

Request for Qualifications

For

**Development Partner
For (Smith Homes – Phase I)**

For

GREENSBORO HOUSING AUTHORITY

450 North Church Street
Greensboro, NC 27401

Response Due

4:00 PM EST

Extension Date - December 28, 2020

1. INTRODUCTION

GHA, through its development entity Greensboro Housing Management Corporation (“GHMC”), a non-profit, tax exempt 501 (c) (3) is seeking the services of an experienced development firm to partner and co-develop a new Residential Multi-Family Housing Development, “The Arbors at South Crossing – Phase 1”, located on 8.39 acres. The proposed development consists of 9 buildings and 80 units. The qualified **development firm** will provide their best approach (plan of action) for completing the project (See Exhibit 1 – RFQ Qualifications).

Through a single method RFQ process, GHA is seeking to identify a qualified development firm with expert knowledge and demonstrated experience in developing physical sites (and who will be responsible for providing construction services on the project). The qualified development firm must possess Low Income Housing Tax Credit (LIHTC) experience consistent with the North Carolina Housing Finance Agency (NCHFA) guidelines specified in Section IV(D)(1) of the Qualified Allocation Plan (QAP) for the development of 9% LIHTC.

To select a qualified development firm, GHA will evaluate submissions based on their experience in developing similar residential projects, their capacity to manage large-scale and multiple phased projects, as well as their implementation plan and approach for constructing the project within a stated timeframe.

2. BACKGROUND & OVERVIEW

A. Background

The Greensboro Housing Authority (GHA) is the third largest Housing Authority in the State of North Carolina. GHA has a combined ownership of 20 properties along, with the direct management of over 2,400 units, as well as 3,300 housing choice vouchers serving over 12,000 families in Greensboro, North Carolina.

GHA, through its development entity the Greensboro Housing Management Corporation (“GHMC”), intends to demolish the buildings and units at the existing site (Smith Homes), and develop new construction affordable housing family project. **GHMC is seeking a development partner for the Phase I tract only. (See Exhibit B: Property Information).**

B. Property Information

The Smith Homes property is approximately 49.05 acres and is located at 707 West Florida Street, Greensboro, NC 27406. The property is bounded by Freeman Mill road to the west, Marsh Street to the north, Randleman Road and Orchard to the east and wooded boundary to the south. The site contains a total of 430 units, and a community building. All 430 units are located in 110 low-rise

buildings with the bedroom count from one to five bedrooms. The initial 400 units were built in 1952, with an additional 30 units added in 1964.

GHMC intends to redevelop the site by temporarily relocating the existing residents, demolishing the existing residential structures, and building new infrastructure to accommodate the construction of new housing. The relocation, the demolition of the existing structures, and portions of the new infrastructure will occur prior to the start of the new housing development.

The new housing development under this solicitation named “The Arbors at South Crossing – Phase I” is located at 800 West Florida Street (the “Project”), which is bounded by Freeman Mill Road to the west, Marsh Street to the north, Luray Drive to the east and West Florida Street to the south (see site map in attachment B). The project will contain the construction of 9 residential buildings consisting of 80 units, which are a mixture of (12) one-bedroom, (48) two-bedroom, and (20) three-bedroom units, a management/community building and green space. GHMC intends to apply for 2021 9% Low Income Housing Tax Credits (LIHTCs). The LIHTC application schedule is as follows:

- Pre-application submission date - January 22, 2021
- Full application date - May 14, 2021
- LIHTC awards are anticipated to occur in August 2021

The proposed building types are garden style walk-up units, direct-access units and townhome units which will front Freeman Mill Road (the main transportation arterial into downtown Greensboro, NC). The buildings will be sufficiently set back with proper frontage to the street, as well as contain sufficient parking, and natural landscaping buffers from adjacent land uses. The residential units will contain comparable market features and amenities. Additionally, the Project will contain community amenities for young children (such as a playground and tot lots) along with multi-purpose spaces, laundry rooms, and mailbox kiosks for the residents.

The property information and project design details are specified in **Exhibit B**.

3. DEVELOPMENT PARTNER CAPACITY

Outlined below are the required skills, expertise, experience, and capacity GHA will evaluate in selecting the development partner associated with this RFQ. Please note that the actual skills, expertise, and experience may not be limited to the exact items listed below.

1. Demonstrated experience and qualifications in developing similar 9% LIHTC new construction projects. Demonstrated experience and qualifications is defined as the successful completion of at least 200 9% LIHTC units as evidenced by executed IRS 8609 forms. Please provide GHA with a list of recently completed relevant projects.
2. Eligibility to receive an award of 9% Tax Credits from the NCHFA tax credit program, which includes evidence that at least one principal of the qualified development firm/team has successfully developed, operated and maintained in compliance either one (1) 9% Tax Credit

project in North Carolina or six (6) separate 9% Tax Credit projects totaling in excess of 200 units as specified in the NCHFA QAP (Section IV.D.1). In order to meet the eligibility criteria, sufficient evidence will be required to verify the project(s) identified in the RFQ response.

3. Evidence that all projects associated with Item no. 2 in this section have been placed in service between January 1, 2015 and January 1, 2019
4. Capacity and legal standing to act as the Principal of the qualified development firm/team and be identified in the preliminary application as the Applicant under Section III(C)(6) of the QAP
5. Capacity and legal standing to become a general partner of the ownership entity
6. Capacity and legal standing to remain responsible for overseeing the project and operation of the project for a period of at least two (2) years after placed in service
7. Demonstrated evidence that the qualified firm/team can be a value-added team member

4. SCOPE OF SERVICE

GHA will need the qualified development firm / team to assist in the pre-development activities including but not limited to the following:

1. Assist in the preparation of the required LIHTC application documents and loan applications, LIHTC equity due diligence, as well as lender due diligence activities.
2. Assist with any questions or comments from the HUD review process.
3. Assist in the pre-closing activities and closing process.
4. Provide recommendations and feedback on closing documents.
5. Coordinate the transition from financial closing to construction and asset management
6. Assist with the coordination of the new energy efficiency regulations, specified in the 2021 NCHFA QAP, into the proposed development plan.
7. Assist in other pre-development activities, as requested.

5. TERMS

1. Outlined below are the following terms that will be included into the joint venture co-development agreement. Serve as a Special Member in the Owner Entity and remain in the project for a period of at least two (2) years after the project has been placed in service as required by NCHFA;
2. Assist in securing financing; assist in project financial analysis and preparing financial applications; assist in project due diligence; and closing activities;
3. Provide representations and warranties in the capacity of a Special Member of the Owner Entity;
4. Transfer its ownership interest in the Owner Entity to GHMC immediately upon the two-year (2) compliance after the project placed in service date;

5. Assist in negotiating the best economic terms for all lender and investors, which will include but not be limited to the negotiation of loan firm commitments and the admission of LIHTC equity syndicators as the Investor Member into the Owner Entity;
6. Provide development support for all pre-development and construction activities;
7. Provide asset management support and timely response to any Special Member requirement/approvals; and
8. Work closely with community stakeholders in the Project, including GHMC representatives, and state and local entities.

6. METHOD OF SOLICITATION & SUBMISSION REQUIREMENTS

Submission Requirements

Each response submittal package should include the following

1. Questionnaire Form – included as ATTACHMENT A to this request for services
2. Attachments & Exhibit package that corresponds to the item in the Questionnaire Form, which include but are not limited to the company profile, brochure and resumes of all key members that will be assigned to the project, description and location of projects along with statements on the scope of services rendered on the identified projects, which includes any contingent liabilities, three (3) references from previous projects listed, evidence of insurance certificates based on GHA's insurance requirements.
3. Cost Proposal / Price Quote of Services (which include additional services not listed in Section 4)

ATTACHMENT A - Questionnaire Form is the basis of your response submittal. This form must be completed in its entirety with all of the requested and required attachments for **each type** of product/service. If the response package is incomplete, your submission may be deemed non-responsive.

ATTACHMENT B – Smith Homes Property Information that contain the property profile, site plan, neighborhood and street map.

ATTACHMENT C – Development Joint Venture Agreement that contains the sample co-developer agreement.

Email Submission Requirements

GHA must receive **(1) electronic copy** of the complete submission package via email to Jaymar Joseph (jjoseph@gha-nc.org) no later than **4:00 PM** (EST), **December 28, 2020**. Please note in the email subject line: **Development Partner RFQ Response**

Please include the respondent's name, address, telephone number, e-mail address in the email of

the submission. The submission shall include an attachment that includes the required Questionnaire and appropriate attachments that correspond to the items in the Questionnaire Form.

Email responses received later than the date and time specified may be rejected or deemed nonconforming. GHA assumes no responsibility or liability for receipt of responses.

Anticipated Schedule

The schedule below represents the anticipated schedule.

RFQ distributed to potential respondents	December 7, 2020
Deadline for receipt of proposals	December 28, 2020
Evaluation of Submissions	January 4, 2021
Selection of Firms and Service Providers	January 8, 2021

GHA's RESERVATION OF RIGHTS

GHA reserves the right to:

- Reject any or all responses, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by GHA to be in its best interest,
- Not to select or make award to anyone with a history of poor performance on projects performed for GHA and or any other client of the submitting firm at the sole opinion and discretion of GHA,
- Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice,
- Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this solicitation,
- Reject and not consider any bid that does not, in the opinion of GHA, meet the requirements of this solicitation, including but not necessarily limited to incomplete response and/or alternate (not including "or equal" items) or non-requested items or services,
- To make an award to the same bidder (aggregate) for all items; or,
- To make multiple awards to multiple firms for various scopes of work.
- GHA reserves the right to reject all proposals and to re-solicit new proposals should this solicitation fail to produce an acceptable agreement. GHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.
- Further, GHA reserves the right to request additional information from any respondent after the submission deadline. GHA also reserves the right to reject any and all, or parts of any and all, proposals received in response to this RFQ or to cancel or postpone this solicitation process if GHA determines that such rejection, cancellation or postponement is in the best

interests of GHA, to request additional information; and to waive any irregularities in this solicitation or in the proposals received as a result of the solicitation.

- If applicable, the determination of the criteria and process pursuant to which proposals are evaluated, the decision regarding who shall be selected to act as bond counsel in connection with the transaction and the decision whether or not to designate bond counsel as a result of this RFQ shall be at the sole and absolute discretion of GHA.

BIDDER'S RESPONSIBILITY:

It is the bidder's responsibility to:

- Carefully review and comply with all instructions provided herein or provided within any named attachments or addenda.
- Bear all expenses involved with the preparation and submission of RFQ proposals.

ATTACHMENT A – RAD DEVELOPMENT PARTNER RFQ QUESTIONNAIRE
FORM

ATTACHMENT B – SMITH HOMES PROPERTY INFORMATION

ATTACHMENT C – CO-DEVELOPMENT JOINT VENTURE AGREEMENT
(TEMPLATE)