

**REQUEST FOR QUALIFICATIONS FOR
DEVELOPMENT PARTNER
RFQ CONWAY COURT APARTMENTS**

**FOR DEVELOPMENT SERVICES RELATED TO
RENOVATIONS OF LOW INCOME SENIOR HOUSING**

***TROY HOUSING AUTHORITY
DEBORAH A. WITKOWSKI,
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TROY, NEW YORK 12180***

For additional information, contact:

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RFQ Issue Date: March 22, 2022

Response Due Date: April 22, 2022 at 4:00PM

The Troy Housing Authority (THA) is seeking responses from qualified Development Partners to submit Qualifications as development partners for the revitalization and/or redevelopment of Low Income Senior Housing in the City of Troy. The project will involve the rehabilitation of affordable senior housing utilizing mixed financing and mixed use methods. Specifically, the Troy Housing Authority is looking for a developer to renovate the Conway Court Apartments (apartment building, including apartments, community spaces and grounds) so that it is better serves the needs of today's senior citizens. The renovations must include accommodations for special needs populations (physically disabled, hearing & visually impaired, etc.).

THA reserves the right to cancel this RFQ, or to reject, in whole or in part, any and all responses received in response to this RFQ, upon its sole determination that such cancellation or rejection is in the best interest of THA. Troy Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or familial status in employment or the provision of services. THA solicits and encourages the participation of minorities and small businesses in procurement.

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**TROY HOUSING AUTHORITY REQUEST FOR QUALIFICATIONS (RFQ)
FOR A DEVELOPMENT PARTNER TO ASSIST WITH
IMPLEMENTATION OF REDEVELOPMENT PLAN**

PART 1-GENERAL INFORMATION

1.1 STATEMENT OF PURPOSE

The purpose of this RFQ is to select a Development Partner to perform certain services related to the implementation of a Renovations for the Low Income Senior Housing. The Development Partner selected under this RFQ will be expected to execute a Development Agreement with THA formalizing the specific contractual responsibilities to assist THA with implementation of the Revitalization Plan.

The THA anticipates a mixed-finance funding program will be developed and utilized for the revitalization of Low Income Senior Housing. The expected scope of work includes:

- Review of the proposed site (Conway Court building and grounds),
- Rehabilitation of rental apartment units,
- Rehabilitation of interior and exterior common spaces,
- Rehabilitation and/or replacement of exterior building to enhance visible features, and
- Accommodations for special needs populations (physically disabled, hearing & visually impaired, etc.).

THA seeks a Development Partner with demonstrated and successful experience in the mixed-finance, mixed use revitalization of Affordable Housing or programs of similar magnitude and complexity. It is expected that RFQ respondents will have a full understanding of the underlying principles of mixed-finance development for senior citizens and the development of ancillary facilities. THA will enter into negotiations with the highest-ranking respondent, which may result in the execution of a Development Agreement between the THA and the selected Developer Partner that spells out the specific responsibilities of the Developer Partner. Depending on the results of those negotiations, the selected Developer Partner will provide services as a co-developer with THA or a THA affiliated entity. If such negotiations are not satisfactory to the THA, the THA reserves the right to begin negotiating with the next highest ranked respondent(s) until a satisfactory agreement is reached.

1.2 TROY HOUSING AUTHORITY

The Troy Housing Authority (THA), created in 1944, owns and manages approximately 1,110 apartments that were recently converted from HUD-subsidized conventional public housing units to Project Based Vouchers under the HUD Rental Assistance Demonstration (RAD) Program, 135 apartments that were renovated using Low Income Housing Tax Credit Project and also receive Project Based Vouchers (Kennedy Towers), and is the administrator of approximately 800 Section 8 tenant based vouchers (28 of these are Project Based at Tapestry on the Hudson). THA is governed by a 7 member Board of Commissioners; five are appointed by the Mayor of the City of Troy and two are elected by the residents. The Executive Director is appointed by the Board of Commissioners.

1.3 REDEVELOPMENT

Conway Court Apartments is a senior housing building of the Troy Housing Authority located in the Sycaway (East) section of the City of Troy that was built in 1982. Residents must be at least 62 years old. The site consists of 41 apartments in a mid-rise building with elevator access provided by two elevators, expansive grounds and a parking lot. The apartments consist of 1 two-bedrooms and 40 one-bedrooms. The ground floor includes a Community Room, Exercise Room, Laundry, Maintenance Area and Offices. The site is less than one block from a major Capital District Transportation Authority bus route.

Renovations are needed to the apartments, community spaces and grounds to make them suitable for today's senior citizens. The site also includes a large parking lot, expansive private yard and small vacant field. The parking area may be well suited for solar panel car canopies and the vacant field could accommodate additional solar panel.

1.4 DEVELOPMENT PARTNER SELECTION PROCESS

Responses to this RFQ will be reviewed and rated in accordance with the evaluation criteria contained in this RFQ by a Screening Committee. The highest-ranking respondents will be recommended for interviews in order to make a final selection. THA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of THA, that method will provide the greatest benefit to THA.

1.5 INTERPRETATIONS

Questions and inquiries regarding this RFQ may only be submitted in writing and should refer to the specific paragraph in question. All inquiries must be received no later than 10:00 a.m. on April 8, 2022 via email to info@troyhousing.org. Answers will be provided as written addenda to this RFQ and will be on file and available for inspection on the THA website, no later than five (5) days prior to the proposal submission due date. THA will endeavor to provide copies of all addenda to all potential respondents who indicate an interest in receiving them. It will be the responsibility of each respondent to make inquiry as to the existence and content of addenda, as the same shall become part of this RFQ and all respondents will be bound thereby, whether or not the addenda are actually received by the respondent.

1.6 THA OPTIONS

THA reserves the right to cancel this RFQ, or to reject, in whole or in part, any and all responses received in response to this RFQ. THA further reserves the right to waive any minor informalities or the failure of any respondent to comply herewith if it is the public interest to do so.

THA will reject the proposal of any respondent who is debarred, suspended, or issued a Limited Denial of Participation by the U.S. Department of Housing and Urban Development and/or the NYS Division of Housing and Community Renewal from providing services to public housing authorities, and reserves the right to reject the proposal of any respondent who has previously failed to properly perform any contract for THA.

The determination of the criteria and review process and the selection decision shall be at the sole and absolute discretion of THA.

1.7 CONTRACT FORM

This RFQ may lead to a Development Agreement to be executed between the selected Developer Partner and THA. The Agreement will contain all of the required services specified in this RFQ and all other negotiated services. No contractual rights shall arise out of the process of negotiation until such time as the Agreement has been signed by THA and the selected Developer Partner. The agreed upon work will commence immediately upon execution of the Agreement.

1.8 RULES, REGULATIONS, LICENSING AND OTHER REQUIREMENTS

The respondent and staff shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, including those applicable to conflict of interest. Respondents are presumed to be familiar with all federal, State, and local laws, ordinances, codes, rules, and regulations that may affect the services to be provided. Respondents are to be properly insured and bonded.

1.9 EQUAL EMPLOYMENT OPPORTUNITY

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFQ. Respondents must agree to comply with Executive Order #11246 entitled "Equal Employment Opportunity" and as amended by Executive Order #11375, as supplemented by the Department of Labor Regulations (41 CFR Part 60). In submitting their responses, respondents are representing that the personnel described in their responses shall be available to perform the services described, barring illness, accident, or other unforeseeable events of a similar nature in which cases the respondent must be able to provide a qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the respondent under its sole direction, and not employees or agents of THA.

1.10 CONTACT WITH THA STAFF, BOARD MEMBERS, AND RESIDENTS

Respondents may not make any contact with THA staff, Board Members, or residents. All communications with THA shall be in writing as provided in Section 1.5.

1.11 EXPENSE OF RFQ SUBMISSION

All expenses incurred in the preparation and submission of responses in response to this RFQ shall be borne by the Respondent.

1.12 RESPONSES DUE

Responses in response to this solicitation will be received at the THA central office, One Eddy's Lane, Troy, New York, until April 22, 2022 at 4:00PM. Respondents must provide one original and 4 copies (including one unbound) and one on flash drive of the required submission marked "Conway Court Renovations 2022" delivered to the address below:

**TROY HOUSING AUTHORITY
DEBORAH A. WITKOWSKI, EXECUTIVE DIRECTOR
ONE EDDY'S LANE
TROY, NEW YORK 12180**

1.13 PRE-BID MEETING AND TOUR OF EXISTING SITE

There will be an optional (non-mandatory) pre-bid walk through of the existing site on Tuesday, April 5, 2022 at 10AM. You must email info@troyhousing.org to confirm attendance.

PART 2-PROJECT INFORMATION

2.1 ROLE OF DEVELOPMENT PARTNER

Upon selection as the Development Partner, THA and the Development Partner will negotiate and execute a Development Agreement that will detail the specific responsibilities of the Development Partner. In general, the selected Development Partner will be expected to initiate, coordinate, and administer all planning, financing, design, and construction activities related to the implementation of the Revitalization Plan and delivery of the new or rehabilitated housing units to THA or a new ownership entity controlled by THA. The Developer Partner is expected to perform all functions leading to delivery of the units and will also likely have co-ownership role in the new entities (e.g. for tax credit purposes). THA reserves the right to negotiate with more than one proposer at the same time if that is deemed by THA to be in the best interest of THA.

The term of the Development Agreement will commence upon notification to proceed issued by THA, and will expire upon the later of issuance of the final certificate of occupancy, issuance of IRS forms 8609 for the rental units, or upon mutual agreement of THA and the selected Development Partner depending on the negotiations regarding ownership roles.

The selected Development Partner is expected to work in close partnership with the THA, the City of Troy, THA tenants, and other key stakeholders during the implementation of the Revitalization Plan.

Responsibilities of the Development Partner include, but are not limited to:

Administrative responsibilities:

- In consultation with THA work collaboratively to refine, shape, and implement the Redevelopment Plan;
- Complete and submit, once approved by the Troy Housing Authority, applications for funding (e.g. to the New York State Homes and Community Renewal (HCR) for the Unified Funding Round and any other feasible funding source(s), including HUD, that will help to bring this project to reality);
- Provide the necessary staffing, consultants, expertise, and supervision required to fully and expeditiously implement all aspects of the redevelopment as required by the Development Agreement;
- Consult with and secure written approval of the authority for all third-party advisors (including Architects and Engineers) to be compensated through the development budget;
- Provide written monthly progress reports on the status of all activities that the Development Partner is responsible for, including documentation of compliance with applicable employment and contracting requirements, description and plan of action for any impediments, expenses against the development budget, and when requested by THA, copies of any work product prepared by the Developer or consultants in connection with the development activities agreed to in the Development Agreement;

Design, Demolition, and Construction Responsibilities:

The selected Development Partner will:

- Oversee the design and manage the design process in cooperation with the THA;
- Prepare the master plan supported by marketing and feasibility analysis;
- Develop architectural plans in collaboration with the THA;
- Secure all construction and permanent financing necessary to undertake the redevelopment activity contemplated in the Redevelopment Plan, and maximize the leveraging of public and private resources by pursuing all reasonable sources of financing;
- Obtain all necessary demolition, building and construction permits and approvals to undertake the redevelopment and other facilities and physical improvements anticipated in the Redevelopment Plan;
- Take into account the need to accommodate all existing tenants throughout the process (including working with THA on obtaining their involvement in the process, providing temporary housing during the renovations and assuring the tenants have continued housing assistance once the revitalization is complete).

- Be responsible for the construction and completion of the development, including securing contractors in collaboration with THA who will perform the work on behalf of the owner entity, monitoring the construction, scheduling, and construction budgets, and securing a final cost certification;
- Provide a Construction Completion Guarantee and secure warranties from all contractors;
- Obtain all required insurances;
- Foster utilization of minority owned businesses and women owned businesses and residents, pursuant to Section 3 of the HUD Act of 1968;
- In cooperation with THA, develop and prepare all required documents and evidentiaries (ground leases, regulatory and operating agreements and all other legal agreements as required);
- Develop marketing, re-occupancy, management and maintenance plans.

2.2 ROLE OF TROY HOUSING AUTHORITY

Working closely with the Development Partner, THA will be responsible for the following:

- Assist in obtaining HUD approvals required for implementation of the Redevelopment Plan;
- Assist in securing funds;
- Assist the Development Partner to obtain permits, licenses, approvals, and necessary cooperation at all levels (local, state, federal) and governing bodies;
- Act as land owner/lessor of the sites proposed for redevelopment as needed and enter into a long term ground leases as needed and/or consider a sale of the property to another entity (if in the best interest of the Troy Housing Authority);
- Provide RAD Project Based Vouchers (for existing and new tenants) Serve as Managing General Partner in the ownership entity if needed;
- Provide or assist in securing, asset management services at the completion of the development, and enter into management agreements with the new owner entities if needed.

PART 3-PROCUREMENT PROCESS

3.1 QUALIFICATIONS CRITERIA

The selected Development Partner must have the proven capacity to handle the development and ongoing oversight of a housing redevelopment project. The Troy Housing Authority will view the following favorably:

- Previous experience developing, financing, owning, and managing affordable and regulated housing projects;
- Previous experience with HUD's Rental Assistance Demonstration (RAD) Program, Project Based Vouchers, Public Housing and Section 8;
- Previous experience involving mixed financing including, but not limited to: CDBG, HOME, CHDO, Tax Exempt Bond financing, and Low Income Housing Tax Credit;
- Previous experience developing or renovating housing specifically for senior citizens;
- Previous experience in master planning and community planning;
- Previous experience with providing high quality housing for low-income households.

The Development Partner should be experienced in financing, developing, owning, and managing affordable housing, and will include design, construction, legal, and financing professionals as well as a general contractor with demonstrated financial capability.

3.2 SUBMISSION FORMAT

The RFQ responses must be organized according to the format provided below. Failure to follow this format or omission of information may, in THA's sole and absolute discretion, result in disqualification of the respondent from the RFQ process. Instructions below provide further guidance on the preparation of responses. Their purpose is to establish the requirements; order and format of responses so that responses are complete, contain all essential information and can be evaluated easily.

1. Letter of interest;
2. Development Partner Experience and Qualifications;
3. Housing Development Experience;
4. Narrative Regarding the Proposed Revitalization Plan, Potential Issues, Strategies; including the role THA will play in the development and operation of the property during and after revitalization;
5. Statement of Proposed Development Fees;
6. MBE/WBE Participation and Section 3 Experience;
7. Experience Accommodating Special Needs Population (physically disabled, hearing & visually impaired, etc.).
8. Certifications and Attachments

3.3 SUBMISSION REQUIREMENTS

Respondents are required to submit one original and four copies (including one unbound) and one copy on a flash drive of a proposal that incorporates the following elements:

1. Letter of Interest

2. Development Partner Experience and Qualifications

Section I:

Development Partner Team Participants and their Specific Roles.

All entities that comprise the partner team are to be identified, indicating their specialization(s) and specific contribution to the project. Respondents are encouraged to include specialists for all components of the program including design, construction, legal, and financing professionals as well as those with expertise in integrating community and supportive services. The project manager should be clearly identified. Ultimately, the identified project manager will be held responsible for the performance of all members of the Development Partner Team. Any MBE/WBE team members should be so identified.

Profile of Principals and Staff:

Provide resumes on the principals and key staff, including the project manager, to be involved in the redevelopment effort. The information should specify their roles and their previous experience with housing development efforts.

Section II:

Personnel and Organization Chart:

Submit an organization chart showing all of the individuals that will be assigned to this development effort. This chart should reflect the hierarchy and lines of communication. Also, resumes of the key individuals are to be included with a detailed description of the responsibilities that they will be required to perform. Additionally, with respect to the project manager and lead individuals in each discipline, describe the degree to which such individuals and firms can dedicate their professional time to this initiative.

Experience of Development Partner and Team Members:

Describe the relevant experience of the Development Partner and each member of the Development Team. Additionally, any previous collaboration among some or all of the members of the partner team should be noted. Successful experience in the development of similar communities to the one proposed in this RFQ will be favored. Likewise, experience in housing development efforts with resident and community participation will be favored.

Section III.

References. Submit 3-5 references that are relevant to the scope of work as anticipated in this RFQ. Detailed reference letters and other materials will be viewed more favorably than a list of names.

3. Housing Development Experience

Successful experience in the development of similar communities to the one proposed in this RFQ will be favored. Likewise, experience in housing development efforts with resident and community participation will be favored.

1. Descriptions of relevant experience should be provided for each member of the Development Partner Team. Additionally, any previous and successful collaboration among some or all of the members of the team should be noted.
2. For each member, a statement of previous development experience must be submitted. This information should list the location, size, ownership type; public programs utilized (if any) income levels served (very low, moderate, market rate or mixed), development cost and current status. Describe the project(s), which are most similar or relevant to this initiative.
3. If any member acted as a development entity, or had an ownership interest in any projects listed pursuant to paragraph 2 above, please describe the construction and permanent financing arrangements showing the nature and extent of the participation of financial institutions and the developer. The member's current equity interest in each project should be discussed.
4. Legal Experience: Describe the experience of the law firm and the key staff in structuring and negotiating complex real estate financing structures.
5. Rental Assistance Demonstration (RAD) Experience: Describe the amounts and projects where the Developer Team or member of the team was successful in completing a RAD conversion.
6. Low Income Housing Tax Credit (LIHTC) Experience: Describe the amounts and projects where the Developer Team or member of the team was successful in obtaining allocations of LIHTC for similar projects.
7. Tax-Exempt Bond Financing Experience: Describe the amount and number of successful projects developed with tax-exempt bonds and with syndicated Low Income Housing Tax Credits.
8. Housing Management Experience: Describe the experience of the proposed management company (if any), including a list of all properties under management now or in the last five years including name, owner, location, type of site, type of construction, income and subsidy mix, number and size of units, operating and mortgage status. If any management contract has been terminated within the past 5 years show when and explain the reasons for termination. Describe in detail any property with management challenges similar to those of this initiative.

4. Narrative Regarding the Proposed Revitalization Plan, Potential Issues, Strategies

Include a narrative describing your approach to the revitalization. Discuss within your plan the approach you will take relative to on-site and off-site redevelopment. If planning to develop off site discuss any planned or potential locations, the level of site control obtained, and any barriers to developing at this or these locations. Describe or provide renderings of the buildings and units you propose to develop. Identify any other obstacles or issues you anticipate and describe the strategy you propose to address those issues. Describe the role the Troy Housing Authority will take throughout the process.

5. Statement of Proposed Development Fees

Include a schedule of proposed fees. Fees should be expressed as percentages of appropriate cost basis. Include contractor's fee, Architectural and Engineering Fees and Legal and Accounting fees. It is the intent of THA to serve as a co-developer and to receive a percentage of the Developer Fees based on the resources (initial funds, staff time, real estate, etc.) that each entity (the proposer and the THA) bring to the table. Include in your proposal a methodology for determining an appropriate Developer Fee split.

6. MBE/WBE Participation and Section 3 Experience

1. Submit information showing the composition of the Development Partner Team, clearly indicating where, and to what extent, minority and female business enterprises are to be utilized. State which, if any, of the key team components mentioned in Qualifications Section I, are to be performed by qualified MBE/WBE firms.
2. Submit information demonstrating experience in and commitment to developing and implementing Section 3 plans.
3. Documented experience in establishing Section 3 goals followed by implementation should be noted including experience in the recruitment, hiring, and training of local residents.

7. Experience Accommodating Special Needs Populations (Disabled, Elderly, Veterans, etc.) Senior Citizen Supportive Services Experience

Provide evidence of experience in housing development efforts in low-income, multi-cultural, diverse communities consisting of disabled, seniors or veterans, including resident and community participation in the development process. Describe previous partnership arrangements developed with resident and neighborhood organizations.

8. Certifications and Attachments

The RFQ as a general requirement specifies that all work be performed in accordance with professional standards, and local codes, regulations, ordinances and statutes. It is THA's full expectation and it will be a contractual requirement that the successful respondent fully and routinely meet these requirements. Respondents must indicate a willingness to comply with all terms and conditions of the RFQ and will be expected to sign and abide by a Standard Agreement for Contractual Services which includes all required clauses regarding contracts with governmental entities.

3.4 EVALUATION CRITERIA

All complete responses will be evaluated based on the evaluation criteria outlined below. All responses will be initially reviewed to determine compliance with the proposal format specified within this solicitation. The Troy Housing Authority may consider unacceptable any proposal for which critical information is lacking or the submission represents a major deviation from the requirements of this RFQ. Minor omissions, such as incomplete references may, at the sole option and discretion of THA, be corrected subsequent to the submission due date. Responses that do not comply with these requirements may be rejected without further review.

The Troy Housing Authority will rate and rank, in accordance with the Evaluation Factors listed below, all complete and RFQ-compliant responses, and recommend interviews with the highest rated respondents. THA reserves the right to negotiate with more than one proposer at the same time if that is deemed by THA to be in the best interest of THA.

The following evaluation factors will be used in determining rank order, with a total possible score of 100 points:

Strength of Proposal and Overall Presentation: The degree to which the proposal is professionally assembled and follows the proposal format and content requirements. (10 points)

Experience and Capacity: The degree to which the offeror demonstrates successful experience by the development entity and team members in planning, developing and managing mixed-income housing developments of comparable size and complexity with funding sources described in the RFQ. The degree to which it is demonstrated that the firms and team members have the relevant experience to implement the revitalization and redevelopment effort. The degree to which team members have collaborated on other similar and successful projects. (30 points)

Quality of the Proposed Revitalization Plan: The degree to which the respondent describes the Revitalization Plan, and has identified any programmatic, legal, design, timing or other issues that may impede the successful implementation of the plan, and describes potential strategies for addressing these issues. (30 points)

Quality of References: The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the offeror's competence with respect to development and management of the project. (10 points)

MBE/WBE Participation / Section 3 Experience: The degree to which the Development Partner provides for minority- and women-owned business participation and complies with equal opportunity and affirmative action requirements. The Respondent's experience in and commitment to developing and implementing Section 3 plans, and experience in the recruitment, hiring, and training of local residents. (10 points)

Special Needs Population Experience: Evidence of experience in housing development efforts in low-income, multi-cultural communities consisting of senior citizens, disabled persons and persons with hearing and visual impairments. (10 points)