

Hopewell Redevelopment and Housing Authority

Request for Qualifications

Developer Services

Issue Date: January 20, 2012

Closing Date and Time: February 20, 2012 at 5:00pm EST

Table of Contents

Purpose	3
Statement of Services	4
Submittals	5
Evaluation Criteria	6
Selection Process	7
Response Process and Requirements	8
Respondent Certification	9
Appendix A: Properties and Programs	10

Purpose

The purpose of this Request for Qualifications (RFQ) is to solicit qualifications based proposals from experienced affordable housing developers (“Developer”) interested in partnering with the Hopewell Redevelopment and Housing Authority (HRHA or Authority) for the purpose of redeveloping its existing public housing properties. The primary goal of the Authority is to transition its aged assisted housing to quality affordable housing.

The precise nature of the development will be determined during the creation of the Project Concept within specific development proposals. Accordingly, development projects may include mixed-use, mixed-income, affordable and/or market rate housing or other opportunity to create affordable housing. It may also utilize funding sources such as traditional public housing, housing choice vouchers, site-based vouchers, low-income housing tax credits, historic tax credits and other related sources for developing affordable housing.

The Developer will provide services in connection with developments by HRHA, and other related entities, as and when created by HRHA. The comprehensive development plan/program for identified properties must be implemented in a way that is consistent with City of Hopewell (City) and Authority development goals and objectives, and responsive to scheduling and financing constraints.

The RFQ response shall demonstrate the Developer’s capacity and ability to plan, program and develop high quality and community appropriate affordable housing. HRHA anticipates implementation of its initiatives in, but not limited to, the properties discussed in Appendix A: Properties and Programs.

HRHA intends to select one or more qualified development firm to work with HRHA on one or more development projects. Proposals will be reviewed by an evaluation panel which will select respondents to thereafter submit specific development proposals for consideration by HRHA.

Responses shall include information that will demonstrate the Responder’s capabilities in the following areas:

- 1) Highly qualified development team members
- 2) Strong track record serving as lead developer creating, coordinating, and accomplishing affordable housing development
- 3) Proven ability to maximize public and private sector participation in the financing of complex projects
- 4) Demonstrated financial capacity to initiate and complete development projects similar to those characterized hereunder and/or to be proposed by the selected respondent
- 5) Demonstrated examples of innovative and creative planning and design proposals
- 6) Demonstrated track record in partnering with residents, neighborhood groups and local agencies with diverse interests to achieve locally determined goals.
- 7) Demonstrated commitment to employ low-income residents and to utilize minority businesses in development projects
- 8) Experience/knowledge of the local housing market, regulations and codes; familiarity with local non-profit and affordable housing programs, including low income housing tax credits, historic tax credits and related City of Hopewell and Commonwealth of Virginia agencies.

Statement of Services

The selected developer(s) may be expected to perform the following services in connection with a specific development proposal in response to this RFQ; accordingly, the RFQ response should briefly outline relevant experience directly related to the provision of the following development related activities:

- 1) Develop a construction strategy and related implementation schedule.
- 2) Structure and obtain construction and permanent financing.
- 3) Assist HRHA with development related requests to Federal, State or local agencies including but not limited to financial assistance and/or required permits. Prepare development proposals for submission to HUD and other Federal and State agencies, if required, and complete related plans, implementation strategies, management plans and the like.
- 4) Assist in engendering broad community and financial support for the development plan. Meet with community groups, local commissions and business associations as needed.
- 5) Perform/provide professional project management services as well as program planning; obtaining necessary permits, and preparing project plans and specifications, organizing appropriate ownership entities, and preparing applications for funding.
- 6) Negotiate and execute contracts for subcontractors and consultants, subject to the approval of the HRHA, HUD, equity investors and/or mortgagees. Such contracts may include: geotechnical services, historical and architectural reviews, storm water and other engineering services, property surveying, and architectural services for conceptualizing development plans, market studies, handicap accessibility studies, and hazardous materials testing services.
- 7) Develop and implement marketing plans for the site(s)/properties to be developed and/or rehabilitated.
- 8) Meet with local officials, as needed, coordinate public presentations and assist in obtaining related public approvals and implementing requirements and suggestions, as needed.
- 9) Provide drawings, schematic designs, engineering, and other related services.
- 10) Oversee construction/rehabilitation activities and ensure timely completion in a cost-effective manner.
- 11) Create a communications plan to ensure regular and timely reports to HRHA and designated staff, as arranged or as needed, regarding the project. Examples of such information include, among others, progress reports and completion of tasks and milestones; scheduling; development and financial issues; HUD and other agency communications, and any other events or issues of significance to the project.

Hopewell Redevelopment & Housing Authority
Request for Qualifications: Developer Services
Issue Date: January 20, 2012

- 12) Prepare demolition applications and/or relocation plans, as needed, for applicable governmental approvals.
- 13) Work closely with HRHA staff and designated liaisons, if applicable, in the performance of the above tasks.
- 14) Develop financing plans with HRHA, consultant and lender input and prepare related financing applications to secure debt and equity financial assistance to undertake the project.
- 15) Complete all work in strict accordance with HRHA, State and Federal procurement policies, and other Federal, state and Local Government requirements, regulations, codes, guidelines, standards, and policies.
- 16) As necessary, successfully apply for and complete requirements for LIHTC and historic tax credits endeavors including certifications from the appropriate authorities.
- 17) Recruit and evaluate prospective equity investors, if needed.

Submittals

The response to the RFQ should address the following criteria:

- 1) Description of the design/development team, including the following:
 - a. Evidence of the financial capacity of the prospective development partner to successfully complete the project. Respondents selected to make a presentation to a Selection Committee will be required to provide financial statements prepared by a certified public accounting firm for the current year to date and the 3 most recent fiscal years and/or copies of the 3 most recent federal tax returns;
 - b. Evidence of the performance capacity of the prospective development partner and/or the proposed development team, as demonstrated by the completion of successful redevelopment projects as anticipated herein or to be proposed;
 - c. Evidence of internal capacity or capacity through teaming to provide the various disciplines required for successful project planning and completion, including land planning, landscape planning, engineering, architectural design, financing, construction management, project management and marketing;
 - d. Descriptions and qualifications of significant development team members not previously described as part of the legal development entity;
 - e. Descriptions and qualifications of any associated developers, builders, or other individuals or entities whom the general developer may engage
- 2) Development concept: The submitted development concept, while not a development proposal, should provide sufficient detail to allow the HRHA to evaluate the magnitude, quality, transformative impact and probable fiscal impact of the proposed development project. The development concept should allow the HRHA to determine the following:

Hopewell Redevelopment & Housing Authority

Request for Qualifications: Developer Services

Issue Date: January 20, 2012

- a. Consistency between the developer's intentions and the Authority's vision for the redevelopment of the identified properties;
- b. The level of quality that the developer is able and willing to provide to the project

The concept may include both text description and graphics. It is expressly recognized that any presentations will be of a general character and subject to further definition and/or change, within the parameters of the development proposed in the RFQ response. Furthermore, all elements of the project are subject to negotiation with the HRHA.

- 3) Description of the proposed development process, including the following:
 - a. Planning process and process for community engagement;
 - b. Expected role of the HRHA and City, including requests for off-site improvements;
 - c. Anticipated role of the developer and Authority;
 - d. Anticipated development time line, with key dates and milestones identified;
 - e. Method to be implemented by the developer to maintain control of the project through all of its phases (if phasing is envisioned).

The timeline should specifically address the tax credit submission requirements should such tax credit financing be anticipated in any part of the proposal. Also, as to the role of the developer and the Authority, the Authority prefers that the successful respondent will be able to fulfill all elements of a development team with oversight being provided by the Authority management. Discussion on anticipated roles should consider this preference.

- 4) Description of minority and woman-owned participation in the development and project implementation process. If known, specific firms, individuals and/or investor groups that would take an active role in the project should be identified. A plan and commitment to identify and employ minority and woman-owned contracts and businesses for the project should be outlined.

Evaluation Criteria

The following evaluation criteria will be utilized in the selection of a developer(s):

- 1) Developer's demonstrated capacities in the following areas
 - a. Finance
 - b. Planning
 - c. Project Management
 - d. Marketing
 - e. Project Execution
- 2) Level of development quality that the developer is committed to providing for the proposed development project

Hopewell Redevelopment & Housing Authority

Request for Qualifications: Developer Services

Issue Date: January 20, 2012

- 3) Vision, imagination and creativity that the developer has demonstrated in a development concept that will have a positive, transformative effect on the Authority's identified properties
- 4) Sensitivity of the developer and the development concept to the needs and integrity of the existing properties and their residents, including the developer's willingness to engage the current property residents and community in seeking its support of the proposed development project
- 5) Developer's commitment to utilizing local minority and woman-owned contractors and businesses in the implementation of the proposed development project; and
- 6) Feasibility of the development concept with regard to HRHA's fiscal capacity and needs

Selection Process

Qualifications submitted in response to this RFQ will be evaluated, scored and ranked by a selection committee composed of HRHA staff members and others selected at the Authority's sole discretion. One or more respondents may be called upon to make a presentation as part of the selection process. Repetitive informal interviews shall be permissible. Thereafter, the responder(s) recommended by the selection committee will be considered by the HRHA Board of Commissioners for final approval.

Proprietary information from competing responders shall not be disclosed to the public or to competitors prior to any formal and public selection of a design/development team. Responders may indicate proprietary information that is contained in a submission. In any event, no portion of any submission will be disclosed to the public or to competitors prior to any formal and public selection of a design/development team.

The Committee may also, at its sole discretion, request additional or clarifying information from any responder. The committee may expressly request such information to remedy any incomplete response but will not be obligated to do so. The occurrence or absence of such a request shall not be cause for objection by any responder.

Furthermore, the selection of a respondent by the HRHA shall not be construed as a guaranty of the responder's right to develop the Properties discussed in Appendix A or any other property owned by the HRHA. Such right is subject to the signing of a development agreement between the successful responder and the HRHA.

Response Process and Requirements

Questions regarding this RFQ should be directed to Mr. Steve Benham, Executive Director by email to steve.benham@hopewellrha.org or call 804-458-5160.

Responses should be submitted as follows:

- 1) Responses should be provided as follows with each submission being considered a complete response:
 - a. 5-hard copies of the submission should be delivered as follows:
 - i. Mailed: Hopewell Redevelopment and Housing Authority, Attention: Community Revitalization Director, PO Box 1361, Hopewell, VA 23860
 - ii. Hand-Delivered: Hopewell Redevelopment and Housing Authority, Attention: Community Revitalization Director, 350 East Poythress Street, Hopewell, VA 23860
 - b. 1 electronic copy should be submitted to Mr. Dan Van Doornik, Finance Director at dan.vandoornik@hopewellrha.org. This electronic copy should include all information submitted in the hard copy
- 2) Respondent Certification: One originally signed certification must accompany the hard copy submission
- 3) Responses will be received until close of business (5pm EST) on Monday, February 20, 2011.
- 4) Presentations: Respondents will be asked to present in-person to the selection committee on an as-needed basis to be determined by the committee.
- 5) Timeline for Decision: The Authority expects to complete its selection of qualified developers by close of business Wednesday February 29, 2011 and will communicate its decision via email and letter before or on that date.

Proposals, subject to the conditions and instructions contained herein, will be received as discussed herein. Proposals received after the date and time may not be considered. HRHA is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers or electronic systems. It is the sole responsibility of the bidder to ensure that its bid reaches the Authority by the designated time. The official time used in the receipt of proposals is that of the Authority as it generally receipts delivered items.

Respondent Certification

This form must be signed as an original and by an authorized individual of the respondent. No copies will be accepted.

In compliance with this Request for Qualifications, and subject to all the conditions thereof, the undersigned certifies the following:

- 1) The information contained within the response is accurate and complete to the best of the undersigned's knowledge
- 2) The proposal, if the respondent's response is accepted, is valid for ninety (90) days from the date of the proposal submission deadline and includes any or all of the items and/or services proposed.
- 3) The undersigned has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized on behalf of the respondent named below

Company Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Name (print): _____ Title: _____

Signature: _____ Date: _____

Appendix A: Properties and Programs

The Board and Management of the Hopewell Redevelopment and Housing Authority identified its following properties as primary candidates for redevelopment.

Langston Park

Langston Park is located at 1011 Winston Churchill Drive, Hopewell, VA 23860 on 5.55 acres and was built in 1962. Langston Park consists of 15 two-story duplex buildings with 9 two-bedroom, 9 three-bedroom, 8 four-bedroom and 4 five-bedroom apartments. This site also includes a single-story community center and a single-story maintenance building.

Kippax Place

Kippax Place is located at 100 South Kippax Street, Hopewell, VA 23860 on 1.93 acres and was built in 1973. Kippax Place consists of one seven-story building with 24 one-bedroom, 4 two-bedroom, and 72 efficiency apartments. This property serves low-income elderly and/or disabled persons.

The Authority also operates the following public housing communities and programs.

Davisville

8 two-story buildings built in 1941 on 12.46 acres consisting of 32 one-bedroom, 44 two-bedroom and 20 three-bedroom apartments.

Bland Court

4 two-story and 2 one-story buildings built in 1953 on 5.38 acres consisting of 12 one-bedroom, 40 two-bedroom, 20 three-bedroom and 4 four-bedroom apartments. The development also includes one single-story community building.

Thomas Rolfe Court

15 one-to-two-story buildings built in 1953 on 7.5 acres consisting of 12 one-bedroom, 40 two-bedroom, 20 three-bedroom, and 2 four-bedroom apartments. The development also includes one single-story community building.

Thomas Rolfe Court Extension

30 one-to-two-story buildings built in 1962 on 7.72 acres consisting of 21 one-bedroom, 25 two-bedroom, 12 three-bedroom, and 2 four-bedroom apartments.

Piper Square

11 two-story buildings built in 1982 on 13.15 acres consisting of 24 one-bedroom, 46 two-bedroom, 28 three-bedroom and 6 four-bedroom apartments. The development also includes one single-story community building.

Housing Choice Voucher Program

The Authority's program consists of 345 vouchers of which approximately 335 are issued.

Hopewell Redevelopment & Housing Authority
Request for Qualifications: Developer Services
Issue Date: January 20, 2012

Additional Housing Choice Voucher Programs

The Authority also has contracted with one mod-rehab project with 28 units.

The Authority is currently reviewing additional HUD Programs related to Housing Choice including the Veterans Affairs Supportive Housing (VASH) vouchers and Homeownership vouchers.

The Authority intends to focus on the redevelopment of the Langston Park and Kippax Place communities. The Authority will also consider the redevelopment of its other properties, City-owned properties, and other opportunities to develop affordable housing within the City of Hopewell, Virginia. This RFQ is intended to secure developer services for the two identified properties, but may be extended to other projects in which the Authority may have a role.