



**REQUEST FOR PROPOSALS
Master Development Services**

1.0 ADVERTISEMENT

The Palatka Housing Authority hereby requests proposals from qualified firms to partner with the Authority to rehabilitate or demolish **484** public housing units using a variety of funding sources and financial arrangements under the U.S. Department of Housing and Urban Development Rental Assistance Demonstration (RAD), Section 18 and Section 22 programs or other public housing mixed finance methods. The Palatka Housing Authority desires to consider a variety of tools within the conversion process including but not limited to: RAD; RAD Blend; Section 18 Demolition/Disposition; and Section 22 Voluntary Conversion.

Requests for Proposals (RFPs) may be obtained from the Palatka Housing Authority website: www.palatkaha.org.

Proposals will be received by **Dr. Anthony E. Woods** at the address provided below until October 17, 2019. Proposals may be submitted digitally via email to e-mail aewoods@palatkaha.org or in print with 6 copies no later than by **Thursday, October 17, 2019 by 2:00 pm, to Dr. Anthony E. Woods, President/CEO, Palatka Housing Authority, 400 N. 15th Street, Palatka, Florida 32177**, Phone-(386)329-0132, Fax-(386)329-0145. Any questions pertaining to this RFP can be emailed to aewoods@palatka.org or wmthomas@palatkaha.org up until **October 11, 2019**.

2.0 SCOPE OF SERVICES

The Palatka Housing Authority plans to partner with a qualified firm to rehabilitate, relocate and build new, and/ or demolish **484** public housing units using a variety of funding sources and financial arrangements under the U.S. Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) Section 18 and Section 22 Application. A profile of the properties to be demolished and replaced is attached.

The Palatka Housing Authority plans to contract with one firm (which may include a team of multiple third-party partners) to ***handle all facets*** of the RAD Section 18 and Section 22 application, new housing development, construction, compliance management, and financing arrangements, and demolition of the old public housing units to include Physical Needs Assessment (PNA). For this project The Palatka Housing

Authority plans to enter into a “full service” agreement where the selected firm will handle everything from start to finish for the rehabilitation, new construction, acquisition, or demolition and replacement of The Palatka Housing Authority public housing units under HUD’s RAD Section 18 and Section 22 program. This may be a multi-year/multi-phase project. “Full Services” to be provided include, *but are not limited to*:

- Prepare applications for RAD, Section 18 and Section 22, prepare updates to the application(s) as needed and all related documents for obtaining HUD approval for transaction closing and RAD HAP.
- Explore with PHA a variety of tools to be utilized in conversion including but not limited to: RAD, RAD Blend, Section 18 Demolition/Disposition and Section 22 Voluntary Conversion. Prepare assessment for PHA review and approval.
- Prepare all RAD Section 18 and Section 22 implementation documents; provide implementation assistance.
- Review PCNA or PCA and recommend financial structures to address physical needs.
- Provide all related legal services.
- Prepare funding requests including, but not limited to: energy grants, tax credits, HOME funds, CDBG funds, Federal Home Loan Bank, HUD or Rural Development (RD) insured loans or tax exempt bonds, conventional loans, state housing development funds
- Obtain required approvals and letters of support from units of local government.
- Obtain required construction, demolition and other permits.
- Partner with a qualified general contractor and oversee construction projects.
- Identify and secure building sites.
- Conduct any required market studies or environmental assessments.
- Provide architectural and engineering designs.
- Complete all due diligence tasks through third party vendors
- Construct new units; provide warranties for minimum of one year.
- Prepare relocation plans in full compliance with Uniform Relocation Act (note section 104(d) may apply depending upon funding sources).
- Demolish old public housing units
- Develop property marketing, management, and maintenance plans
- Provide third party tax credit compliance as needed through asset management and compliance consulting services

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

Once selected the successful developer shall provide a sample agreement to use in finalizing the developer’s agreement between the two parties. As a minimum the developer agreement should contain provisions for:

- Developer to provide “full services”; from project conception to completion.

- Developer to prepare and updated or submit RAD Section 18 and Section 22 applications.
- Developer to apply for funding in 2019/2020, and if not successful, re-apply as soon as possible. If applications are not successful, the developer should propose other mixed finance plans utilizing all tools available.
- The Palatka Housing Authority to be provided a co-developer fee.
- If tax credits are used, the Palatka Housing Authority is to have ownership of the tax credit homes (and related debts and costs) at the end of the tax credit compliance time period.
- If desired, arrangements for the Palatka Housing Authority to manage and maintain the units with the understating there will be a tax credit compliance management component. The tax credit or other funding program may require the Developer to be responsible for operations for a specified compliance period; however, The Palatka Housing Authority must be involved in the process.
- The Palatka Housing Authority will expect the developer to offer compliance and asset management during tax credit compliance period to meet investor demands
- Developer to build energy efficient, green, universal designed homes; units must be usable by both handicap and non-handicap persons.
- Construct single family detached homes, duplex, or low rise, for families or “elderly” or communities or other appropriately design housing to meet the housing authority and community needs.
- New dwelling units to have, as a minimum, central heating and air conditioning, washers, dryers, dishwashers, and other amenities that will enhance their marketability.

3.0 PROPOSAL SUBMISSION REQUIREMENTS

As a minimum, proposals must contain:

- Information about the firm(s) proposed to provide the services.
- Experience of the firm(s) developing affordable rental and homeownership housing for low to moderate-income families and for obtaining funds for renovating existing low-income housing.
- Experience and success of the firm(s) in obtaining grants and other financing for low-income new housing development and renovation of existing low-income housing.
- Experience with HUD’s RAD Section 18 and Section 22 programs and demonstrate knowledge of RAD Section 18 and Section 22 program updates.
- Experience with other HUD housing programs.
- Experience and understanding of PHAs who are deemed “troubled” or “substandard” by their PHAS Scores and or by HUD.
- Qualifications and the role of the key team members and/or firms proposed for the team.
- PHA may choose to utilize public housing funding and tenant-based or project-based voucher funding in PHA developed sites. Developer must be familiar with these processes and address their experience in the response.

- Proposed fee arrangement and payment schedule.
- References
- Any other material firms may wish to submit to help demonstrate their ability to successfully develop affordable rental and homeownership housing in a timely and cost-effective manner.

4.0 CONTRACT AWARD

The Palatka Housing Authority will evaluate submitted proposals per the following criteria:

Criteria	Maximum Points
Description/experience of the proposed firm(s)	15
Qualifications/experience of the proposed team members	15
Experience with HUD’s RAD, Section 18 and Section 22 programs and public housing programs	15
Experience/success of the proposed firm(s) and team members in obtaining grants and other funding sources for new low-income housing developments and renovation of existing low-income housing.	20
References	15
Fee Arrangement and Fee Schedule	20

The Palatka Housing Authority will evaluate the proposals and select the top firms and the selected firms may be invited to make personal presentations to Housing Authority. Based upon the proposal content and possible presentations, The Palatka Housing Authority will award the contract in the best interest of the Authority.

The Palatka Housing Authority reserves the right to reject any and all proposals and to award the contract in the best interest of the Authority.

_____ Executive Director

_____ Date

**Palatka Housing Authority
PROPERTY PROFILES**

Property		Bedroom Size						Total	Year Built
AMP #	Name	0BR	1BR	2BR	3BR	4BR	5BR		
FL057000011	Westover Manor	6	22	2	0	0	0	30	1962
FL057000011	Madison Court	4	28	2	0	0	0	34	1962
FL057000011	Lemon Heights	0	2	6	10	2	0	20	1962
FL057000012	Northside Homes	0	0	36	44	31	5	116	1962
FL057000014	Dr. James A. Long	0	6	21	43	24	6	100	1978
FL057000015	Rosa K. Ragsdale	0	0	42	42	0	0	84	1982
FL057000016	Annie Mae Spells	0	36	0	0	0	0	36	2012
FL057000017	Laurel Street Homes	0	0	0	2	0	0	2	2016
	TOTALS	10	94	109	141	57	11	422	