REQUEST FOR PROPOSALS

Local Support for a Senior Affordable Housing Development Application for low income housing tax credits from the Florida Housing Finance Corporation

SUBMISSION DEADLINE:
Noon, Thursday, September 10, 2015

Table of Contents

1. Introduction

   a. RFP Response due date and time
   b. Contact

2. Submittal Requirements

3. Schedule of Events

4. Proposal Evaluation Criteria

Attachments

1. Water and Sewer system maps (a portion of preferred area)

2. Maps of the preferred area for development in the US 1 Community Redevelopment Area

3. Anti-Lobbying Provisions form – must be executed and returned with RFP response.

4. Capital Improvements Plan, first ten years, US 1 CRA

5. Conflict of Interest and Clean Hands Disclosure Form – must be executed and returned with RFP response

6. Officers and Significant Stakeholders Form – must be completed and returned with RFP response

1. INTRODUCTION

The City of New Smyrna Beach (hereinafter referred to as "the City") is soliciting responses to this Request for Proposals (RFP) for Senior Affordable Housing Development Applications for low income housing tax credits from the Florida Housing Finance Corporation (FHFC), to receive local support from the City of New Smyrna Beach. The City Commission may award one or more applications with a commitment for the local support dollars as required for one application if said application is approved by the FHFC. The local support amount is approximately $50,000. It is preferable that the applications are for an affordable senior housing development to be located within the US 1 corridor and Historic Westside areas of the US 1 Community Redevelopment Area (please see attached maps.)

The City reserves the right to accept or reject any and all proposals submitted in accordance with this RFP. The City shall not have any obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. The City does not warrant or represents that any award will be made as a result of the issuance of this RFP and anyone who responds to this RFP does so at their own risk and expense.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient is cautioned and advised to independently verify all of the information contained herein.

a. RFP RESPONSE DUE DATE & TIME

RFP Response packages shall be mailed or hand-delivered to the Finance Department, located on the second floor of the New Smyrna Beach City Hall at 210 Sams Ave, New Smyrna Beach. Florida 32168. **RFP RESPONSE PACKAGES ARE TO BE RECEIVED NO LATER THAN Noon Thursday, September 10, 2015.** Packages received after the specified time and date will not be accepted. The City will not be responsible for mail delays, late or incorrect deliveries. The clock located in Finance Department will be the official authority for determining late responses.

A copy of this Request for Proposals will be available online on the City's website (www.cityofnsb.com) and on DemandStar at www.DemandStar.com. This RFP may appear on other websites as well.

All RFP information and required attachments must be completed, executed and submitted in a sealed envelope. Respondents shall mark the envelope **RFP Response: Local Support for a Senior Affordable Housing Development Application for Low Income Housing Tax Credits from the Florida Housing Finance Corporation. Respondent's name and return address must be clearly identified on the outside of the envelope.** These documents constitute the complete set of terms and conditions, specification requirements, and forms for the RFP.

Respondents shall submit Five (5) complete sets (one (1) original (marked "ORIGINAL"), (4) copies) and one (1) CD of the response, complete with all supporting documentation. Responses submitted by facsimile or electronically will NOT be accepted. Responses which do not comply with these requirements will be rejected by the City. It is the respondent's responsibility to ensure that RFP Response submittals are in accordance with all addenda issued. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such respondent from its terms and requirements. Addenda are available online on DemandStar (www.demandstar.com) and on the City website (www.cityofnsb.com).

Responses not submitted in the format set forth herein shall be rejected.

By submitting a response to this RFP and executing the letter of interest and various forms as specified below, the undersigned individual hereby represents and warrants that they have the full authority on behalf of Respondent to submit this RFP response package to the City, and bind the Respondent to the terms and conditions of this RFP. The Respondent represents and warrants to the City that they have read, understand, and agree to abide by all the terms and conditions set forth in the RFP Package and all subsequently issued addenda. Further, Respondent certifies, represents, and warrants that all information contained in Respondent's RFP submittal is accurate and truthful and that the City will rely on said information during the RFP process. Respondent further understands and agrees that misleading, fraudulent, untruthful, and deceitful information, whether presented to the City in writing or verbally, shall be grounds for immediate disqualification. Additionally, Respondent agrees that the City shall have the sole discretion to rank respondents to this RFP. The final ranking of the qualifications of all respondents and the proposals by the City does not guarantee that any of the respondents will be selected. Further, Respondent agrees that the City has the right to reject, for any reason and without penalty, any and all submittal packages prior to and after the rankings are made by the City, and that the City has the right, for any reason and without penalty, to terminate the process at any time. Respondent shall bear all costs associated with preparing and responding to this RFP. The City will provide no compensation for such costs.

During the RFP process, Respondent consents to the City conducting credit and corporate background checks on the Respondent. Further, the Respondent hereby consents and authorizes the City to contact any and all previous references and others having business dealings with Respondents to inquire about the Respondent's past or current performance on any other project that the City deems to be relevant to the services requested under this RFP.

b. CONTACT

For information concerning the procedure for responding to this Request for Proposals (RFP), contact Tony Otte, CRA/Economic Development Director, at (386) 424-2265, e-mail totte@cityofnsb.com, Re: Local Support for Senior Affordable Housing Development RFP. (It is important to use only Local Support for Senior Affordable Housing Development for the subject in every such email.) Such contact is to be for clarification purposes only. Material changes, if any, to the scope of services or respondent procedures will only be transmitted by written addendum.

Questions received after Noon, Friday, September 4, 2015 will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect and shall not be relied upon by Respondents in submitting their response.

US 1 Corridor and Historic Westside of the Community Redevelopment Area

It is preferable that the applications are for an affordable senior housing development to be located within the US 1 corridor and Historic Westside areas of the US 1 Community Redevelopment Area (please see attached maps and a copy of the Capital Improvements Plan for the first ten years of the US 1 CRA).

2. SUBMITTAL REQUIREMENTS

RFP CONTENTS BY SECTION

Sections of the RFP response should be tabbed and arranged in the sequence shown in the following sections.

1. Letter of Interest

The executed letter of interest shall include a statement indicating the respondent's interest in providing an affordable senior housing development, the site of the development, and the firm's contact person and the telephone number where the person can be reached.

2. General Background

A. Current name, address, email, telephone and fax number of respondent.
B. Previous name and/or address of respondent, if any.
C. Current President or CEO. Years in that position.
D. Number of permanent employees.
E. How many years has the organization been in business?
F. How many years has your organization been in business under its present business name?
G. Under what other or former names has the organization operated, if any?
H. If a corporation, submit a copy of current Certificate of Authorization from the State of Florida and answer the following: 1) date of incorporation, 2) state of incorporation, 3) president's name, 4) vice president's name, 5) secretary's name, 6) treasurer's name.
I. If an individual or a partnership, answer the following: 1) date of organization, name and address of all partners (state whether general or limited partnership.
J. If other than a corporation or partnership, describe organization and name principals.
K. Name and address of current affiliated companies (parent, subsidiary, divisions).

3. Corporate Experience – Similar Projects

Provide a narrative of the firm's experience in building affordable senior housing developments, and experience with the Florida Housing Finance Corporation programs, and any other similar experience. The list of similar developments shall include:

a. The name of the development
b. The street address
c. The date the development opened
d. The role of the respondent in the development (e.g. owner? General contractor?)
e. If the respondent is not the current owner of the development; was the respondent ever the owner? If so, when was it sold?

f. Does the respondent manage the development? If not, the name of the management company
g. Provide at least 6 color pictures of each reference development including front and rear elevations, inside lobby and common areas, and pictures of a dwelling unit.
h. References: Please provide two names, phone numbers, and email addresses for persons who were local government employees involved in the development; and the name, phone number, and email address for the person who was most involved from the Florida Housing Finance Corporation for projects completed within the last ten years.
i. Provide a statement that the response meets the requirements for the Senior Affordable Housing Program for low income housing tax credits from the Florida Housing Finance Corporation.

4. <u>Qualifications of Key Personnel</u>

Present a table of key firm personnel that will work on tasks assigned under this RFP. The table should provide the name, title, function, and indicate the availability of persons. Following the table, resumes for each team member shall be provided.

5. <u>Organizational Chart</u>

The organizational chart shall identify all key firm personnel and all personnel who will perform work on tasks assigned under this RFP.

5. <u>Legal Proceedings</u>

A. List all arbitration demands filed by, or against, the Respondent in the last five years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceedings.

B. List all lawsuits (other than labor or personal injury litigation) filed by, or against, the Respondent in the last five years, identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceedings.

C. List any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or Occupational Safety and Health Administration concerning labor practices or safety practices of the Respondent in the last five years. Identify the nature of the proceedings and the ultimate resolutions. Please include your Insurance Experience Modification factor.

D. List any lawsuits, administrative proceedings, or hearings initiated by the Internal Revenue Service, or any State revenue department, concerning the tax liability of the Respondent in the last five years. Identify the nature of the proceedings and the ultimate resolutions.

E. Have any criminal proceedings or investigations been brought against the Respondent or any principals of the Respondent in the last five years? If so, please attach a complete and detailed report with your responses.

6. Financial Feasibility and Respondent's Financial References

A. Submit a preliminary financing plan, including:
   a. construction budget and pro forma detailing total project cost and proposed sources of funding;
   b. a description of how the project will be financed, and a letter from the lender(s) that will supply the funds.
   c. Demonstration of Respondent's financial capability to develop the Site, including a letter of reference from a bank (or banks) that has an ongoing banking relationship with the respondent business.

B. A statement from the Respondent indicating a willingness to have a third party financial consultant chosen and compensated by the City or CRA to review financial statements and a pro forma for the project in order to render an opinion of the financial capability of the Respondent to develop the project to fruition, and the likely success of the project;

C. Provide a description of similar projects completed by the Respondent, how they were financed, and information on the performance of those projects.

D. Has the Respondent, or any of its parents or subsidiaries, ever had a Bankruptcy Petition in its name, voluntarily or involuntarily?

E. Has any majority shareholder ever had a Bankruptcy Petition filed in his/her name, voluntarily or involuntarily?

F. Is the Respondent currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity?

G. What is the Respondent's current bonding capabilities with a contract surety company for a single project? Identify the surety company and the current line of bonding credit. Provide name and address of current surety agent.

H. Have Performance or Payment Bond claims ever been made to a surety on any project, past or present, where the Respondent was the principal on the bond? If so, please describe the claim, the name of the company or person making the claim, and the resolution of the claim.

I. In the past five years, has any surety company refused to bond the Respondent on any project? If so, specify the reasons given for that refusal and the name and address of the surety company that refused to bond.

J. In the past five years, has any surety company refused to bond the Respondent's parent company or subsidiaries on any project? If so, specify the reasons given for that refusal and the name and address of the surety company that refused to bond.

10. Conceptual Development and Vision

A. Narrative and Vision Statement – provide a clear statement for:
   i. The need for Affordable Senior Housing in the Area,
   ii. How the envisioned development will address the need

iii. How the development will relate to the surrounding area

B. Conceptual Development Program – present in both narrative and graphic form the development proposal for the Site. Drawings may be "conceptual" in format, but should be detailed enough to reflect the scope of the proposed development. These elements can include: height; scale; square footage of units; proposed architectural style and material types; site and building orientation; and building setback design. Proposed buildings for the site shall have an architectural style in keeping with and sensitive to the historical nature of the surrounding area. More detail is preferred. Drawings should be drawn to scale to the extent possible. The Conceptual Site Plan shall include, at a minimum, the following:

- The layout of the building on the site
- Ingress and egress points
- General location and number of parking spaces
- Height and dimensions of buildings, and square footage
- Architectural style, building materials and general design

C. Creative and innovative design solutions are encouraged, including "green building" and sustainability.

Additional Considerations: Identify any additional or unique resources, capabilities or assets which the Respondent would bring to this project outside the scope of the project.

The information will be tabbed according to each requested section. Each page will be numbered consecutively including the Letter of Transmittal, brochures, licenses, resumes, supplemental information, etc. If Respondents are submitting a joint venture, the information requested herein shall be submitted for all firms.

11. Development Schedule

Each Respondent shall submit a development schedule including proposed design, permitting agency review, and construction schedule.

Respondents are solely responsible for educating themselves about the terms and conditions of this RFP. Further, Respondents are solely responsible for educating themselves regarding the City and CRA's Redevelopment Plans, the characteristics of the community redevelopment area and applicable provisions of the City's comprehensive plan and zoning codes. Copies of any of the aforementioned documents may be obtained by contacting the City's Planning Department. Some of the documents can be located on the City's website at www.cityofnsb.com

12. Additional Forms

As noted in the Table of Contents, the following forms contained in the Attachments section must be completed and submitted with the Response to the RFP:

a. Conflict of Interest and Clean Hands Disclosure Form
b. Officers and Significant Stakeholders Form
c. Anti- Lobbying Provisions

3. SCHEDULE OF EVENTS

The City reserves the right to establish and change the schedule of the RFP process at any time, with or without notice and without penalty. However, the **anticipated** schedule for this RFP is as follows (all dates 2015):

Last time and date for Inquiries	noon, Friday, September 4
RFP Submittal Deadline	noon, Thursday, September 10
Evaluation/ranking of firms	September 10-15
Oral Presentations by selected respondents (if requested by City)	September 15
City Commission Meeting	September 22

4. PROPOSAL EVALUATION CRITERIA

A RFP Response Review Committee will evaluate and rank all proposals submitted. At its discretion, the Response Review Committee may request presentations from Respondents prior to final ranking. All responses meeting the requirements of the RFP will be presented to the City Commission.

Firm(s) shall be evaluated and points will be assigned based on the following criteria:

1. Professional Abilities/Experience – 25 points

Relevant development experience

2. Financial Feasibility –25 points

Submissions will be evaluated based on the Firm(s) demonstrated ability to finance the proposal.

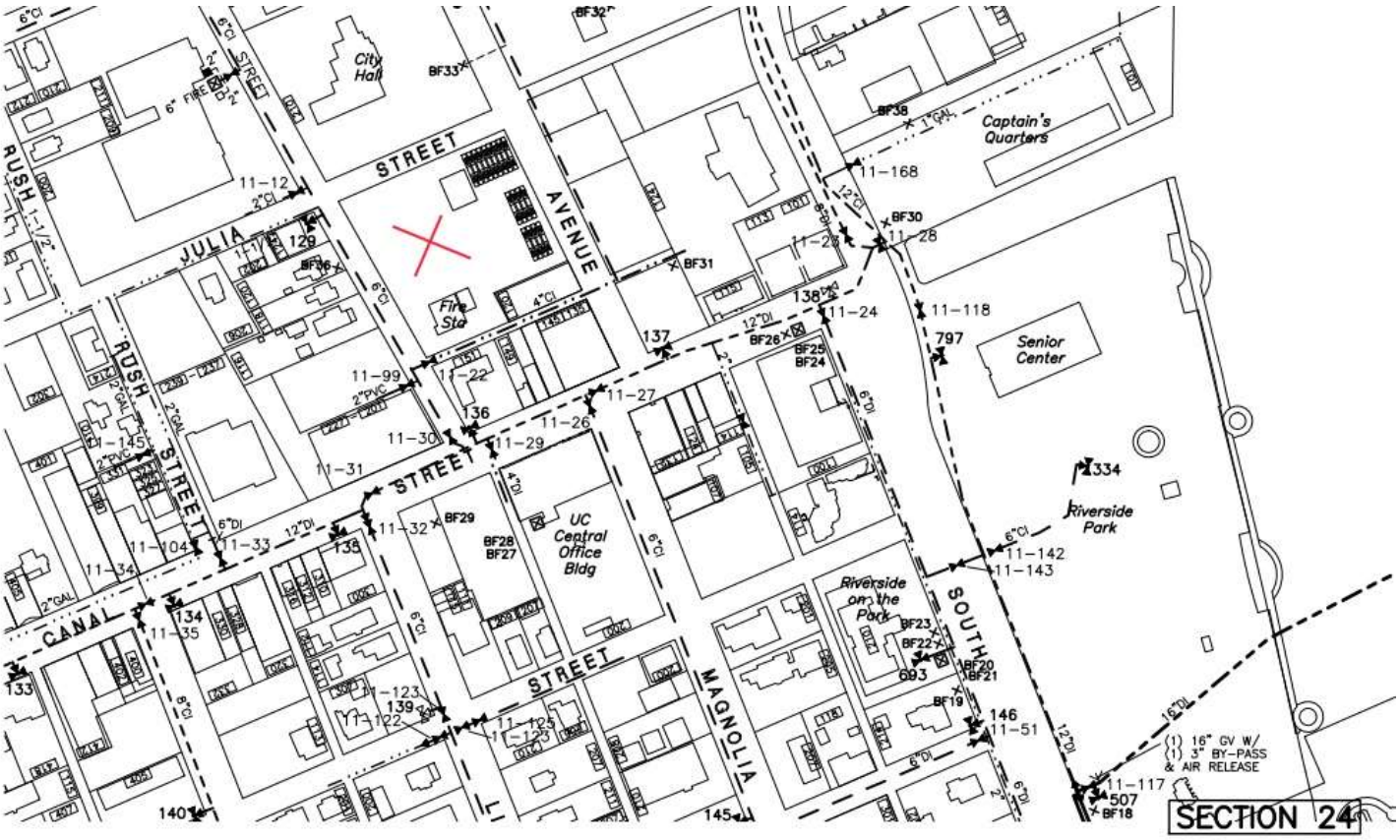
3. Conceptual Development/Overall Vision for the Project –40 points

5. Development Schedule – 10 points

It is the desire of the City that this project commence construction within 12 months of approval by the Florida Housing Finance Corporation.

EACH RESPONDENT SHALL BE REQUIRED TO ADDRESS EACH OF THE EVALUATION FACTORS. IF ANY OF THE FACTORS OR CRITERIA IS NOT APPLICABLE, THE RESPONDENT IS INSTRUCTED TO WRITE "NOT APPLICABLE" AS AN ANSWER.

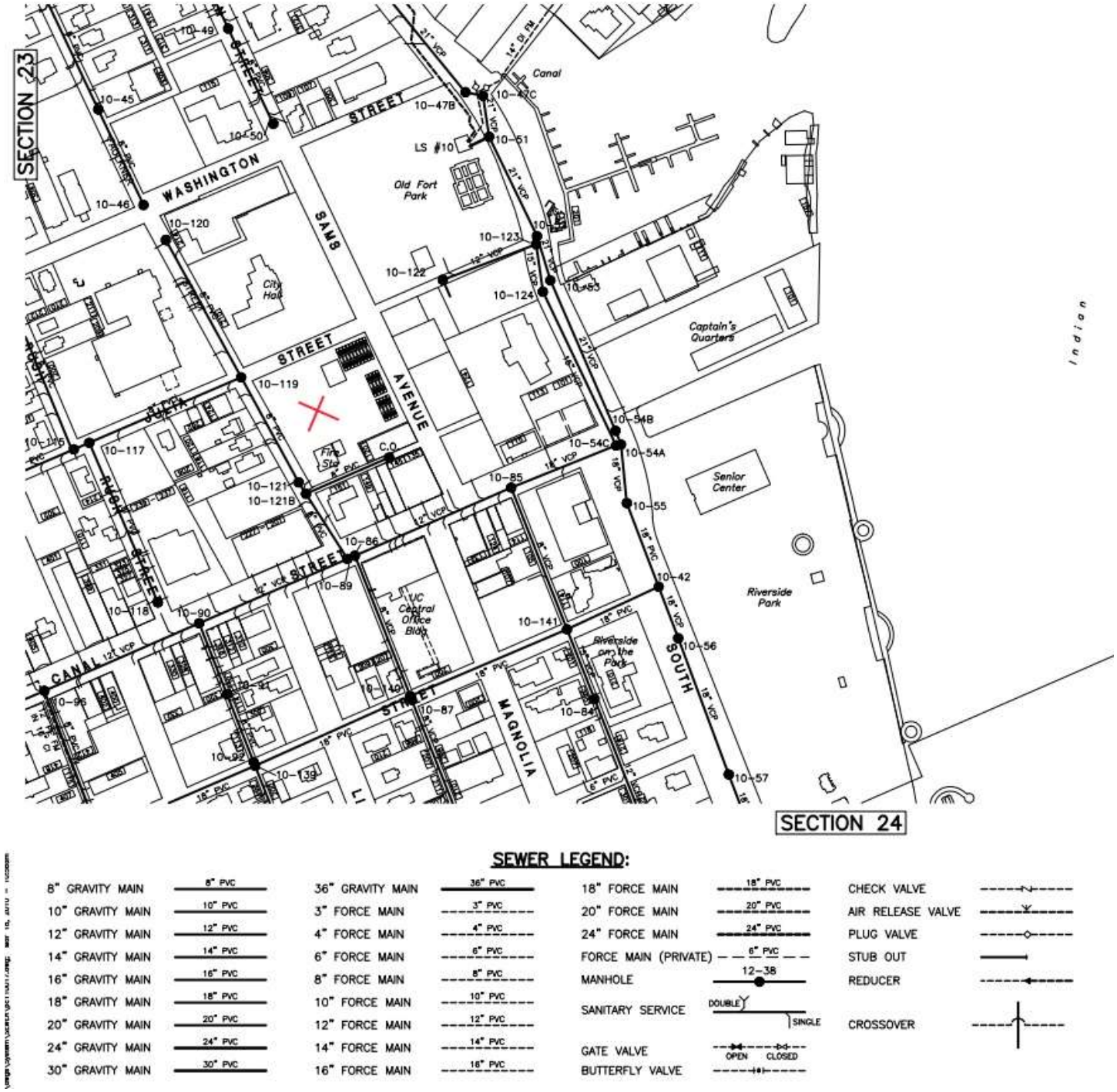
Water System Map



WATER LEGEND:

2" OR SMALLER WATER MAIN	2" PVC	18" WATER MAIN	18" PVC	BLOWOFF VALVE	
3" WATER MAIN	3" PVC	20" WATER MAIN	20" PVC	CAPPED END	
4" WATER MAIN	4" PVC	24" WATER MAIN	24" PVC	REDUCER	
6" WATER MAIN	6" PVC	WATER SERVICE		FIRE HYDRANT	W/ VALVE / W/O VALVE
8" WATER MAIN	8" PVC	WATER METER	DOMESTIC / IRRIGATION	BACKFLOW PREV. DEVICE	×
10" WATER MAIN	10" PVC	GATE VALVE	OPEN / CLOSED	FIRE SERVICE	
12" WATER MAIN	12" PVC	BUTTERFLY VALVE			
14" WATER MAIN	14" PVC	CHECK VALVE		CROSSOVER	
16" WATER MAIN	16" PVC	AIR RELEASE VALVE			

Sewer System Map



Anti- Lobbying Provisions (See Attachments for Signature Form)

COMPANIES AND PERSONS DESIRING TO RESPOND TO THIS RFP ARE HEREBY NOTIFIED THAT ALL COMMUNICATIONS REGARDING THIS RFP, WHETHER IN WRITING, ELECTRONIC, VERBAL, OR BY SOME OTHER MEANS, AND WHETHER MADE INDIRECTLY BY THIRD PARTIES OR DIRECTLY BY THE RESPONDENT, SHALL BE SUBMITTED TO THE CITY'S CRA/Economic Development DIRECTOR, EXCEPT LEGAL MATTERS MAY BE DIRECTED TO THE CITY'S ATTORNEY DIRECTLY. EXCEPT AS EXPRESSLY REQUIRED BY THIS RFP FOR FORMAL PRESENTATIONS (IF ANY), ANY INDIRECT OR DIRECT COMMUNICATIONS AND LOBBYING REGARDING THIS RFP MADE TO CITY OR CRA OFFICIALS, OR MEMBERS OF THE SELECTION ADVISORY COMMITTEE, ARE STRICTLY PROHIBITTED AND SHALL CONSTITUTE GROUNDS FOR IMMEDIATE DISQUALIFICATION.

THE UNDERSIGNED RESPONDENT HEREBY AGREES TO THE TERMS AND CONDITIONS SET FORTH ABOVE AND CONTAINED ELSEWHERE IN THIS RFP AS IF SET FORTH ABOVE.

_____
Name of Respondent

_____
Authorized Signature

_____
Name & Title

_____
Date