



Request for Qualifications for

Co-Developer Partner

for Wayne Metropolitan Housing Authority

July 3, 2024

**Proposals are due at the address shown below no later than 2:30 P.M. on  
August 5, 2024**

**Wayne Metropolitan Housing Authority  
345 N. Market St.  
Wooster, Ohio 44691**

## **1. NOTICE AND INTRODUCTION**

The Wayne Metropolitan Housing Authority (WAYNE MHA) invites interested qualified persons or entities (the "**Respondent**") to submit written qualifications to serve as co-developer partner in connection with the development of Wayne MHA (the "**Property(ies)**"), located in Wayne County, Ohio or other properties as may become available in the future. The successful Respondent must demonstrate the financial ability to provide guaranties and indemnifications to satisfy the requirements of a tax credit investor, lenders and state and federal agencies in connection with the construction and operation of the Property.

Property currently owned by the WAYNE MHA ("Authority"). It is anticipated that the development of the Property will be financed, in part, with low-income housing tax credits issued by the Ohio Finance Authority (OFA).

The selected Respondent will be required to provide the following forms of guaranties and indemnifications (collectively, the "**Guaranties**") unless otherwise agreed to by the Authority:

- Construction completion guaranty;
- Operating deficit guaranty;
- Tax credit compliance guaranty;
- Tax credit repurchase guaranty;
- Loan repayment guaranty;
- Environmental indemnification; and
- Such other guaranties and indemnifications required by a tax credit investor, lender and/or state and federal agencies.

Documents submitted in response to this Request for Qualifications (the "**RFQ**") must be received no later than 2:30 P.M. on August 5, 2024. Late proposals will not be considered and will not be opened. All responses to the RFQ must include one (1) original clearly marked "Original" and one (1) copy clearly marked "Copy." The submission package must be labeled:

**Proposal Response  
Co-Developer Partner  
WAYNE MHA**

and addressed to:

**Wayne Metropolitan Housing Authority  
Attn: Deputy Director  
345 N. Market St.  
Wooster, Ohio 44691**

All questions regarding this RFQ must be e-mailed directly to [rmitchell@waynemha.org](mailto:rmitchell@waynemha.org) no later than 2:30 P.M. on July 17, 2024. The questions and the Wayne MHA's responses will be posted on its website, [waynemha.org](http://waynemha.org) no later than the end of the business day on July 22, 2024.

The Wayne Metropolitan Housing Authority reserves the right to reject any and all proposals.

## **2. PROJECT**

### **Description of the Project**

The Property(ies) is/are located in Wayne County, Ohio. Currently, the Property(ies) consists of 224 Public Housing units. The Wayne Metropolitan Housing Authority will establish a revitalized community of as many rental units as the budget allows.

The proposed unit type breakdown is shown in the following table: To be determined

### **Profile of Developer and Project Ownership Structure**

The Authority and/or its Affiliate and the Respondent will serve as the co-developers. Respondent will be responsible for the construction and development of the Project. The Respondent has constructed and developed \_\_\_\_\_ affordable developments comprised of \_\_\_\_\_ residential rental units.

The Authority and/or its Affiliates along with the Respondent will establish the ownership structure during the pre-development phase.

### **Project Funding**

At the time of this RFQ's issuance, Wayne MHA has not identified all sources of funding it will use for the Project.

## **3. WRITTEN AGREEMENT**

The selected Respondent will enter into a Co-Developer Agreement with Wayne MHA. The Co-Developer Agreement will, among other things, delineate the roles of Wayne MHA and the Respondent with regard to the Project and the Guaranties.

## **4. SUBMISSION AND EVALUATION REQUIREMENTS**

### **Submission Requirements**

Respondents submitting proposals in response to this RFQ must not be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from a public transaction or contract by any federal, state or local governmental agency

The following provides guidance on the items the proposal must contain and how the proposal must be organized. The purpose of this information is to establish the requirements, order and format for responses to ensure that the proposals are complete, include essential information and can be fairly evaluated.

Respondents must limit the length of each section of their response to the page limit shown. Respondents should avoid duplicative materials and redundancies in the proposal. Proposals should be prepared in the following order:

#### **A. Cover Letter (1 page)**

The cover letter must identify the Respondent and identify the primary contact person. Please include the primary contact person's phone number, facsimile number and e-mail address. The letter must be signed by an authorized principal of the Respondent and include a statement that the proposal will remain valid for not less than 180 days from the date of Wayne MHA's selection of the Respondent.

### **Organizational Chart**

Respondents shall submit an organizational chart showing all of the individuals/firms that will be assigned to this development effort.

### **Profile of the Development Partner**

Provide an overview of Developer Partner(s)' experience in developing housing similar to what is proposed.

### **Profile of Development Team Members**

Include resume of all team members to include an overview of their experiences in contributing to affordable housing conversion.

### **List and Executive Summary of Recent Relevant RAD Development Experience**

Provide a detailed list with summary description of recent RAD conversion projects.

### **B. Certifications**

The Respondent shall submit the following signed certifications/documents with its proposal:

- a. Certifications and Representations of Offerors (Form HUD-5369-C);
- b. Form of Non-Collusive Affidavit;
- c. Certification Regarding Lobbying; and
- d. Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

### **C. Experience and Qualifications (40 Points)**

Provide information on the Respondent, including the following:

- a. Previous experience developing and managing affordable housing, including both RAD and conventional tax credit housing.
- b. Previous experience providing development and financial advisory services to Public Housing Authorities.
- c. Experience in successful management and completion of mixed-finance development projects under HUD programs.
- d. Previous experience and success in securing financing for RAD conversion projects including Low-Income Housing Tax Credits, Tax Exempt Bond Financing and HUD insured mortgages.
- e. Financial capacity to complete the project.
- f. MWBE, Local Participation and Section 3: Provision for MWBE and Section 3 local participation, equal Opportunity, affirmative action and past experience in achieving such participation
- g. References

**D. Financing Capacity (40 Points)**

Attach annual financial statements audited or prepared by a CPA for the Respondent. The financial statements must include the most current year for which audited or CPA prepared financial statements are available. The financial statements must include Income Statements, Balance Sheets and Statements of Cash Flow. Additionally, submit one bank reference for the Respondent. Financial statements may be placed in a separate sealed envelope marked "confidential."

**E. Fees and Expenses (20 Points)**

Specify all fees or expenses that the Respondent will require in connection with providing the Guaranties. Respondent shall provide a Fee Schedule for any Consulting Services not associated with the development of a project that would otherwise not be considered a pre-development expense. The Fee Schedule will list the individual, their hourly rate, and a percentage of time allocated for the work. All Consultant Services will be commissioned on a Task Order basis with a cost estimate provided for review and approval prior to any commencement of work.

**Evaluation Criteria**

Each proposal will be evaluated based on its responsiveness to this RFQ.

The following evaluation factors will be used by Wayne MHA in determining the Respondents who are deemed within a competitive range for further consideration. Interviews may be used to identify the top-rated Respondent. Each proposal has a possible score of 100 points.

<b>Points Available</b>	<b>Evaluation Criteria</b>	<b>Description of Criteria</b>
40 points	Experience and Qualifications	Demonstrated ability, experience, capacity to complete conversions
40 Points	Financial Capacity	Overall financial strength of the Developer Partner.
20 Points	Fees and Expenses	Reasonableness of fees and expenses

**5. SELECTION PROCESS AND SCHEDULE**

**Selection Process**

All responses to this RFQ will be initially reviewed to determine compliance with the submission requirements specified in this RFQ. Proposals that do not comply with these requirements may be rejected without further review.

All Respondents that submit a proposal in response to this RFQ will be notified when a selection is made. Wayne MHA reserves the right to request supplemental information that it deems necessary to make a selection. Wayne MHA also reserves the right to evaluate and rank the proposals without further input from the Respondents. Therefore, proposals should be complete as initially submitted. Wayne MHA reserves the right to accept the proposal which, in its judgment, will best serve the interests of the Project, based upon the evaluation criteria.

Wayne MHA may consider as unacceptable any proposal for which information is lacking or whose submission represents a deviation from the requirements of this RFQ. Minor omissions, informalities or irregularities may, at the sole option and discretion of Wayne MHA be corrected subsequent to the submission due date.

Following Wayne MHA’s review of the proposals, one or more Respondents may be asked to make a brief presentation and/or respond to questions from Wayne MHA. The Deputy Director shall recommend the successful Respondent to Wayne MHA Board of Directors. The Wayne MHA Board of Directors will make the final selection, if any, under this RFQ.

**Procurement Schedule**

Dates are shown below. Changes in the schedule will be posted on Wayne MHA’s website, waynemha.org.

Issue RFQ	July 3, 2024
Final day to submit written questions	July 15, 2024
Responses to questions issued, if any	July 22, 2024
Proposals due	August 5, 2024
Review and scoring	August 12, 2024
Notify Respondents selected for interviews, if any	August 13, 2024
Conduct interview(s), if any	August, 2024
Announce selected Respondent	September 4, 2024

**Proposal Due Date**

Proposals are due no later than 2:30 P.M. on August 5, 2024 and must be addressed as follows:

**Proposal Response  
Co-Developer Partner  
Wayne MHA**

and addressed to:

**Wayne Metropolitan Housing Authority  
Attn: Deputy Director  
345 N. Market St.  
Wooster, Ohio 44691**

The above stated deadline is firm as to date and hour. Wayne MHA will treat as ineligible for consideration any proposal that is received after the deadline. Faxed and electronic proposals will not be accepted.

**6. GENERAL INFORMATION**

**Right to Accept or Reject**

Wayne MHA reserves the right to accept or reject any or all proposals. Wayne MHA may make such investigation as it deems necessary to determine the ability of a Respondent to provide the Guaranties, and the Respondent will furnish to Wayne MHA all such information and data for this purpose as Wayne MHA may request. Wayne MHA reserves the right to reject any Respondent if the evidence submitted by or investigation of such Respondent fails to satisfy Wayne MHA that such Respondent is properly qualified to provide the Guaranties.

## **Questions**

Questions concerning this RFQ shall be submitted via e-mail, [rmitchell@waynmha.org](mailto:rmitchell@waynmha.org) no later than 2:30 P.M. on July 15, 2024 to Wayne MHA. All questions and responses to questions regarding this RFQ will be posted on Wayne MHA's website, [waynemha.org](http://waynemha.org), on July 22, 2024.

## **Respondent's Costs**

Each Respondent will be responsible for all costs incurred in preparing a response to this RFQ. The selected Respondent also shall be responsible for all costs incurred by it during contract negotiations.

## **Right to Disqualify**

Wayne MHA reserves the right to disqualify any Respondent who fails to provide information or data requested or who provides materially inaccurate or misleading information or data. Wayne MHA further reserves the right to disqualify any Respondent on the basis of any real or apparent conflict of interest that is disclosed or submitted by the Respondent or any other data or information available to Wayne MHA. This disqualification is at the sole discretion of Wayne MHA.

## **Contact with Wayne MHA**

All communications with Wayne MHA shall be via e-mail (no telephone calls) to [rmitchell@waynemha.org](mailto:rmitchell@waynemha.org).

## **Proposal Timeframe and Modification**

All proposals shall remain valid for not less than 180 days from the date of Wayne MHA's selection of the Respondent. A proposal may not be modified, withdrawn or canceled by a Respondent for 180 days following the proposal deadline and each Respondent so agrees in submitting its proposal. Proposals may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.

## **Inconsistency or Error in the RFQ**

Any Respondent believing that there is any ambiguity, inconsistency or error in the RFQ shall promptly notify Wayne MHA via e-mail of such apparent discrepancy. Failure to so notify Wayne MHA by the proposal due date will constitute a waiver of claim of ambiguity, inconsistency or error.

## **Proposer Certification**

By submission of a proposal, the Respondent certifies that the Respondent has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or agent of Wayne MHA. The Respondent also certifies that it has not given or offered any gratuities in the form of entertainment, gifts or otherwise to any employee, official or agent of Wayne MHA. Wayne MHA reserves the right, by written notice to the Respondent, to terminate the right of the Respondent to proceed under any contract related to this RFQ if it is found that the Respondent has given or offered commissions or gratuities as prohibited by this section.

## **Disadvantaged and/or Minority and Women-Owned Business Enterprises**

Wayne MHA extends to each individual and firm an equal economic opportunity to compete for Wayne MHA's business and strongly encourages voluntary use of disadvantaged and/or minority- or women-owned businesses to reflect both the industry and community ethnic composition.

## **Protest of Award**

Protests of an award recommendation must be received within ten (10) calendar days after the award recommendations are posted on Wayne MHA's webpage. Protests shall be in writing and filed with Wayne MHA at the following address:

**Wayne Metropolitan Housing Authority  
Attn: Deputy Director  
345 N. Market St.  
Wooster, Ohio 44691**

The protest must include all of the following: (a) the name, address and telephone number of the protester; (b) the signature of the protester or its representative; (c) identification of the RFQ; (d) a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and (e) the form of relief requested.

Wayne MHA retains the right to reject all protests not filed within this time or those found to be without merit.