

Request for Professional Services Proposals (RFP)

Affordable Housing Report

For the City of St. Louis

Issued by: City of St. Louis, Community Development Administration (CDA)

Issuance Date: May 13, 2019

Proposal Due: 4:00 pm on June 14, 2019

Introduction

The City of St. Louis requests proposals from qualified consultants for the preparation of an annual Affordable Housing Report which relates to work completed by the Housing Production Program administered by the Community Development Administration (CDA). CDA anticipates funding the project through an annual allocation from the U.S. Department of Housing and Urban Development (HUD).

CDA will award a contract to the lowest and most responsive proposal. Project selection is subject to federal funding and is at the sole discretion of the City of St. Louis.

Background

Housing Production:

The City of St. Louis receives an annual allocation of Community Development Block Grant funds (CDBG) and HOME Investment Partnership funds (HOME) and was previously awarded Neighborhood Stabilization Program funds (NSP) from the U.S. Department of Housing and Urban Development (HUD). CDA administers these programs for the City in an effort to expand the supply of quality and affordable housing and to stabilize City neighborhoods through the remediation of blighted areas. Funds may be utilized to assist with development gap subsidy (difference between appraised value and development costs), bridge loan financing, and homebuyer assistance to ensure affordability.

CDA works with private developers to produce housing units. CDA is one of several entities that produce affordable housing in the City. Applications for both for-sale and rental housing are considered in a Notice of Funding Availability (NOFA), which is issued on an annual basis. Private builders, developers, nonprofit community groups, Community-Based Development Organizations (CBDO), and Community Housing Development Organizations (CHDO) are eligible to apply for CDA financing. Applicants must demonstrate that they have appropriate housing development experience and sufficient financial capacity for the proposed project. Projects that involve properties previously acquired by CDA, or other City-owned properties, receive priority consideration.

Applications for funding received are rated based on the benefits and financial impacts of submitted proposals. Applications are then carefully reviewed by a selection committee consisting of management-level staff with residential development financing experience. Both project selection and the level of CDA financial participation depends upon this committee's recommendations.

Additional consideration is given to applications that meet one or more of the following criteria:

- Development efforts that involve multiple City-owned properties that are either contiguous or in concentrated areas
- Projects developed in coordination with other targeted neighborhood investments
- Materials and construction methods that exceed Energy Star standards
- Ownership and property management of rental projects that will be undertaken by a local individual, partnership, or corporation
- Developments that create mixed-income housing environments
- Project sites that are located near public transportation
- Proposals that demonstrate strong community support
- Properties included in the RFP section of the NOFA that have time-sensitive deadlines as determined by HUD.

After project selection, CDA oversees the housing development projects through pre-development, construction, and either sales or rental compliance periods, ensuring compliance with HUD and local regulations.

Project Goals

Housing Production:

- As part of a broader discussion regarding the use of development incentives, there is a need for an annual Affordable Housing Report in order to inform the public, elected officials, HUD staff and other federal officials on the production and availability of affordable housing in the City of St. Louis
- The Community Development Administration, Affordable Housing Commission, Building Division, St. Louis Housing Authority and St. Louis Development Corporation should be consulted for information necessary to produce the report
- The report should build off of the foundation started by CDA in which information from statistics of housing produced by CDA between 1994-2017 as well as building permit data for new construction and rehabilitation was collected.

- Other project funders such as the Missouri Housing Development Commission and Federal Home Loan Bank should be consulted for the number of affordable housing units produced and the availability of such units
- The report should incorporate the inclusion of any tax incentives such as tax credits, tax abatement or tax increment financing for units produced annually
- The report should list any affordability and/or income requirements by development, e.g. the percentage/number of units restricted to 50% of the Area Median Income (AMI) in a particular development, units to remain affordable for 15 years, etc.

Project Approach

The selected consultant will be responsible for compiling a report that can be presented to the Community Development Administration, City Officials including the Board of Aldermen, as well as the Department of Housing and Urban Development. At a minimum, the product should consist of the following: A Narrative Report including an Executive Summary, a PowerPoint Presentation, and a listing the various affordable housing projects produced in the City by address. The report should also include a listing of Building Division permit data which show the type of permit, i.e. new construction or rehabilitation. The report should list all incentives available in each individual project, i.e. CDBG, HOME, NSP, Affordable Housing, federal and state incentives including CDBG, HOME, NSP, LIHTC, historic tax credits, tax abatement, TIF, etc. and any other incentives that were utilized in the production of the units.

At a minimum, the consultant will need to interview the following departments in order to collect data and obtain information on the production of affordable housing: CDA, Affordable Housing Commission, Building Division, St. Louis Housing Authority, St. Louis Development Corporation and any other funders such as the Missouri Housing Development Commission or Federal Home Loan Bank that may produce and/or fund affordable housing projects in the City. The consultant will have overall responsibility to contact the various departments and funders to obtain the information requested.

City staff will be available for interviews, and may be available to provide assistance for work related to data collection. However, it should be understood that the City has limited staff availability to support the project and will rely on the personnel, experience, and expertise of the consultant to ensure all necessary components of the project are completed in a timely manner.

Expectations for Bidders:

- Conduct interviews with individual departments and key managers at the following:
 - Numerous interviews will need to be conducted with CDA, Building Division, Affordable Housing Commission, St. Louis Housing Authority and St. Louis Development Corporation, Missouri Housing Development Commission and others as applicable

- Bidders should be familiar with CDBG, HOME, NSP, federal and state tax credit programs and other state and local incentives for the production of affordable housing
- Winning firm must obtain a City business license and register on the earnings tax rolls if not currently so.

Project Timeline

CDA would like to achieve the following schedule:

- November 22, 2019: Submission of Draft Report
- December 6, 2019: Submission of Final Report

Bidder Submission

The deadline for the submission of proposals is June 14, 2019. Responses should be addressed to:

Mr. Bill Rataj
 Director of Housing
 Community Development Administration
 1520 Market – Suite 2000
 St. Louis, MO 63103

To be considered responsive, a proposal must contain the following, prefaced by a table of contents, referenced by number and in the order below:

1. A brief description of the history and organization of the bidder's firm, and a detailed list and description of any proposed subcontractor.
2. A narrative explaining the bidder's interest, particular abilities, innovative approaches, qualifications, and unusual problems anticipated, if any, related to this project.
3. Bidder's experience in projects of size and scope created for HUD recipients. The list should include at a minimum the following information; years involved in the industry, key customers, and the size and type of manuals and guides delivered within the past five years.
4. Designation of a Project Manager, along with qualifications, background, and experience of the Project Manager and other staff proposed to work on the project.
5. Copies of professional certifications or other credentials, together with evidence that bidder, if a corporation, is qualified to conduct business in Missouri.
6. The most recent year's annual reports, or comparable document, including detailed current profit and loss, assets and liabilities, and other relevant financial data.
7. A description of at least three (3) similar projects completed by the bidder within the past three (3) years. Include personal references with contact information for each.
8. Proof of general liability insurance.

9. Description of services to be provided by the Bidder/lead consultant, and which services will be completed by sub-consultants, if any.
10. A detailed cost proposal. There must be a line for "Total Contract Cost" which shall include all costs.
11. Project should be completed by no later than November 22, 2019. In the event that the project is not completed by the deadline, the contractor(s) shall be penalized at the rate of \$100 per day for each day past the due date unless the Community Development Administration approves an extension of the contract deadline in writing. Any such penalties will be deducted from the next payment request submitted by the contractor. A total of 10% of the contract amount will be held in retainage until such time as the final product is reviewed and approved by the Community Development Administration.
12. The final product should be provided in a template form that can be readily updated by Community Development Administration staff or their partners in order to account for new or revised HUD regulations, new procedures, inclusion of City requirements affecting the program as well as any other programmatic changes.

The City of St. Louis reserves the right to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Submission Requirements Format Summary

The narrative shall not be more than fifty (50) pages. Proposals should be prepared simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of content.

1. Deliver six (6) physical proposal hardcopies. All responses to this RFP must include at least one (1) original of the proposal with original signatures.
2. Each set should include all components requested, including copies of any attachments.
3. Deliver electronically with the above, one .pdf version of the full proposal (via email or USB flash drive).

If specific submission requirements are particularly large and self-contained they may be included in a separate appendix rather than in the body of the proposal. Submittals should not direct the evaluation team to general brochures, marketing materials or websites to obtain information related to the specific submission requirements; submittals that utilize references to external materials as an answer will be considered non-responsive.

Submittals should provide straightforward and concise information that fulfill the requirements of the RFP. Emphasis should be placed on brevity, conformity to the RFP's instructions, and completeness and clarity of content. Proposals should not include generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content. Hard copy brochures and marketing materials may be included as a supplement if desired.

Proposals that fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. The City of St. Louis, solely upon its own discretion, will judge bidders on their overall compliance, and may judge a bidder to be materially compliant, even if that vendor is non-compliant to a particular requirement of the RFP.

The City, may at its option, award separate contracts for each manual, and may award a contract for the Housing Production Manual and the Healthy Home Repair Program Manual to separate firms. As such, bidders should provide a separate pricing structure for the production costs for each manual. Bidders have the option of bidding on either one or both manuals.

Selection Process and Criteria

A committee will review responses and determine which, if any, bidders are qualified to perform the work, and evaluate the submitted proposals. The committee shall choose the lowest, most responsive, and most responsible bidder for negotiation of a contract from these qualified bidders. The committee shall also rank remaining qualified bidders in order of preference. If the City determines that it is not possible to successfully negotiate a contract with the successful bidder, the City shall discontinue negotiations and attempt to negotiate a contract with the next lowest, most responsive, most responsible bidder. This process shall continue until negotiation of a contract is successful, all qualified bidders have been exhausted, or the City voids this RFP.

The following criteria will be used in reviewing and comparing the proposals. The Committee may add other selection criteria during the selection process:

- Responsiveness to and compliance with the RFP and submission requirements.
- The technical ability, capacity, and flexibility of the bidder to perform the contract in a timely manner and on budget, as verified by, i.e., the quality of any demonstration, client references, demonstrated success in projects with similar requirements and any other contracts with the City of St. Louis.
- The reasonability of the cost of the proposal. Costs should be itemized by type to allow the City of St. Louis to implement the solution over the term of the contract.
- Proximity of the Bidder to the City.
- Availability of financial and operating resources as required to complete the work.
- M/WBE or DBE participation in project.
- Ability of the Bidder to meet statutory or ordinance requirements.
- Ability to perform with limited City assistance.

If a large number of proposals are received, the City of St. Louis reserves the right to review the proposals using a tiered evaluation system. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

Bidding General Conditions

Bidder acknowledges and accepts the following as condition of proposal submission:

1. **Legal Compliance:** Bidder must agree to comply with all federal, state, and local laws or regulations, which in any manner affect the service placed for bid herein. Lack of knowledge on the part of the bidder of applicable law will in no way be cause for release of this obligation. If the City becomes aware of violation of any laws or regulations, on the part of the awarded consultant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.
2. **Hold Harmless:** By accepting this RFP and/or submitting a proposal in response thereto, each bidder agrees for itself, its successors and assigns, to hold the City of St. Louis, and the Community Development Administration and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such bidder, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a Bidder or negotiating or executing an agreement incorporating the commitments of the selected Bidder.
3. **Equal Opportunity:** The City does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, age, ancestry, or national origin in consideration of this award.
4. **Certification Regarding Debarment and Suspension:** All bidders must complete and submit Attachment A, Certification Regarding Debarment and Suspension, with their proposal.
5. **Conflict of Interest Disclosure:** All bidders must complete and enclose Attachment B, a Conflict of Interest Disclosure Statement, with their proposal, disclosing all the project or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project. If the Bidder does not have a conflict of interest, the Bidder must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.
6. **Rights to Data:** Bidder must agree that the City (and in some instances, its grantees) maintains the sole and exclusive ownership of all data inputted into the proposed grants management system, including all literary property rights, copyrights, trademarks, trade secrets, trade names, or service marks and that the City may enforce such rights directly against Bidder in the event the terms of the contract are violated. In addition, Bidder must agree that the City has six months to retrieve such data from the date of contract termination.

7. M/W/DBE Participation: Bidder must agree to comply with the Mayor's Executive Order No. 28 and any superseding Executive Orders relating to utilization of minority and women-owned businesses (MBE's/WBE's). Executive Order No.28 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of least 25% and 5%, respectively, for the project. For additional information, please visit www.mwdbe.org.
8. Living Wage Compliance: Bidder must agree to comply with "Chapter 3.99 Living Wages" of the Revised Code of the City of St. Louis (Ordinance No. 65597).
9. Unauthorized Alien Employees: Bidder must agree to adhere to provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, and provide, by sworn Affidavit and provision of documentation, affirmation of its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. Selected consultant must sign an affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.
10. Submission/Acceptance/Rejection of Bids: Bidder must agree that the City reserves the right to reject any or all proposals; to select one or more bidders; to reconstitute consulting teams, to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc.; to establish further criteria for selection; to ask bidders to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; to negotiate with successful bidders in any manner and with respect to any proposal element whatsoever, including composition of bidder's team; and to reject any and/or all proposals for any reason, in its sole discretion. In addition, this RFP does not commit the City to defray costs incurred in the preparation of a response to this request, or to procure or contract for services.
11. Property of RFP: All submitted proposals become the property of the City as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

Pre Bid Meeting and Questions Regarding This RFP

All questions regarding this proposal must be submitted in writing via e-mail to Bill Rataj at RatajB@stlouis-mo.gov. Questions must be received no later than 4:00 p.m. on June 3, 2011, in order for the City to issue a timely response if it so chooses. The City shall not be obligated to respond to any question. Any questions for which the City chooses to issue a response will be sent electronically to the questioner and posted online at <http://www.stlouis-mo.gov/cda>.

Attachment A

Certification Regarding Debarment & Suspension

The undersigned certifies to the best of his or her knowledge and belief, that the proposer and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (l)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

If the undersigned is unable to certify to any of the statements in this certification, an explanation shall be attached to this proposal.

Name of Entity

Name & Title of Authorized Official

Signature of Above Official

Date

ATTACHMENT B

Conflict of Interest Disclosure Statement

Please enclose with the proposal a statement that discloses (lists) all the project planning or consulting interests and/or clients who might benefit financially, directly or indirectly, now or in the future, from this project.

If a conflict of interest does not exist, the Consultant must still include the Conflict of Interest Disclosure statement indicating that there is no conflict of interest.