



Housing Authority
of the City of Carrollton

REQUEST FOR QUALIFICATIONS

DEVELOPMENT PARTNER

**HOUSING AUTHORITY of the CITY of CARROLLTON
CARROLLTON, GEORGIA**

BOARD OF COMMISSIONERS

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CHARLES GRIFFIN
Executive Director

Dear Potential Respondent:

The Housing Authority of the City of Carrollton (CHA), Georgia is soliciting proposals for:

SOLICITATION TYPE: REQUEST FOR QUALIFICATIONS
DESCRIPTION: REQUEST FOR QUALIFICATIONS – DEVELOPMENT PARTNER(S)
ISSUE DATE: Wednesday, June 5, 2024
PRE-PROPOSAL CONFERENCE: 1:30 PM Wednesday, July 10, 2024,
Elder Circle Community Center, 1 Roop St.
Carrollton, GA 30117
SITE TOURS OF PROPERTIES: Wednesday, July 10, 2024 (following Pre-Proposal Conference)
RSVP Site Tour Attendance: Monday, July 8, 2024
PROPOSAL DUE DATE: Friday, July 26, 2024
PROPOSAL DUE TIME: 4:00 PM Eastern Standard Time
PROPOSAL SUBMISSION PLACE: Housing Authority of the City of Carrollton
1 Roop St.
Carrollton, GA 30117
DIRECT INQUIRIES TO: Charles Griffin
Executive Director
Office (770) 834-2046
charles@carrolltonhousingauthority.com
Fax (770) 834-8708

Note: All questions or requests for clarification must be submitted in writing by 5:00 PM, Monday, July 22, 2024, and preferably by email at charles@carrolltonhousingauthority.com. A written Addendum will address all questions and will be posted on the CHA website, www.carrolltonhousingauthority.com. Proposals are subject to the Conditions, Instructions, and Specifications attached hereto.

All deadlines indicated above are firm and non-negotiable.

Request for Qualifications Development Partner(s)

The Housing Authority of the City of Carrollton, GA (CHA) is seeking a company, firm, or consulting team to co-develop new affordable housing on an 11.27-acre tract of land, with the potential for additional sites and acreage. The Site is currently zoned R.M. (Residential Multi-family) with a maximum density of 6 units per acre. The Site is adjacent to Tanner Hospital, Southwire Company, and general commercial activities.

This project will be CHA's first venture into mixed-income, mixed-finance affordable housing, and CHA anticipates it will be the first of additional such developments. To begin this effort, CHA desires to engage a quality Georgia Department of Community Affairs (GA DCA) qualified Developer to take the lead on redeveloping the target site. CHA wants to retain an option to extend the agreement with the selected Developer for the potential of additional phases or other CHA-owned sites. In addition, the CHA may be interested in providing further opportunities to the selected Developer to create a coordinated effort to revitalize the greater demand for quality, low-income housing.

The initial project is anticipated to be a "New Affordable" senior-oriented mixed-income development, serving people with incomes ranging from less than 30% of the median income to market rate. The Site is currently 100% occupied and is maintained with a Housing Assistance Payment (HAP) contract with the U.S. Department of Housing and Urban Development. It consists of 49 Project Based Vouchers (PBVs). With the assistance of a Development Partner, CHA's goal is to qualify the Site for Low-Income Housing Tax Credits under the 2025 application period for the Federal and State Housing Tax Credit Program as managed by GA DCA. The unit mix and overall number of units will be based on the recommendations of a market study and a financial analysis of unit feasibility.

The entity selected will be responsible for most of the development work, with joint decision-making and assistance from CHA. CHA will decide on the development plan, including design, site plan, unit mix, and income levels served. CHA shall also reserve absolute discretion over any disagreement concerning the development concept.

Services provided by the Developer and/or its team members would include the following among other services:

- Master site plan
- Obtain all permits, approvals, and environmental clearances
- Architecture and engineering
- Arrange financing and required guarantees
- Site preparation
- Assist with obtaining HUD approval of transaction(s)
- Infrastructure
- Construction
- Marketing, renting, and managing rental units
- Assist CHA staff in developing capacity in the development, mixed-finance, and managing tax credit apartments.

Services to be provided by the Housing Authority of the City of Carrollton, GA, will include the following among other services:

- Land for the redevelopment
- Non-profit status to a tax credit application, if desired
- Interface with HUD
- Project Based Vouchers
- Limited construction funds are a possibility (Replacement Housing Factor and sum from CHA Operating Reserves)
- Local contacts to assist with obtaining permits and approvals

MINIMUM REQUIREMENTS

The successful Respondent will meet or exceed the minimum experience and capacity requirements of DCA's threshold criteria as being "Qualified without Conditions" per the 2024 Qualified Allocation Plan (QAP) and:

Conclusively demonstrate ownership and operation of five (5) or more successful tax credit projects in or outside Georgia in which they own a minimum 20% interest as General Partner. Developer entities will be deemed Qualified without Conditions if DCA determines that no adverse conditions affect any team members. Successful Respondent must have been involved in each of the five projects from the initial allocation of credits.

Moreover, the Respondent will have successful tax credit experience in the State of Georgia, as evidenced by the completion (planning through stabilization) of at least one Georgia tax credit property, which is currently compliant with all DCA and tax credit program regulations.

Submit an original and three copies of a proposal in response to this Request for Qualifications to:

Charles Griffin, Executive Director
Housing Authority of the City of Carrollton, GA
1 Roop Street
Carrollton, Georgia 30117
770-834-2046
charles@carrolltonhousingauthority.com

The response shall be due no later than 4:00 PM on Friday, July 26, 2024.

BACKGROUND

The CHA manages day-to-day activities with 20 employees and an annual operating budget of \$6.5 million. CHA manages 231 Project-Based Vouchers (formerly public housing) units spread across five scattered sites, all owned by a subsidiary non-profit corporation, Little River Properties Management, Inc. Additionally, CHA owns 50 non-subsidized units under the same non-profit corporation.

CHA also manages approximately 300 Housing Choice and Special Purpose Tenant-Based Vouchers.

The CHA views redeveloping the subject property as the first step towards upgrading all its housing properties to modern-day standards.

SUBMISSION REQUIREMENTS

Provide a cover letter that identifies the primary contact person for the Respondent and list all firms that are a part of the Respondent's development team (which should include, at a minimum, the architect, attorney, general contractor, and property management firm), and briefly summarizes the proposed development concept.

Experience/Expertise of Developer and Development Team Members

1. Firm Overview and Experience

- Provide a firm overview, including a brief history (year founded).
- Describe the firm's size and the number of offices and employees providing development services.
- Summarize the number of rental and homeownership units developed by the firm, including a breakdown between affordable and market rate.
- Provide a listing of developments, including the name of each development, owner, number of units, unit breakdown by bedroom and affordability, cost of the project, city, year of completion, current status, and Developer's role.
- Identify projects where the firm has combined rental and homeownership units on Site.
- Indicate the geographic range of the firm's work, highlighting any experience in Georgia.
- Describe the firm's experience with subsidies such as low-income housing tax credits, tax-exempt bonds, HOME, CDBG, NHTF, HOME-ARP, etc., including experience related to all subsidies anticipated in your preliminary financing plan.
- Describe your experience with LEED, Earthcraft, or other extraordinary energy efficiency and sustainability issues, as well as your prior successes.
- Indicate whether the firm has been terminated from a contract or involved in a development-related lawsuit, describing the circumstances and outcome.

2. Project Manager and Key Staff

- Identify the individual who would serve as project manager, describe their qualifications and experience with similar projects, and provide at least three references.

- Provide resumes for the project manager, general contractor, accountants, financial advisors, attorneys, and other key staff.
- Describe how general construction is typically handled – in-house or contracted out. If contracted out, indicate if work is bid from a preselected list of general contractors or a sole source, and provide pertinent information if a sole source is used.
- Provide at least three applicable references from lenders, tax credit investors, clients, etc.

3. Joint Ventures and Third-Party Firms

- In the event of a joint venture, please provide information on each firm, their experience working together, and their respective roles in the project.
- For team members not directly employed by the Respondent (such as third-party architects, land planners, etc.), please provide an overview of each firm, their experience on similar projects, and a response to each relevant bullet point above.

4. Development Team Members (Financing, Legal, Property Management)

- Describe the extent to which the Developer has worked with each firm before.
- Indicate the individual primarily responsible for each firm's work on the new development, describe their qualifications and experience with similar projects, and provide at least three references.
- Describe similar projects for which each firm has provided comparable services in the past.
- Provide resumes for accountants, financial advisors, attorneys, and other key staff.
- Provide at least five applicable references for each entity.
- Indicate whether the firm has been terminated from a contract or involved in a development-related lawsuit, describing the circumstances and outcome.

5. Project Planning and Financing

- Indicate whether the redevelopment would be phased and describe the phases.
- Provide a rough schedule for the proposed development, including timing of funding applications, site preparation, and start and end dates for construction.
- Prepare a preliminary development budget and sources and uses of funds, breaking it into phases if multiple phases are anticipated.
- Propose methods to fill any financing gap(s).

Design Concepts

Provide a brief narrative describing the Respondent's preliminary development concept and plan for the Site that addresses land use planning and mixed-income and mixed-use issues. CHA understands that the initial strategy is conceptual and subject to what a market survey will disclose. Feel free to include

alternate scenarios in addition to a base strategy. Describe how you will complete the following in time to be included in the tax credit application due in April 2025.

As much as possible in your response, address the following:

- Describe the initial design concepts proposed for this property. Preliminary sketches and design concept drawings are helpful but not required. (Please note that these preliminary proposals may or may not be incorporated into the final design due to the community involvement process and fiscal realities.)
- Describe the number of housing units, the breakdown between rental and homeownership units (if any), and the unit types regarding bedroom/bathroom count.
- Indicate the proposed building types, including type of construction and number of stories.
- Describe other proposed development components, including community space, parks, other residential amenities, management and maintenance facilities, and parking.
- Identify the energy efficiency and sustainability efforts anticipated for the development.
- In conjunction with the financing plan, describe the number and types of units that would be affordable and the targeted income levels.

Business Terms

CHA intends to participate in development and operating decisions related to the project. CHA's objectives are to ensure that the development meets their mission of providing quality low-income housing and develop the experience and capacity to build and manage LIHTC developments in the future. As a result, Respondents must address each of the following issues in their submittal:

- The Respondent will explain how CHA may participate in the fee structure and cash flow. They will describe how CHA can gain development and management experience. Additionally, the Respondent will outline ways for CHA to enhance its entrepreneurial activities and improve its asset-based property management.
- The Respondent will describe how CHA may acquire the property after the initial tax credit compliance period expires.
- The Respondent's expectations for fees, sales profits, or other compensation on rental unit development and services. Describe the calculation basis of any costs (e.g., if there is a development fee expressed as a percentage, indicate to which specific things the rate would be applied) and the expectations for the timing of payments.
- Provide a breakdown of fees and costs by developer fee, contractor's profit, and management fee. Final fees will be negotiated subject to the best interests of CHA.

Final Instructions for Submission

Responders shall submit a cover letter, an original, and three copies of their written proposal. The proposal shall indicate the responder's capability to proceed on time and provide the necessary services that will comply with all the requirements. The proposal shall clearly define how the responder achieves the intended performance under the six evaluation criteria below.

PROPOSAL REVIEW PROCESS

The CHA will rate and rank all proposals received by the deadline outlined in this RFQ according to the evaluation criteria established herein. Responders may be asked to participate in a telephone or personal interview if they are among the top-rated respondents. Top respondents may be asked to give CHA a personnel tour of the Respondent properties. If the CHA cannot successfully negotiate a contract with the top-rated entity, the following ranked entity shall be selected.

CHA anticipates rating, ranking, and selecting its Development Partner no later than September 2024.

CHA reserves the right to reject all submissions, waive informalities and minor irregularities in submissions received, and accept any submission deemed in its best interest.

CHA has absolute discretion in the case of disagreements regarding the project scope, ownership structure, design, unit mix, income levels served, etc.

EVALUATION CRITERIA

1. LOW-INCOME HOUSING TAX CREDIT DEVELOPMENT EXPERTISE, 25 POINTS

The proposal must indicate the responder's experience applying for, developing, owning, and managing Low-Income Housing Tax Credit financed developments in the State of Georgia. The Developer's and their team's expertise in developing low-income housing in Georgia will be considered. Being DCA-approved is the minimum threshold.

2. ARCHITECTURAL AND ENGINEERING SERVICES, 25 POINTS

The responder shall indicate its ability to provide the necessary design, architectural, and engineering services in both the application and development phases. The experience of the architectural and engineering firms in developing low-income housing in Georgia will be considered.

3. DEVELOPMENT CONCEPT, 15 POINTS

The quality of the responder's development concepts and land use plan will be evaluated to indicate the responder's imagination and realism. CHA is not looking for a cookie-cutter deal.

4. FINANCING EXPERTISE, 10 POINTS

The responder shall indicate its ability to provide financing expertise and guarantees. The Developer's experience in financing low-income housing in Georgia will be considered.

5. PROPERTY MANAGEMENT EXPERTISE, 10 POINTS

The responder shall state its ability to provide property management services. The management company's experience with tax credits and very low-income rental property will be considered.

6. FEE PROPOSAL, 15 POINTS

The Respondent shall indicate their proposed developer fee, contractor's profit, and management fee, as well as describe how CHA will participate in the fee structure and gain experience and capacity to develop their entrepreneurial and asset-based property management activities.

(Please note - No fee or costs shall be reimbursed for the responder's preparation of a response to this RFQ.)

PRE-PROPOSAL CONFERENCE

Time and Date: 1:30 PM Wednesday, July 10, 2024

Location: Elder Circle Community Center, 1 Roop Street, Carrollton, GA 30117 (property tour to follow)

Any individual or group planning to attend the Pre-Proposal Conference should RSVP by way of email, Subject "Pre-Proposal Conference" to Executive Director Charles Griffin at charles@carrolltonhousingauthority.com

RSVP should include the following information:

Name:
Company:
Address:

Phone:
Fax:
Email:

The RFQ submittal deadline shall be no later than 4:00 PM on July 26, 2024.

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