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**KINGSTON HOUSING AUTHORITY**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**TO SELECT A DEVELOPMENT PARTNER**

**RFQ ISSUED Date: October 28, 2021**

**PROPOSAL DUE DATE & Time: On or before 12:00 PM EST on January 14, 2022.**

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# **I. INTRODUCTION**

The Kingston Housing Authority Inc. (“KHA”) is seeking qualifications from qualified responsible parties to serve as a development partner on a future multi-family housing development project(s) (collectively, the “Project”). The scope of the Project will be determined in a collaboration between KHA and the selected development partner. The Project will likely entail the financial restructuring and rehabilitation of existing public housing facilities in four complexes located in City of Kingston, New York. The Project requires substantial rehabilitation, and has the potential for partial, phased new development.

Each party that submits a response to this RFQ is referred to herein as a “Respondent.” A Respondent who is conditionally designated through this RFQ process is referred to herein as a “Designated Development Partner” or “DDP.”

KHA reserves the right to cancel this RFQ or to reject, in whole or in part, any or all proposals received in response to this RFQ, upon its determination that such cancellations or rejections are in the best interest of the KHA.

KHA is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age, disability, or familial status in employment or the provision of services. KHA solicits and encourages the participation of Minority and Women Owned Businesses.

A restricted period under this RFQ is currently in effect and will remain in effect until a DDP is selected or the RFQ is canceled. Respondents may not make any uninvited contact with KHA or any KHA Board Members, Commissioners, employees, or residents. All communications shall be in writing to the KHA Procurement Officer.

All expenses incurred by Respondents in the preparation and submission of proposals in response to this RFQ are the sole responsibility of the Responders. The cost of any and activities undertaken by Responders shall be the sole responsibility of the Responder and KHA will have no obligation to any Responder until the execution of a pre-development agreement.

RFQ ISSUED Date: **, 2021**

PROPOSAL DUE DATE & Time: **On or before 12:00 PM EST on January 14, 2022**

Procurement Officer for the Request for Qualifications:

* Benjamin O’Shea, Executive Director, Kingston Housing Authority

Mailing Address: 132 Rondout Drive, Kingston, New York 12401

Email: boshea@kingstonhousing.org

For more information on the Kingston Housing Authority visit <http://www.kingstonhousing.org/>

# **II. ABOUT KHA**

KHA was organized under the laws of the State of New York in 1948 to provide safe, affordable, and quality housing for senior citizens, low-income families, and persons with disabilities, at rents which persons of low-income can afford in areas where there exists a shortage. KHA is a public corporation, legally separate, and fiscally independent from the State. KHA is governed by a seven member Board of Commissioners (the “Board”). Five Board Members are appointed by the Mayor of the City of Kingston and two Board Members are elected by KHA residents as Tenant Representatives.

The KHA’s mission is to acquire, rehabilitate and or develop, own, operate, manage, and control housing for low- and moderate-income tenants.  KHA’s specific purpose is to ensure the availability of quality housing for persons of limited financial means and to insure a safe, hospitable, affordable housing environment.

KHA has entered into annual contributions contracts with the U.S. Department of Housing and Urban Development (“HUD”) to be the Administrator of a Public Housing Program. Currently, KHA manages a total of 481 housing units of Low-Income Public Housing. KHA also administers 359 HUD Section 8 - Housing Choice Vouchers (“HCV”).

# **III. PROJECT BACKGROUND**

This RFQ has been issued by KHA to improve preserve, and possibly expand, affordable housing options for persons of low income including families, senior citizens, and persons with special needs at four of its complexes located in Kingston, New York. KHA intends to develop a plan to rehabilitate and restructure its portfolio, and possibly demolish and replace some of the existing multi-family public housing developments under its control and management. To implement and complete the Project, the KHA anticipates a multi-phase, multi-source financing.

As part of the Project, KHA seeks to designate a DDP with demonstrated and successful experience and capacity in planning and financing mixed-finance rehabilitation and restructuring of affordable multi-family housing. KHA will enter into negotiations with the highest ranked Respondent, which is expected to result in the execution of an agreement(s) between KHA and the DDP.

KHA intends to serve as co-developer for the Project. All activities, endeavors, initiatives, and actions undertaken because of an award of any contract as a result of this RFQ are hereinafter understood and incorporated by reference, to be in partnership with KHA, it’s entities, instrumentalities and/or affiliates, and is subject to approval by the Board. If a contract is awarded, it will be awarded to the responsible Respondent whose qualifications, fees, terms/conditions, and other factors are deemed most advantageous to KHA. Additional requirements or restrictions imposed by lender, investor, HUD, New York State Homes and Community Renewal (“HCR”), and other governmental entities will also be considered in rendering a decision.

KHA anticipates that the Project will impact three State sites and one HUD site with a total of 321 units. The State complexes are Colonial Gardens, Colonial Gardens Addition, and Wiltwyck Gardens, and the HUD complex is Rondout Gardens (collectively, the “Complexes”). A breakdown of the Complexes follows:

**Colonial Gardens** (CG) State complex consists of 98 rental units divided among 17 two-story buildings that were built circa 1968. Additionally, there is also an administrative building with a community room. Almost all of the rental units are currently occupied. The CG complex has the following unit distribution, by tenant category:

                Type                                                   1BR                        2BR              3BR

                Public Housing                                    **10                           60                  28**

                **Site Total = 98**

**Colonial Gardens Addition** (CGA) State complex consists of 32 rental units divided among two two-story buildings that were built circa 1970. Almost all of the rental units are currently occupied.  The CGA complex has the following unit distribution, by tenant category:

 Type                                                    Efficiencies

                Public Housing                                    **32**

                 **Site Total = 32**

**Wiltwyck Gardens** (WG) State complex consists of 60 rental units divided among five (5) two-story buildings that were built circa 1970. Almost all of the rental units are currently occupied.  The CGA complex has the following unit distribution, by tenant category:

Type                                                   1BR                       Efficiencies

                Public Housing                                **30                             30**

                **Site Total = 60**

 **Rondout Gardens** (RG) Federal HUD complex consists of 131 rental units divided among nineteen (19) two-story buildings that were built circa 1970. Almost all of the rental units are currently occupied.  The KHA federal public housing portfolio will be included in an application to be submitted to HUD for a Streamline Conversion to Section 8 and the redevelopment of Rondout is subject to HUD’s approval of this application. RG complex has the following unit distribution, by tenant category:

                Type                                  1BR      2BR      3BR     4BR     5BR Efficiencies

 Public Housing   **20 29 24 11 5**  **42**

 **Site Total = 131**

 **Grand Total = 321 housing units**

# **IV. RFQ TIMELINE**

The following table lists important dates under the RFQ process:

1. RFQ Release Date: October 28, 2021

2. Site Tours (Optional) / Orientation: **November 29, 2021**

3. Deadline for submission of Questions: **December 1, , 2021**

4. Deadline for KHA to Respond to Questions: **December 8, 2021**

5. Submission of Proposals: **January 14, 2022** **(on or before 12:00 pm EST)**

6. Interviews (if necessary): **February 1-15, 2022**

7. Anticipated Decision Date:  **February 25, 2022**

# **V. DEVELOPMENT OBJECTIVES**

KHA anticipates that the Project will involve a substantial redevelopment of the Complexes to extend useful life by 20 years or more. The Project may also include the development of new units within the Complexes to increase the density of housing units or to permit demolition and replacement housing.

KHA prefers tenant-in-place renovations that include comprehensive unit upgrades (kitchens and baths), common area improvements, exterior improvements to the Complexes, including updated lighting, electrical, plumbing energy systems.

The Project will require seeking outside sources of capital using mixed finance methods and securing the required HUD and HCR approvals. Financing is likely to include New York State subsidies, Section 8 vouchers, federal Low-Income Housing Tax Credits, and/or tax-exempt bonds in conjunction with Low-Income Housing Tax Credits. The DDP will be responsible for securing financing and providing guaranties to lenders and funders.

It is intended that the control, operations, and management of all existing KHA facilities shall remain under the control and management of KHA or its affiliate during and after all development activities. Additionally, it is imperative that any financing or equity investment be structured to ensure that any real and personal property will remain in the control and ownership of KHA upon an exit by the DDP or its affiliate.

NOTE: We include the option of a site tour as part of the RFQ process, but taking the tour is not required. Nor is the Respondent expected to provide the KHA with a proposed scope of work for the Complexes, as that work will be done in the future together with the KHA once a DDP is selected. The site tour option is simply provided for those Respondents who want to be more familiar with the Complexes and other properties operated by KHA. More information about the site tour is provided in the section below on RFQ Inquiries and Site Tour.

# **VI. REQUIRED CONTENTS**

Please provide responses that conform with these instructions. We are looking for responses that are clear and comprehensive but also concise.

1. **Qualifications, Experience, and Capacity of the Respondent Team:** In a narrative, describe similar successful multi-family affordable housing projects developed with a complex financing structure that resulted in positive outcomes for the residents and local community or neighborhood. Include information about the partnership and development team members, the financing including any government issued tax credits, private activity bonds or loans, investors, rent structure and rental assistance if applicable, development schedule, supportive services if any, design considerations including energy efficiency plans, community outreach and participation efforts, M/WBE participation, achievement of HUD Section 3 participation goals if applicable and any other relevant information. Include at least one demolition/replacement project and at least one tenant-in-place moderate rehabilitation project with a brief description of the rehab scope of work.

Describe any previous collaboration on other similar projects with Public Housing Authorities that were successfully completed by any one or all members of the Respondent. If the Respondent has never collaborated with a Public Housing Authority, then describe at least one collaboration with a development partner, either a nonprofit or for-profit entity. Describe any previous collaboration projects with a Public Housing Authority that were planned but did not proceed to completion and explain the reasons the project did not proceed.

All entities that comprise the Respondent are to be identified, indicating their specialization(s) and specific contributions to the team. Please include the following:

1. A team leader and main contact person for the RFQ should be clearly identified including all contact information.
2. Provide resumes or detailed biographies of all team members with a description of the responsibilities they will be required to perform.
3. Identify team members who are NYS Certified Minority or Women Business Enterprises.
4. Submit information indicating where, and to what extent M/WBE Participation will be used.
5. If Respondent has external members on their team, and a preference or prerequisite they be designated as part of the development team, such as engineers, architects or design professionals, legal counsel, investors, or others, they should be identified, and their relevant experience and credentials provided. It should be noted if their participation is a preference or a prerequisite.
6. If helpful, submit an organization chart showing all the individuals that will be assigned to work under this project.
7. Provide a 2018 financial statement for the Respondent entity or the principals of the Respondent, or for the Respondent’s most recent fiscal year, prepared by a Certified Public Accountant. If the Respondent consists of multiple entities, then provide one recent financial statement for each entity, or the principals of each entity. This financial statement should demonstrate the financial capacity of the Respondent for executing all applicable project guarantees for a typical tax credit or tax-exempt bond financed project. Financial statements may be submitted in a separate, sealed envelope (one copy only) marked “Financial Statements – Confidential.”
8. Respondents must submit at least three references including contact information, relevant to the scope of work anticipated in this RFQ.
9. Provide information about any current or pending litigation and any adverse judgments to which the Respondent is a party.

NOTE: Successful experience in the development of similar projects to the one proposed for this RFQ, together with the financial capacity to complete projects under this RFQ will be favored. Experience in housing development efforts with resident and community participation will be favored.

1. **Role of Development Partner/Proposed Ownership & Fee Structure:** The respondent shall provide a narrative describing the proposed structure and relationship between the Respondent and KHA with respect to ownership and development activities, including project planning, design, financing and construction activities related to the implementation of the plan and delivery of the new or rehabilitated housing units to a new ownership entity in which either KHA and Respondent entity would share in the ownership interest, or alternatively, the Respondent might propose to provide development services in a turnkey arrangement.

Include in the narrative the proposed development fees and any other applicable fees the

Respondent would expect to earn as part of any one transaction. Fees should be expressed as percentages of appropriate cost basis.

If Respondent has external members on their team, and a preference or prerequisite they be designated as part of the development team, such as engineers, architects or design professionals, legal counsel, or others, then report the fees to be charged by such team members as a percentage of appropriate cost basis.

The response should include a statement of the proposed terms and the how any developer fee and acquisition cost would be allocated to KHA.

1. **Community Participation and Engagement:** Respondent should describe in detail how it would share information and inform about the Project throughout the planning and development process with Complex residents and the community in general and receive and process community input.
2. **Required Certifications and Affidavits:** (NYS documents)
3. Complete and submit the attached Disclosure of Lobbying Activities form for the Respondent entity or if applicable the principals of the Respondent entity.
4. Complete and submit the attached Certification of Payments to Influence Federal Transactions form for the Respondent entity or if applicable the principals of the Respondent entity.
5. Complete and submit the attached Non-Collusive Affidavit form for the Respondent entity or if applicable the principals of the Respondent entity. **[Note to Draft: Not attached.]**

5. **Section 3 and M/WBE requirements**: It is anticipated that the Project will be financed with federal and state subsidies that have employment and contractor requirements. Respondents must demonstrate by past performance, the ability to satisfy these requirements.

# **VII. SUBMISSION INSTRUCTIONS**

Responses to this RFQ must be received by the Procurement Officer at the office of the **Kingston Housing Authority, 132 Rondout Drive, Kingston, New York 12401**, no later than the due date/time of **12:00 p.m. January 14, 2022**. Late submissions will not be accepted. KHA reserves the right to extend the date and time for proposal submission at its discretion.

Responders must provide **one original, ten (10) print copies**, and **one digital copy on a flash drive**, or **in the form of a PDF,** of all required information in a submission marked “Kingston Housing Authority – RFQ”.

# **VIII. SELECTION CRITERIA**

All qualifications received will be date and time stamped and checked for completeness. Complete submissions received by or before the deadline will be reviewed and scored in accordance with the weighted criteria provided below. KHA will establish a review committee to evaluate submissions. When evaluating submissions, the following selection criteria will be considered with the accompanying weightings used to evaluate each response. Final selection will be based on the scoring criteria below and take into account interviews, references and financial capacity.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **BRIEF DESCRIPTION** | **WEIGHT** |
| Respondent Experience & Qualifications | Previous experience developing and rehabilitating multi-family affordable housing with demonstrated financial capacity. Previous experience involving layered financing including, but not limited to, Low-Income Housing Tax Credits and New York State Programs. Experience collaborating with Public Housing Authorities. organizations. | 50% |
| Proposed Role of DDP | The proposed structure and relationship between the Respondent and the KHA with respect to ownership and development activities, including project planning, design, financing, construction activities, and the sharing of developer fees. | 30% |
| Community Participation | Plan for community participation and engagement for this RFQ and success of previous plans for past completed projects. | 20% |

# **IX. DUE DILIGENCE**

KHA will reject the submission of any Respondent who is debarred, suspended, or issued a Limited Denial of Participation by HUD or HCR from providing services to housing companies, and reserves the right to reject the submission of any Respondent who has previously failed to properly perform any contract.

The determination of the criteria and review process as well as any selection decision shall be at the sole and absolute discretion of the KHA.

# **X. RFQ INQUIRIES & SITE TOUR**

This RFQ will be broadly distributed to all interested parties. It will be posted on the KHA’s website - <http://www.kingstonhousing.org/>. A notice will be posted in the Kingston Freeman newspaper. The RFQ will be distributed to various public housing and affordable housing trade organizations, and it will be released to known affordable housing developers in the Hudson Valley and to all persons and entities that inquire and request a copy of the RFQ.

Questions and inquiries regarding this RFQ may only be submitted in writing to the email address provided for the Designated Contact. All inquiries must be received no later than **December 1, 2021.**

Answers will be provided as written addenda to this RFQ and will be posted on the KHA website, and available on file for inspection in the KHA office. KHA will endeavor to provide copies of all addenda to all potential Respondents to whom this RFQ was emailed, but it will be the responsibility of each Respondent to check the KHA website or make inquiry as to the existence and content of addenda, as the same shall become part of this RFQ and all Respondents will be bound thereby, whether the addenda are received by the Respondent.

Site tours are not required but are an option available to interested parties who want to be more

familiar with the Complexes prior to responding to this RFQ.

Site tours of the KHA properties will be held for all interested parties starting at **10:00 AM** on **November 29, 2021**. Please arrive promptly at the KHA main office for the start of the tour – **132 Rondout Drive, Kingston, New York 12401.**

# **XI. APPENDICES**

The following forms, certifications and affidavits are attached.

• Certification of Payments to Influence Federal Transactions

• Disclosure of Lobbying Activities

• Non-Collusive Affidavit



