

REQUEST FOR QUALIFICATIONS (RFQ)
Technical Assistance and Professional Consulting Services
Greenburgh Housing Authority

STATEMENT OF PURPOSE

The Greenburgh Housing Authority (“AUTHORITY”) is seeking a qualified individual, firm or team to provide technical advisory assistance and professional consulting to augment existing staff capacity in the areas of finance, management, government programs, capital programs planning and asset repositioning and transformation. The AUTHORITY is requesting proposals from qualified individuals or firms interested in serving as Professional Services Consultant to support the AUTHORITY’s administrative, management, training and residential and mixed-use revitalization and development goals.

AUTHORITY OVERVIEW / BACKGROUND

The AUTHORITY is a NY State and federally funded public housing authority that is working to transform itself and its portfolio into a financially and physically viable organization. Day to day administration of AUTHORITY is under the direction of the Executive Director and operating policy and direction is provided by the Board of Commissioners. The AUTHORITY owns and operates 131 units of conventional New York State (NYS) assisted Public Housing and 115 units in multiple LIHTC funded tax credit partnerships. In addition to its development portfolio, the AUTHORITY administers 421 units of Section 8 – Housing Choice Vouchers for low- and moderate-income households.

Funding for the operation and ongoing maintenance of the properties within the AUTHORITY’s inventory is primarily through the collection of rents and subsidies provided by the US Department of Housing and Urban Development, NYS and its tax credit development properties.

SCOPE OF SERVICES

The AUTHORITY is seeking technical assistance in the form of professional consulting services from an individual, firm or team to provide innovative solutions and capabilities to assist the AUTHORITY and its staff and efforts to re-engineer, finance, manage and plan and transform its assets to meet the demands of a changing regulatory and funding climate and its changing portfolio commitments.

The AUTHORITY will require assistance in a variety of service areas, which may include but are not limited to:

- Asset Management and Repositioning
- Procurement Management

- Financing and Financial Management
- Housing Redevelopment & LIHTC Development
- Management and Administration of Public Housing, Section 8 and LIHTC properties
- NYS and Federal Program Administration and Management

Those interested must demonstrate to the satisfaction of the AUTHORITY that the proposer possesses sufficient knowledge and experience in these areas of service.

The AUTHORITY intends to employ an Indefinite Delivery Indefinite Quantity Agreement (IDIQ) form of agreement that requires procurement of assistance in each required service through detailed Task Order Requests. Potential Task Order Requests are anticipated to include (but are not limited to) a requirement to provide staff expertise and experience to undertake any of the following typical services:

- Financial feasibility analysis of existing portfolio needing transformation and comprehensive redevelopment.
- Coordination of marketing and/or rental analyses and highest and best use studies.
- Submission of applications for financing of individual property development rehabilitation or redevelopment.
- Preparation and response to applications for local, regional, State and Federal funding allocations, Project-based Section 8 or Section 8 Housing Choice Vouchers.
- Preparation and management of special competitive and formula based grant applications.
- Procurement or coordination of partners and consultants including but not limited to legal, design, and engineering, related to the AUTHORITY's objectives, goals and general business activities.
- Development or coordination of general contractor or construction management bid documents, issuance of RFP and selection documents for project support.
- Assistance and coordination with financing and syndication firms.
- Coordination of project financial administration.
- Coordination of marketing and lease-up activities.
- Technical assistance with property management.
- Assistance with organizational infrastructure development.
- Assistance with asset management and administration.
- Assistance with asset repositioning and transformation.
- Development of government program strategy.
- Assistance with staff capacity building.
- Board of Commissioner training and capacity building assistance.
- Lead staff idea creation sessions that address AUTHORITY issues and opportunities.
- Provide training for the AUTHORITY on innovation in problem solving.

- Low Income Housing Tax Credit Program management.
- Provision of assistance with real estate finance and bond financing programs.
- Assistance with HUD CDBG, HOME, and Section 8 programs.
- Assistance with New York State HFA, HFWF and other affordable housing finance programs.
- Assistance with affordable housing plans and implementation.
- Preparation of HUD submissions and program waiver requests.
- Assistance with Federal and New York State requirements.
- Consolidated Plan/Comprehensive Housing Strategy elements.

REQUIRED QUALIFICATIONS AND CAPABILITIES

The AUTHORITY is requesting the proposer submit team and/or individual qualifications in order to demonstrate their ability to provide such a wide range of services to the Authority. Specific project experience should be included in order for the AUTHORITY to evaluate the overall abilities of the assigned personnel. To this end, the proposal should provide relevant and current professional expertise and experience of key staff.

One of the AUTHORITY's priorities is to prepare the organization to meet the demands of a changing regulatory and funding climate. To this end, the response should clearly demonstrate experience in implementing innovation strategy, changing management, and organizational process improvement consulting services to Public Housing Authorities ("PHAs") or housing-focused non-profit organizations. The AUTHORITY desires strategic growth through innovative strategies at all levels of the organization including daily functionality.

The selected individual, firm, or team should have demonstrated knowledge and involvement with government program innovations, strategies and sustainability, a method for generating ideas and concepts, process improvement and organizational sustainability. The AUTHORITY will look to the professional consultant to assist in creating and implementing long term and lasting culture change within the organization.

The AUTHORITY is seeking an individual, firm or team with comprehension of, and experience with, in the State of New York, executing the complex cooperative effort required to coordinate with the AUTHORITYs, HUD, local government agencies, HCR, HFA, community, residents, local church organizations and any other related agencies. The proposing entity should demonstrate experience working collaboratively with and through PHAs and PHAs managing a portfolio of public housing, subsidized, market and LIHTC properties.

The AUTHORITY will give additional consideration to firms that have successfully demonstrated experience in working with PHAs in the State of New York and have experience in coordinating efforts with the New York and Washington HUD offices and New York state HCR.

Experience submitting and coordinating NY State LIHTC and related funding applications will additionally be deemed beneficial to the AUTHORITY.

PROPOSAL STRUCTURE

Each respondent will be evaluated based on its responsiveness to the RFQ. Proposers are free to utilize any format and approach deemed appropriate to communicate expertise and experience in the requested areas of service. Proposals shall not exceed 15 pages and proposers are encouraged to be concise in their responses.

Submissions will be evaluated by the review panel selected by the Authority in accordance with the following requirements:

Letter of Interest

A cover letter introducing the proposer and expressing interest in providing services to the AUTHORITY should be included. Include a brief introduction of the firm and a description of the services to be provided.

Qualifications and Capabilities

For each of the requested service areas, the proposer should provide a description of demonstrated experience and success in the particular area. This should be supported with information responsive to the requirements of both the Scope of Services and Qualifications sections of the RFQ and should be sufficient to demonstrate the ability to provide such services. Additional specific information relative to tasks in the Typical Task Order section of the RFQ should be provided to communicate specific experience in the listed areas.

Fee Methodology

The proposer should provide the AUTHORITY with a methodology for the development of fees for Task Orders and any other information regarding fees or expenses. The proposer should also confirm that the proposer is willing to enter into fixed fee agreements and/ or deferred fees based upon closings for various Task Orders as they are requested by the AUTHORITY.

References

The proposer is encouraged to submit relevant and concise information regarding its past experience providing services similar to those requested in the Scope of Services section and that meet the goals of the Qualifications/Capabilities section of the RFQ. A minimum of three (3) recent (last three years) references must be provided. If the proposer is a Team and uses references from a subcontractor to indicate qualifications in an area for which the prime contractor is not the lead expert, the proposal should disclose which Team Member's reference is being used. References should include names, addresses, phone numbers, email addresses, and a

summary of the scope of work provided. Project experience and references in New York are particularly desired.

Certifications

The firm must include a Non-Collusive Affidavit, a statement of Equal Opportunity, and a Certification of Non-Debarment in all copies of the proposal. (HUD forms are acceptable, to be supplemented at a later date by funding source specific forms). PDF copies of these documents are acceptable. These certifications are necessary given the potential sources of financing and their disclosure requirements.

Other Items

Proposers are encouraged to include additional items that demonstrate the ability to provide services in accordance with the needs of the AUTHORITY. Proposers are encouraged to organize their proposals in a logical manner and present information in a way that is easy to identify. Any restrictions related to the distribution of the proposal, in whole or in part, must be specifically stated, and the AUTHORITY will make reasonable effort to protect confidential information.

EVALUATION CRITERIA

Proposals will be evaluated to determine the extent to which the firm's qualifications and capabilities meet the needs of the AUTHORITY. Each proposal will be ranked using the below criteria based upon the information presented in the proposals, the references provided by the consultant, the AUTHORITY's knowledge from prior engagements, if applicable, independent background checks, or other factual information available to the AUTHORITY.

The following point values will be used for evaluation purposes:

CRITERIA	POINTS
Individual, firm, or team structuring/staffing. The proposer's clear demonstration of the knowledge, background and ability to accomplish the AUTHORITY's goals and objectives.	20
Demonstrated methodologies for staff capacity building to help the AUTHORITY departments achieve and maintain growth through creative solutions.	15
Demonstrated experience providing housing development and housing program management consulting services to New York Public Housing Authorities.	15
Demonstrated evidence of the individual's or team's success in providing services in accordance with the requirements of the RFQ	15

References	25
MBE/WBE/DBE	10
TOTAL POSSIBLE POINTS	<u>100</u>

SELECTION OF MOST QUALIFIED FIRM

All proposals duly received in accordance with this RFQ will be timely reviewed and evaluated by a review panel of the AUTHORITY's representatives. Interviews may be scheduled to assist the AUTHORITY in its evaluation. After the top ranked proposal is determined, the review panel will then present the most advantageous proposal to the AUTHORITY's Executive Director and Board of Commissioners for final review and approval.

The proposer determined by the AUTHORITY to be most qualified in terms of actual, demonstrable experience, knowledge, and perceived benefit to objectives of the AUTHORITY will be selected, and contract negotiations with said proposer commenced. The AUTHORITY reserves the right to negotiate fees with the most capable proposer, however, if a cost-effective agreement cannot be reached, negotiations will begin with the next ranked proposer.

The AUTHORITY anticipates executing an agreement within 30 days of receipt of proposals.

RESERVATIONS

The AUTHORITY reserves the right to waive any informality in any proposal when such appears to be in the AUTHORITY's best interest, cancel the RFQ, reject any or all proposals, make an award based solely on the proposals, or negotiate further with one or more proposers. The AUTHORITY also reserves the right to reject the proposal of any proposers that has previously failed to perform satisfactorily, or has failed to complete on time a contract or contracts of a similar nature. The AUTHORITY also reserves the right to select the proposal designed to deliver the most favorable overall impact upon the proposed project(s) and the right to ask questions of the proposers, interview proposers, or negotiate the services and price before awarding the contract.

If the initial selection of Professional Consulting and Technical Advisory Assistance Services consulting and fee negotiation fails to produce an agreement acceptable to the AUTHORITY, the AUTHORITY shall have the option to select another firm or individual to provide technical advisory services from the list of original responders or to re-advertise the request for qualifications.

There is no obligation expressed or implied for the AUTHORITY to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The RFP, once submitted, becomes the property of the AUTHORITY and it reserves the right to retain all

information submitted and to use such information contained in the RFP submission regardless of whether or not the submitting entity is selected.

FORM OF AGREEMENT

It is the AUTHORITY's intent to enter into an Indefinite Delivery Indefinite Quantity (IDIQ) form of Agreement to provide Professional Consulting/Technical Advisory Assistance services to the AUTHORITY and staff in accordance with this RFQ. The AUTHORITY will negotiate individual detailed Task Orders for services as required by current and future AUTHORITY's plans and objectives.

Task Order requests will be generated by AUTHORITY and submitted to the Consultant and the Consultant will provide either flat fee rates negotiated at the point of contact or time and expense charges utilizing specific hourly rates.

The initial term of the Agreement is proposed to be Two (2) years, with potential for annual renewals for three additional years.

The AUTHORITY is an equal opportunity/affirmative action employer. The award will be made without regard to race, color, religion, gender, age, mental or physical disability (or history thereof), marital or family status, beliefs, and national origin.

PROPOSAL SUBMISSION.

Proposals should be clear, concise, and structured to communicate the capabilities and experience of the firm or individual. Proposals shall be submitted electronically, in PDF format to Email and clearly identified as follows:

“Response to Request for Qualifications for Technical Assistance and Professional Consulting Services for the GREENBURGH HOUSING AUTHORITY”

All responses must be received by mail or hand delivered to the following address and received no later than 2:00 p.m. via email on or before December 6, 2023. Responses not received by the date and time indicated will be considered non-responsive and will not be reviewed.

Submit qualification responses to the attention of:

Raju Abraham
Executive Director/ CEO
Greenburgh Housing Authority
9 Maple Street
White Plains, NY 10603
Raju@greenburghhousing.org

Submission of the RFQ to the GREENBURGH HOUSING AUTHORITY indicates acceptance by the firm of the conditions contained within this request.