

REQUEST FOR QUALIFICATIONS FOR DEVELOPMENT PARTNER:**COHOES HOUSING AUTHORITY
100 Manor Site
Cohoes, New York 12047****Preserving and Revitalizing Affordable Housing**

For information, contact:

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RFQ Issue Date: October 11, 2022

Site Tours: October 25, 2022

Questions/Inquiries Due: October 28, 2022

Response Due Date: November 11, 2022

The Cohoes Housing Authority (CHA) is seeking responses from qualified Development Partner to submit Qualifications as development partners for the revitalization and/or redevelopment of Affordable Housing in the City of Cohoes. The CHA's mission is "To provide safe, decent, and affordable housing to persons and families with limited financial resources and to provide residents with access to programs which will assist them in making the transition of greater financial security. The total number of units in its portfolio is currently 238 units. The CHA desires to revitalize and redevelop certain aspects of its portfolio to provide additional housing opportunities to low and low to moderate-income residents through a public/private partnership with a qualified developer

- Manor Avenue Apartments (95 apartments)
- Roulrier Heights (50 apartments)
- Dr. J. McDonald Towers (93 apartments)

The selected developer would serve in a full-service capacity, advising the CHA as needed on all aspects of the development of affordable housing assets designed to improve and expand the availability of affordable housing in Cohoes, New York.

The CHA anticipates a multi-layered financing program will be developed and utilized for the revitalization of Affordable Housing. The expected scope of work includes:

- Develop a comprehensive Master Plan,
- Review of the proposed sites (all buildings and grounds),
- Demolition of the existing structures and replace with new units,
- Rehabilitation of rental apartment buildings and units,
- Rehabilitation of interior and exterior common spaces,
- Rehabilitation and/or replacement of exterior building to enhance visible features, and
- Accommodations for special needs populations (disabled, elderly, etc.).

CHA reserves the right to cancel this RFQ, or to reject, in whole or in part, any and all responses received in response to this RFQ, to select multiple entities to work on different locations, upon its sole determination that such cancellation, rejection or split selection is in the best interest of CHA.

Cohoes Housing Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, or familial status in employment or the provision of services. CHA solicits and encourages the participation of minorities and small businesses in procurement.

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**COHOES HOUSING AUTHORITY
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Preserving and Revitalizing Affordable Housing

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**COHOES HOUSING AUTHORITY REQUEST FOR QUALIFICATIONS (RFQ)
FOR A DEVELOPMENT PARTNER TO ASSIST WITH
IMPLEMENTATION OF REDEVELOPMENT PLAN**

1. GENERAL INFORMATION

A. SCOPE OF SERVICES

The purpose of this RFQ is to select a Development Partner to perform certain services related to the implementation of a Revitalization Plan for Affordable Housing. The Development Partner selected under this RFQ will be expected to execute a Development Agreement with **Cohoes Housing Authority (CHA)** formalizing the specific contractual responsibilities to assist CHA with implementation of the Revitalization Plan.

CHA seeks a Development Partner with demonstrated and successful experience in the use of multiple layers of financing in revitalization of Affordable Housing or programs of similar magnitude and complexity. It is expected that RFQ respondents will have a full understanding of the underlying principles of affordable housing development and the development of ancillary facilities. CHA will enter into negotiations with the highest-ranking respondent, which may result in the execution of a Development Agreement between the CHA and the selected Developer Partner that spells out the specific responsibilities of the Developer Partner. The results of those negotiations, the selected Developer Partner will provide services as a co-developer with CHA. If such negotiations are not satisfactory to the CHA, the CHA reserves the right to begin negotiating with the next highest ranked respondent until a satisfactory agreement is reached.

It is anticipated that either 4% or 9% Low-Income Housing Tax Credits (LIHTC) will be used for funding each phase of the project. The Developer Partner will need to be able to leverage CHA funds to obtain private funding. The goal is to minimize any CHA funding contribution and maximize other funding sources for the cost of the project.

B. MASTER PLAN / REDEVELOPMENT

The mission of the CHA is to provide safe, decent, and sanitary affordable housing. The CHA's vision for Development is to create a vibrant, attractive, mixed-income community, where people of all economic strata, races and cultures will live, learn, work, and play in close proximity to employment, retail, and cultural opportunities.

Preservation and revitalization will need to be accomplished either with tenants in place or through a stage, staggered or rolling approach that minimizes vacancy loss while still accomplishing preservation and revitalization goals.

C. DEVELOPMENT PARTNER SELECTION PROCESS

The Cohoes Housing Authority will evaluate the proposals received under this solicitation in accordance with the minimum information requirements outline in this RFQ. The highest-ranking respondents will be recommended for interviews in order to make a final selection.

Contract negotiations will be initiated with the highest ranked Respondent. If negotiations between the CHA and the highest ranked Respondent fail to produce a mutual agreement, the CHA will terminate those negotiations and proceed with contract negotiations with the second highest ranked Respondent. At the CHA's own discretion, the CHA may continue that process until a mutual agreement is reached between the CHA and a Respondent.

D. INTERPRETATIONS

Questions and inquiries regarding this RFQ may only be submitted in writing and should refer to the specific paragraph in question. All inquiries must be received no later than **4:00p.m. on October 28, 2022** by Mathew J. Ethier, at the address on the cover of this RFQ. Answers will be provided as written addenda to this RFQ.

The Respondent shall acknowledge in its response to this Request for Qualifications, receipt of any amendment(s). The Respondent's failure to acknowledge an amendment may result in rejection of the response.

E. CANCELLATION

The Cohoes Housing Authority reserves the right to cancel this RFQ or to reject, in whole or in part, any and all submissions received in response to this RFQ upon its determination that such cancellation or rejection is in the best interest of the CHA. The CHA further reserves the right to waive any minor informality in any submissions received, if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the absolute sole discretion of the CHA.

F. CONTRACT FORM

This RFQ may lead to a Development Agreement to be executed between the selected Developer Partner and the CHA. The Agreement will contain all of the required services specified in this RFQ and all other negotiated services. No contractual rights shall arise out of the process of negotiation until such time as the Agreement has been signed by CHA and the selected Developer Partner. The agreed upon work will commence immediately upon execution of the Agreement.

G. RULES, REGULATIONS, LICENSING AND OTHER REQUIREMENTS

The respondent and staff shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, including those applicable to conflict of interest, debarment and suspension. Respondents are presumed to be familiar with all federal, State, and local laws, ordinances, codes, rules, and regulations that may affect the services to be provided. Respondents are to be properly insured and bonded.

H. EQUAL EMPLOYMENT OPPORTUNITY

The CHA is an equal opportunity employer that does not discriminate regarding sex, age, national origin, religious creed, civil status, war veteran, handicap or disabled status. CHA reserves the right to reject any and/or all proposals and to waive any informality in the procurement process. CHA will not be liable for any claims, loss, damages or respondent costs resulting from any part of this RFQ process. This announcement complies with the requirements of applicable federal and local laws and regulations.

I. CONTACT WITH CHA STAFF, BOARD MEMBERS, AND RESIDENTS

No Respondent shall initiate contact with any member of the Board of Commissioners of the CHA regarding this RFQ until after completion of the selection process and execution of a contract. Failure to adhere to this requirement may result in disqualification from the solicitation.

J. EXPENSE OF RFQ SUBMISSION

Respondent will not be compensated for work or costs related to preparation and submission of this proposal. Respondents selected for further interviews and negotiations will be responsible for all expenses incurred during these processes.

K. RESPONSES DUE

Responses to this solicitation will be received at the Cohoes Housing Authority, 100 Manor Site, Cohoes New York 12047, until **November 11, 2022 at 4:00 p.m.** Respondents must provide one original and 5 copies and one on flash drive of the required submission marked "Cohoes Housing Authority 2022 - REQUEST FOR QUALIFICATIONS FOR DEVELOPMENT PARTNER" delivered to the address below:

**COHOES HOUSING AUTHORITY
MATHEW J. ETHIER
Executive Director
100 MANOR SITE
COHOES, NEW YORK 12047**

L. PRE-BID MEETING AND TOUR OF EXISTING SITE

There will be an optional (non-mandatory) pre-bid walk through of the existing sites on **October 25, 2022 at 10:00AM** commencing at Manor Avenue Apartments Administration Building at 100 Manor Site.

2. PROJECT SCOPE OF SERVICES

A. ROLE OF DEVELOPMENT PARTNER

The selected Development Partner is expected to work in close partnership with the CHA, tenants, and other key stakeholders during the implementation of the Preservation and Revitalization Plan.

Responsibilities of the Development Partner include, but are not limited to:

The following will be the responsibility of the selected Co-Developer, subject to CHA approval:

1. Work with an engineer and/or architect on a master plan that might include street layout and common area facilities.
2. Secure necessary approvals for the plan including but not limited to local planning and zoning approval.
3. Attend meetings with residents, Local Government, and Community.
4. Work with an engineer on undertaking and conducting environmental and geotechnical testing and an analysis of the condition of existing utilities at the site.
5. Design and construction of all infrastructure and site improvements.
6. Ensure significant participation by D/M/WBE and Section 3 firms throughout the development by insuring that the D/M/WBE and Section 3 requirements set forth on Exhibit A section C to this RFQ are satisfied.
7. Develop a construction strategy and a development implementation schedule.
8. Work with the CHA to create detailed development and operating budgets. The selected Co-Developer will be required to expand and to update the budgets throughout the development process.
9. Provide regular monthly reports to the CHA on the progress of the development efforts, including work already completed associated costs, schedule, and budgetary requirements.
10. Work with the CHA and its legal team to create an ownership structure for the development which may include an affiliate of the CHA as a general partner.
11. Obtain financing, through the use of Low-Income Housing Tax Credits, HOME Funds, New York State Homes and Community Renewal("HCR") and New York State Housing Finance Agency ("HFA") subsidies, and other public or private funding sources, to develop the property.
12. Hire Qualified General Contractor or Construction Manager and Oversee Construction Activities: The Developer Partner will create and implement a competitive process, acceptable to CHA, for selecting the most qualified General Contractor or Construction Manager. The selected General Contractor/Construction Manager will be subject to CHA's approval.
13. During construction, the Developer Partner will provide oversight, and management of construction activities to ensure the expeditious

- implementation of construction activities.
14. Provide all required operating and financing guarantees to the CHA and other lending institutions.
 15. Work with the CHA and its marketing consultant, as applicable, to undertake all marketing and lease up efforts.
 16. Respondent should indicate its requirements with regard to advance funding, compensation, and similar issues. The CHA is interested in a financial structure that allows it to participate in a stream of income from the development, including a portion of the developer fee, the property management fee and any deferred development fee or incentive management fee. Respondent must provide a demonstration of the Respondent's financial stability and ability to provide adequate assurances for completion of the development.
 17. Experience in the development, construction, and operation of an affordable housing development; including low income housing tax credit units.
 18. Experience in Green Building;
 19. Expertise in regulatory compliance issues;
 20. Expertise with local government authorities which regulate the permits and utilities necessary for the Revitalization.
 21. Experience with public housing sites and working with public housing authorities to redevelop their communities.
 22. Provide a Construction Completion Guarantee.

C. ROLE OF COHOES HOUSING AUTHORITY

CHA will be an active participant in the planning and implementation of the redevelopment project. As such, CHA must be kept abreast of and requested to approve key project milestones throughout the process. CHA will be responsible for the following:

1. Participation in Plans and Project Design. CHA, working with the Apartments residents and stakeholders, will be involved in the development of the plans and design process in consultation with the Developer Partner.
2. CHA and its consultants will manage and take responsibility for all communications with HUD, including the preparation and submission of program documents. In addition, CHA will manage the submission of evidentiary documents and obtain all HUD approvals, including but not limited to, RAD approval and Public Housing Program funds for redevelopment funding. However, to the extent any such documents are within the particular knowledge or responsibility of Developer Partner, CHA will expect the Developer Partner to prepare or assist in preparing such documents and residentaries as CHA may direct. In addition, CHA will be the administrator of the project-based vouchers derived from the RAD conversion.
3. Land Owner: The land will be held by CHA or an affiliate under a long-term ground lease to meet the RAD ownership and control requirements. The terms of ground lease will be subject to negotiation.

4. Resident Communication and Relocation: CHA will monitor the Developer's interactions with residents to ensure communication and relocation requirements are met. The master plan must include phases, where feasible, to avoid or minimize displacement of residents from their existing development and neighborhood.
5. Monitoring: CHA will monitor compliance with the Master Developer Agreement and approved re-occupancy schedule and residents right-to-return under RAD.

3. PROCUREMENT PROCESS

A. QUALIFICATIONS CRITERIA

The selected Development Partner must have the proven capacity to handle the development and ongoing oversight of a housing redevelopment projects. The Cohoes Housing Authority will view the following:

- Previous experience in master planning and community planning;
- Previous experience developing, financing, owning, and managing affordable and regulated housing projects;
- Previous experience with HUD's Rental Assistance Demonstration (RAD) Program, Project Based Vouchers, Public Housing and Section 8;
- Previous experience in the State of New York involving multi-layered financing including, but not limited to: Historic Tax Credits, Low Income Housing Tax Credits, CDBG, HOME, CHDO, and Tax-Exempt Bond financing.
- Previous experience with the turnkey development approach;
- Previous experience with providing high quality housing for low-income households.

B. SUBMISSION REQUIREMENTS

Letter of Interest:

Respondent's submittals shall be accompanied by a Letter of Interest on the Respondent's letterhead. This letter should include the Respondent's statement of understanding for the scope of work outlined in this RFQ, the commitment to perform the work expeditiously, a brief statement indicating why the Respondent believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for ninety (90) days.

Development Partner Team Participants and their Specific Roles:

All entities that comprise the partner team are to be identified, indicating their specialization(s) and specific contribution to the project. Respondents are encouraged to include specialists for all components of the program including design, construction, legal, and financing professionals as well as those with expertise in integrating community and supportive services. The project manager should be clearly identified. Ultimately, the identified project manager will be held responsible for the performance of all members of the Development Partner Team. Any MBE/WBE team members should be so identified.

Profile of Principals and Staff:

Provide resumes on the principals and key staff, including the project manager, to be involved in the redevelopment effort. The information should specify their roles and their previous experience with housing development efforts.

Personnel and Organization Chart:

Submit an organization chart showing all of the individuals that will be assigned to this development effort. This chart should reflect the hierarchy and lines of communication. Also, resumes of the key individuals are to be included with a detailed description of the responsibilities that they will be required to perform. Additionally, with respect to the project manager and lead individuals in each discipline, describe the degree to which such individuals and firms can dedicate their professional time to this initiative.

Experience of Development Partner and Team Members:

Briefly describe the relevant experience of the Development Partner and each member of the Development Team. Additionally, any previous collaboration among some or all of the members of the partner team should be noted. Successful experience in the

development of similar communities to the one proposed in this RFQ will be favored. Likewise, experience in housing development efforts with resident and community participation will be favored.

Termination:

Indicate whether the Respondent or any Respondent team member has been terminated from a contract, and if so, describe the circumstances and outcome.

Litigation:

Indicate whether the Respondent or any Respondent team member has ever sued or been sued by a public agency, and if so, describe the circumstances and outcome.

Housing Development Experience:

Provide information on residential rental development projects in which the Respondent has participated. Focus on the most recently completed developments, including affordable partnerships with public housing authorities for which the Respondent was procured. Information should list the project name, location, project size, project completion date or current status, funding sources and amounts, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, and total development cost.

Provide five projects most comparable to this RFQ. Include the name of a contact at each housing authority that you have prior experience with and their phone number and e-mail address.

Descriptions of relevant experience should be provided for each team member of the Development Partner Team. Additionally, any previous and successful collaboration among some or all of the members of the team should be noted.

Legal Experience: Describe the experience of the law firm and the key staff in structuring and negotiating complex real estate financing structures.

Rental Assistance Demonstration (RAD) Experience: Describe the amounts and projects where the Developer Team or member of the team was successful in working with HUD on RAD projects.

Low Income Housing Tax Credit (LIHTC) Experience: Describe the amounts and projects where the Developer Team or member of the team was successful in obtaining allocations of LIHTC for similar projects.

Tax-Exempt Bond Financing Experience: Describe the amount and number of successful projects developed with tax-exempt bonds and with syndicated Low Income Housing Tax Credits.

Turnkey Development Services Experience: Describe the experience of providing development services without ownership interest in the development and/or with exit from the ownership entity following conversion to permanent financing or other milestones. Provide a listing of such transactions and detail strategies and procedures implemented to secure approvals from lenders and investors and to ensure harmonious execution of the approach.

Rehabilitation and Preservation Experience: Describe the experience with rehabilitation of projects detailing how occupancy or relocation during rehabilitation was addressed and administered including the roles and responsibilities of developer and its partners in implementing the strategy, implications for tenant relations and its cost implications.

Green Building Experience:

Provide information on all green building development projects in which the Respondent has participated. An important goal of the CHA is to develop an environmentally responsible development on the site(s) that can serve as a model for residential construction in the City of Beacon and the State of New York. It is the intent of the CHA to implement financially feasible, technologically sound strategies to conserve energy and to surpass current norms for water conservation, waste management/recycling and the quality of the indoor environment.

Capacity:

Respondent shall certify that the Respondent and all team members are available to start immediately. The Respondent should describe any existing time commitments of the proposed team members or their proposed staff which would impair the Respondent ability to proceed expeditiously.

Financial Statement:

Provide one copy of current financial statements of the Respondent prepared by a Certified Public Accountant in a separate envelope marked "Confidential".

References:

Submit 3-5 references that are relevant to the scope of work as anticipated in this RFQ. Detailed reference letters and other materials will be viewed more favorably than a list of names.

Fee Structure:

The CHA is interested in a financial structure that allows it to participate in a stream of income from the development, including a portion of the developer fee, the property management fee and any deferred development fee or incentive management fee. Respondent must provide a demonstration of the Respondent's financial stability and ability to provide adequate assurances for completion of the development.

It is the intent of CHA to serve as a co-developer and to receive a percentage of the Developer Fees based on the resources. The CHA will negotiate the fee and compensation with the highest-ranked firm.