

Request for Professional Services Proposals (RFP)

CDA Asset Management Manual

For the City of St. Louis

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

Issuance Date: July 27, 2020

Proposal Due: August 28, 2020

Introduction

The City of St. Louis requests proposals from qualified consultants for the completion of an Asset Management Manual for residential properties that have received funding from the Community Development Administration (CDA). The City of St. Louis receives an annual allocation of Community Development Block Grant funds (CDBG) and HOME Investment Partnership funds (HOME) from the U.S. Department of Housing and Urban Development (HUD). CDA utilizes these funds to promote neighborhood growth and stabilization through community development and the production of new and rehabilitated housing, especially for low- and moderate-income people. CDA achieves this goal by applying for, receiving and administering HUD funds for city development activities and program activities eligible to be funded with HUD funds, and by complying with all lawful and applicable rules, regulations and reporting requirements imposed by HUD in connection with its grants of funds. To accomplish its mission, CDA is divided into two main divisions: the Administration Division, which includes the Fiscal and Monitoring Sections, and the Housing Division, which includes the Housing Programs and Residential Development Sections.

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 CDBG funds and HOME funds and was previously awarded Neighborhood Stabilization Program funds (NSP) from 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. Applications for both for-sale and rental housing are considered in a Notice of Funding Availability (NOFA), generally issued twice annually. 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 established rating criteria. 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 investment
- 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

Once projects are awarded funds, CDA oversees the housing development projects from pre-development, construction, and either sales or rental compliance periods, ensuring compliance with HUD and local regulations. After construction is completed and occupancy is established, most rental projects—in particular those that receive HOME funds—enter CDA's Asset Management portfolio, so that they can be monitored for compliance. Such compliance consists of conducting property inspections on a regular basis; obtaining income verification of existing tenants; verifying occupancy of the units; servicing loan repayments, including subordination and release requests; and calculating utility allowances. Homebuyer projects require occupancy verification on an annual basis.

Project Goals

- Currently CDA does not have an Asset Management Policies and Procedures Manual.
- Manual should cover day-to-day procedures for projects under Asset Management.
- Manual should incorporate all applicable federal regulations related to Asset Management for projects funded with CDBG, HOME and/or NSP funds.
- Manual should incorporate inspection procedures and schedules in accordance with regulatory requirements.
- Manual must develop process for calculating payments due to CDA from Net Annual Cash Flow (NACF) and for reviewing financial statements from property owners.
- Manual should describe process in detail for determining requests for forgiveness of portfolio loans as well as other loan servicing functions such as subordination of deeds and releases.
- Manual should be developed so that it can be used as a training tool for new employees, as well as a guide for current employees and other CDA Housing Production staff.
- Manual should assist HUD staff and other outside auditors to ensure staff is complying with program guidelines and regulations.

Project Approach

The selected consultant will lead the development of the manual, and may be assisted by City staff for the timely completion. The consultant will have overall responsibility for the project. Accordingly, the consultant must be knowledgeable of HUD programs, regulations, and requirements, and must have demonstrated capacity to perform the tasks necessary to complete the project. The consultant, with City oversight and review, will be primarily responsible for work related to project management, research and preparation of the required documents, and drafting of the manual.

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 process and plan are completed in a timely manner.

Expectations for Bidders:

- Conduct interviews with entire the Housing Production Team including the Director of Housing, Residential Development Director and Senior Housing Analyst/Asset Manager.
 - Numerous interviews will need to be conducted with CDA staff
- Bidders should be familiar with Asset Management regulations for federally funded programs, in particular HOME, CDBG, NSP and any other applicable program regulations.

- Bidder should be familiar with other related programs such as Low Income Housing Tax Credits (LIHTC) as many projects in CDA's portfolio have both LIHTC requirements that may supersede the HOME requirements, and as such, these procedures will need to be incorporated into the manual.
- Bidder must have basic construction knowledge in order to develop procedures and protocols for inspections of units
- Bidder should provide a flow chart to describe the Asset Management process.
- Winning firm must have proof of general liability insurance.
- 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 16, 2020: Draft Manual(s) Due to CDA
- December 14, 2020: Final Manual(s) Due to CDA

Bidder Submission

The deadline for the submission of proposals is August 28, 2020. 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. Detailed timeline and schedule for completion of both the manual.
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 December 31, 2020. 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 twenty (20) 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 e-mail 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.

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. 59 and Ordinance No. 70767 and any superseding Executive Orders relating to utilization of minority and women-owned businesses (MBE's/WBE's) in any subcontracting that may occur. Executive Order No.59 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 21% African American-owned business enterprise, 2% Hispanic-owned business enterprise, 0.5% Asian-owned business enterprise, 0.5% Native American-owned business enterprise and 11% Women-owned business enterprise, 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.

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 August 21, 2020 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 (I)(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.