



## **PUBLIC NOTICE**

### **REQUEST FOR QUALIFICATIONS**

**For**

### **DEVELOPER PARTNER**

The Housing Authority of the City of Lakeland (also known as the “Lakeland Housing Authority” or “LHA”) is inviting Developers with extensive experience in the fields of urban redevelopment and master planning to submit statements of qualifications for a vast array of comprehensive services related to the master planning and redevelopment of a various LHA-owned and/or controlled property. The successful respondent must demonstrate the ability and experience work with the LHA to implement a large scale, comprehensive, mixed-finance, mixed-income, and mixed-use revitalization plan. that includes both residential and non-residential uses including commercial/retail, offices, community facilities, etc.

The redevelopment services under this solicitation shall be specific to a 17 acres property which is currently vacant. Upon successful or substantial completion of the Arbor Manor redevelopment effort, other properties owned and/or controlled by the LHA may be offered for redevelopment.

It is the intent of the LHA that the Property Manager of the property will be West Lake Management from the beginning of the process.

The complete Request for Qualifications (RFQ) may be obtained by emailing a request to ***Procurement@LakelandHousing.org***. Responses must be submitted by 2:00 p.m., Eastern Time, on Wednesday, March 13, 2019.

Minority Business Enterprises, Woman Business Enterprises, Small Disadvantaged Business Enterprises, and Section 3 business concerns are encouraged to respond to this RFQ.

# LAKELAND HOUSING AUTHORITY

## DEVELOPMENT PARTNER REQUEST FOR QUALIFICATIONS

### 1. ADMINISTRATIVE BACKGROUND

The LHA is a public body corporate and politic established in 1939 under the U.S. Housing Act of 1937 and Chapter 421, Florida Statutes. The LHA and its affiliate provide low-income housing assistance mainly to the residents of Lakeland, Florida. A seven-member Board of Commissioners appointed by the Mayor of the City of Lakeland governs it. The LHA and its affiliate currently owns and, with the assistance of *West Lake Management, LLC*, manages: federally assisted housing rental properties that include a mix of public housing; tax credit; public housing/tax credit (mixed finance); and Section 8 Project based/tax credit affordable rental units, all of which are located in Polk County, Florida, most of which are located within the city of Lakeland. A majority of the LHA's revenue is received through the U.S. Department of Housing and Urban Development (HUD) and agencies of or affiliated with the State of Florida including the Florida Department of Education.

The mission of the LHA is to provide quality, affordable housing and self-sufficiency opportunities in an effective and professional manner.

### 2. SCOPE OF SERVICES

This Request for Qualifications (RFQ) is soliciting qualification statements from experienced firms with a documented track record of providing the required Scope of Services and intended to procure a Development Partner for the redevelopment of a new community at the Arbor Manor site. The LHA's goal is to have the development project proceed as expeditiously as possible. Responses that demonstrate an ability to complete the development on the earliest possible realistic schedule will be favorably received by the LHA. The LHA is requiring that each respondent submit a concept plan that describes the type of mixed-income, mixed-use community that the respondent envisions for the Arbor Manor site and its surrounding neighborhood. The response should demonstrate the respondent's ability, capacity, and readiness to perform the required Scope of Services in an expedient manner.

Finally, the response should include evidence of the respondent's qualifications and previous experience relative to the provision of such services. Respondents shall certify their ability to start work immediately and should provide a staffing plan that describes the existing time commitments of the staff proposed to be assigned to the project and whether any of the staff will be locally based. The

response should include a Project Team Organization Chart and resumes of key personnel who will constitute the lead development team under this RFQ. Respondents are required to indicate the estimated percentage of time to be devoted to this project for each identified individual and the staff member's role in the respondent's organization.

The selected Development Partner will be responsible for working with the LHA to prepare a final master plan for the redevelopment of the Arbor Manor site and surrounding neighborhood in consultation with and subject to the approval of the LHA, community residents, and other key stakeholders. The selected Development Partner will also be required to work cooperatively with the LHA towards implementation of the revitalization effort, as outlined in the approved Master Plan, and in accordance with the schedule as approved by the LHA. The Selected Development Partner must be willing to receive no more than 50% of any Development fees.

The LHA will serve as the main co-developer for the new development. The LHA intends to submit financing applications for the U.S. Department of Housing and Urban Development's (HUD) Choice Neighborhood Initiative (CNI) Program and with Florida Housing Finance Corporation (FHFC) for low-income housing tax credits. The selected Developer Partner is expected to take the lead in preparing the financing applications for the LHA, as well as, to work closely with the City of Lakeland and other key stakeholders. Respondents are encouraged to explore the goals and program requirements of the CNI Program outlined in the HUD's Notification of Funds Available (NOFA). The CNI Program focuses on replacing distressed public and/or assisted housing, comprehensively improving neighborhood conditions, promoting economic development, and enhancing self-sufficiency of residents through creative partnerships. The Development Partner will assist the LHA with submitting an application for a CNI Planning Grant.

### **THE DEVELOPMENT PARTNER'S ROLE**

The selected firm will be an integral partner with the LHA in the effort to develop a mixed-income community that is integrated with the surrounding neighborhoods. The selected firm will be required to work closely with the LHA and any appropriate neighborhood or community organization. The LHA's vision is to create a vibrant, attractive community where people of all economic strata, races, and cultures will live, learn, work, and play in close proximity to employment, retail, and cultural opportunities.

The following will be the responsibility of the selected firm:

- Assisting the LHA with developing and maintaining a working partnership with the residents and other stakeholders to promote the community vision and comprehensive master plan.

- Assisting the LHA with developing and maintaining linkages between the new development and the surrounding neighborhood.
- Preparation of a Development or Master Plan that shall include:
  - (1) a time table with milestones for completion
  - (2) a study sufficient to identify the need to build additional housing units, and if so, determining the: type (elderly, assisted living, mixed income, etc.) and number of housing units, location of the required housing units, and the proposed construction schedule for the housing units
  - (3) a list of all known available funding sources for each proposed action including traditional and alternative financing options
  - (4) a management plan
  - (5) considerations and certifications as may be required to obtain city, state, federal, or HUD approvals necessary to initiate any proposed projects
  - (6) a plan and recommendation for public relations that is designed to assure resident, community, and local government support for any development, as well as, to make provisions for communication with the local HUD office and other key affordable housing program administrators
  - (7) a review of local housing inventory to determine and make recommendations for any potential acquisitions of existing single family or multi-family housing within the respective development areas.
- Collaborating with an architect on understanding and conducting environmental and geotechnical testing and an analysis of the condition of existing utilities at the sites at each phase of development.
- Collaborating with an architect on a plan that includes street layout and common area facilities based on the Master Plan.
- Collaborating with the LHA to develop detailed development and operating budgets. The selected Development Partner will be required to expand and update the budgets throughout the development process.
- Developing a construction strategy and development implementation schedule.

- Design and construction of all necessary and appropriate infrastructure and site improvements.
- Providing genuine training and employment opportunities to Section 3 individuals.
- Developing a plan for participation by D/M/WBE and Section 3 business concerns throughout the development.
- Overseeing development of a market study for each phase of development as required.
- Providing regular monthly reports to the LHA on the progress of the development efforts including work-completed, associated costs, schedule and budgetary requirements.
- Collaborating with the LHA and its legal team to create an ownership structure for the development which shall include an affiliate of the LHA as a general partner.
- Overseeing the procurement of the construction contractor.
- Obtaining or assisting with obtaining financing through the use of Low-Income Housing Tax Credits (LIHTC), State Housing Initiatives Partnership (SHIP) funds, State Apartment Incentive Loan (SAIL) funds, Community Development Block Grant (CDBG) funds, Choice Neighborhood Initiatives (CNI), and other public or private funding opportunities to develop the property.
- Assisting the LHA with the submittal of an application for a CNI Planning Grant.
- Assisting the LHA in obtaining all required building permits and zoning approvals.
- Assisting the management (West Lake Management) company in developing marketing and lease-up plan.
- Overseeing and otherwise assisting with asset management functions as required through lease-up and conversion to permanent financing.

The Respondent should indicate its approach to the division of work and responsibility between it and the LHA, as well as, its requirements with regard to advance funding and similar issues. The LHA is interested in a financial structure that allows it to participate in a stream of income from the development including: a portion of the developer fee (50% or more), property management fee, any

incentive management fee, and deferred developer fee. The respondent must provide a demonstration of the respondent's financial stability and ability to provide adequate assurances for completion of the development.

In its response, each respondent must demonstrate the following:

- a. Experience in the development/revitalization of neighborhoods;
- b. Experience with Florida Housing Finance Corporation (FHFC) funding applications;
- c. Experience in the development, construction, and operation of a housing development as well as with Preservation and Redevelopment as it is defined by FHFC;
- d. Expertise in housing developments that incorporates tax credit and affordable housing financing including project-based vouchers;
- e. Expertise in regulatory compliance issues;
- f. Expertise in Section 3, WBE, Small Disadvantaged Business, and MBE compliance;
- g. Expertise with municipal and county government authorities which regulate the permits and utilities necessary for the development

The response shall include a description of the Offeror's knowledge of real estate financing and mixed finance development methods and sources including identification of all successful financing secured from competitive application processes for residential development projects over the past five years--particularly within the state of Florida, if any.

The response should provide six (6) corporate references for development projects during the last five years that include: one (1) community partner reference, two (1) housing authority references (at least one (1) located in the state of Florida), two (2) tax credit investor references, and one (1) housing finance agency reference. The Respondent should use the *References* spreadsheet attached to this RFQ to submit of this information.

The selected Developer Partner may have additional responsibilities under a Master Development Agreement related to: predevelopment activities, funding pursuits, coordination, land and utility location surveys, engineering design of master infrastructure improvements, soil borings and test piles, traffic and circulation studies, environmental reviews, remediation, land assemblage, product design, lot marketing and sales, construction, financing, property maintenance and responsibilities. The agreement between the selected respondent and the LHA will be subject to the terms and conditions contained in various HUD forms

attached as Exhibits to this RFQ as well as the **Supplemental Conditions** also attached to this RFQ.

### 3. SITE VISIT

A site visit to Arbor Manor is scheduled for Monday, March 4, 2019 \_ at 10:00 a.m. EST. Although this site visit is not mandatory, all interested parties are encouraged to attend. Please notify LHA of your intent to attend the site visit by 4:00 p.m., Friday, March 1, 2019 emailing Lori Halula-Eyer at [Procurement@LakelandHousing.org](mailto:Procurement@LakelandHousing.org).

In order to ensure that all parties have the same information, no questions will be addressed during the site visit. All questions relevant to this procurement may be sent to the following email address, [Procurement@LakelandHousing.org](mailto:Procurement@LakelandHousing.org), up to 9:00 a.m. EST on Wednesday, March 6 2019. Receipt of request will be acknowledged. Prior to 6:00 p.m., EST, on Monday, March 11, 2019 the responses to the submitted questions will be sent by email to all potential respondents who received this RFQ directly from the LHA. It is the potential respondent's responsibility to check his/her email for any additional information concerning this solicitation.

### 4. SUBMISSION REQUIREMENTS

Each respondent must develop its submission to meet the specific requirements of item **2. Scope of Services** of this RFQ. Each response must be in the format described in item **8. Submittal Format** of this RFQ. The **Developer Partner RFQ Checklist** (Exhibit A) attached to this RFQ is a mandatory submission requirement.

**Submittals that do not include all requested information may be deemed unresponsive and may be disqualified.**

### 5. COMMUNICATION

In order to maintain a fair and impartial competitive process, the LHA shall avoid private communication concerning this procurement with prospective offerors during the entire procurement process. Please respect this policy and do not attempt to query LHA personnel regarding this RFQ.

*Ex parte* communication regarding this solicitation is prohibited between a potential or current respondent and any LHA or *Lakeland-Polk Housing Corporation* ("LPHC") Board of Commissioners member, LHA or West Lake Management staff, or any other person serving as an evaluator during this procurement process. Respondents contacting any LHA or LPHC Board of Commissioners member, LHA or West Lake Management employee, or proposal evaluator regarding this solicitation risk

elimination of their proposals from consideration. Correspondence with the LHA's Capital Fund and Procurement Manager, does not constitute *ex parte* communication. Oral instructions or information concerning the specifications of this project provided by any LHA or LPHC Board of Commissioners member, other LHA or West Lake Management employee, or agent to a prospective offeror shall not bind the LHA or West Lake Management.

In the event that a potential offeror has questions that he/she would like to have addressed, the potential offeror may email questions to *Procurement@Lakelandhousing.org*, prior to 9:00 a.m., EST, on Wednesday, March 6, 2019 \_ . Receipt of the request will be acknowledged. A response will be sent to all potential offerors who received this RFQ directly from the LHA on or before 6:00 p.m., EST, on Monday March 11, 2019 \_ .

## **6. MODIFICATION OF SOLICITATION**

The LHA reserves the right to modify this RFQ as deemed necessary by the LHA. Any such modification or amendment will be sent by email on or before **6:00 p.m., EST**, on Monday, March 11, 2019 \_ to all potential offerors who received this RFQ directly from the LHA.

The LHA also reserves the right: to increase or delete any scheduled items; to award portions of this RFQ; to waive informalities and technicalities; to make no award; to terminate this RFQ solicitation at any time; and to make awards consistent with LHA's policies and the laws governing the U.S. Department of Housing and Urban Development (HUD) and/or State of Florida programs.

The Respondent shall acknowledge (in Exhibit A) its response to this RFQ receipt of any amendment(s) or modifications. The Respondent's failure to acknowledge an amendment or modification may result in rejection of the offer.

## **7. SUBMITTALS ARE PUBLIC RECORD**

After the award of an agreement resulting from this RFQ, all information submitted by the offerors shall be public record and subject to disclosure pursuant to the Florida Public Records law. An offeror shall not copyright or cause to be copyrighted any portion of any said document submitted to the LHA as a result of this RFQ.

## **8. SUBMITTAL FORMAT**

**Submission Format:** Submittals should be provided in the following format securely bound:

*Letter of Transmittal:*

Include a letter of transmittal on the Offeror's stationary bearing the signature of an authorized representative of the offeror and the name(s) of the individual(s)



authorized to negotiate services and costs with the LHA. The letter should state the Offeror's understanding of the work to be done, the commitment to perform the work expeditiously, a brief statement indicating why the Offeror believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for, at least, ninety (90) days. The letter shall contain a statement of the veracity of the offeror's submittal and it shall be notarized.

*Tab 1—Previous Affordable Housing Development Experience:*

Demonstrate the Offeror's experience in development/revitalization of neighborhood projects similar in scope and complexity as described in *item 2. Scope of Services* of this RFQ within the last five years by providing information on residential development projects in which the Offeror has participated. Focus on the four (4) most recently completed developments, particularly affordable housing partnerships with public housing authorities within the State of Florida for which the Offeror was procured for the development project. The information should list the: project name; location; project size; date selected as Developer; project completion date or current status; funding sources/financing structure and amounts; ownership type; public programs utilized; income level served (very low, low, moderate, market rate and/or mixed); type of development (high, mid or low-rise, walk-ups, townhouses, etc.); extent of community and/or resident participation; developer fee structure, and total development cost. Include a contact name at each housing authority or other owner/entity and the contact's phone number and e-mail address.

Please complete Exhibit C. *Previous Affordable Housing Development Experience* (included in this RFQ).

*Tab 2—Financing Experience:*

Describe new and innovative financing techniques for raising capital that the Offeror has employed on previous projects during the last five years—especially in the state of Florida—from sources such as Low Income Housing Tax Credits (LIHTC), State Housing Initiatives Partnership (SHIP) funds, State Apartment Incentive Loan (SAIL) funds, Community Development Block Grant (CDBG) funds, Choice Neighborhood Initiatives (CNI), and other public or private funding opportunities to develop the property. Describe the Offeror's experience with applying for a CNI Planning Grant. Describe the Offeror's experience in obtaining funding from FHFC especially with FHFC's "Preservation and Redevelopment" concepts. Describe the Offeror's approach to managing the financial risk associated with affordable housing development. Demonstrate that the Offeror possesses an understanding of state and local requirements and procedures that will enable necessary equity to be raised and the effort to be efficiently completed. Describe how each project was kept within budget and on schedule. Describe any impediments that occurred and they were handled.

*Tab 3—Green Building Experience:*

Provide information on all *green* building development projects in which the Offeror has participated in the last five years. An important goal of the LHA is to develop an environmentally responsible development that can serve as a model

for residential construction in Polk County and the State of Florida. LHA intends to implement financially feasible, technologically sound strategies to conserve energy and to surpass current norms for water conservation, waste management/recycling, and the quality of the indoor environment. The LHA will require that such strategies be fully explored in the development of the site.

*Tab 4--Staff Experience and Organization:*

Provide an organization chart that provides a detailed description of the organization structure and staffing. Provide a staffing plan for this project that specifies staff's roles, existing time commitments, and previous development experience. Indicate whether any of the staff will be locally based. Identify the individual that will serve as the project manager and who will direct and coordinate the project to completion. Provide resumes of all key personnel that will be assigned to work with the LHA. Indicate the estimated percentage of time to be devoted to this project for each identified individual and their role in the respondent's organization.

*Tab 5--Capacity:*

The Offeror shall certify that if selected as the Developer Partner that it and all its team members are available to start immediately. Please provide a realistic timeline identifying when significant project benchmarks will be attained. The Offeror should describe any existing time constraints of the proposed team members or their proposed staff which would impair the Offeror's ability to proceed expeditiously.

*Tab 6--Financial Information:*

Discuss the Offeror's financial stability to provide adequate assurances for the completion of the project. Provide a statement of how the Offeror will honor all financial guarantees, should the need arise. (Note: The statement should include more than a reference to the financial statements.) Describe how the Offeror envisions LHA participation in the stream of income from the development. Provide current financial statements of the Offeror prepared by a Certified Public Accountant (CPA). Only one (1) sealed copy is required with the "original" copy of the submission.

*Tab 7--General Information:*

Provide a concept plan that describes the type of mixed-income, mixed use community for the WestLake site and its surrounding neighborhood. Discuss the Offeror's experience with developing and maintaining linkages with the residents, the surrounding neighborhoods, and other stakeholders to promote the community vision and the comprehensive master plan. Discuss the Offeror's methodology used to develop: a master plan; detailed development and operating budgets; construction and development implementation schedule; the procurement of a construction contractor; a market study for each phase of the development. Discuss the Offeror's methodology to assist the management company in developing a marketing and lease-up plan and to assist with asset management functions through lease-up and conversion to permanent financing.

Describe the Offeror's expertise in regulatory compliance issues and other aspects when dealing with municipal and county government and agencies.

Complete and submit the attached *Proposer/Developer Partner Profile Form* (Exhibit D).

*Tab 8—Utilization of Small Disadvantaged Businesses (SDB), Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Section 3 Business*

Based on the requirements set forth in this RFQ, describe the Offeror's approach and process to promote SDB, MBE, WBE, and Section 3 business concerns' participation in the development effort. Also, describe some of the Offeror's successful past efforts to provide genuine training and employment to Section 3 individuals.

*Tab 9--Submission of Required Documents*

*Insurance:*

The Offeror must provide proof of the following minimum insurance coverages or include a plan to acquire such coverages prior to the execution of a contract with the LHA. Please note any additional premiums required for these coverages will be at the expense of the Offeror.

- Professional Liability insurance in the amount of \$1,000,000 per occurrence for the Developer Partner and any other professionals used by the Developer Partner with respect to negligent acts or errors and omissions in connection with professional services to be provided for the development project.
- General Liability insurance and Automotive Liability insurance in the amount of \$1,000,000 per occurrence. (Note: Prior to entering an agreement with the LHA, the successful Offeror will be required to have the Lakeland Housing Authority, the Lakeland-Polk Housing Corporation, and West Lake Management named as an "additional insured" on each policy.)
- Workers' compensation coverage of, at least, the State of Florida minimum for all staff who will be employed on the project.

(Note: The successful Offeror shall maintain each of the above insurances in force during the term of the contract.)

*Other Documents:*

Complete and provide the following documents which are attached to this RFQ:

- HUD Form 5369-C
- HUD Form 50070
- Section 3 Business Form
- Non-Collusion Certification
- Public Entity Crime Statement

*Tab 10—References:*

For projects within the last five years, provide the name, email address, and telephone number of: two (2) community partner references, two (2) housing authority references (at least, one (1) located in the state of Florida), two (2) tax

credit investor references, and one (1) housing finance agency reference. References must verify Developer Partner representations. Please use the **References** form (Exhibit E) to provide the information. Note: The LHA reserves the right to check other reference sources as well.

**Submittals that do not include all of the required information requested above may be deemed unresponsive and may be disqualified.**

**9. SUBMITTAL DUE DATE**

An original—designated as the “original” and signed in blue ink--and four (4) copies of the submittal are to be delivered to the LHA on or before **2:00 P.M., Eastern Time, on March 13, 2019** -. No submittal to this RFQ will be accepted after this specified time.

One set of Financial Statements can be submitted with the original submission. These statements should be in a sealed envelope labeled: “Financial Statements,” the Respondent’s name, and the RFQ title.

**10. SUBMISSION OF OFFERS**

a. All submittals transmitted by mail or hand-delivered shall be in sealed packages and addressed to:

**Lori Halula-Eyer  
Re: Developer Partner RFQ  
430 Hartsell Avenue  
Lakeland, Florida 33815**

Submittals transmitted by facsimile or electronic mail will not be accepted.

b. All submittals and accompanying material will become the property of the LHA and will not be returned to the offeror.

**11. CLARIFICATION OF RESPONSES**

The LHA reserves the right to obtain clarification of any point in an offeror’s submittal or to obtain additional information necessary to properly evaluate a particular submittal. Failure of an offeror to respond to such a request for additional information or clarification could result in rejection of that offeror’s response.

**12. SCORING/AWARD EVALUATION CRITERIA**

An evaluation committee shall evaluate and score each submittal using the method described in this RFQ. The evaluation committee shall evaluate each submittal for factors such as: the ability of professional personnel; past performance; recent, current, and projected workload of the firm; and other factors

that address the anticipated needs and requirements of the LHA. The LHA may conduct discussions with and may require public presentations by firms regarding their qualifications, approaches to various types of projects, and their ability to furnish the required services. A contract will be awarded to the respondent(s) whose submittal best meets the above qualifications as well as the needs and requirements of the LHA. The LHA reserves the right to reject any or all submittals or to award one or more contracts or no contract.

a. The evaluation criteria to be used in reviewing submittals and their respective weights are as follows:

- Letter of Transmittal-- Failure to submit this document could render the Offeror's submittal as *non-responsive*, and therefore, it may not receive consideration.
- Offeror's experience as described in the response to this RFQ and evidence of ability to perform the work— *up to 30 points*
- Experience and qualifications of key staff, location of staff, including the firm's capacity as it relates to size and available resources to complete the development --*up to 25 points*
- Offeror's current and anticipated workload along with firm's approach and ability to meet the LHA's deadlines— *up to 10 points*
- Evidence of the Offeror's past performance on similar projects and substantial success of completed mixed finance/mixed income developments and references— *up to 20 points*

Evidence of the Offeror's demonstrated knowledge and familiarity of applicable governmental regulations and codes as required by the U.S. Department of Housing and Urban Development, State of Florida, County of Polk, City of Lakeland, and any other agencies having authority— *up to 10 points*

- Ability of the Offeror to successfully meet the requirements of 24 CFR 135 pertaining to Economic Opportunities for Section 3 Residents and Section 3 Business Concerns. Status of the Offeror as a SDB, MBE, WBE or Section 3 Business Concern or a statement of a Section 3 Plan with respect to this development project— *up to 5 points*
- *Submission of Required Documents* as requested in "Tab 10"— failure to provide these documents may render the response to this RFQ as *non-responsive* and, therefore, may cause the submitted response to be rejected.

**Total Possible Points— 100 Points**

- b. The LHA reserves the right to waive any minor irregularities or technicalities in the submittals received.

**13. SMALL DISADVANTAGED BUSINESSES, MINORITY BUSINESS ENTERPRISES, WOMAN BUSINESS ENTERPRISES, AND SECTION 3 QUALIFIED BUSINESSES**

The LHA strongly encourages the participation of Small Disadvantaged Businesses, Minority-owned businesses, Women-owned businesses (please see item 2 of HUD Form 5369-C—Exhibit G), and Section 3 business concerns, and/or Section 3-qualified businesses (please see the Section 3 Clause—Exhibit I—and the Section 3 Business Form Exhibit J) in this and all the LHA projects, programs, and services.

**14. NEGOTIATIONS AND AWARD**

Negotiations may be conducted with respondents determined to have a reasonable chance of being selected for award, based on evaluation of qualifications, and other factors considered to be most advantageous to the LHA. Such respondents shall be accorded fair and equal treatment with respect to any opportunity for negotiations and revisions of submittals—to assure full understanding of and conformance to the services requested by the LHA. No respondent shall be assisted in bringing its submittal up to the level of another in order to be considered for award. The LHA reserves the right to request additional information concerning any/all submittals submitted. A common deadline shall be established for the receipt of submittal revisions based on negotiations.

**15. DISPUTES**

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder or the interpretation of the provisions of the RFQ, the decision of the LHA shall be final and binding upon all parties.

**16. ASSIGNMENT**

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the successful offeror(s) without the express written consent of the LHA.

**17. MANDATORY CONTRACT PROVISIONS AND CLAUSES**

At a minimum, each contract awarded under this RFQ will require compliance with the following HUD forms: *5369-B, 5369-C, 51915, and Table 5.1*—copies are attached to this RFP—as well as applicable portions of *LHA's Section 3 and Minority and Woman Business Enterprise Policy* which can be accessed at: <http://lakelandhousing.org/wp-content/uploads/MWBE-Section-3-Policy-corrected-022113.pdf>.

## **SPECIAL CONDITIONS**

By submitting a response to this RFQ, the Offeror acknowledges and agrees that it is familiar with, or will become familiar with, the following documents and regulations as required (documents are not provided herein by the LHA):

1. 4 CFR Part 8—Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development
2. Section 504 of the Rehabilitation Act, as amended, and the rules and regulations there- under
3. 24 CFR Part 135, employment opportunities for Section 3 business concerns and low-income persons
4. The HUD Procurement Handbook (7460.8)
5. 24 CFR Part 85 (HUD procurement regulations) and OMB Circular A-87 (concerning procurement and costs)
6. Florida Housing Finance Corporation requirements
7. Federal Home Loan Bank and Affordable Housing (FHFC) Program guidelines
8. 24 CFR 968 (Public Housing Modernization regulations)
9. 24 CFR 941 (Mixed-finance development regulations)
10. The HUD Mixed-Finance Guidebook, December 12, 1998
11. The Quality Housing and Work Responsibility Act of 1998
12. Low Income Housing Tax Credit program (IRS)
13. State of Florida low income housing assistance programs for rental and home ownership units
14. U.S. Department of Housing and Urban Development Choice Neighborhood Initiative

## EXHIBIT A

### DEVELOPER PARTNER RFQ CHECKLIST

**Note:** This completed and signed off checklist is a mandatory submission requirement.

Firm Name: \_\_\_\_\_

Y/N	MANDATORY SUBMISSION/INCLUSION REQUIREMENTS*	COMMENTS
	Response to this RFQ--One "Original" and Four Copies Submitted	RFQ shall be submitted in sealed envelopes and marked "Qualifications for Developer Partner"
	Acknowledgement receipt of modification or amendment to the original RFQ	Indicted number(s) assigned to modification and/or date received:
	Deadline Met prior to 2:00 PM, ET, March 13, 2019	
	Letter of Transmittal	As outline in item 8
	Previous Affordable Housing Development Experience	As outline in item 8, Tab 1
	Financing Experience	As outline in item 8, Tab 2
	Green Building Experience	As outline in item 8, Tab 3
	Organizational Structure and Staffing, Profile of Key Staff	As outline in item 8, Tab 4
	Capacity	As outline in item 8, Tab 5
	Financial Statement (o sealed copy with original copy of response)	As outline in item 8, Tab 6
	Proposed Development Methods & Strategy	As outline in item 8, Tab 7
	Utilization of SDB/MBE/WBE & Section 3 Business Enterprises	As outline in item 8, Tab 8
	Submission of Required Documents	As outline in item 8, Tab 9
	Developer Partner RFQ Checklist	Exhibit A
	Proposed Timeline	Exhibit B (no submittal--for reference only)
	Previous Affordable Housing Development Experience	Exhibit C, re: item 8, Tab 1
	Proposer/Developer Partner Profile Form	Exhibit D
	References	Exhibit E, As outline in item 8, Tab 10
	Instructions To Offerors—Non-Construction, HUD 5369-B	Exhibit F (no submittal--for reference only)
	Certification and Representation of Offerors—Non Construction, HUD 5369-C	Exhibit G
	Certification for a Drug-free Workplace, HUD 50070	Exhibit H
	Section 3 Clause	Exhibit I (no submittal--for reference only)
	Section 3 Business Form	Exhibit J
	Non-Collusion Certification	Exhibit K
	Public entity Crimes Statement	Exhibit L
	Model Form of Agreement Between Owner and Design Professional, HUD 51915	Exhibit M



	Table 5.1 Mandatory Contract Clauses For Small Purchases Other Than Construction	Exhibit N
--	--	-----------

\* Failure to provide these documents may render the response to this RFQ as *non-responsive* and, therefore, may cause the submitted response to be rejected.

## EXHIBIT B

### PROPOSED TIMELINE

The following schedule is the proposed timeline to be used as a reference for prospective developers so that dates may be reserved as appropriate.

*	Publish RFQ	Wednesday February 20 _2019
*	Site Visit	Monday, March 4, 2019
*	Deadline for Written Questions	Wednesday, March 6, 2019
*	Publish Responses to Questions and Modifications or Addendums	Monday, March 11, 2019
*	Deadline for Submission of Responses	Wednesday, March 13, 2019
*	Review and Evaluation	March _2019
*	Short List	March 2019
*	Interviews with Finalists	March 2019
*	Final Scoring Published	March 2019
*	Recommendation to the LHA Board of Commissioners	March/April 2019
*	Negotiation of Scope and Fee for Master Developer Agreement	March/April 2019
*	Award of Master Developer Agreement	March/April 2019
*	Master Plan Development Complete	July 2019
<p>Subsequent contract awards under this solicitation are anticipated including, but not necessarily limited to: master development partnerships, vertical development partnerships, asset management and other related services at the discretion of the Developer Partner and the LHA.</p>		

## EXHIBIT C

### PREVIOUS AFFORDABLE HOUSING DEVELOPMENT EXPERIENCE

For each project described in item 8. **Submittal Format** please put an “x” in the box if the Proposer/Developer Partner performed the function or utilized the described financing. For the Section 3/DBE/MBE/WBE section, please insert the appropriate numbers.

	Name of Project 1	Name of Project 2	Name of Project 3	Name of Project 4
<b>REAL ESTATE:</b>				
▪ Development Feasibility Studies				
▪ Sale of Real Estate				
▪ Zoning Approval				
▪ Subdivision Approval				
▪ Site Preparation Work				
▪ Environmental Work				
▪ Dedicated Infrastructure				
▪ Other (specify)				
<b>FINANCING EMPLOYED:</b>				
▪ Financial Feasibility Studies				
▪ LIHTC				
▪ HOPE VI				
▪ CNI				
▪ CDBG (also HOME, RHF, etc.)				
▪ FHA Multi-Family Insurance				
▪ Fannie Mae DUS				
▪ Federal Home Loan Bank				
▪ Other Insurance Programs				
▪ County Financing Programs				
▪ Bank Financing				

	<b>Name of Project 1</b>	<b>Name of Project 2</b>	<b>Name of Project 3</b>	<b>Name of Project 4</b>
▪ Bond Financing				
▪ Bond Underwriting				
▪ Tax Credit Syndicator				
▪ Personal Guarantees				
▪ Corporate Guarantees				
<b>CONSTRUCTION SERVICES:</b>				
▪ Construction Contractor				
▪ Construction Manager				
▪ Infrastructure Construction				
▪ Design Services				
<b>PROPERTY MANAGEMENT:</b>				
▪ Marketing Plan				
▪ Property Manager				
▪ Site Maintenance				
▪ Site Security				
<b>SECTION 3/SDB/MBE/WBE:</b>				
▪ Dollars Paid as % of Total Development Cost				
▪ Number of Persons Employed				
<b>MISCELLANEOUS:</b>				
▪ Mixed Finance Proposal				
▪ Supportive Services				

a) Describe the approach to managing the financial risk associated with each project and any innovative financing techniques for raising capital.

- b) Describe how each project was kept within budget and on schedule. Describe any impediments that occurred and how they were handled.
- c) Provide a statement of how you will honor all financial guarantees, should the need arise. The statement should include more than a reference to the financial statements.
- d) Describe prior Public Housing Authority projects, if different from projects in any of the above responses: inclusive of the financing structure and the developer fee structure for each.
- e)

**EXHIBIT D**

**PROPOSER/DEVELOPER PARTNER PROFILE FORM**

(Page 1 of 2)

Firm Name:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Names and Titles of Two Contact Persons:

1. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Name Title

2. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Name Title

Submittal is for:     Parent Company                       Division  
                                  Subsidiary                                       Branch Office

Type of Firm:             Corporation  
                                  Partnership  
                                  Sole Ownership  
                                  Joint Venture

Names & Address of Parent Company, if applicable:

\_\_\_\_\_  
-  
\_\_\_\_\_  
-

Former Firm Name(s), if applicable:

\_\_\_\_\_  
-  
\_\_\_\_\_  
-

Please indicate if your firm is a recognized Minority Business Enterprise.

- Yes                       No

If yes, please indicate the appropriate category(ies):

- American Indian                       Female-Owned                       Spanish Surname  
 African-American                       Asian-American                       Other

**PROPOSER/DEVELOPER PARTNER PROFILE FORM**  
**(Page 2 of 2)**

Federal Employer Identification Number \_\_\_\_\_

Year Firm was Established \_\_\_\_\_

Five-year summary of contract values for Developer related services (please insert appropriate Index Number).

For Year	Index #	Index#	Range of Contract Value
2013	_____	1	<\$100,000
2012	_____	2	\$100,000 to \$249,999
2011	_____	3	\$250,000 to \$499,999
2010	_____	4	\$500,000 to \$999,999
2009	_____	5	\$1,000,000 to \$1,999,999
		6	\$2,000,000 to \$4,999,999
		7	\$5,000,000 to \$9,999,999
		8	\$10,000,000 or more



## EXHIBIT E

### REFERENCES

Provide the name, mailing address, and telephone number of: two (2) community partner references, two (2) housing authority references (at least, one (1) of which from the State of Florida), two (2) tax credit investor references, and one (1) housing finance agency reference. Reference must verify Proposer's/Developer Partner's representations.

<b>Community Partners</b>	
Address	
Phone	
E-mail	
<b>Community Partners</b>	
Address	
Phone	
E-mail	
<b>Housing Authority</b>	
Address	
Phone	
E-mail	
<b>Housing Authority</b>	
Address	
Phone	
Email	
<b>Tax Credit Investor</b>	
Address	
Phone	
E-mail	
<b>Tax Credit Investor</b>	
Address	
Phone	
Email	

<b>Housing Finance Authority</b>	
Address	
Phone	
Email	

**ACKNOWLEDGEMENT OF RECEIPT  
OF  
AMENDMENT OF SOLICITATION**

1      **AMENDMENT NUMBER:** \_\_\_\_\_

2      **ISSUED BY:** The Housing Authority of the City Lakeland (the "Authority")

3      **DATE AMENDMENT OF RFQ ISSUED:** \_\_\_\_\_  
**for DEVELOPER PARTNER FOR WEST LAKE APARTMENTS**

4      **BRIEF DESCRIPTION OF AMENDMENT:**  
(attach copy(s) of Amendment(s) as issued by the Authority)

5      THE ABOVE SOLICITATION IS AMENDED AS SET FORTH IN THE ATTACHED  
AMENDMENT(S) AS ISSUED BY THE AUTHORITY. PROPOSERS/ DEVELOPER  
PARTNER MUST ACKNOWLEDGE RECEIPT OF THIS/THESE AMENDMENT(S)  
PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS, BY  
SIGNING THIS FORM BELOW.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE  
SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

ACKNOWLEDGMENT OF RECEIPT:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

f)

## DEVELOPER PARTNER RFQ CHECKLIST

**Note:** The completed and signed off checklist is a mandatory submission requirement.

**Firm**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Y/N	MANDATORY SUBMISSION/INCLUSION REQUIREMENTS	COMMENTS
	One Original and Four Copies Submitted	RFQ shall be submitted in sealed envelopes and marked "Qualifications for Developer Partner"
	Deadline Met	Deadline Time: , 2:00 PM, March 13, 2019
	Letter of Transmittal	As outline in item 8
	Organizational Structure and Staffing	As outline in item 8
	Profile of Key Staff	As outline in item 8
	Previous Affordable Housing Development Experience	As outline in item 8
	Financing Experience	As outline in item 8
	Green Building Experience	As outline in item 8
	Capacity	As outline in item 8
	Financial Statement (o sealed copy with original copy of response)	As outline in item 8
	Insurance Submission of Required Documents	As outline in item 8
	References	As outline in item 8
	Certifications	As outline in item 8
	Proposed Development Methods & Strategy	As outline in item 8
	Utilization of SDB/MBE/WBE & Section 3 Business Enterprises	As outline in item 8
	Understanding Local Requirements	As outline in item 8

**Developer Partner RFQ Checklist**

Y/N	MANDATORY SUBMISSION/INCLUSION REQUIREMENTS	COMMENTS
	Exhibit A – Certification on Proposer /Co-Developer regarding Section 3 requirements	
	Exhibit B-1 & B-2	For each project described in item 8 is RFQ
	Certification of Proposer/Co-Developer Regarding Debarment, suspension & Other Responsible Matters	
	Non-Collusive Affidavit	
	Certification Regarding Lobbying	
	Conflicts Certification	
	Proposer/Co-Developer Application Priority Certification	
	Proposer/Co-Developer Profile Form	
	References	
	Acknowledgements of Receipt of Amendments of Solicitation	
	Co-Developer RFQ Checklist	
	Insurance Documentation	As outline in Section 8 of the RFQ
