



REQUEST FOR QUALIFICATIONS
for
DEVELOPMENT AND FINANCIAL CONSULTING SERVICES

for the
Housing Authority of Snohomish County

Request for Qualifications Issued: January 31, 2019
Responses Due: February 21, 2019 by 4:00 p.m. PST

REQUEST FOR QUALIFICATIONS
DEVELOPMENT AND FINANCIAL CONSULTING SERVICES

The Housing Authority of Snohomish County (HASCO) is issuing this competitive Request for Qualifications (RFQ) from qualified firms for contracts to provide development and financial consulting services. The scope will include services connected to feasibility, acquisition, finance, and development of multi-family units in Snohomish County.

TERMS OF RFQ

Questions: Any questions or requests for further information or clarification must be sent to Mark Tingley at mtingley@hasco.org by February 7, 2019. A Q&A will be issued February 14, 2019 and posted on HASCO's website at <https://hasco.org/working-w-hasco/professional-services/>. For a copy of the Q&A, please visit the website or send an email to mtingley@hasco.org with the subject line "Development and Financial Consulting Services RFQ Q&A."

Addenda: If there are changes to this RFQ, HASCO shall issue an addendum. Addenda will be posted on HASCO's website at <https://hasco.org/working-w-hasco/professional-services/>. Please visit the website prior to the submittal deadline to ensure that all addenda issued by HASCO have been received. If unable to review online, request a copy of addenda by sending an email to Mark Tingley at mtingley@hasco.org with the subject line "Development and Financial Consulting Services RFQ Addenda."

Submission Instructions and Deadline: Statements of qualifications are due by February 21, 2019 by 4:00 p.m. PST via email to Mark Tingley at mtingley@hasco.org with the subject line "Development and Financial Consulting Services RFQ." An email response will be sent to confirm receipt. Women-owned, minority-owned, veteran-owned, and/or Section 3 businesses are strongly encouraged to respond. HASCO shall have no obligation to compensate any firm for any costs incurred in responding to this RFQ.

Evaluation: HASCO plans to select one or more firms that are best qualified to provide the services described in this RFQ based upon the evaluation criteria set forth in this RFQ. HASCO reserves the right to waive any omissions or irregularities in submittals, or to reject any or all submittals. HASCO reserves the right to award contracts to multiple firms for any or all of the scope areas included in this RFQ.

Records Made Public: All information submitted to HASCO may become public record, per RCW 42.56. Responders to this RFQ should review the confidentiality of their submitted information and related proprietary information. No guarantee is made by HASCO that submitted information will remain confidential and any information submitted may be disclosed upon a public disclosure request.

Basic Eligibility: Responders to this RFQ must be licensed to do business in the State of Washington, have a State Unified Business Identifier (UBI) number, and be properly authorized and licensed (if required by law) to perform the services proposed. With a statement of qualifications submission responding to this RFQ, the firm represents that neither it nor its principals/officers are presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded from

participation in this transaction by any federal department or agency.

Payment Requirements: Firms should be aware that HASCO will only make payments to firms for professional services rendered only after the work being billed has been completed, and within 30 calendar days of receipt of a properly prepared and HASCO-approved invoice. Supporting documentation is required for payment of reimbursable expenses. No advance payments will be made.

BACKGROUND

HASCO is a public housing authority, created in 1971 and guided by a six-member Board of Commissioners that is appointed by the Snohomish County Council. HASCO has 77 employees and an annual operating budget of \$74,000,000. HASCO's portfolio includes over 2,400 units of subsidized, affordable, and workforce housing and over 3,800 housing vouchers throughout Snohomish County. HASCO provides housing for seniors, veterans, people with disabilities, and low-income working families who are increasingly pressured by stagnant wages and rising housing costs.

VISION, MISSION, AND VALUES

HASCO's core values of diversity, integrity, service, stewardship, and teamwork are practiced in our everyday work, interactions, and strategies. HASCO employees are authentic, dedicated, kind and compassionate, professional, and respectful. HASCO's mission is to meet the diverse needs of Snohomish County residents by expanding housing opportunities that promote stability, strengthen community, and provide affordability. The agency envisions a future where all Snohomish County residents have safe and affordable housing.

SCOPE OF WORK

HASCO is seeking proposals from experienced and qualified firms for contracts to provide development and financial consulting services from the feasibility phase to the project closeout phase for the development of multi-family apartment buildings and mixed-use residential buildings in Snohomish County. This includes acquisition and rehabilitation of existing buildings as well as new construction. The scope of work could include, but is not limited to, the following:

1. Assist with the development of strategic short-term and long-term acquisition plans
2. Complete feasibility analysis and site investigations
3. Provide recommendations for offer price for proposed acquisitions
4. Provide input on project design and advise on requested change orders
5. Preparation of initial and ongoing project development budgets, operating proformas, and financial modeling, including determination of tax credit basis and tax credit equity as applicable
6. Make financing structure recommendations for projects
7. Evaluate and propose sources of financing, including but not limited to tax-exempt bonds, tax credit equity, FHA-insured mortgages, credit-enhanced mortgages, bridge financing, construction financing, and public funding
8. Make recommendations regarding lenders and investors
9. Provide advice regarding the development and implementation of new and existing techniques to expand HASCO's affordable housing portfolio
10. Advise on real estate development best practices and make recommendations on how to streamline process and save project costs

11. Advise on required project approvals identify significant issues that may arise that may impact project viability, and work with HASCO's development team to develop and implement solutions
12. Advise and assist in procurement of housing development partners, as applicable
13. Develop, prepare, and submit applications and supplemental documents for state and federal funding for demolition and development of new units and modernization of existing units.
14. Assist in the preparation of requests for proposals and coordination of the process to procure tax credit investors
15. Assist in the preparation and submittal of documents and applications for financing, public funding, bond cap and tax credit allocations
16. Review legal and other project documents associated with financial and partnership transactions
17. Collaborate and coordinate work with funders, lawyers, and other project consultants in connection with specific financial transactions
18. Attendance at development and construction meetings

SUBMITTAL CONTENT

HASCO reserves the right to request additional information, if necessary, in order to complete the evaluation and selection process. Interested firms are requested to submit a proposal of no more than 6 (six) pages in length. Please do not submit general brochures, pamphlets or other materials unless they are to be included within the page limit. The submittal should be one complete proposal in pdf format and should not be sent in multiple emails or multiple attachments. The proposal must include the following:

1. *Cover letter.* A one page cover letter that 1) confirms whether the firm qualifies as a women-owned, minority-owned, veteran-owned, and/or a Section 3 business, 2) lists the location of the office of the staff that would be assigned to work with HASCO, 3) lists the contact information of the main contact at the firm, and 4) is signed by an officer of the firm that is authorized to execute agreements.
2. *Firm Experience.* A discussion of the firm's experience and qualifications that demonstrates the firm's capacity to provide the services requested in this RFQ. Please include details about relevant projects completed within the last five years, including services provided by the firm, year completed, project location, size, and name of owner.
3. *Staff Experience.* A description of the personnel who will be assigned to work with HASCO, the specific services to be provided by each person, the billing rate of each person assigned, and their experience and qualifications related to the services requested in this RFQ.
4. *References.* The contact information from at least two recent clients (ideally public housing authorities and/or nonprofit housing agencies with similar service needs) that have received services from your firm within the last five years.
5. *Fees.* A fee schedule of hourly or fixed rates and other fees and expenses, including a breakdown of the categories of reimbursable expenses. If fees will change during the

contract period, please include a discussion of the anticipated changes. If fixed rate schedules are used, please include a description of any additional fees that would be added to a transaction.

EVALUATION CRITERIA

All responses to this RFQ that are received by the deadline will be evaluated by an committee of two or more HASCO staff according to the criteria listed below:

Criteria	Points
1. Firm/staff experience and qualifications in development and financial consulting services	50
2. Past performance on HASCO projects and/or references' assessments of firm's quality of work, accuracy, timeliness, and responsiveness	25
3. Fee Schedule	15
4. Quality and clarity of written submittal	10
TOTAL	100

HASCO may schedule interviews with any or all firms and the results will be factored into the final scoring for criterion #1. HASCO will select one or more firms based on the firms with the highest amount of total points. HASCO reserves the right to cancel this RFQ, reject any or all proposals, or withdraw its selection any time prior to execution of a contract.

CONTRACT INFORMATION

HASCO and the selected firm(s) will negotiate the terms and conditions of the professional services contract. The executed contract shall incorporate the firm's proposal as an exhibit. In the contract, HASCO reserves the right to modify the scope of work and expand or modify the terms and conditions specifically set forth in this RFQ. In the event HASCO and a selected firm are not able to reach agreement on contract terms and conditions acceptable to both parties, HASCO will be relieved of any obligation to negotiate with or contract for services with the selected firm. The contract for services shall be through June 30, 2024, with two optional one-year extensions, granted at the sole discretion of HASCO. HASCO may or may not utilize the firm's services or a portion of the services during the term of the contract. Professional services are assigned on an "as-needed" basis and work on specific projects shall be assigned to the selected firms via task order during the duration of the contract.