposer(s) may become part of any contract award at the sole discretion of the Authority.

Facsimile proposals, modifications or withdrawals will not be considered.

1.9 Late Submissions, Modifications, and Withdrawal of Qualification Information

Any information received at the place designated in the solicitation after the exact time specified for receipt will not be considered.

A modification resulting from BMHA’s request for “best and final” qualifications received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by BMHA after receipt by BMHA.

The only acceptable evidence to establish the time of receipt at BMHA is the time/date stamp of BMHA on the proposal wrapper or other documentary evidence of receipt maintained by BMHA.

Notwithstanding this provision, a late modification of an otherwise successful submission that makes its term more favorable to BMHA will be considered at any time it is received and may be accepted.

1.10 Evaluation of Qualifications

Within thirty (30) days after receipt of the Qualification Information, BMHA will complete a review of all qualifications.

The review of all RFQs submitted to establish responsiveness and responsibility according to the submission of required documents on the part of the proposer.

Each developer will ultimately end up with a score based upon the points assigned to the evaluation factors by each team member. All individual factors will be added to obtain an accumulated total score. At this point the Authority may decide, at its sole discretion, to enter negotiations with the highest rated developer.

Once the review of responsiveness and responsibility established, the Authority will contact the proposer(s) for an interview process, **within fourteen (14) days after receipt of the proposal.**

Should the Authority deem it advisable to obtain clarification, developers yielding clearly competitively high scores during the first phase evaluation may then be invited to a technical question and answer conference to be held at a specific time and date scheduled by the Procurement Officer. **Not all proposers may be asked to make such oral presentations.**

During this oral evaluation phase BMHA may, at its discretion, request any one or all proposers to make oral presentations. If invited to participate, at this point, based on their oral presentations, proposers will again be evaluated on the technical evaluation factors.

In consideration of the evaluation team's final scores, BMHA intends to enter negotiations with, and award a contract to, the highest ranked proposer(s) based on the points received for the **oral evaluation** phase.

The decision as to who shall receive a contract award, or whether an award shall be made as a result of this request for proposal shall be at the sole discretion of the Authority. **In addition, multiple awards may be made.**

1.11 Responsibility of Prospective Developer

BMHA shall award only to responsible prospective developers who are able to perform successfully under the terms and conditions of the proposed agreement. To be determined responsible, a prospective developer must:

- Have adequate financial resources to perform the work;
- Have a satisfactory record of integrity and business ethics;

- Have a satisfactory record of compliance with public policy (i.e. Equal Employment Opportunity); and
- Not have been suspended, debarred, or otherwise determined to be ineligible for award of Contracts by the Department of the U.S. Government. Current lists of ineligible proposers are available for inspection.

Before an award, the developer may be requested by BMHA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the developer to provide additional information may render the proposer ineligible for award.

1.12 Negotiations with Selected Developer (s)

Once the evaluation process is complete, BMHA will negotiate with the highest ranked developers. The negotiations will include clarifying the specific scope of work, performance period, and determining the final details and cost of the scope of work. If BMHA and the highest ranked developer(s) fail to reach an agreement, BMHA may negotiate with the next highest ranked developer to reach an agreement, unless BMHA determines that it is in the best interest to re-solicit for these services. It may be determined it is in the best interest of BMHA to negotiate with more than one developer for redevelopment activities.

1.13 Contract Award

The contract(s) will be awarded to the most responsive and responsible developer, which is most advantageous to BMHA provided the proposal complies with all conditions of the Request for Proposal (RFP). BMHA reserves the right to reject any and all proposals and to waive any informality in the solicitation. BMHA is prohibited from making an award to firms (including sub-proposers) or any individuals that are on the list of firms ineligible to receive from the United States Governments, as furnished by HUD.

1.14 Contract Term

The Contract term is for two (2) years, effective June 1, 2021 thru May 31, 2023, with the Authority having the option to renew for three (3) additional one-year periods at no additional cost to the Authority, effective June 1, 2023 thru May 31, 2024, June 1, 2024 thru May 31, 2025 and June 1, 2025 thru May 31, 2026.

1.15 Review of Services

Prior to the end of the twenty-fourth (24th) month of the initial contract BMHA will evaluate the contractor to determine whether the optional renewal period should be considered. This evaluation will be based on the productivity of the Contractor, as specified by BMHA. The Contractor agrees to provide BMHA with any and all information that BMHA deems necessary and pertaining to the service for evaluation. **OPTIONAL RENEWAL PERIOD(S)**

By mutual consent of BMHA and the Contractor, the contract may be renewed for three (3) additional twelve (12) month periods ending May 31, 2026. This option shall be automatically

exercised unless written notice to the contrary is filled with either party not later than the first business day (Monday thru Thursday) of the calendar month in which the current contract period expires. It is understood and agreed that the contract may be renewed only at the same prices and under the same conditions governing the original contract, and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

1.16 Service of Protest

Any protest the award of a contract to this solicitation shall be served on BMHA by obtaining written and dated acknowledgement of receipt from BMHA at the address shown on the cover of this solicitation. Any protest against the solicitation must be received before the due date for the receipt of proposal or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the award of the contract, or the protest will not be considered. All proposal protests shall be in writing, submitted to the contracting officer, who shall issue a written decision on the matter. The determination of BMHA about such protest or to proceed to award notwithstanding such protest shall be final unless the protestor makes an appeal.

1.17 Notice of Award

All proposers will be notified by mail or BMHA's selection as soon as possible. A successful proposer will be issued a Notice of Award.

1.18 Commencement of Work

The selected firm will be expected to begin work within ten (10) days of receipt of the Notice to Proceed.

1.19 Cost of Producing Proposal

The costs of producing proposal are the responsibility of the proposer. BMHA will not reimburse any cost incurred to produce and to respond to this solicitation, to participate in oral presentation or to participate in negotiations with BMHA for any proposal.

1.20 Submission Conditions

Do not fold or make any additional marks, notations or requirements on the documents to be submitted. Proposers are not allowed to change the conditions or specifications contained herein by making or entering onto these documents or the documents submitted any revisions or additional and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to BMHA by the proposer, such may invalidate the proposal. If, after accepting such a proposal, BMHA decides that any such entry has not changed the intent of the proposal that BMHA intended to receive, BMHA may accept the proposal and the proposal shall be considered by BMHA as if those additional marks, notations or requirements were not entered on such.

1.21 Qualifications of Proposers

BMHA may make such reasonable investigations as deemed proper and necessary to determine the ability of the proposer to perform the services and the proposer shall furnish to BMHA all such information and data for this purpose as may be requested. BMHA reserves the right to inspect the proposer's physical facilities prior to award to satisfy questions regarding the proposer's capabilities. BMHA further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such proposers is not properly qualified to carry out the obligations of the contract and to provide the services described therein.

1.22 Public Records

Developers acknowledge that Butler Metropolitan Housing Authority is a political subdivision of the state of Ohio and is, therefore, required to comply with the Ohio Public Information Act. If a proposal includes proprietary data, trade secrets, or information the proposer wishes to except from public disclosure, then the proposer must specifically label each page containing such data, secrets, or information as follows:

“PRIVILEGED AND CONFIDENTIAL – PROPRIETARY INFORMATION”

To the extent permitted by law, information labeled by the proposer as proprietary will be used by BMHA only for purposes related to or arising out of the (a) evaluation of proposals (b) selection of a proposer pursuant to the RFP process, and (c) negotiation and execution of a contract, if any, with the proposer selected.

Neither a proposal, in its entirety, nor the cost section of a proposal will be considered confidential/proprietary. Any proposal marked as such will be deemed non-responsible and eliminated from further consideration.

1.23 Suspended/Debarred

The Authority will reject the qualifications of any proposer who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any proposer who has previously failed to perform any contract properly for the Authority.

1.24 Key Personnel

The key personnel specified by the successful proposal will be considered essential to the work to be performed by the successful proposer. Prior to diverting any of the key personnel for any reason, the proposers shall notify the Authority in writing at least thirty (30) days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours to be devoted, before or after contract award, without written permission from the Authority.

1.25 Assignments

Unless otherwise agreed to by BMHA's contracting officer, the proposer shall not assign the contract to any other party.

1.26 Termination

Termination may occur for (but is not limited to) the following reasons:

- A. Developer fails to perform any provisions within the contract;
- B. Developer fails to supply ample skilled workman;
- C. Developer disregards any laws, ordinances, rules or regulations;
- D. HUD funding to the authority is curtailed or reduced or
- E. The convenience of the Authority.

1.27 MBE/FBE/Section 3

The Authority has established a goal of 30% Section 3, 20% Minority Business Enterprise (MBE) and 5% Female Business Enterprise (FBE) for contracts exceeding \$10,000. Please indicate the MBE/FBE/Section 3 percentage for your company in your submission.

1.28 Laws to be Observed

Developer warrants compliance with all Federal, State, and Locals laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts and administrative bodies or offices in any manner affecting the performance of this contract. Fees and/or costs associated with such compliance are the responsibility of the proposer and not payable to the Authority.

1.29 Licensing Requirements

Developer shall maintain all licenses required by local, state and federal laws.

1.30 Hold Harmless Clause

The Developer will hold BMHA harmless from any and all negligent actions the proposer or their employee/s cause.

1.31 Breach of Contract

Any breach of this contract will result in the Authority withholding payment to the Developer until satisfactory results are obtained.

1.32 Complaints

All complaints concerning unfinished or unsatisfactory work will be forwarded to the Developer by the Authority. If these complaints are not resolved or satisfactory arrangements are not made within forty-eight hours following the receipt of the complaint, the Authority may, at its options, have the work completed in another manner and the cost of such work be deducted from the payment of the proposer.

1.33 Compensation

1.34 Final Payment

Developer will furnish any required permits and supply all needed affidavits and lien releases for all labor and materials prior to final payment.

1.35 Resident Council Meeting

Developer shall attend resident council meetings as requested by BMHA.

2.0 Scope of Work

2.1 Overview

The Butler Metropolitan Housing Authority, also known as BMHA, invites proposals for specialty development consulting services (the “Services”) to be performed under a contract with BMHA (the “Contract”) by a firm or firms (the “Contractor”), with experience in developing mixed-income, mixed-use multifamily developments. The Contractor should have demonstrated experience with the interaction of housing authorities with the U.S. Department of Housing and Urban Development (“HUD”), and with HUD’s regulations and requirements relating to HUD mixed-finance development, the Choice Neighborhood Program and the Rental Assistance Demonstration Program (“RAD”). The Contractor must demonstrate experience with the requirements related to conventional financing, the use of Low-Income Housing Tax Credits (“LIHTC”), tax-exempt debt financing, Section 108 loans, homeownership sale program, and other public and private funding mechanisms.

2.2 Background

BMHA currently operates 1,144 public housing units in the cities of Hamilton and Middletown and has partnered with TCG Development Advisors to create a plan for the future of the Authority and its properties. As BMHA and TCG work on creating this plan, the firm(s) will be on board to develop.

2.3 Scope of Services

The Firm(s) selected to provide the specialty development services described in this RFP (the “Services”) shall provide these services on behalf of BMHA or any subsidiaries or any affiliates which may include but are not limited to the following:

- A. Developer shall assist in providing, arranging for the provision of, all services as are necessary for the development and construction of new affordable project(s) including without limitation all master planning and financing activities and services;
- B. Provide continuous reporting back to BMHA on the progress of the development efforts including but not limited to work completed, associated costs, schedule and budgetary requirements;
- C. Prepare or substantially assist in preparing financing applications for 9% or 4% LIHTC applications, as necessary to ensure overall project feasibility and complying with requirements;
- D. Partner with not only BMHA but also local for- and non-profits developers to produce affordable housing;
- E. Participate in, and document all meetings with stakeholder, including public housing residents and resident associations in the surrounding neighborhood, City Agency officials, U.S. Department of Housing and Urban Development (HUD), BMHA

- F. Refine and create detailed analysis of BMHA's RAD conversion to include projected post RAD revenues, summarize financing options, detailed project proformas of two financing options and competitive analysis showing agency revenue.
- G. Review and finalize draft application (s) in accordance with PIH 2012-32 (HA) for selected sites.
- H. Monitor, oversee and submit required items (IE RPCA, environmental reports, proformas, 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.
- I. Monitor, oversee and submit required items to meet BMHA's Mixed Finance Projects including L both 4% (must file and submit in 4th quarter of 2021) and 9% Local Income Housing Tax Credits (LIHTC), Multi-family Bond, HOME and Community Development Block Grant (CDBG) programs.
- J. Monitor, oversee and submit required items to meet BMHA's Mixed Finance Projects including both 4% (must file and submit in 4th quarter of 2021) and 9% Local Income Housing Tax Credits (LIHTC), Multi-family Bond, HOME and Community Development Block Grant (CDBG) programs.
- K. Assist and participate with BMHA in the development evaluation and selection of financing partners.
- L. Assist BMHA with the creation and utilization of non-profit entities necessary for the redevelopment of its portfolio.
- M. Assist BMHA with seeking proposals from as well as evaluating and recommending tax credit syndicators.
- N. Assist BMHA with negotiating new or re-negotiating existing development agreements.
- O. Assist with seeking proposals from appropriate professionals for architectural design, site plans and construction drawings for the redevelopment of the BMHA's real estate portfolio.
- P. Assist BMHA with seeking proposals from qualified firms that will coordinate and develop resident relocation plans that produce timely redevelopment of the real estate portfolio.

- Q. Facilitation the financial closing process, serving as a liaison between BMHA, HUD, appropriate legal professionals, development partners and funding provider.
- R. Assist to resolve outstanding issues for BMHA's RAD Legal Services providers, HUD and finance organizations.

2.4 Experience and Qualifications

Qualification must clearly demonstrate full knowledge, understanding, and experience in methods, techniques and guidelines required for the performance of the required work. Capacity and capability of the consultant to perform the work on schedule and be responsive to the Authority's direction should be clear. The proposer's ability to form successful working relationships and to effectively communicate is of the essence.

- A. The name of the firm, the location of the firm's principal place of business, and if different from the principal place of business, the location where the proposed services will be performed.
- B. The age of the Developer's business, and the average number of employees over the next year.
- C. Demonstrated track record of providing development services listed under Scope of Work.
- D. Experience with the HUD Public and Indian Housing Funding Sources (such as Capital, Replacement Housing Factor Funds, Demolition and Disposition Transition Funds, Operating Subsidy, and Housing Choice Vouchers).
- E. The abilities, qualifications, certifications, and experience of all "key" personnel who would be assigned to provide the work.
- F. Demonstrated track record of other contracts under which services were similar in scope, size, and/or discipline including references.
- G. Experience with Mixed Finance Development, Rental Assistance Demonstration (RAD), Choice Neighborhood Initiative (CNI) and LIHTC programs and projects. Include a list of all Mixed Finance Development, RAD, CNI and LIHTC projects or applications for which the firm provided legal advice in the past two years and a brief description of subject transactions. Identify which have been funded, if any of the transactions have closed. Describe your experience and expertise in drafting and negotiating any of the referenced project financial and developer agreements including those jointly completed in concert with legal counsel.
- H. Experience and expertise in providing development services in the areas of Ohio real estate transactions and partnership formations.

- I. Range of staff size and workload over the last year.
- J. A listing of and similar detail on any proposed subcontractor or consultant. If proposing a joint venture, please itemize the projects previously completed together.
- K. Other relevant information at the consultant's opinion. This may include management techniques, cost control methods and experience, cost estimating track record and schedule compliance.

3.0 Submission Requirements

- MBE/WBE: BMHA strongly encourages minority owner and women owned businesses to respond to this RFQ. Also, small businesses are encouraged to respond.
- Section 3: BMHA encourages respondents to hire housing authority or low-income residents of Hamilton and Middletown, Ohio.
- Executed Non-Collusive Affidavit
- Executed HUD Form 2992
- Declaration regarding material assistance to terrorist organizations (HLS 0038)
- HUD 5369-B Instructions to Offerors Non-Construction
- HUD 5369-C Certifications and Representations of Offerors
- **Three (3) references of previous work like this project and show company name, contact person, address, phone number, and e-mail address.**

4.0 Evaluation Criteria

Information received in response to this RFQ will be evaluated by BMHA staff. Only those proposals from firms which are complete and responsive to the specification set forth in consideration of this RFQ will be selected for consideration.

The evaluation factors listed below will be used as a mechanism for fairly and thoroughly evaluating qualifications submitted. The Authority will select respondent(s) based upon the following evaluation criteria and the Authority's needs.

A. RAD Experience	15	Points
1. Five years or more with RAD	- 20 points	
2. Five years or less with RAD	- 10 points	
3. No experience with RAD	- 0 points	
B. MIXED FINANCE Experience	15	Points
Experience with 4% or 9% Low Income Housing Tax Credits (LIHTC), Housing Bond Programs, HOME program, CDBG program, etc.		
1. Over twenty years of experience	- 20 points	
2. Between 15 and 20 years of experience	- 15 points	
3. Between 10 and 15 years of experience	- 10 points	
4. Between 5 and 10 years of experience	- 5 points	
5. 5 years or less	- 0 points	
C. 4% TAX CREDIT SUBMISSION COMMITMENT	20	Points
Must commit to submitting appropriate applications for 4% Tax Credit by the 4 th Quarter deadlines of 2021.		
1. Yes	- 20 points	
2. No	- 0 points	
D. State of Ohio Experience	5	Points
1. Ohio Experience	- 5 points	
2. No Ohio Experience	- 0 points	
E. WMBE	5	Points
1. Yes	- 5 points	
2. No	- 0 points	

F. Addressing the Request for Qualifications			20	Points
1. Proposal addresses all items in the RFQ	-	30 points		
2. Proposal addresses most items in the RFQ	-	20 points		
3. Proposal addresses some items in the RFQ	-	10 points		
4. Proposal does not adequately address the RFQ	-	0 points		
G. References			10	Points
1. Good references from both RAD and Mixed Finance clients	-	10 points		
2. Good references from Mixed Finance clients	-	5 points		
3. Good references	-	3 points		
H. Experience in Building Partnerships (Co-Developing) with other For- and Not for- Profit Developers			10	Points
1. More than five- (5) experiences codeveloping	-	10 points		
2. At least one- (1) and less than five (5) experiences in codeveloping	-	5 points		
3. No experiences	-	0 points		

Exhibit A

Fee Proposal

Complete the following document and submit with the “Original” copy only.

- The cost shall be a firm fixed price inclusive of all elements required to deliver the services, including but not limited to:
 - Employee Cost and Benefits
 - Clerical Support
 - Supplies
 - Materials
 - Licensing
 - Insurance
 - Fuel Surcharges
 - Franchise Fees
 - Please note that such cost is inclusive of all elements required to provide these services as specified herein and each fee proposed shall be fully “burdened” with profit and overhead costs.

- Authorization of Offeror
 - The Offer’s Fee Information must be signed by a representative of the Offeror who is legally authorized to enter a contractual relationship in the name of the Offeror.