

**GENERAL NORWALK HOUSING AUTHORITY
REQUEST FOR PROPOSAL (RFP)
FOR FINANCIAL ADVISORY SERVICES**

Norwalk Housing Authority is seeking proposals from local and national firms to serve as Financial Consultant for public mixed-finance, mixed-income multifamily or elderly developments.

The RFP may be downloaded from the Norwalk Housing Authority (NHA) web site under business and click RFPs/RFQs. You may also request a copy from Thomas F. Hickey, Director of Finance, by sending an e-mail to thickey@norwalkha.org.

DUE DATE

Submissions in response to this RFP are due no later than 4:00 PM (Eastern Standard Time) **February 28, 2017**. Late proposals will not be considered and will not be opened. Respondents are solely and entirely responsible for ensuring that submissions are received before the stated due date and time. Submissions should be addressed as follows:

**Guillermo Bendana, Procurement Specialist
Norwalk Housing Authority
24 ½ Monroe Street
Norwalk, CT 06856**

QUESTIONS

Questions regarding this RFP should be directed in writing Thomas F. Hickey, Director of Finance by e-mail to thickey@norwalkha.org by before **February 21, 2017** at 4:00 PM (Local Time).

NHA RIGHTS

NHA reserves the right to reject any or all proposals, to advertise for new proposals or proceed to accomplish this solicitation by any means determined to be in the best interest of the NHA. NHA will evaluate proposals to determine which best satisfies the needs of the Authority and community.

RFP SCHEDULE

RFP available	February 10, 2017
Final day to submit written questions	February 21, 2017
Submissions are due	February 28, 2017
Interview (if required)	Week of March 6, 2017

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1. INVITATION

The Norwalk Housing Authority ("NHA") invites proposals for financial consulting services (the "Services") to be performed under a contract with NHA (the "Contract") by a firm or firms (the "Consultant"), with experience in providing financial services for public housing mixed-finance, mixed-income multifamily or elderly developments. The Consultant should have demonstrated experience negotiating agreements between public housing authorities and their development partners. The Consultant should also have demonstrated experience with the interaction of housing authorities with the U.S. Department of Housing and Urban Development ("HUD") and with Connecticut Housing Finance Authority, as well as with Connecticut/DOH's and HUD's regulations and requirements relating to public housing mixed-finance development. The Consultant must demonstrate experience with the legal requirements related to conventional financing, the use of Low-Income Housing Tax Credits ("LIHTC"), tax-exempt debt financing, project-basing of Housing Choice Vouchers, homeownership sale programs, and other public and private funding mechanisms. Time is of the essence with respect to the various timeframes and submission requirements specified in this RFP. In the event the selected firm is unable to comply with the terms of this RFP within the indicated time frames, the NHA reserves the right to de-designate.

2. BACKGROUND

The City of Norwalk is a community of approximately 88,485 people surrounded by a large number of suburban communities and fast receding rural areas. The city covers 36.3 square miles and its location gives Norwalk a market in excess of 90,000 people and New York state line is less than 15 miles away and New York City is 60 minutes on regularly scheduled commuter trains.

3. TERM

Then award will include 3 year contractual term with an option to renew for 2 additional 1 year terms. The agency will not, however, guarantee a minimum or maximum number of billable hours or work to the successful responder(s). Work will be assigned via task order for specific Agency needs. The NHA reserves the right to terminate at its convenience.

4. SCOPE OF SERVICES

COLONIAL VILLAGE. Colonial Village is a 200 unit development which is subsidized by the Section 8 program. Colonial Village sits on 27 acres. The NHA also intends to build a community center on the 7 acre parcel as well as new housing. The NHA has selected a development partner for Colonial Village.

OTHER REDEVELOPMENT. The NHA has identified other properties for possible redevelopment. A 218 unit family and a 49 unit senior development are being considered. May consider using RAD, or project based section 8 as well as other financing vehicles. The developer on these 2 properties has not been selected.

The Agency requires the successful responder to be effective, responsive and efficient in the execution of its tasks.

The successful responder(s) will, at the Agency:

1. Provide advice regarding the development and implementation of financing products and other options or programs available to expand the affordable housing inventory, including mixed-finance and market rate projects, low income housing, new market and historic tax credits, bond financing, FHA multifamily and self-financed development.
2. Unconditionally represent the Agency on business and negotiations involving financing and matter affecting the production of affordable housing.
3. Assist and advise review analysis of housing development proposals received from outside developers.
4. Assist in the competitive or negotiated sale of bonds; review and advise the Agency as to reasonableness of the timing of the sale, the gross underwriting spread and the price of the bonds.
5. Provide advice regarding the syndication of any tax credit program in conjunction with projects under development or to be developed. Advice will include consultation and review of partnership documents, specific covenant provisions and reasonableness of offers, syndication fees, expenses and net proceeds. The Advisor may be asked to coordinate the bidding of such tax credit syndication with qualified institutional buyers.
6. Assist the Agency with the preparation of RFPs and identification or selection of other professionals needed by the Agency to expand the inventory of affordable housing.
7. Assist the Agency with the preparation of applications and documents required to acquire funding for housing projects.
8. Consult with the Agency, bond counsel, bankers, and other entities deemed appropriate by Agency on the terms, conditions and structure of bond issues, tax

credit syndication, or other forms of mixed-finance most appropriate for the program of work being considered by the Agency.

9. Provide information, advice and assistance to the Agency from time-to-time in its general operations concerning matters that may affect the interests of the Agency including state, local, or federal rules and regulations affecting housing, funding options, tax law changes and investment of available funds.
10. Prepare detailed development and operating pro forma projections for each Agency property in consultation with IHA and/or Insight staff.

5. RESPONSE REQUIREMENTS

Interest firms are requested to submit a response with the following information:

1. Letter of interest identifying the firm and its organizational structure along with the name(s) and qualifications of the team members assigned to oversee projects.
2. Narrative Response describing specifically how your firm would approach a Project, detailing unique qualifications, technical capability, or characteristics which distinguish your firm from others. (Maximum 2 pages)
3. Project Experience Past Five (5) years. Responder shall only include projects that have been completed and are comparable to the types of projects that may be awarded under the Agreement.
4. At least three (3) references including names, addresses, phone numbers and a brief description of the work performed preferably in Connecticut.
5. A resume of the principal-in charge, key personnel and subconsultant personnel.
6. Copies of current professional licenses or certifications.
7. MBE/WBE/DBE certification and experience, where applicable;
8. HUD forms 5369 B and C
9. Certificate of current insurance to include, general, vehicular, workers compensation and errors and omissions.
10. Non-Collusive Affidavit
11. Certificate of Non-Segregated Facilities
12. Section 3 Initial Contractor Response Form
13. EEO Policy Statement: Each responder must include with its proposal a certification signed by an officer of the firm indicating its firm's understanding of the provisions of the City of Indianapolis' Equal Employment Opportunity Program and the firm's assurance of non-discriminatory treatment of employees in their hiring practices because of race, age, color, religion, sex or origin. Each responder must also complete a self-certification concerning its polity and EEO compliant.
14. Rate Schedule to include fees and hourly rates.
15. Most recent audited financial statements.

Failure to include any of the aforementioned forms may render the RFP response non-responsive.

6. EVALUATION OF FIRMS AND SELECTION CRITERIA

This is an official Request for Proposal (RFP) as required by and meeting the criteria established by HUD. An evaluation panel convened will review, evaluate and rate each responsive submittal based on criteria outlined in the following section of this document. A contract will be required of the successful respondent(s).

Reserves the right to request additional information from any respondent after the response deadline. Also reserves the right to reject any and all parts of their RFP, postpone or cancel the RFP process at any time and to waive any minor irregularities in this RFP or in the responses received.

Responses shall be evaluated according to the following criteria and respective weight:

➤ Responders Qualifications	Maximum 30 points
➤ Responders Experience in Financing for Mixed finance affordable housing, Low Income Housing Tax Credits and Tax Exempt Bond Financing	Maximum 20 points
➤ Fee Schedule	Maximum 25 points
➤ MBE/WBE/DBE Certification or MBE/WBE/DBE Partnership/team or hiring in role of sub-contractor	Maximum 10 points
➤ Section 3 Initial Contractor Response Form	
a. Direct Employment; or	
b. Training/Educational Fund	Maximum 5 points
	TOTAL (100 max.)

7. CONDITIONS

Respondent must provide verifiable references demonstrating experience in their field and corroborating the RFP response.

Reserves the right to negotiate with one or more respondents, and as a result of that process, enter into a best and final negotiation or contract with one or more respondent.

Reserves the right to reject all proposals and waive any minor informalities in the RFP process. Shall be the sole judge of minor informalities. A respondent may, at the sole discretion of the correct minor omission, such as incomplete references, within five (5) business days of the submission date. Lateness of response is not considered a minor informality.

Reserves the right to reject a proposal as non-responsive that deviates from the scope of the RFP and/or omits any of the required submission forms.

An executed contract with the successful respondent(s) is subject to the approval of Executive Director and Board of Commissioners and may also be subject to approval by the local HUD office.

Assumes no liability for costs incurred by respondents in the preparation and delivery of a response or for attendance at any subsequent meetings relative to this RFP.

The person signing the RFP response must be authorized to execute a contract or conduct negotiations or discussions on behalf of the respondent if required.

8. MBE/WBE/DBE POLICY

It is the policy of the NHA to encourage responses from Minority, Women and Disadvantaged Business Enterprises or partnerships made up of or that include MBE/WBE/DBEs. It is the goal of the Agency to increase its' MBE/WBE/DBE contract base and to follow the goals of the City of Indianapolis. If a responder who is an MBE/WBE/DBE or who has plans to use an MBE/WBE/DBE as a subcontractor or partner in the response and the MBE/WBE/DBE has not been certified as a MBE/WBE/DBE, it shall submit a certified application for such MBE/WBE/DBE. Any responder who receives points for using an MBE/WBE sub-contractor or service provider and fails to utilize them will be considered in default of the contractual agreement with the Agency. The Agency reserves the right to terminate the agreement and contract with another responsive and responsible firm or team. The potential MBE/WBE/DBE must become certified by the responder's local authority/DEO to count toward the attainment of the Agency's MBE/WBE/DBE goal. Local responders that are MBE/WBE/DBE are encouraged to register through the City of Indianapolis, Division of Minority and Women Business Development (DMWBD) at 200 E. Washington St. City-County Building, Suite 1260, Indianapolis, IN 46204.

9. SECTION 3

Prospective responders are advised that this project is a Section 3 covered project as described in 24 CFR 135.

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very-low income persons, particularly persons who are recipients of HUD assistance for housing.

The Parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implements Section 3. As evidenced by the execution of a contract, the parties to a contract with the Agency certify that they are under no contractual or other impediments that would prevent them from complying with the part 135 regulations.

10. DEBARRED/SUSPENDED VENDORS

An entity or affiliate who has been placed on the Department of Housing and Urban Development debarred or suspended vendor list may not submit a response on a contract to provide goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity. Any Responder who submits a Response that includes such an entity or affiliate shall be deemed non-responsible and the Response will not be considered.

11. PRE-PROPOSAL CONFERENCE

There is no pre-proposal conference scheduled.

12. QUESTIONS

All questions shall be in writing and directed to Thomas F. Hickey, Director of Finance. Questions not in writing will not receive a response. Questions may be e-mailed to thickey@norwalkha.org.

13. RESPONSE INTRUCTIONS

Response shall be delivered to:

Guillermo Bendana
24 ½ Monroe Street
Norwalk, CT 06854
(203)838-8471 ext. 130

All packages shall be clearly labeled as to content and sender.