



REQUEST FOR PROPOSALS

(SOLICITATION NO. 802921)

for

LIMITED PARTNERSHIP AUDITS AND TAX SERVICES

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ATTACHMENTS:

1 - Price / Rates Form

Section 3 Business Certification

Section 3 Resident Employment Plan

RFP Issued On:	Proposal Due:
Friday, August 21, 2009	2:00 p.m., Tuesday, September 3, 2009

Seattle Housing Authority
Request for Proposals (Solicitation No. 802921)
Limited Partnership Audits and Tax Services

A. INTRODUCTION

1. **General:** The Seattle Housing Authority (SHA) is General Partner of, and acting as Management Agent for various Low Income Housing Tax Credit (LIHTC) Limited Partnerships. In these capacities, SHA is seeking a qualified professional firm to assist SHA in providing calendar year audited financial statements, tax returns, and other documents required to be provided by auditors for all or part of SHA's Limited Tax Credit Partnerships. SHA, subject to the approval of the limited partners, may select four or more qualified firms for these services.

- C. **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 operates according to the following Mission and Values:

Our Mission

Our mission is to enhance the Seattle community by creating and sustaining decent, safe and affordable living environments that foster stability and increase self-sufficiency for people with low-income.

Our Values

As stewards of the public trust, we pursue our mission and responsibilities in a spirit of service, teamwork, and respect. We embrace the values of excellence, collaboration, innovation, and appreciation.

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 owns and operates housing in neighborhoods throughout Seattle. These include the four large family communities of NewHolly 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 600 employees and a total budget of \$227 million for Calendar Year 2009. In addition to the housing SHA owns, it serves as General and Managing Partner for fourteen LIHTC limited partnerships.

3. **Cooperative Purchasing:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with SHA may also wish to procure the services herein offered by the successful party(ies). The successful party(ies) shall have the option of extending its offer to SHA to other agencies for the same cost, terms and conditions.

SHA does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the successful party. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. SHA accepts no responsibility for the performance of the successful party in providing services to other public agencies, nor any responsibility for the payment price to the successful party for other public-agency purchases.

C. SUBMITTAL REQUIREMENTS

Schedule:

Activity	Location	Day	Date	Time
Deadline for Questions	N/A	Tuesday	08/25/09	2:00 p.m.
SUBMITTAL DEADLINE FOR RECEIPT OF PROPOSALS				
<u>Mail To:</u> Seattle Housing Authority Attn: Don Tucker P.O. Box 19028 Seattle, WA 98109-1028	<u>OR Hand Deliver To:</u> Seattle Housing Authority Attn: Don Tucker 120 Sixth Avenue North Seattle, WA 98109	Tuesday	09/03/09	2:00 p.m.

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:
<http://www.seattlehousing.org/business/consulting/requests/>.

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 Sr. Contract Administrator, Don Tucker at 206-615-3475 to have a copy of the addenda mailed or e-mailed to you.

Submittal: The deadlines given above are 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 is not acceptable.*

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.

Proposals should be limited to a total of 5 pages in no smaller than 11 point font on 8½” by 11” sheets. Your cover letter, resumes, Section 3 forms and other required attachments are not included in the page limitation. Your **cover letter** must state why you believe your firm or your firm plus sub-consultants is uniquely qualified to perform the breadth of potential services. A principal or officer of

the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.

C. **Required number of copies:** Proposers responding to this RFP shall submit **one original and four copies of their proposal**, including cover letter and resumes, to the address indicated above. **The following items/forms are to be submitted with the one original proposal only.** Do not include these items/forms with the four proposal copies.

- Price / Rates Form
- Section 3, Business Certification Form
- Section 3, Resident Employment Plan

C. **Proprietary Proposal Material:**

Any records or materials submitted to SHA in response to this RFP becomes public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://www1.leg.wa.gov/LawsAndAgencyRules>).

Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RFW 42.56.540 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as "proprietary" information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as "proprietary" only that information they believe legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as "proprietary information," SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

3. **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations and the pre-proposal conference.
4. **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 requests that companies refrain from requesting public disclosure of selection information until a contract has been executed as a measure to best protect the solicitation process, particularly in the event of a cancellation or re-solicitation. With this preference stated, SHA shall continue to properly fulfill all public disclosure requests for such information as required by State Law.

C. SCOPE OF WORK

GENERAL: The selected Consultant(s) shall be asked to provide annual audits and audited annual (calendar year) financial statements and tax returns for the Tax Credit Limited Partnerships that are assigned to the selected firm(s) under this solicitation. This includes any preliminary audit work and audits of the information provided by SHA to sufficiently produce an audit opinion. The audits must be prepared in conformance with Generally Accepted Auditing Standards.

The selected firm(s) shall also prepare Annual Tax Returns based on the audited financial information as conforming to the Internal Revenue Service. Some of the Tax Credit Limited Partnerships may also require Bond Debt Coverage Ratios, Net Cash Flow Distribution calculations and any other additional schedules that are required to be prepared in the various partnership documents.

Each selected firm could be assigned three or more LIHTC Limited Partnerships (LPs) for audit and tax services. (See Resources below for list of Limited Partnerships)

SCHEDULE: All assigned work will be required to meet the following schedule:

Task	Schedule
Prepared by Client list with a timeline for the receipt of the information requested	By Mid-January
Trial Balance to be provided by SHA	By end of third week in January
Draft audited Financial Statements	By February 16 th
Final Financial Statements and Footnotes	By March 16 th
Completed Tax Returns	By March 31 st

RESOURCES: The following documents are available for your use in preparing your submittal:

- SHA’s 2008 Comprehensive Annual Financial Report (CAFR)
<http://www.seattlehousing.org/business/consulting/requests/802921/>
- 2008 Audits for:

Limited Partnership (LP)	See Links at the following Web Address
Alder Crest LP	http://www.seattlehousing.org/business/consulting/requests/802921/
Ravenna School LP	
Ritz Apartments LP	
Douglas Apartments LP	None Available
Holly Park LP	http://www.seattlehousing.org/business/consulting/requests/802921/
Othello Street LP	
Desdemona LP	
Escallonia LP	
Tamarack LP	None Available
High Point North LP	http://www.seattlehousing.org/business/consulting/requests/802921/
High Point South LP	
High Rise Rehabilitation Phase I LP	
Seattle High Rise LP	
Seattle High Rise Rehabilitation Phase III LP	
Seattle High Rise Rehabilitation Phase III LP	

D. INFORMATION TO BE PROVIDED IN YOUR PROPOSAL

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

- Cover Letter
- Address each of the evaluation criteria below:
 - Relating to Criterion 1: Identify similar services you (and any sub-consultants you are planning to use) have performed for others and explain how they relate to the services required under this RFP.
 - Relating to Criterion 2: With the schedule identified in Section C Scope of Work, **tell us how many of the Tax Credit Limited Partnership Audits and Tax Services you can perform and identify the key personnel (including sub-consultant's key personnel, if applicable) to be assigned to work on them.** Describe the background and experience each has that would qualify them to perform the services required under this RFP. Specifically identify the scope and breadth of each individual's experience performing audits and tax returns on LIHTC Limited Partnerships.
 - Relating to Criterion 3 - Price / Rates: Please complete the attached Price / Rates Form (see Attachment 1) and submit it with your proposal (original proposal only). This form will be used for comparing and scoring proposed prices and rates. No other form of price quotes will be accepted.
- Provide resumes for the key personnel named in your response.
- 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.)

E. CONSULTANT EVALUATION CRITERIA

Consultants' submittals will be evaluated based on the criteria listed in this section and further described in Section D above. 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 in performing Low Income Housing Tax Credit Limited Partnership audits, tax returns, bond debt coverage ratios, net cash flow distribution calculations, etc. and have available adequate numbers of experienced personnel in all of the areas described. **Please tell us how many of these Tax Credit Limited Partnerships you can perform in the timelines identified in the Scope of Work and identify enough experienced personnel to meet the scheduled dates.**

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 identified as such and included in a separate section of the proposal. In

submitting a proposal, the Consultant and any sub-consultants agree that any costs, prices, hourly rates 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 ninety points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria - Qualifications		Weighting (Max. Points)
1	Firm's (and sub-consultant's, if applicable) qualifications and experience with financial statement audits, tax returns and management advice associated with Tax Credit Limited Partnerships. (See Section D above for a complete description of this Criterion.)	45
2	Qualifications and relevant experience of Firm's key personnel (and sub-consultant's key personnel, if applicable) likely to be assigned to any particular work required herein. (See Section D above for a complete description of this Criterion.)	45
MAXIMUM TOTAL POINTS FOR QUALIFICATIONS		90

The following criterion with a point system of relative importance will be evaluated by using a Ratio of Cost process where the Proposer with the lowest price receives all the possible points, and all other proposers receive a smaller number of points based on the ratio of their price to the lowest price proposal. Points for Price/Rates will then be added to the Points Assigned for Qualifications by each evaluator.

Evaluation Criterion - Price/Rates		
3	Price / Rates (See Section D above for a complete description of this Criterion.)	10
<u>MAXIMUM TOTAL POINTS FOR QUALIFICATIONS AND PRICE/RATES</u>		100

F. SELECTION PROCESS

1. 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:
 - a. Make a recommendation to SHA's Chief Financial Officer, and subsequently to the limited partners, and request authority to negotiate a Contract with one or more proposers; or
 - b. Request additional information from the proposer(s) whose responses appear to have the greatest likelihood of success; and/or
 - c. Invite one or more proposer(s) whose responses appear to have the greatest likelihood of success to attend an interview/presentation to discuss their proposal; and then make a recommendation to SHA's Chief Financial Officer, and subsequently to the limited partners, and request authority to negotiate a Contract with one or more proposers.
2. SHA reserves the right to conduct reference checks, at either or at both of the following two points of the evaluation process:
 - a. After proposals are evaluated, for the proposers with the highest-scoring proposals;

- b. In the event that interviews are held, for the proposers with the highest-scoring proposals and interviews.

In the event that information obtained from the reference checks reveals concerns about the proposers' 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 a Proposer is not a responsible proposer and may add another firm from the list of qualified Proposers 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/guidelines/pdf/Procurement_Policies.pdf.

G. CONTRACT NEGOTIATIONS

After the evaluation process, SHA, with the approval of limited partners anticipates selecting four or more of the highest scoring firms as determined by evaluation of the responses and, if applicable, interviews. SHA shall negotiate with those firms and if unable to reach agreement with any of the highest ranked firms, may decide to select fewer firms.

SHA expects to execute Contracts for services for one year. At SHA's option, a Change Order may be executed extending each Contract for up to four additional one-year periods, along with appropriate adjustments in the scope of work and compensation. Also, as new Tax Credit Limited Partnership agreements are signed, SHA has the right to add those to the list of Limited Partnerships to be included in the Contracts.

H. ADMINISTRATIVE INFORMATION

1. **Minority-owned and Women-owned Business Enterprises:** SHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, HUD Section 3 businesses, and small businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP.
2. **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each Proposer is required to submit with their proposal a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this RFP, and a Section 3 Business Certification form. The following language regarding Section 3 will be included as part of the contract to be executed based on this RFP.
 - a. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3).

