

Request for Qualifications/Proposals

For

**Smith Homes
Bond Trustee
Services**

For

GREENSBORO HOUSING AUTHORITY

450 North Church Street
Greensboro, NC 27401

Response Due:

Extension Date – February 17, 2021

4:00 PM EST

1. INTRODUCTION

The Greensboro Housing Authority (GHA) is seeking qualified Financial Institutions (Bond Trustee) to join its team as financial partners and provide financial trust services associated with the anticipated tax-exempt bond issuance for a new housing development (“The Arbors at South Crossing – Phase II and III”).

The new housing development under this solicitation named “The Arbors at South Crossing – Phase II and III” is located at 600 and 714 West Florida Street and will consist of nine buildings situated on 14.21 acres located on the north side of Florida Street (“The Project”). The trust services related to the Bond issuance will contain a total of 158 units as follows:

- Phase 2 Senior Development consists of 42 units (36- 1BR units and 6 2BR units)
- Phase 3 – Family Development consists of 116 units (18-1BR units, 70 2BR units, and 28 3BR units)

The Project received the North Carolina Housing Finance Agency 4% Low Income Housing Tax Credits (LIHTC) award and provided a bond volume allocation of \$14,000,000, in which GHA will utilize a Bond underwriter to market and place the Bonds, which will be backed by loan funds from a HUD 221(d)(4) loan and private equity from the syndication of the 4% LIHTCs.

Through a single method RFQ process, GHA is seeking to identify a qualified Financial Institution with expert knowledge and demonstrated experience in performing trustee services related to the tax-exempt bond issuance. The qualified Financial Institution must possess with the similar transactions and expertise in managing multiple accounts with the bond issuance and provide the necessary services to ensure financial oversight and fiduciary responsibilities to GHA in its capacity as the Bond Issuer.

To select a qualified Financial Institution, GHA will evaluate submissions based on the type of trust services provided for past clients and their experience as a bond trustee. GHA will evaluate each firm separately and a **Bond Trustee RFQ/P Questionnaire Forms (see Exhibit A)** must be submitted with the appropriate support documentation.

2. BACKGROUND & OVERVIEW

A. Background

The Greensboro Housing Authority (GHA) is the third largest Housing Authority in the State of North Carolina, with a combined ownership of 20 properties along with the direct management of over 3,060

housing choice vouchers serving over 12,000 families in Greensboro, North Carolina. GHA directly owns and/or manages 2,400 housing units.

B. Project Information

GHA, through its development entity Greensboro Housing Management Corporation (“GHMC”) intends to redevelop the 49-acre Smith Homes site by demolishing the existing structures and building new infrastructure to accommodate the construction of a new housing. 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 named “The Arbors at South Crossing” will consist of 24 buildings situated on 29 acres located at the north side of Florida street (“The Project”). The Project will contain a total of 238 units, including 80 units in Phase I, 42 units in Phase II, and 116 units in Phase III. Each phase of the Project is currently being considered for low income housing tax credits (LIHTCs). The details of the phases are as follows and shown in **Exhibit B -Property Information**:

- The Arbors at South Crossing – Phase I is located at 800 West Florida Street and contains 12 one-bedroom units, 48 two-bedroom units, and 20 three-bedroom units within 8 buildings on 8.67 acres at the northwest portion of the Property. The units are designated for family households.
The Arbors at South Crossing – Phase II will be located at 600 West Florida Street and contains 36 one-bedroom units, 6 two-bedroom units within 7 buildings on 4.62 acres at the northeast portion of the Property. The units are designated for senior households.
- The Arbors at South Crossing – Phase III will be located at 714 West Florida Street and contains 18 one-bedroom units, 70 two-bedroom units, 28 three-bedroom units within 9 buildings on 9.88 acres at the north side of the property. The units are designated for family households.

The buildings will comprise of 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 the comparable market rate features and amenities. Additionally, the Project will contain community amenities for young children (such as playground and tot lots) along with multi-purpose spaces, laundry rooms, and mailbox kiosks for the residents.

3. FINANCING STRUCTURE

GHA contemplates the combination of both the 4% and 9% LIHTC programs as follows:

- Phase I – 9% LIHTCs, Permanent Debt, GHA subordinate loan, and other financing
- Phase II – 4% LIHTCs, Permanent Debt, GHA subordinate loan, and other financing
- Phase III – 4% LIHTCs, Permanent Debt, GHA subordinate loan, and other financing

Additionally, GHA contemplates issuing a single Multi-Family Housing Revenue Bond issuance. GHA will exercise its the power to issue tax-exempt, multi-family, housing-revenue bonds pursuant to North Carolina law. The first series of the bonds (Tranche A) will be designated to finance new affordable housing and will be collateralized by cash or credit-enhanced by GSE sponsored debt (HUD GNMA {“Ginnies”}). The projected maturity date for the Tranche A bonds will be no more than two (2) years. The second series of the bonds (Tranche B) will be designated to finance the public infrastructure and site improvements on the Project. The repayments of the public infrastructure and

site improvement bonds will be based on the dedication of funds from GHA’s PILOT program, in which future PILOT funds will be pledged to repay the bond principal balance and associated interest payments.

GHA looks forward to collaborating with its financial partners to identify the best and most efficient financial structure. GHA welcomes financially feasible modifications to the proposed financing plan.

4. SCOPE OF SERVICE

Outlined below is the proposed scope of work for each phase with the corresponding tasks and deliverables. Please note that the actual scope of work may not be limited to the exact items listed below. GHA will need a Bond Trustee provide money management and trust services related to the Bond transaction. This scope will include, but not limited to the following:

1. Perform directed fiduciary or discretionary investment management.
2. Perform collection of interest and dividends for all held securities and provide collection of principal and interest on called bonds, redemptions and maturities.
3. Provide timely notification and processing of voluntary, mandatory and regulatory actions.
4. Provide monthly statements and online reporting with secure system access.

5. METHOD OF SOLICITATION & SUBMISSION REQUIREMENTS

Submission Requirements

Each response submittal package should include the following

1. Financial RFQ/P Questionnaire Form – included as **Exhibit A** to this RFQ/P
2. Attachments & Exhibit Package that corresponds to the item in the Questionnaire Form, which include but are not limited to company profile, brochure and resumes of all key members that will be assigned to the project, description and location of similar projects and financial transactions along with statements on the scope of services rendered on the project, a brief statement on the financial approach for this project, five (5) references from previous projects listed.

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

EXHIBIT B – Smith Homes Property Information that contain the neighborhood and street map, Smith Homes redevelopment concept plan, The Arbors at South Crossing architectural layout and site plan, and the schematic architectural plans for Phases I, II, and III including the building elevations and floorplans.

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), Wednesday, February 17, 2021 (Extension date)**. Please note in the email subject line: **Smith Homes Financial 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	November 30, 2020
Original Deadline for receipt of proposals	December 21, 2020
Extension RFQ Date	January 27, 2021
Original Evaluation of Submissions	January 7, 2021
Extension deadline for receipt of proposals	February 17, 2021
Updated Evaluation of Submissions	February 24, 2021
Selection of Firms and Service Providers	February 26, 2021

6. EVALUATION CRITERIA

- Proposals will be evaluated on the criteria shown below.

Evaluation Criteria	Points
Firm/Staff Experience	30
Firm/Staff Capacity	25
Cost	25
Financing Approach / Timing	20
Workforce Equity and Diversity (BONUS)	10
Maximum Points	110

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.

