



REQUEST FOR PROPOSALS
(SOLICITATION NO. 3968)
for
Financial Consultant for Lake City HOPE VI Project

TABLE OF CONTENTS

REQUEST FOR PROPOSALS.....1

A. INTRODUCTION2

B. SCOPE OF WORK3

C. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL3

D. CONSULTANT EVALUATION CRITERIA4

E. SUBMISSION REQUIREMENTS5

F. SELECTION PROCESS.....6

G. CONTRACT NEGOTIATIONS.....6

H. ADMINISTRATIVE INFORMATION.....7

ATTACHMENTS (to be submitted with the Proposal):

- Section 3 Business Certification
- Section 3 Resident Employment Plan
- Statement of MWBE Participation
- Suspension and Debarment Compliance
- Non-Collusive Affidavit
- Certifications and Assurances

ATTACHMENTS (for reference only)

Lake City HOPE VI Redevelopment Program Schedule

RFP Issued on:	Proposals Due:
Wednesday, December 3, 2008	2 p.m., Monday, December 22, 2008

REQUEST FOR PROPOSALS
(Solicitation No. 3968)
Financial Consultant for Lake City HOPE VI Project

The Seattle Housing Authority (SHA) is seeking a qualified professional firm (consultant) to assist in developing the development budgets for the Lake City HOPE VI Project, including the operating budget, the profit and loss statement, tax credit analysis, a minimum gain analysis, Internal Rate of Returns calculations, and a cash disbursement schedule. In addition, the selected consultant will assist in preparing funding applications for the project, including but not limited to tax credit applications to the Washington State Housing Finance Commission, the City of Seattle, the State of Washington, the Federal Home Loan Bank, etc. The selected consultant will also assist in the preparation of the mixed finance proposal and evidentiary material to the U.S. Department of Housing and Urban Development (HUD), coordinate the financial closing, including but not limited to reviewing partnership documents, negotiate with an equity partner financial deal points, assess the impact of different loan scenarios on the financial projections of the equity partner, and assist in the evaluation of proposals from equity partners by reviewing previous Requests for Proposals (RFP's) used by SHA and making comments, but will not be expected to write the RFP.

Obtaining the RFP: Visit our website at www.seattlehousing.org/Business/bus00.htm to obtain a copy of the RFP. Any addenda issued for this RFP will be published at the above-referenced website and proposers are responsible for checking the website prior to submission of proposals for any addenda. If you are unable to download the RFP or addenda, you may call Marilyn Westman, Sr. Contract Administrator at (206) 615-3395.

Questions: Any questions or requests for further information must be submitted in writing no later than **4 p.m., on Monday, December 15, 2008**, to the Contract Administrator noted above by fax at (206) 615-3410, by e-mail at mwestman@seattlehousing.org, or by mail at the address below.

Submission Deadline: Sealed proposals (one original and five copies), must be received not later than **2 p.m., on Monday, December 22, 2008**, at SHA's street address below. Proposals sent by U.S. Mail should be addressed to the P.O. Box below and must be delivered to SHA by the deadline stated above. Faxed or e-mailed submittals will not be accepted.

Seattle Housing Authority
Purchasing Division
Attention: Marilyn Westman, Purchasing
120 Sixth Avenue North
P.O. Box 19028
Seattle, Washington 98109-1028

Diversity: SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged businesses, HUD Section 3 businesses, and small businesses to submit proposals or to participate in a subcontracting capacity on SHA contracts.

Rights Reserved: SHA reserves the right to waive as an informality any irregularities in submittals, and/or to reject any and all proposals.

LIZ ALZEER
Contracting and Procurement Manager

Seattle Housing Authority

Request for Proposals (Solicitation No. 3968)

Financial Consultant for Lake City HOPE VI Project

A. INTRODUCTION

- 1) **General:** The Seattle Housing Authority (SHA) is seeking a qualified professional firm (consultant) to assist in developing the development budgets for the Lake City HOPE VI Project, including the operating budget, the profit and loss statement, tax credit analysis, a minimum gain analysis, Internal Rate of Returns calculations, and a cash disbursement schedule. In addition, the selected consultant will assist in preparing funding applications for the project, including but not limited to tax credit applications to the Washington State Housing Finance Commission, the City of Seattle, the State of Washington, the Federal Home Loan Bank, etc.

The selected consultant will assist in the preparation of the mixed finance proposal and evidentiary material to the U.S. Department of Housing and Urban Development (HUD), coordinating the financial closing, including but not limited to reviewing partnership documents, negotiating with an equity partner financial deal points, and assessing the impact of different loan scenarios on the financial projections of the equity partner.

The selected consultant will assist in evaluating proposals from equity partners, and will review previous Requests for Proposals (RFP's) used by SHA, and make comments, but will not be expected to write the RFP.

- 2) **Seattle Housing Authority Background:** SHA is a public body corporate and politic that provides affordable housing to about 24,000 low-income people in Seattle. SHA owns and operates approximately 5,400 conventional public housing units subsidized by the U.S. Department of Housing and Urban Development (HUD), nearly 1,100 additional units for seniors and people with disabilities as part of the Seattle Senior Housing Program, and almost 900 low and mixed-income units developed and acquired primarily through the use of debt financing. Approximately 8,400 of the residents are children.

SHA houses nearly 9,000 residents in housing it owns and operates and houses about 14,600 residents through its HUD-subsidized Housing Choice Voucher Program (also known as Section 8), which makes it possible for residents with low incomes to live anywhere in the city.

SHA owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of New Holly and Rainier Vista in Southeast Seattle, High Point in West Seattle, and Yesler Terrace in Central Seattle.

SHA was established by the City of Seattle under State of Washington enabling legislation in 1939. SHA is governed by a seven-member Board of Commissioners appointed by the

Mayor of Seattle and confirmed by the Seattle City Council. The Executive Director is appointed by, and reports to, the Board and is responsible for staff hiring and direction. SHA has approximately 585 employees and a total budget of \$301 million for Fiscal Year 2007.

B. SCOPE OF WORK

SHA has been awarded a 2008 HOPE VI grant from HUD. The grant comes with specific time check-points that the project is expected to meet. A copy of the Lake City HOPE VI Redevelopment Program Schedule is attached to this RFP. SHA is preparing a Supplemental that will include revisions to the schedule however; the Completion Date will not be revised.

The selected consultant shall be asked to perform the following tasks:

1. Review the HOPE VI grant documents.
2. Review HUD requirements for Mixed Finance Public Housing.
3. Prepare revised financial budgets based on changes in financing structure, cost estimates, changes in interest rates or other financing variables, etc. (This list is for demonstrative purposes only and should not be considered exhaustive of the conditions that might necessitate a revised financial budget.)
4. Assist in preparing the funding applications.
5. Assist in preparing the capital grant financing package, mixed finance proposal, and evidentiary proposals to HUD. As part of that assistance, the selected financial consultant will review the partnership agreement and other related equity documents for the purpose of advising SHA credit delivery and adjuster language. The selected consultant will prepare financial projections for selected equity partner to include, but not limited to, minimum gain and profit and loss projections.
6. Assist in reviewing loan and bond documents relating to the financing including, but not limited to the Official Statement, the Loan and Regulatory Agreement, and the Trust Indenture, if applicable.
7. Assist SHA and bond underwriter in developing the bond structure. Assist in any negotiations necessary to implement the bond structure including, but not limited to negotiating Letters of Credit, and evaluating the use of derivative products if applicable.
8. Lead the preparation and submission of funding applications the City of Seattle, the State of Washington, the Federal Home Loan Bank and the Washington State Housing Finance Commission as needed.
9. Assist in coordinating the closing.

C. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL

Please refer to the section of this RFP on Submission Requirements for information on Required Number of Copies. Proposers are responsible for checking SHA's website at www.seattlehousing.org/Business/bus00.htm prior to submission of a proposal to review and download any addenda issued.

Response / Proposal Content: To facilitate evaluation, proposals should address and be organized in the order of the outline given below and include the following information:

- Include a cover letter.
- Address each of the evaluation criteria noted below.
- Provide resumes for the key personnel names in Evaluation Criteria # 2 below..
- Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

D. CONSULTANT EVALUATION CRITERIA

Consultants’ submittals will be evaluated based on the criteria listed in this section. In preparing the submittal to SHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. Because multiple areas of expertise are required for successfully performing this project, the consultant, either through in-house staff or sub-consultants, must demonstrate expertise and have available adequate quantities of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. SHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials in their proposal beyond those requested, those materials should be included in a separate section of the proposal. In submitting a proposal, the Consultant agrees that any costs or prices proposed shall be valid for a minimum of 90 days from the proposal due date.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria: Qualifications		Weighting (Max. Points)
1	Previous company experience with similar projects including familiarity with City of Seattle, State of Washington, Federal Home Loan Bank and Washington State Finance Commission applications and requirements.	40
2	Qualifications and relevant experience of personnel to be assigned to this project.	20
3	Availability to provide services within the required schedule.	20
Maximum Total Points for Qualifications		80
Evaluation Criteria: Proposed Price		
4	Based on all information contained in this RFP, propose the firm’s price to complete the Scope of Work in Item B, page 3, by team position, all-inclusive hourly rates and estimated hours to perform the stated tasks. Maximum of 20 points will be added to the scoring. Points for this Price Criterion will be assigned by comparison to SHA’s Independent Cost Estimate.	20
Total Maximum Points for Qualifications and Proposed Price		100

Additional Evaluation Criteria:

Section 3 Preference Points: All proposing firms that are qualified at the time of submittal of your proposal, as a Section 3 Business [see Section “H. 2)” herein] shall receive an additional 20 points to be added to their total evaluation score.

E. SUBMISSION REQUIREMENTS

- 1) **Due Date for Questions:** Technical questions regarding substantive matters related to this RFP or requests for further information must be submitted in writing consistent with the deadline and submission requirements on page 1 of this RFP.
- 2) **Due Date and Place for Submission of Proposals:** Proposals must be received by the Seattle Housing Authority by the deadline and at the place indicated on page 1 of this RFP.

The deadline is firm as to place, date, and time. SHA will not consider any proposal received after the deadline and will return all such proposals unopened.

All Proposals should be clearly marked when delivered or mailed to avoid any confusion about recording arrival dates and times. Proposers should take this practice into account and submit their materials early to avoid any risk of ineligibility caused by unanticipated delays or other delivery problems. *NOTE: A faxed or e-mailed Proposal will not be accepted.*

Upon receipt of each Proposal, SHA’s Purchasing Division will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the proposer with an acknowledgment of receipt. All Proposals received will become the property of the Seattle Housing Authority and will not be returned to the proposer.

- 3) **Required Number of Copies:** Proposers responding to this RFP shall submit one original proposal along with the required number of copies of the proposal (see page 1 of this RFP) to the address also indicated on page 1 of this RFP. The original of each of the forms included under ATTACHMENTS (to be submitted with the Proposal) listed on the RFP Cover Sheet must also be completed and submitted with the original proposal only. Do not send these forms with the proposal copies.
- 4) **Addenda:** In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA’s website at www.seattlehousing.org/Business/bus00.htm. It is the responsibility of proposers to check this website prior to submission of a proposal to review and download any addenda issued. If you are unable to download the addenda, you may call the Contract Administrator listed on page 1 of this RFP to have a copy of the addenda mailed or e-mailed to you.
- 5) **Rights Reserved by SHA:** SHA reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all Proposals. SHA will generally not disclose the status of negotiations until SHA’s Executive Director has approved the award of a contract for services.

F. SELECTION PROCESS

An evaluation panel will rate all responses to this RFP that are received on or before the stated deadline, according to the criteria listed above. Based on its initial evaluation, the panel may:

1. Make a recommendation to SHA's Executive Director and request authority to negotiate a Contract with one or more proposers; or
2. (a) Request additional information from the proposer whose responses appear to have the greatest likelihood of success; and/or
 - (b) Invite one or more proposer whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then
 - (c) Make a recommendation to SHA's Executive Director and request authority to negotiate a contract with one or more proposers.

SHA reserves the right to conduct reference checks, at either or at both of the following two points of the evaluation process:

1. After proposals are evaluated, for the proposer with the highest-scoring proposal;
2. In the event that interviews are held, for the proposer with the highest-scoring proposal and interview.

In the event that information obtained from the reference checks reveals concerns about the proposer's past performance and their ability to successfully perform the contract to be executed based on this RFP, SHA may, at its sole discretion, determine that the proposer is not a responsible proposer and may select the next highest-ranked proposer whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this RFP. In conducting reference checks, SHA may include itself as a reference if the proposer has performed work for SHA, even if the proposer did not identify SHA as a reference.

By submitting its Proposal in response to this RFP, the Consultant accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by SHA and the evaluation panel.

Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address: <http://www.seattlehousing.org/business/info/Policies/CurrentAdoptedProcurementPolicies.doc>

G. CONTRACT NEGOTIATIONS

SHA shall negotiate with the most qualified proposer, as determined by evaluation of the responses and, if applicable, interviews. If SHA is unable to reach agreement with the highest ranked firm, it may negotiate with the second highest ranked firm, proceeding in turn to each firm, in order of rank, until a contract is executed.

SHA expects to execute a Contract for services for up to five years.

