

GAINESVILLE HOUSING AUTHORITY

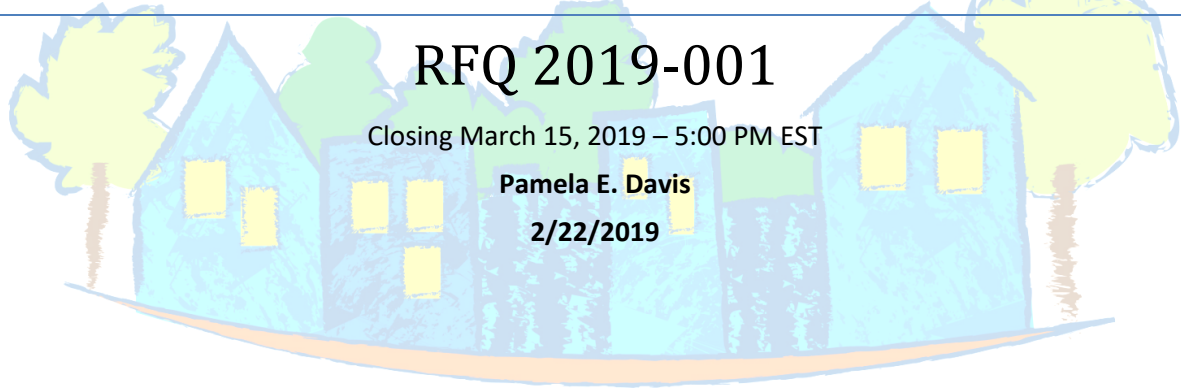
Request for Qualifications Financial Advisor Services

RFQ 2019-001

Closing March 15, 2019 – 5:00 PM EST

Pamela E. Davis

2/22/2019



GAINESVILLE HOUSING AUTHORITY

Where Housing Matters

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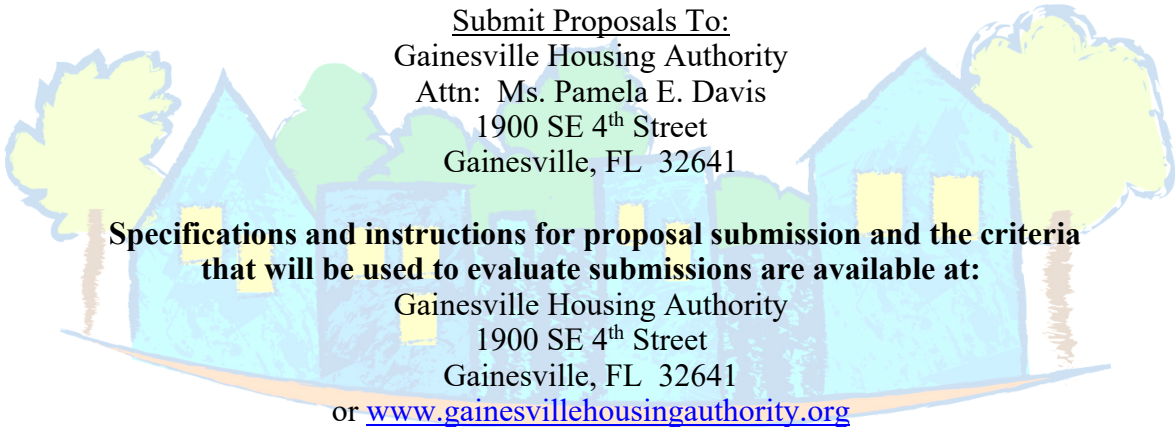
GAINESVILLE HOUSING AUTHORITY
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Advertisement for Request for Qualifications (RFQ)

The Gainesville Housing Authority (GHA) herein solicits Request for Qualifications (RFQ) from qualified, licensed, and responsible firms interested in providing GHA with Financial Advisor services (RFQ 2019-001).

Date and Time for Receiving Proposals:
Friday, March 15, 2019 by 5:00 p.m. EST

Submit Proposals To:
Gainesville Housing Authority
Attn: Ms. Pamela E. Davis
1900 SE 4th Street
Gainesville, FL 32641



Specifications and instructions for proposal submission and the criteria that will be used to evaluate submissions are available at:

Gainesville Housing Authority
1900 SE 4th Street
Gainesville, FL 32641
or www.gainesvillehousingauthority.org

By: Ms. Pamela E. Davis, Executive Director
Gainesville Housing Authority, Gainesville Florida

Gainesville Housing Authority is an Equal Opportunity Employer



I. BACKGROUND

The Gainesville Housing Authority (GHA) Executive Director (ED) and Board of Directors (BOD) are reviewing qualifications for financial advisor services.

Since our establishment in 1966, by a charter of the City of Gainesville, Gainesville Housing Authority (GHA) has been committed to advocating and providing affordable housing for eligible individuals and families. GHA works closely with the U.S. Department of HUD, the City and area agencies and organizations to provide services and opportunities, not only to our residents, but to the entire community. Gainesville Housing Authority includes a 5 member Board of Commissioners and 35 full-time staff members.

The Authority desires to provide additional housing opportunities to low and low to moderate-income residents of Alachua County located in northwest Florida. The Authority is a dual program authority with public housing (ACC) capacity and administers the Housing Choice Voucher Program sponsored by the United States Department of Housing and Urban Development (HUD).

The Mission of the Authority is to function as a performance-driven, customer focused sustainable business; advocating for, preserving and developing quality affordable housing and self-sufficiency opportunities.

The Vision of the Authority is to be the leader in developing affordable housing to ensure that all Gainesville residents have access to high quality housing, providing a foundation for improving their quality of life and achieving self-sufficiency.

The Authority has multiple public housing properties and desires to construct either new development and/or consider redevelopment, or rehabilitation of public housing properties through a public/private partnership with a qualified developer.

The Authority has approximately 1,549 Housing Choice Vouchers and an ACC capacity of 544.

This process will also include strategic planning for Gainesville Housing Development and Management Corporation (GHDMC) – a 501(c)3 instrumentality of Gainesville Housing Authority. GHDMC was created in 2014 to provide and develop non-HUD dependent affordable housing opportunities to low and moderate income persons and/or families primarily located in, but not limited to, Gainesville, Florida and the surrounding areas.

GHDMC owns and manages three single-family homes and an 18 unit townhome apartment complex.

II. SCOPE OF FINANCIAL SERVICES REQUIRED

The Financial Advisor would serve in a full service capacity, advising GHA as needed on all financings and programs of work involving development, acquisition and/or redevelopment of public housing assets, designed to improve and expand the availability of affordable housing in Alachua County, Florida, with a primary focus on multifamily housing.. The following generally highlights the services that the Financial Advisor will be required to perform:

- 1) Analysis of market demand specific to Gainesville and Alachua County.
- 2) Analysis of the market feasibility of various projects, including affordable mixed finance projects.
- 3) Evaluation of physical development, acquisition and/or redevelopment plans from a financial and overall development perspective.
- 4) Evaluation of the future housing development, acquisition and/or redevelopment impact on the project area and adjacent areas, and what influence specific project characteristics (affordable vs. mixed, unit size, density, etc.) have on future housing development potential in these areas.
- 5) Development of alternative financial plans/programs/structures; develop financial models and make recommendations with respect to housing and financing proposals made for GHA and to GHA by developers, bankers, underwriters, community groups, non profits or others.
- 6) Preparation of project cash flows.
- 7) Preparation of applications for funding from various sources.
- 8) Analysis of the risks and other financial implications of terms and conditions required by investors or lenders.
- 9) Assistance in identifying and negotiating with tax credit investors, lenders, underwriters, credit enhancers, and other potential development partners.
- 10) Assistance in negotiating financial commitments and related fees.
- 11) Development and implementation of tax-exempt financing options.
- 12) Review of transaction documents.
- 13) Assistance in evaluating the financial feasibility and implications of developer proposals.

- 14) Assistance in negotiating disposition and development agreements with developers.
- 15) Assistance in negotiating financial obligations and terms with developers and funding sources.
- 16) Assistance in closing development agreements.
- 17) Assistance with preparation and/or evaluation of mixed finance proposals.
- 18) Familiarity with the regulations, requirements and procedures governing the major funding sources and housing programs, both State and Federal.

III. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the Financial Advisor. By submitting a proposal, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by the RFQ will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Financial Advisor's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.
- C. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- D. **Proposals should be limited to fifteen (15) pages and should include the following information:**
 - 1) Identify in an exhibit the specific members of your firm who will be assigned to work with GHA and describe their experience with housing finance and mixed finance, mixed income development. Include resumes for each person as well as name, address and telephone number of contact person.
 - 2) List finance or housing related authorities that your firm is representing as a Financial Advisor. List any significant accomplishments or contributions worth noting your firm made to the transaction.
 - 3) Indicate how your firm would handle potential conflicts of interest in matters involving other clients (e.g. underwriters or developers) participating or planning to participate in GHA financing.

- 4) State the fees you would charge if retained as the GHA Financial Advisor. Indicate hourly rate and other terms offered. Indicate other costs GHA could anticipate if you are hired.
- 5) Describe your availability and degree of accessibility to GHA.
- 6) Indicate whether there is any legal action or litigation against the firm or person(s) assigned to this account. Provide a certified statement that neither your firm nor any members of your firm have been disbarred by HUD. Provide a certified statement that your firm does not subscribe to any personnel policy which permits or allows for the promotion, demotion, dismissal or laying off of any individual due to their race, creed, color, national origin, age, sex or handicapped status.
- 7) Provide three references with whom you have worked and the relevance of the reference to GHA. If references are outside Florida, also address your capability to work in accordance with Florida law and funding cycles of Florida state agencies. Please indicate name, position, address, phone and fax or e-mail addresses of the reference to GHA.
- 8) Provide a list of professional organizations/associations in which your firm is an active member and of benefit to GHA.
- 9) Indicate why you think your firm would be the best choice for Financial Advisor to GHA.

E. Forms that must be included in the submittal:

- a. Non-Collusive Affidavit
- b. Florida Statutes on Public Entity Crimes
- c. Certification Regarding Drug-Free Workplace Requirements
- d. Section 3 Business Preference
- e. HUD-5370-C1 General Conditions for Non-Construction Contracts
- f. Proof of Insurance – Workers Compensation and Automobile

IV. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: proposals shall be evaluated by the Housing Authority using the following criteria:
 - 1) Demonstrated experience creating and evaluating mixed finance housing proposals, utilizing bonds, tax credits, HOME funds, SHIP funds, CDBG funds, NSP funds,

SAIL funds, or CRA proceeds, and demonstrated expertise in complying with all HUD regulations and requirements as they relate to the development, acquisition and/or redevelopment of federally funded housing programs.

- 2) Ability to prepare and present best case/worst case financial scenarios for the expansion or redevelopment of affordable rental housing to GHA Board, rating agencies, insurance agencies and potential investors.
- 3) The ability to represent GHA without conflicts of interest on other business transactions, oversee the costs associated with each issuance or program, review preliminary and final official statements, assist in contractual negotiations with any co-developer or partner.
- 4) Summary of experience as Financial Advisor, addressing “services to be provided” and fee history.

Generally, the selection will consider the A/E’s overall suitability to provide the required services within the project’s time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E’s previous clients, as well as other references.

The final determination for awarding the contract will be made by the evaluation committee, which will be the Housing Authority’s Board of Commissioners. The Board will award the contract to the firm deemed best qualified. The Housing Authority will then negotiate with the top-ranked firm with the intention to reach agreement on a fair and reasonable price for services. The evaluation of the professional qualifications of the proposals will be judged as stated:

- 1) **Qualifications:** Include experience developing asset management financial/budget models, creation of mixed income property proformas, experience with tax exempt and taxable bond financing, knowledge of the legal and regulatory requirements for financing by public housing authorities, low income tax credits, mortgage financing, qualifications of personnel assigned.

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(40 points)

- 2) **Capacity:** Including the number and caliber of primary and support staff assigned the ability to commence work in the second quarter 2019 (or within a reasonably short time).

(20 Points)

- 3) **Adequacy:** Of response in terms of reasonableness of overall fee structure, completeness of response, proposed methodology in performing services, and a comprehensive approach to effectively safeguard and improve housing values.

(25 Points)

- 4) **Innovation:** Exceptional results from new innovative or extraordinary contributions of firm or individuals, verified by references, of successfully completing mixed finance/mixed income projects.

(15 Points)

Maximum possible points 100

- B. **AWARD OF CONTRACT:** After evaluation of the proposals received in response to the RFQ, the Agency shall engage in individual discussions and interview the proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. At the conclusion of the informal reviews and on the basis of evaluation factors the Authority shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the Proposer.

V. REQUIRED SUBMISSION TIMELINE:

The proposer must return 7 (seven) copies of the RFQ in a sealed envelope **no later than, Friday, March 15, 2019, at 5:00 PM EST** to the Gainesville Housing Authority, Administrative Office, 1900 SE 4th St. Gainesville, Florida 32641. The Contract Officer for this proposal is Pamela E. Davis, Executive Director of the Gainesville Housing Authority. She can be reached at 352-872-5500 Ext. 7119 or pamelad@gnvha.org.



ATTACHMENT 1
NON-COLLUSIVE AFFIDAVIT

GAINESVILLE HOUSING AUTHORITY
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NON-COLLUSION AFFIDAVIT OF CONTRACTOR

_____, does hereby state:

(Name)

1. S/He is the _____ of
(Owner, Partner, Officer, or Representative)
_____, hereinafter referred to as Contractor.
(Business Name)

2. S/He is fully knowledgeable of the preparation and contents of the Subcontractors proposals which were submitted to (Contractor) : _____, for the specific work required in connection with a Gainesville Housing Authority (GHA) project titled _____ and located at: _____.

3. Said Contractor's proposal is genuine and is not a collusive or sham proposal;

4. Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such contractor has in any manner, directly or indirectly, sought by unlawful agreement or connivances with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against GHA, or any person interested in the proposed Contract; and

5. The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including myself.

Signed: _____

Title: _____

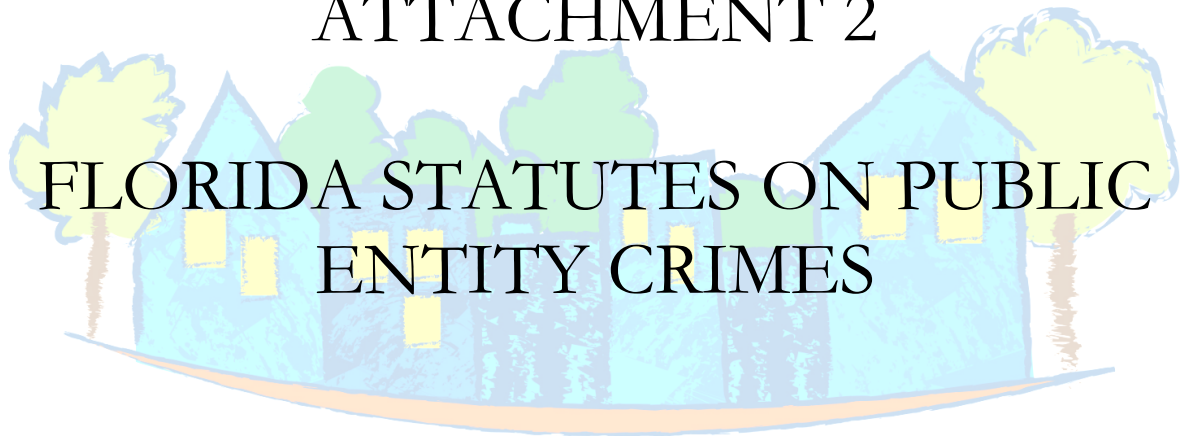
Date: _____

Witnessed by: _____



ATTACHMENT 2

FLORIDA STATUTES ON PUBLIC ENTITY CRIMES



GAINESVILLE HOUSING AUTHORITY

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SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract # _____.
2. This sworn statement is submitted by (*entity*) _____, whose business address is _____ and (*if applicable*) Federal Employer Identification (*FEIN*) is _____ (If you're a sole proprietor and you have no FEIN, then the last four (4) digits of your Social Security number _____).
3. My name is _____ and the relationship to the entity named above is _____.
4. I understand a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand "convicted" or "conviction" as defined in Paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Gainesville Housing Authority (GHA) ownership by one of the shares constituting income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under the length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand a "person" as defined in Paragraph 287.133(1)(e), Florida Statute, means any natural person or entity organized under the laws of the state or the United States with the legal power to enter into a binding contract for provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The

term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in neither management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the by the hearing officer determined it was in the public's interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

(Signature) (Date)

STATE OF FLORIDA
COUNTY OF _____

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_____, PERSONALLY
APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me,
affixed his/her signature at the space provided above on this _____ day of
_____, 201____, and is personally known to me, or has provided
_____ as identification.

(Notary Signature)

NOTARY STAMP





ATTACHMENT 3
CERTIFICATION REGARDING
DRUG-FREE WORKPLACE
REQUIREMENTS

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FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name of Contractor _____

Contract _____

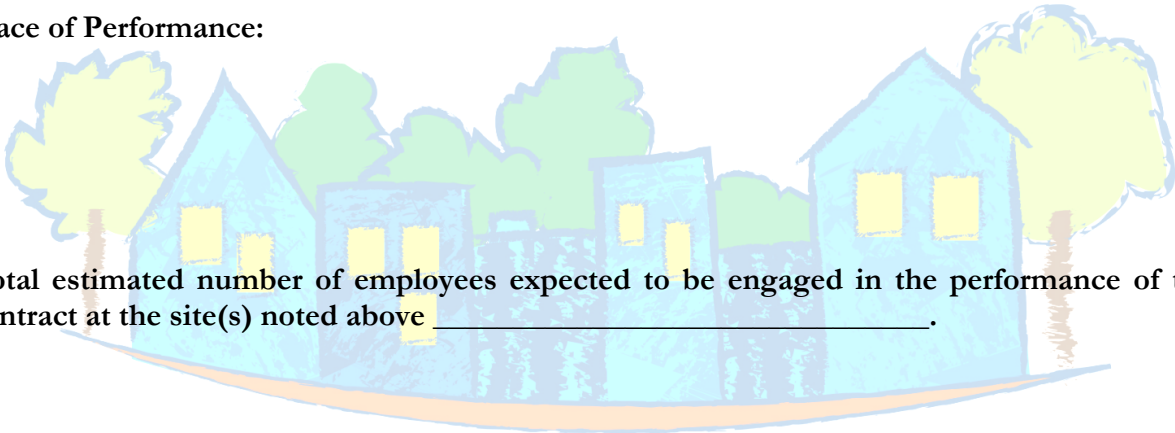
Contractor _____

Date _____

The contractor acknowledges that the site(s) expected to be used for the performance of work under this contract are covered under the statement of a Drug-Free Workplace.

Place of Performance:

Total estimated number of employees expected to be engaged in the performance of the contract at the site(s) noted above _____.



(Contractor's Signature) (Date)

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ATTACHMENT 4

SECTION 3 BUSINESS PREFERENCE



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**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence

For Business entity as applicable:

- Copy of Articles of Incorporation
- Certificate of Good Standing
- Assumed Business Name Certificate
- Partnership Agreement
- List of owners/stockholders and % ownership of each
- Corporation Annual Report
- Organization chart with names, titles and brief function statement
- Latest Board minutes appointing officers
- Additional documentation

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 resident or were Section 3 eligible residents within 3 years of date of first employment with the business:

- List of all current full-time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 day of employment
- Other evidence of Section 3 status less than years from 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

Authorizing Name and Signature
(Corporate Seal)

Attested by: _____

GENERAL CONDITIONS FOR NON-CONSTRUCTION CONTRACTS



HUD-5370-C

Available online at www.gainesvillehousingauthority.com

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