



Suffolk Redevelopment and Housing Authority

Request for Qualifications for Master Developer

CYPRESS MANOR/PARKER RIDDICK REDEVELOPMENT

RFQ Issued: May 28, 2017

Proposal Deadline: Monday, June 26th at 5:00PM EST

Issued by:

Suffolk Redevelopment and Housing Authority

Pre-Proposal Meeting Information:

SUFFOLK REDEVELOPMENT AND HOUSING AUTHORITY
530 EAST PINNERS STREET
SUFFOLK, VA 23434

For Information Contact:

LYSANDRA M. SHAW, COMMUNITY DEVELOPMENT DIRECTOR
530 EAST PINNERS STREET
SUFFOLK, VA 23434

I. INTRODUCTION

The Suffolk Redevelopment and Housing Authority, hereinafter referred to as “SRHA,” a political subdivision of the Commonwealth of Virginia operating within the City of Suffolk, is soliciting comprehensive statements of qualifications from firms interested to serve as the Master Planning and Development Partner for the redevelopment of Cypress Manor and Parker Riddick Apartments.

The purpose of this RFQ is to solicit qualifications so that SRHA may select from amongst a range of firms which best meets its needs and requirements. SRHA hereby requests qualifications from firms to provide master planning, SRHA capacity building, tenant relocation, development and construction services and to assist in the preparation of regulatory and funding applications.

Upon selection by the SRHA of the most qualified firm, a contract with the selected firm will be negotiated to include the planning services and the regulatory and funding applications. The initial contract will include an option for a second contract to include relocation of tenants and development and construction in accordance with the outcome of the initial contract and subject to funding and regulatory approvals. In its best interests, the SRHA reserves the right to award separate contracts for the various phases of this redevelopment project.

II. BACKGROUND

The SRHA manages 466 units of public housing for families, elderly, and disabled individuals throughout the City. These units include: Cypress Manor Apartments, Parker Riddick Village, Hoffler Apartments, Colander Bishop Meadows, and Chorey Park Apartments. Chorey Park is designated for elderly residents and persons with disabilities.

The Authority is looking to redevelop the following properties:

Cypress Manor Apartments – 113 Units
Parker Riddick Village – 93 Units

Parker Riddick Village and Cypress Manor Apartment are comprised of a total of 206 public housing units. The developments were originally built in the 1970s as market rate housing and acquired by SRHA. Both properties are comprised of two-story buildings with units having one to three bedrooms. Parker Riddick and Cypress Manor consist of 30 buildings on two 9.25-acre sites viewed as a combined 18.5-acre site offering 206 units of subsidized housing. The developments are the oldest in the agency’s portfolio.

Due to the age of the structures, the lack of marketability of the project and the residential market potential of the area, SRHA desires to explore and implement redevelopment options for the site. The goal of this redevelopment project is to create a mixed income, predominantly residential development that is a contributor to the city of Suffolk.

III. SCOPE OF SERVICES

The firms responding to this RFQ must be capable of performing the below listed services and all such firms should state in their proposal specific details of their experience in providing such services.

1. Master Planning – Firm may be asked to work with existing staff and contract architectural firm to design a comprehensive master plan for the site and an aggressive timeline for implementation. Work will require interaction with SRHA, public housing residents, HUD, city of Suffolk and other stakeholders. Services may include charrettes, public meetings, design renderings and models as well as preliminary research on available funding and regulatory options. **This service includes the ability to assist with SRHA development team capacity building.**
2. Regulatory Applications – Firm may be asked to research, prepare and submit demolition, disposition and relocation applications to HUD and other regulatory applications for voluntary conversion of public housing that include, but are not limited to, cost analysis, analysis of market value, analysis of rental market conditions, impact analysis and conversion implementation.
3. Funding Applications – Firm may also be asked to evaluate funding options that include, but are not limited to, Capital Fund Financing Program (CFFP), Public Housing Mortgage Program (PHMP), Operating Fund Financing Program (OFFP), Low Income Housing Tax Credits (LIHTC), Tax Exempt Bonds or any combination thereof.
4. Relocation of Tenants – Firm may be asked to coordinate SRHA responsibility for relocation of tenants in accordance with the Uniform Relocation Act (URA) and other related legislation. Responsibilities may include, but are not limited to, applications and requests for HUD approval, providing relocation advisory services to tenants, providing timely notices, coordinating moves and payment of moving expenses, suggesting comparable housing options for tenants, calculating and providing relocation assistance payments and maintaining records to document project compliance.
5. Development and Construction – Firm may be asked to develop or contract for services related to site preparation for construction in accordance with master planning recommendations and to assist in the selection of contractors and/or sales of property. Responsibilities may include coordination of surveys, environmental and other site studies, applying for and obtaining rezoning approval, and reviewing and evaluating building designs and construction documents.

IV. REQUIRED SUBMISSION / EVALUATION FACTORS

Qualification statements must include a full description of all proposed services. If the Offeror is not proposing complete services as requested in this RFQ, be very specific as to what is and is not included. All assumptions concerning the SRHA's involvement should be stated. All exceptions to the RFQ should be noted in the proposal. Unique services should be clearly defined. All offerors should make the assumption that their original proposal may be their only opportunity to present their services and qualification, and therefore should be as comprehensive as possible. **It is the SRHA's intent to make this RFQ a part of the contract.**

Firm must complete all required certifications and representations included in Section 6 of this RFQ and include originals in original qualification statement.

The proposal must be submitted in accordance with the specifications of this Request for Qualifications. The proposal should be on 8 ½" X 11" paper and include tabbed sections using the headings numbered below. Entire proposal should be bound so that documents can be separated and copied and should not exceed 30 pages. The deadline for receipt of the proposal is **5:00PM EST on Monday, June 26th, 2017**. A total of four (4) proposals, one original and three (3) copies must be mailed or delivered to the address below.

Suffolk Redevelopment and Housing Authority
Attn: Lysandra M. Shaw
530 East Pinner Street
Suffolk, VA 23434

Other information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items. **Please do not submit unrelated promotional material or information that is of a boilerplate nature.** The proposal should be concise and to the point.

Point scores to be used in evaluating proposals below are included with their respective submission section. Submission items that are mandatory do not have a point score. Sections to be included are:

1. Letter of Interest (5 Points) A letter of interest on your firm's letterhead referencing the RFQ subject to which the firm is responding. The letter should state the respondent's understanding of the scope of services and the firm's ability to create and implement an aggressive plan of action as stated in the General Specifications; a statement that any and all addenda were received; a statement indicating why the firm believes it to be the best qualified to perform the work; and a statement that the submission will remain valid for not less than 90 days from the date of the Board of Commissioner's approval of the Master Developer. A representative of your firm authorized to make such statement and offers must sign this letter.

2. Qualifications of Principals (5 Points) A list, description, qualifications, and profiles of a firm's principals. Also include a list of key staff's professional and technical competence and experience who will be assigned to perform the work. Also include location of facilities or offices, number of years in business and number of employees.
3. Firm Experience (75 Points) For each phase listed below, include a narrative description of the firm's demonstrated ability in performing the related services and positive results derived from the completion past projects. Narrative should reference specific clients similar to SRHA and projects similar to the Cypress Manor/Parker Riddick development in size and unit count.
 - a. In addition to the aforementioned narrative, also include a proposed timeline for each service below. For review purposes, the proposal timeline should assume that service will begin on August 29th, 2017 and progress on an aggressive schedule so that the project will be completed as soon as possible. Please make separate representations for each item below as each of the five areas in this section will be scored separately.
 - a) Master Planning (15 Points)
 - b) Regulatory Applications (15 Points)
 - c) Funding Applications (15 Points)
 - d) Relocation of Tenants (15 Points)
 - e) Development and Construction (15 Points)
4. Section 3 (15 Points) Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968.
5. Debarment (Mandatory, No Points) Certification that firm, and its designated agent(s), has not been debarred, suspended, or otherwise prohibited from practice.
6. Forms (Mandatory, No Points) Completion of Form HUD-5369-C, Certifications and Representations of Offerors, Non Construction Contract. Form is available at www.hud.gov or may be sent by request.
7. Insurance (Mandatory, No Points) Proof of insurance with an A-rated carrier showing a \$1,000,000 professional liability.

V. SELECTION PROCESS

SRHA will implement a two-step process in selecting the most qualified, capable and compatible firm to serve as the master developer for redevelopment process.

Step 1: The submission and evaluation of “qualifications” for selecting the “most qualified and capable” firms.

In this step, a firm shall focus on their resume as it relates to similar revitalization projects. From the “qualifications” submissions, SRHA shall determine the “most qualified and capable” firms. Experience with processing applications and securing HUD approvals for public housing authority and/or multifamily revitalization projects and/or submitting successful affordable housing development proposals to the Virginia Housing Development Authority (VHDA) will be desirable.

Step 2: Intense evaluations of the selected “most qualified and capable” firms (as determined through “Step 1”).

The selected firms will be invited to submit comprehensive written proposals and conduct oral presentations focusing attention on services directly related to SRHA’s redevelopment efforts. Criteria for these proposals/presentations will be provided upon invitation. The combination of the “qualifications” and the “comprehensive proposal” will be used to evaluate each firm in determining the most advantageous relationship.

RFQ Schedule of Events:

Step 1 Schedule

Solicitations	Sunday, May 28 th – Sunday, June 4 th
Qualification submission deadline	Monday, June 26 th @ 5:00
Request for Proposals/Oral Presentations Issued (By invitation only)	Thursday, July 6 th

Step 2 Schedule

Site Visitations (By Appointment)	Monday, July 7 th - Monday, July 17 th
Deadline for questions	Thursday, July 13 th @ 5:00
Deadline for SRHA response to questions	Tuesday, July 18 th @5:00
Oral Presentation of Proposals	Tuesday, August 1 st – Friday, August 4 th
Contract Negotiations	Tuesday, August 8 th – Monday, August 14 th
Contract Award Announcement	Thursday, August 24 th
Contract signing and kickoff meeting	Friday, August 31 st

SRHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of the SRHA, that method will provide the greatest benefit to the SRHA.

VI. CONTRACT TERM AND SPECIFICATIONS

The term of any contract negotiated as a part of the RFQ shall not exceed a duration of five (5) years.

The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assisted housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

The respondent may not transfer or assign any portion of the contract without prior written approval from the SRHA.

Firm must have insurance with an A-rated carrier showing a \$1,000,000 professional liability. At execution of contract, contractor shall provide a Certificate of Insurance naming SRHA as an additional insured as our interests appears with 60 days' notice of cancellation.

VII. CONTACT INFORMATION

Questions concerning this RFQ shall be directed to Lysandra M. Shaw, Community Development Director and shall be sent, via email, to lmshaw@suffolkrha.org or, if email is not available, to 757-539-2100. It shall be the responsibility of the sender to verify receipt of all transmissions. SRHA shall not be responsible for missed transmissions. All questions must be submitted **on or before June 9, 2017**. Both the questions and answers will be shared with all parties that received the RFQ.

VIII. RFQ TERMS AND CONDITIONS

SRHA reserves the right to reject any and all proposals submitted, to award portions of this contract in whole or in part, to not award contract, and to waive any informalities in the submission of proposals. SRHA does not discriminate against faith-based organizations or any person on the basis of race, color, genetic information, sex, religion, national origin, age, familial status, or handicap. If you have any questions or concerns regarding this policy, please contact the Equal Opportunity Officer at 757-539-2100.