

**Little Falls Housing Authority
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Christopher Connolly, Chairman

Little Falls Housing Authority
Request for Qualifications (RFQ) to
Select a Redevelopment Partner

RFQ Issue Date: February 1, 2023

Proposal Due Date & Time: April 20, 2023 at 12:00 PM (Noon)

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I. INTRODUCTION

The Little Falls Housing Authority (“LFHA”) is seeking qualifications from qualified responsible parties to serve as 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 LFHA and the selected development partner. The Project will likely entail the financial restructuring and rehabilitation of existing state public housing facilities in two complexes located in the City of Little Falls, New York. The Project requires rehabilitation, and has the potential for partial, phased new development.

Each party that submits a response to this RFQ is referred 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”.

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

LFHA is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, age, disability, or familial status in employment. LFHA 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 cancelled. Respondents may not make any uninvited contact with LFHA or any LFHA Board Members, Commissioners, employees or residents. All communications shall be in writing through the LFHA Executive Director.

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 all activities undertaken by Responders shall be the sole responsibility of the Responder, and LFHA will have no obligation to any responder until the execution of a pre-development agreement.

RFQ ISSUED DATE: February 01, 2023

PROPOSAL DUE DATE & TIME: April 20, 2023 at 12:00 PM Noon

Procurement Officer for the Request for Qualifications:

Fred Myers, Jr., Executive Director, Little Falls Housing Authority

Mailing Address: 550 John Street, Little Falls NY 13365

Email: LittleFallsHA@gmail.com

II: ABOUT LITTLE FALLS HOUSING AUTHORITY

LFHA was organized under the laws of the State of New York 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. LFHA is a public

corporation, legally separate, and fiscally independent from the State. LFHA is governed by a seven-member Board of Commissioners (the “Board”). Five Board Members are appointed by the Mayor of the City of Little Falls, and two Board Members are elected by LFHA residents as Tenant Representatives.

The LFHA’s mission is to acquire, rehabilitate and or develop, own, operate, manage, and control housing for low and moderate-income tenants. LFHA’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.

LFHA is in the process of entering into an annual contributions contract with New York State Homes and Community Renewal (“HCR”) to provide 40 Project Based Vouchers, to be administered by a Local Administrator. Currently LFHA manages a total of 160 housing units of low-income State Public Housing. LFHA also administers 142 HUD Section 8 Housing Choice Vouchers (“HCV”).

III. PROJECT BACKGROUND

This RFQ has been issued by LFHA to improve, preserve, and possibly expand, affordable housing options for persons of low-income, including families, senior citizens, and persons with disabilities and or special needs at its two complexes located in Little Falls, New York. LFHA intends to develop a plan to rehabilitate and restructure its portfolio, and possibly add additional units to the current multi-family public housing developments under its control and management. To implement and complete the Project, the LFHA anticipates a multi-phase, multi-source financing plan.

As part of the Project, LFHA 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. LFHA will enter into negotiations with the highest ranked Respondent, which is expected to result in the execution of an agreement(s) between LFHA and the DDP. All agreements are subject to NYS HCR approval.

LFHA 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 LFHA, its 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 and conditions, and other factors are deemed to be most advantageous to LFHA. Additional requirements or restrictions imposed by lenders, investors, HUD, HCR, and other governmental entities will also be considered in rendering a decision.

LFHA anticipates that the Project will impact the two State Public Housing sites with a total of 160 units. The complexes are Rockton Plaza, also known as Clarence Hoteling Plaza, and Valley View Courts. A breakdown of the Complexes is as follows:

Rockton Plaza (RP) consists of 64 rental units in one nine-story building built circa 1969. The building houses administrative offices, maintenance office and shop, central boilers and hot water heaters, a small laundry, and a dining / community room. Two elevators service the building. One is the original elevator, and there was an additional elevator added to the building approximately 8 years ago. Tenants are predominately senior citizens and persons with disabilities or special needs. There are no fully handicap accessible apartments. The unit breakdown is as follows:

Unit Size	Count	Minimum Rent	Maximum Rent
Efficiency (0 bedroom) units:	24	\$150.00	\$465.00
Efficiency (0 bedroom) with alcove:	8	\$175.00	\$515.00
One Bedroom units:	32	\$200.00	\$515.00

Valley View Courts (VVC) consists of twelve residential buildings each containing 8 apartments, for a total of 96 units. There is one additional building that houses the community hall, a very small laundry area with one dryer, a maintenance office and shop, and maintenance garage. The residential buildings are divided into groups of four apartments. Each apartment grouping has an entrance and common interior hall serving the four apartments, two of which are downstairs and two upstairs. There is no elevator service. The site was developed in two phases of six buildings, 48 units, per phase. Phase 1 was built circa 1965, and phase two was built circa 1972. Tenants are predominately families, senior citizens, and persons with disabilities or special needs. There are no fully handicap accessible apartments. The unit breakdown is as follows:

Unit Size	Count	Minimum Rent	Maximum Rent
One Bedroom Units:	24	\$200.00	\$515.00
Two Bedroom units:	64	\$200.00	\$550.00/\$600.00
Three Bedroom units:	8	\$350.00	\$700.00

IV: RFQ TIMELINE

The following table lists important dates under the RFQ process:

1. RFQ Release Date: February 1, 2023
2. Site Tours (Optional) / Orientation: March 3, 2023 (snow date March 4, 2023)
3. Deadline for Submission of Questions: March 7, 2023
4. Deadline for LFHA to Respond to Questions: March 14, 2023
5. Submission of Proposals: On or before April 20, 2023 at 12:00 Noon
6. Interviews (if necessary): To Be Determined
7. Anticipated Decision Date: On or before June 2, 2023

V: DEVELOPMENT OBJECTIVES

LFHA anticipates that the project will involve a substantial redevelopment of the Complexes to extend the 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. The inclusion of fully handicap accessible units and units that can be easily converted to accessible units is also anticipated as part of the project.

LFHA anticipates renovations will include comprehensive unit upgrades (kitchens, baths, floorings, etc), updated electrical systems, plumbing and energy / heating system upgrades, as well as updating and renovating of building envelopes (roofing, siding, brickwork, etc.) and grounds. Common area improvements, including the expansion of the Rockton Plaza community and laundry rooms, as well as updating of the common hallways at both sites are anticipated. All work must be in compliance with NYS HCR Sustainability Guidelines.

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 (“LIHTC”), and/or tax-exempt bonds. 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 LFHA facilities shall remain under the control and management of LFHA 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 LFHA upon an exit by the DDP or its affiliate.

NOTE: We include the option of a site tour as part of the RFQ process and we do recommend all interested applicants take advantage of the tour, but taking the tour is not required, nor is the respondent expected to provide the LFHA with a proposed scope of work for the Complexes as that work will be done in the future with the LFHA once a DDP is selected. The site tour option

is simply provided for those Respondents who want to be more familiar with the Complexes operated by LFHA. More information about the site tour is provided in Section X.

VI. REQUIRED CONTENTS

Please provide responses that respond to these questions. We are looking for responses that are comprehensive, clear, and concise.

1. **Qualifications, Experience, and Capacity of the Respondent's Team Narrative:** Describe similar successful multi-family affordable housing projects that were developed with a complex financing structure that resulted in positive outcomes for the residents as well as 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. Please describe the 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 full substantial "(gut – rehab) project, and at least one tenant-in-place moderate rehabilitation project with a brief description of the scope of work for each.

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

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

- a. The team leader and main contact person for the RFQ should be clearly identified including all contact information.
- b. Provide resumes or detailed biographies of all team members, with a description of the responsibilities they will be required to perform.
- c. Identify team members who are NYS Certified Minority or Women Business Enterprises.
- d. Submit information indicating where, and to what extent, M/WBE Participation will be used.
- e. If Respondent has external members on their team, and a preference or prerequisite that 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. Please note if their participation is a preference, or requirement.

- f. If helpful, submit an organization chart showing all the individuals that will be assigned to work under this Project.
- g. Provide 2020 financial statements (or the most recent fiscal year available) for the Respondent entity or the principals of the Respondent, prepared by a Certified Public Accountant. If the Respondent consists of multiple entities, then provide one recent financial statement for each entity, or principals of each entity. The financial statement(s) 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 should be submitted in a separate, sealed envelope (one copy only) marked "Financial Statements – Confidential".
- h. Respondent must submit at least three references relevant to the scope of work anticipated in this RFQ, including contact information for each reference.
- i. Provide information about any current or pending litigation, and any adverse judgements 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.

2. Role of Development Partner / Proposed Ownership & Fee Structure: The Respondent shall provide a narrative describing the proposed structure and relationship between the Respondent and LFHA 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 LFHA and Respondent entity would share in the ownership interest; 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 requirement that they be designated as a 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 the appropriate cost basis.

The response should also include as statement of the proposed terms and how any developer fee and acquisition costs would be allocated to LFHA.

3. Community Participation and Engagement: Respondent should describe in detail how it would share information about the Project throughout the planning and development process with Complex residents and the local community in general, including local elected officials, and how the Respondent will receive and process community and resident input.
4. Required Certifications and Affidavits: (NYS Documents)
 - a. Complete and submit the attached Disclosure of Lobbying Activities form for the Respondent entity or if applicable, the principals of the Respondent entity.
 - b. 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.
 - c. Complete and submit the attached Non-Collusive Affidavit form for the Respondent entity or if applicable, the principals of the Respondent entity.
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 the RFQ must be received by the Procurement Officer at the office of the Little Falls Housing Authority, 550 John Street, Little Falls NY 13365, no later than the due date / time of April 20, 2023 at 12:00 PM (Noon). Late submissions will not be accepted. LFHA 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 in the form of a PDF, of all the required information in a submission marked "Little Falls 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 listed below. LFHA 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 will consider interviews, references, and financial capacity.

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.	50%
Proposed Role of the DDP	The proposed structure and relationship between the Respondent and LFHA 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 completed projects.	20%

IX. DUE DILIGENCE

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

X. RFQ INQUIRIES & SITE TOUR

This RFQ will be broadly distributed to all interested parties. A notice will be posted in the local and/or regional newspapers. 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 Central New York area, and to all persons and entities that inquire about 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, please use the Subject Line "LFHA RFQ" and a return email will acknowledge receipt of the inquiry. All inquiries must be received no later than March 7, 2023.

Answers will be provided as written addenda to this RFQ and will be posted on the LFHA website (LittleFallsHousingAuthority.com) and available on file for inspection in the LFHA office. LFHA 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 LFHA 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 encouraged but 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 LFHA properties will be held for all interested parties starting at March 3, 2023 at 10:00 AM. In the event of inclement weather, the Authority will reschedule for an alternate date of March 4, 2023 at 10:00 AM. We recommend all interested parties RSVP with their plans in advance so we can notify you if the tour is rescheduled due to weather. Please arrive promptly at the LFHA main office for the start of the tour – 550 John Street, Little Falls, NY 13365.

XI. APPENDICES

The following forms, certifications and affidavits should be attached to the RFQ Response:

- Certification of Payments to Influence Federal Transactions
- Disclosure of Lobbying Activities
- Non-Collusive Affidavit