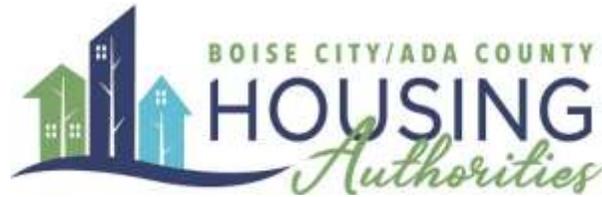


Request for Proposals

Moore Street Site Affordable Housing Development

Issued: January 19, 2022

Proposals Due: March 25, 2022



MOORE STREET SITE AFFORDABLE HOUSING DEVELOPMENT REQUEST FOR PROPOSALS (RFP)

The Boise City Housing Authority is inviting housing developers to submit proposals for development services for affordable housing multifamily housing units at 3119 W. Moore Street, Boise, Idaho 83702, to serve low to moderate income families.

BACKGROUND

Who We Are:

The Boise City Housing and Ada County Housing Authorities are quasi-public entities who have a mission to provide individuals and families with a foundation of stability and resiliency in a vibrant living environment. Through an array of programs and services, we provide affordable housing-related assistance to over 2,600 individuals and families every month, serving people with low and moderate incomes throughout our city and county.

The Site:

The Boise City Housing Authority (Housing Authority) is inviting housing developers to submit qualifications for the development of certain real property it owns on W. Moore Street between N 32nd Street and N 31st Street in the City of Boise, Idaho (Moore Street site). The Moore Street site consists of 4 contiguous parcels:

- 3099 W. Moore Street (Parcel No. R1756000093)
- 3101 W. Moore Street (Parcel No. R1756000081)
- 3113 W. Moore Street (Parcel No. R1756000067)
- 3119 W. Moore Street (Parcel No. R1756000045)

The site is approximately 2.97 acres of vacant land currently zoned R-2 Medium Density Residential. It has an irrigation ditch that flows through the center of the site which serves the adjacent neighborhood. In addition, there is an existing power line that also is located through the center of the site that will need to be re-located. There are existing soils conditions that will need to be addressed during the development phase.

History of the Site:

In 2017 and 2018, the Housing Authority, through a non-profit affiliate, submitted two separate unsuccessful applications to the Idaho Housing and Finance Association for competitive 9% Low-Income Housing Tax Credits (LIHTC) to develop the Moore Street site. The site is located in the 30th Street Urban Renewal District as designated by the Capital City Development Corporation (CCDC) and may qualify for funding. The Housing Authority has owned the site for over 20 years and has invested considerable funds in a variety of pre-development expenses.

INTENT OF REQUEST FOR PROPOSALS

It is the intent of this RFP to describe the requirements being sought in sufficient detail as to select a development partner. Proposers not in compliance with the specifications set forth herein will be deemed non-responsive.

I. INSTRUCTIONS TO PROPOSERS

(1) General Instructions:

A. Interested parties may obtain the Request for Proposals—Moore Street Site Affordable Housing Development package from the Housing Authority website at <https://bcacha.org>.

B. Written proposals must be received by the Housing Authority via email addressed to Ben Duke, Boise City/Ada County Housing Authorities, at bduke@bcacha.org by **5:00 p.m., local time, on March 25, 2022**. Proposals should be sent as an attachment to the email, with “RFP – Moore Street Site Affordable Housing Development” referenced in the email subject line. Please be advised that the attachment size limit for emails sent to the Housing Authority is 50 MB. **Proposals will not be accepted if submitted by hard copy, mail or facsimile. Proposals received after the due date and time will be deemed non-responsive and will not be considered.** Proposals timely received in compliance with this RFP will be compiled by the Housing Authority and reviewed by the Evaluation Committee as set forth below.

C. Proposals received in compliance with the RFP instructions will be publicly opened and the names of participating proposers read aloud on **March 28, 2022, on or about 10:00 a.m., local time**, in the front lobby of the Boise City/Ada County Housing Authorities Office, 1001 S. Orchard Street, Boise, Idaho 83705.

D. The Housing Authority expressly reserves the right to reject any or all proposals or to accept the proposal judged by it as most satisfactory for its requirements. The Housing Authority reserves the right, in its sole discretion, to waive any technical defect or informality in a proposal when such defect or informality is deemed immaterial and when in the best interest of the Housing Authority.

E. Proposers shall carefully examine the RFP materials and provide all required information as set forth in the Proposal Content & Evaluation Criteria section set forth below. Failure to read the RFP and these instructions will be at the proposer's own risk.

F. All costs related to the preparation of a proposal and any related activities are the sole responsibility of the proposer. The Housing Authority assumes no liability for any costs incurred by proposers throughout the entire selection process.

(2) Objections to Instructions, Questions, and Requests for Clarification:

A. Neither the Housing Authority nor any Housing Authority representative will give verbal answers to any inquiries regarding this RFP or provide verbal instructions prior to the submission of proposals. Any verbal statements regarding same by any person, prior to the submission of proposals, shall be unauthoritative and will not be binding on the Housing Authority.

B. Written objections to the specifications or procedures in this RFP must be received by the Housing Authority, via email to Ben Duke at bduke@bcacha.org, at least three (3) business days prior to the date and time proposals are due. Each objection must state the exact nature of the protest, describing the location of the protested portion or clause in the RFP and explaining why the provisions should be struck, added or otherwise altered, and contain suggested corrections. The Housing Authority may modify the RFP or reject all requests and any changes will be made by written addendum.

C. Any explanation or clarification of this RFP, or requests for exceptions to same, must be requested of the Housing Authority in writing. If explanations or exceptions to the requirements are deemed necessary, a reply will be made in the form of an addendum to this RFP, a copy of which will be made available on the Housing Authority website at <https://bcacha.org>. All questions and requests must be submitted to the Housing Authority, via email addressed to Ben Duke, Boise City/Ada County Housing Authorities, at bduke@bcacha.org by **5:00 p.m., local time, on March 10, 2022**. Questions or requests in any other form may be ignored. An addendum, if necessary, will be issued **no later than March 17, 2022**. However, the Housing Authority may issue additional addenda from time to time, as needed.

D. All addenda issued to proposers, prior to the submission due date, shall become a part of this RFP, and proposals are to include the information described in all addenda issued, as necessary. The Housing Authority reserves the right, at its sole discretion, to amend or modify this RFP at any time during the procurement process, prior to the date and time proposals are due. All amendments and modifications to the RFP will be posted on the Housing Authority's website at <https://bcacha.org> in the form of an addendum. It is the responsibility of the proposer to check the Housing Authority's website to ensure it has addressed the information in any addenda as part of its proposal. Failure to do so may result in a proposal being incomplete or deemed non-responsive.

(3) Qualification of Proposers:

A. Equal Opportunity. The Housing Authority will make every effort to ensure that all proposers are treated fairly and equally throughout the entire solicitation, review and selection process. The Housing Authority does not discriminate on the basis of race, color, sex, sexual orientation, gender identity/expression, national origin, religion, familial status, disability, age, or any other applicable legally protected status.

B. Conflicts of Interest. By submitting a proposal, each proposer represents and affirms that, to the best of its knowledge, it has no interest (whether familial, business or financial) and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Proposer shall promptly notify the Housing Authority in writing of any potential conflicts of interest for any prospective business association, interest, or other circumstance which may influence or appear to influence the proposer's judgment or quality of services being provided. Such written notification shall identify the prospective business association, interest or circumstance creating the potential conflict. The Housing Authority, in its sole discretion, may determine whether any potential conflict of interest rises to the level sufficient to disqualify a proposer. The selected proposer shall not hire any officer or employee of the Housing Authority to perform any service covered by this RFP.

C. No proposal shall be accepted from, or contract awarded to, any person, firm or entity that is in arrears to the Housing Authority upon a debt or contract or that is in default, as surety or otherwise, upon any obligation to the Housing Authority.

D. Proposers shall be responsible for complying with all applicable provisions of federal and state law as they relate to provision of the services described herein. Proposers, prior to execution of a contract, shall be licensed to do business in the State of Idaho. If unsure whether your company is licensed in Idaho, please refer to the Idaho Secretary of State.

(4) Confidentiality:

A. **Data contained in the proposal and all documentation provided therein becomes the property of the Housing Authority, and the data becomes public information upon opening of the proposal.** If a proposer wishes to have any confidential or proprietary information withheld from the public, such information must fall within the definition of "trade secret" contained within the Idaho Public Records Act (IPRA). **All information the proposer wishes the Housing Authority to withhold must be clearly marked "trade secret" on each page. All documents not marked as "trade secret" are subject to release in compliance with the IPRA, without further notice to proposer.**

B. The Housing Authority reserves the right to determine independently whether or not documents marked as “trade secret” qualify as such pursuant to the IPRA. The Housing Authority will make reasonable efforts to protect any information marked “trade secret” by a proposer, to the extent permitted by the IPRA. If the Housing Authority withholds “trade secret” information from a person requesting same under the IPRA, by submitting a proposal, the proposer agrees to indemnify the Housing Authority for any attorney’s fees and costs associated with the defense of the decision to withhold the “trade secret” information, should the decision be legally challenged. Further, the proposer will be named in any legal challenge as a party, pursuant to Idaho Code § 74-115, and will have legal standing to oppose the request for disclosure. By submitting a proposal, the proposer further agrees to hold the Housing Authority harmless from any and all liability and resulting damages that may arise from releasing those portions of the proposal not marked “trade secret” information.

(5) Review and Award Process:

A. After the proposals are received, opened and compiled, all timely proposals will be evaluated by an Evaluation Committee (Committee). The Committee will be comprised of representatives from the Housing Authority staff and Board as well as any invited subject matter experts.

B. The Committee will review all written proposals. The evaluation process may also involve interviews/presentations of the top one to three proposals, at the discretion of the Committee. Following the evaluation process, the Committee will rank the proposals using the evaluation criteria listed in this RFP. A ranked list of proposals and a written recommendation will be provided to the Housing Authority Board and will be posted on the Housing Authority’s website at <https://bcacha.org>. The ranked list and recommendation will be included as part of the Board Packet for the meeting in which the Housing Authority Board of Commissioners is scheduled to consider the proposals.

C. The Housing Authority Board will consider the proposals for potential award on **May 11, 2022, at or about 4:00 p.m., local time**. The highest ranked proposer may be asked to make a presentation to the Board as part of this process.

D. The selected proposer will be required to enter into written memoranda of understanding, agreements, and/or other instruments with the Housing Authority, as needed, to carry out the terms of the awarded proposal.

II. PROPOSAL CONTENT & EVALUATION CRITERIA

(1) Goals and Desired Outcomes:

A. **Maximize Density.** The Housing Authority is interested in maximizing density on the Moore Street site. The site is currently zoned R-2 (Medium Density

Residential). A summary of current entitlements on the site is provided as an exhibit to this RFP, and the current conditional use permit and accompanying documents can be found at:

<https://permits.cityofboise.org/CitizenAccess/Cap/CapDetail.aspx?Module=Planning&capID1=16HTY&capID2=00000&capID3=0KG9R&agencyCode=BOISE>

<https://permits.cityofboise.org/CitizenAccess/Cap/CapDetail.aspx?Module=Planning&TabName=Planning&capID1=17HTY&capID2=00000&capID3=03MLM&agencyCode=BOISE>.

However, the Housing Authority has considered, and may have interest in, pursuing a re-zone to R-3 (Multi-Family Residential) to maximize density on the site if it makes sense for the project. Additional research would be needed before attempting a re-zone including assessment of whether sufficient political will exists to support such an approach. Accordingly, current zoning and entitlements **may or may not** be utilized in a successful proposal.

B. **Housing for Working Families.** Create multi-family rental housing for working families (not seniors, special needs or supportive housing).

C. **Affordable.** Focus on affordable housing for families at or below 80% average median income (AMI), with up to 15% of market rate rental units preferred to create a mixed income community. The desired goal is to average 60% to 80% AMI.

D. **Long-Term.** Create and maintain long-lasting affordable rental housing on the site, which meets or exceeds a term of affordability of 40 years, with a preference for maximizing the length of such term.

E. **Partnership.** Develop a strong public-private partnership between the development partner and the Housing Authority, and possibly other public agencies.

F. **Additional Funding.** Minimize need for Housing Authority funding through leverage of outside funding (or land value) to attain other sources of project funding.

G. **Sustainability.** Utilize energy efficient and sustainable building principles throughout the development.

H. **Community.** Creating a community asset by including community spaces that offer value to the residents and the neighborhood.

(2) Proposal Content:

Proposals submitted in response to this RFP must address the following areas, at a minimum:

A. **Letter of Introduction.** Provide a letter of introduction. Briefly introduce your organization, provide the location of the office that will be responsible for the work in this project, and identify the contact person in your organization for correspondence with the Housing Authority. Also, include email and telephone numbers for the contact person. Provide the name of the person legally authorized to contract for your organization.

B. **Developer/Project Team.** Identify the lead developer, partners, architect, consultants, and any others that are part of the project team, including a brief description of and location for each firm/organization. Describe the roles and responsibilities of each team member and include a résumé for each, as well as 3 professional references.

C. **Experience.** Describe the experience of the lead developer, partners, architect, and consultants in completing similar types of affordable, multi-family development. Please provide 3-5 examples. Examples should include images, location, development program, breakdown of residential affordability mix, members of the development team, total development cost, financing structure, project schedule, role of the public sector, information on challenges faced and solutions achieved, and a local reference. Please also describe the lead developer's experience in financing mixed-use, affordable or mixed income housing, including by securing grants and public funding sources.

D. **Development Specifics.** Provide a development summary narrative with the following:

1. Vision and objectives of the development;
2. Number of units and unit mix;
3. Project amenities and description of the demographic served;
4. Proposed services, if any, offered to residents or broader community;
5. How the design and building program will be integrated with the neighborhood;
6. Timeline of project delivery, which must include the following estimated milestones at a minimum (more detail is welcome):
 - i. Land Use Entitlement Approval
 - ii. Construction Start
 - iii. Construction Finish
 - iv. Lease Up
 - v. Permanent Loan Conversion

*Please do not provide any architectural renderings as part of your initial proposal. If the Evaluation Committee decides to request interviews/presentations of the top proposers (as contemplated by Section II.(3)B of this RFP) and you are selected for such interviews, you will be asked to provide project renderings in advance of the interview process.

E. **Development Affordability & Feasibility.** Provide information regarding the financial feasibility of the project, including:

1. A chart identifying what income levels will be served and what the rents will be for those units based on unit or household size (desired goal is to average 60% to 80% AMI);
2. A complete sources and uses of funds table for development;
3. A financial pro forma with operating income and expenses and a 15-year cash flow projection;
4. Letters of interest from debt providers and/or equity investors that correspond to the amounts shown in the sources and uses table (no letters of intent are needed for competitive sources of public funds).

Please address the following as part of the financial information:

1. Include the land value as a loan, grant, or lease to the project from the Housing Authority, please include proposed terms if applicable;
2. Identify the portion of the developer fee and/or cashflow that the Housing Authority or their entity should expect to receive;
3. Clearly state whether additional financial support, in any form, will be requested from the Housing Authority.

H. **Required Elements.** The following elements must be part of a proposal for it to be considered complete by the Housing Authority:

- The Housing Authority or an affiliate entity thereof will be a partner in the ownership entity of the project and expects to earn a negotiated portion of the project's profit or fee.
- If the Housing Authority or an affiliate entity is being asked to loan, grant, or lease to the project the agreed upon value (based on a third-party appraisal) of the vacant site, the terms of such request shall be included.
- The Housing Authority is interested in the option of managing the developed property in the long-term, realizing it may not be available to the in the first year(s) due to the Housing Authority needing to garner the required experience points. The proposal should include the proposer's requirements to accommodate management by the Housing Authority.
- Project must be a rental project.
- In order to achieve long-term affordability, the Housing Authority requires a right of first refusal for purchase of the rental project in the event it is ever sold or some other method for maintaining long-term affordability.

I. **Additional Information.** Please provide any other information you believe is applicable to the evaluation of the proposal or your qualifications for providing the proposed services, including any aspects that may distinguish your firm from others.

(3) Evaluation Criteria:

A. Evaluation Criteria. The following criteria will be used to evaluate and rank all proposals. Evaluation scoring will be based on a 100-point system as described below.

1. **Developer/Project Team (Twenty (20) points possible).**
 - i. Identify the lead developer, partners, architect, consultants, etc. with a description of and location for each firm/organization (5 points).
 - ii. Describe roles/responsibilities of each team member and provide a résumé and 3 professional references for each (5 points).
 - iii. Describe experience of the lead developer, partners, and architect in completing similar types of affordable, multifamily development (10 points).
2. **Summary of Development Specifics (Fifty (50) points possible).**
 - i. Number of units, unit mix (10 points, with higher points for maximizing units to serve a variety of household sizes).
 - ii. Project amenities, description of demographics served (10 points).
 - iii. Proposed services, if any, offered to residents or broader community (10 points).
 - iv. Integration of design and building program with neighborhood (15 points, with preference for high level of integration).
 - v. Timeline (land use entitlements approval, construction start and completion, lease up, permanent loan conversion, etc.) (5 points, with preference for efficient delivery, within a reasonable timeframe).
3. **Development Affordability & Feasibility (Thirty (30) points possible).**
 - i. Chart identifying incomes to be served and rents charged for units based on unit or household size (10 points).
 - ii. Development Financial Pro Forma (20 points).

B. **Interview/Presentation (25 points possible).** The Evaluation Committee may require interviews (via in person, telephone or video conference) with the top 1 to 3 proposers. If interviews are conducted, the top proposers will be requested to give a brief summary of their proposal, provide project renderings, and answer questions. Proposers will be ranked on the quality of their presentation and responses to questions, up to a maximum of 25 points. Any points awarded during the interview phase will be added to the proposer's existing cumulative points as per the other evaluation criteria described above, increasing the maximum total points to 125.

III. CONTACT INFORMATION

Ben Duke, Construction Manager
Boise City/Ada County Housing Authorities
1001 S. Orchard St.
Boise, Idaho 83705
bduke@bcacha.org
208-287-1073

IV. SUMMARY OF RFP SCHEDULE

<u>DATE</u>	<u>ACTIVITY</u>
1/19/2022	RFP Issuance
1/19/2022	First Publication in Idaho Statesman
1/26/2022	Second Publication in Idaho Statesman
3/10/2022	RFP Clarifications/Questions Deadline
3/17/2022	Last Addendum Posted to Housing Authority Website
3/25/2022	Submission Deadline
4/4/2022 – 4/28/2022	Interviews (If Determined Necessary)
5/11/2022	Evaluation Committee Recommendation to Board

V. EXHIBITS

ALTA/NSPS Land Title Survey for Moore Street Site [4/28/2016]
Amended Record of Survey for Moore Street Site (ROS No. 12094) [11/12/2019]
Preliminary Title Commitment Report [12/20/2021]
Geotechnical Report [10/13/2016]
Phase I Environmental Site Assessment [9/6/2016]
Current Entitlement Summary [1/2022]

VI. DISCLAIMERS

*Before the project is awarded, the Housing Authority may conduct reference investigations as necessary to evaluate and determine the performance record and ability of the proposer(s) to perform the size and type of work to be contracted, and to determine the quality of the services being offered. By submitting a proposal, you authorize the Housing Authority and any of its commissioners, officers, employees or agents to conduct reference investigations as needed and agree that neither the Housing Authority nor the clients referenced shall have any liability regarding the provision of such references or the Housing Authority's use of such references in making selections under this RFP.

*The Housing Authority reserves the right, at its sole discretion, to reject any or all proposals or parts of any and all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP; all as may be deemed to be in the best interest of the Housing Authority, subject to applicable law. The Housing Authority may also issue a new RFP with project modifications based on information learned from the initial round or other changing circumstances or may terminate or suspend the solicitation process at any time.