

**Master Developer Services  
for McKinney Housing Authority**

**Issued by**  
McKinney Housing Authority

**RFQ Issued: November 16, 2011**

**Pre-submission Conference: November 21, 2011 at 2:00PM CST**

**Pre-submission Site Meeting Location Information:**

McKinney Housing Authority  
Community Center  
1200 North Tennessee Street  
McKinney, Texas 75069

**Pre-Submission Meeting Via Phone Conference:**

Dial in Number - 712.432.1438  
Access Code: 702927#

**Responses Due: December 7, 2011 by 2:00PM CST**

**For Information, Contact:**

Beth Bentley  
[bbentley@mckinneyha.org](mailto:bbentley@mckinneyha.org)

**Separate sealed responses will be accepted at McKinney Housing Authority (MHA), 1200 North Tennessee Street, McKinney, TX 75069 until the date and time noted above. Responses will be held in confidence and not released in any manner until after contract award.**

The responsibility for submitting a response to this RFQ at the McKinney Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent. The Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the response. MHA reserves the right to amend or cancel the request for qualifications.

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## **PART I – GENERAL INFORMATION**

### **1.1 Introductions**

In compliance with 24 CFR 85.36, McKinney Housing Authority (MHA) hereby requests responses from qualified contractors to provide development services to the MHA.

### **1.2 Method of Solicitation**

MHA is soliciting qualifications from qualified firms with a documented track record of providing the required services, preferably for public housing authorities or other agencies through a formal Request for Qualifications (RFQ) process. It is MHA's intent to redevelop its sites either in total or in part under the HUD mixed-finance approach, considering the combination of public housing funds including operating subsidies and/or project-based/Section 8 Housing Choice Vouchers, low-income housing tax credits, conventional and innovative loans, developer's equity, etc. In addition, the proposal should demonstrate the Respondent's capabilities and readiness to perform the Scope of Services immediately upon execution of a contract with MHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

### **1.3 Obtain Copies of this Solicitation**

Single copies of the RFQ package may be obtained at no cost by visiting the MHA website at: [www.mckinneyha.org](http://www.mckinneyha.org).

Copies may also be picked up in person at:  
McKinney Housing Authority  
1200 North Tennessee Street  
McKinney, TX 75069

Persons wishing to be mailed copies may request via email: [bbentley@mckinneyha.org](mailto:bbentley@mckinneyha.org)

## **PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS**

### **2.1 Submission of Responses**

Offerors should submit **one (1) original, six (6) copies and one (1) pdf** of their response, dated and signed by an official of the company. Responses must be submitted in a **sealed envelope** that shows the company's name and address, and **clearly** written on the outside of the sealed envelope must be the words **"Development Partner for the Redevelopment of MHA Site(s) (RFQ 2011) – DEADLINE December 7, 2011 @ 2PM"**

**Hard copies are to be submitted to:**  
**McKinney Housing Authority - OFFICE**  
**Attn: Beth Bentley**  
**1200 North Tennessee Street**  
**McKinney, TX 75069**

The pdf or a web box address should be submitted to [bbentley@mckinneyha.org](mailto:bbentley@mckinneyha.org).

Submittals received after deadline date and time will be determined unacceptable and remain unopened. **Responses are not publicly opened.**

All responses must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty days (180) from the due date.

## **2.2 Interpretations/Questions**

During the period between issuance of this RFQ and the response due date, no oral interpretation of the RFQ's requirements will be given to any individual prospective respondent. Requests for interpretation must be made, in writing, at least 5 days before the submission due date and time to: Email - [bbentley@mckinneyha.org](mailto:bbentley@mckinneyha.org).

A **pre-submission conference** to address any questions will be held on **November 21, 2011 at 2PM as follows:**

### **Pre-submission Site Meeting Information:**

McKinney Housing Authority  
Community Center  
1200 North Tennessee Street  
McKinney, Texas 75069

### **Via Phone Conference:**

Dial in Number - 712.432.1438  
Access Code: 702927#

## **2.3 Addendum and Update Procedures for the RFQ**

During the period of advertisement for this RFQ, MHA may wish to amend, add to, or delete from, the contents of this RFQ. In such situations, MHA will issue an addendum to the RFQ setting forth the nature of the modification(s). MHA will email any addenda to Respondents of this RFQ Solicitation. Interested parties may also view addenda on MHA's website [www.mckinneyha.org](http://www.mckinneyha.org). It shall be the responsibility of each Respondent to insure any/all additional addenda relative to this RFQ is received.

## **2.4 Proposal Format**

All proposals shall be submitted in 8 ½ x 11 inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided, they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organizations. The format of the respondents response should be structured the same as the format of the RFQ. Responses should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the response. Organize the response in answer to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal should bear the name of the RFQ, the date, and the Respondent's name, address, phone, fax number, and email address.

## **2.5 Insurance**

All forms that require a signature or initials must bear an original initial or signature. Offerors shall enforce and maintain throughout the term of the contract:

1. Comprehensive General Liability Limits: \$1,000,000, combined single limit with McKinney Housing Authority named as additional insured with respect to the services being procured.

2. Workers Compensation, as required by applicable law

3. Automobile Liability Limits - \$1,000,000

### **2.6 Acceptance of Responses**

Responses must be signed, sealed, and received in completed form at the MHA no later than the response closing date and time. Responses submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

MHA reserves the right to accept or reject any or all responses, to take exception to these RFQ specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFQ.

MHA also reserves the right to reject the response of Respondents who have previously failed to perform properly or to complete on time a contract of similar nature and that is not in a position to perform the contract.

### **2.7 Time for Reviewing Responses**

Responses received prior to the closing date and time will be securely kept, unopened. No responses received after the closing date and time will be considered. All responses properly received will be evaluated by MHA's Evaluation Committee appointed by the Executive Director. Interviews are expected to take place between December 9 - 13, 2011.

### **2.8 Withdrawal of Responses**

Responses may be withdrawn by means of a written ([bbentley@mckinneyha.org](mailto:bbentley@mckinneyha.org)) or faxed request (972.562.3385) dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt.

### **2.9 Award of Contract**

Contact shall be awarded to the Respondent submitting a response according to the evaluation criteria contained herein, provided the response is in the best interest of MHA. The Respondent to whom the award is made will be notified at the earliest practical date.

**2.10 HUD Debarment and Suspension List**

The Respondents and all subcontractors' names or businesses must not appear on the U.S. Government Debarment and Suspension list ([www.epls.gov](http://www.epls.gov)).

**2.11 Certification of Legal Entity**

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under Texas State Law and the MHA of McKinney, Texas.

**2.12 Cost Borne by Respondent**

All costs related to the preparation of this RFQ and any related activities are the responsibility of the Respondent. MHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

**2.13 Best available Data**

All information contained in this RFQ is the best data available to MHA at the time the RFQ was prepared. The information given in the RFQ is not intended as a representation having binding legal effect. This information is furnished for the convenience of Respondents, and MHA assumes no liability for any errors or omissions.

**2.14 Contacts with MHA Staff, Board Members and Residents**

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with MHA Staff, Board Members or Residents. Any improper contact by or on behalf of the Respondents may be grounds for disqualification.

**2.15 Licenses**

The awarded individual/firm shall have and maintain all required Licenses necessary to conduct business in the City of McKinney and the State of Texas. All licenses must be kept up to date for the duration of this contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

**2.16 Respondent Responsibilities**

Each Respondent is presumed by MHA to have thoroughly studied this RFQ and become familiar with the contents, locations and nature of requests covered by the RFQ. Any failure to understand completely any aspect of this RFQ is the responsibility of the Respondent.

**PART III – SUBMISSION REQUIREMENTS**

Listed below are the sections that must be included in Respondent's response. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

**3.1 Company Information**

Please furnish a brief history of your company, including how long you have been in business, major offices located in Texas and/or major offices located in the United States.

**3.2 Staffing and Qualifications**

Provide information regarding staff experience and qualifications that demonstrates the Respondent's capabilities to perform the required services. Include an organizational chart that illustrates Respondent's overall staffing approach for completing the required work. Include a chart of all key personnel, specialists and consultants who will be assigned work under a contract potentially resulting from this RFQ.

### **3.3 Relevant Experience and Past Performance**

a. Identify similar or related work performed for public housing authorities, public agencies or multi-family complexes that have been completed to date or are currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the response.

b. For each project identified provide:

i. Project name and address

ii. Contact person, title, phone number, email, fax and address

iii. Detailed description of scope of work

iv. The client for whom the Respondent's services were performed

v. The size of the project

vi. The services performed by the Respondent on the project.

vii. The dollar value of the contract for the services

viii. The duration of the project including start and completion dates, or projected completion date if still active.

ix. A reference contact for the project with name, address, email and phone number.

c. Identify past experience in performing work for public housing authorities or other agencies by the Respondent and/or its participants.

d. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.

e. If the Respondent is a joint venture, or another entity formed solely for responding to this RFQ, provide evidence of prior successful collaborations.

### **3.4 References**

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email phone number and fax number.

### **3.5 Respondent's Approach and Response to Scope of Services**

a. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent.

b. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services.

c. The approach outlined should be consistent with the objectives and requirements set forth in the RFQ, and should address how services will be immediately provided upon execution of a contract.

d. Provide a narrative and bar graph type schedule indicating on how the work will proceed under the contract.

### **3.6 Response Cost**

The Respondent must be able to bear all up-front development fees associated with the development.

### **3.7 Required Certifications/Forms**

Each Respondent will be responsible for compliance in providing the appropriate HUD forms and certifications throughout the process.

Responses should be written in a concise, straightforward and forth right manner. Superficial marketing statements and materials should be avoided.

### **Please tab and submit documents/information in the following order:**

1. Company Information
2. Staffing and Qualifications
3. Relevant Experience and Past Performance
4. Three references (previous or current clients). Include the name and title of the contact person, with an address, email, phone number and fax number.
5. Approach and Response to Scope of Services
6. Response Cost
7. HUD Forms (optional for this submission):
  - Representations, Certifications and other Statements of bidding. (form HUD 5369-C)
  - Disclosure of Lobbying Activities (form HUD SF-LLL)
  - Certification for a Drug-Free Workplace (form HUD 50070)
  - Certification of Payments to Influence Federal Transactions (form HUD 50071)
8. McKinney, TX Business License and other necessary certificates
9. Statement that the response constitutes a firm offer of pricing, which may be accepted at any time within one hundred-eighty (180) days from and after the date of response opening.
10. Name, address and telephone number of the person to answer questions or provide clarification concerning the offeror's response.

### **PART IV - SCOPE OF SERVICES**

In compliance with 24 CFP 85.36, McKinney Housing Authority (MHA), requires the services of qualified firms to provide professional services for Development Partnership.

### **SECTION A- SUMMARY OF REVITALIZATION PROJECT AND OBJECTIVES**

It is the intention of the MHA to enter into a Master Developer Agreement with a qualified developer(s), firm, or development team ("Developer Partner") for the creation of master-planned, mixed-use, mixed-income, and mixed-finance communities in McKinney, Texas on the MHA public housing developments in total or in part. The selected Developer Partner and MHA will develop jointly a new, revitalized community on the site(s) ("New Community") that will contain an economically sustainable mix of subsidized rental units. Extensive new infrastructure may also be created to develop a neighborhood street pattern for the New Community.

MHA's demolition application has not been submitted to the US Department of Housing and Urban Development (HUD). MHA will consider this as part of the plan for the Respondents in the RFQ process. In recognition of the land, local coordination and HUD expertise that MHA will provide directly or through its consultants, MHA expects to receive substantial economic benefits from the development and operation of the New Community that it can use to continue revitalization efforts at its other obsolete properties.

MHA also desires to develop capacity in the development, ownership and governance of affordable housing communities, with the intent of assuming the General Partner interest at New Community at the earliest time acceptable to lenders, investors and government regulators. In selecting a Developer Partner, MHA will give particular consideration to those respondents who are most supportive of these goals.

## **SECTION B- DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

### **1. MHA BACKGROUND**

The Housing Authority of the City of McKinney is a public entity that was formed in 1949 to provide federally subsidized housing and housing assistance to low-income families within the City of McKinney. The HA is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the HA's procurement policy. Though brought into existence by a Resolution of the City of McKinney, it is a separate entity from the City of McKinney.

Currently, the HA owns and/or manages: (a) 4 multi-family apartment complexes totaling 200 units; (b) 10 single-family home/duplex dwellings in McKinney, TX (c) 4 in-fill properties and (d) administers a total of 345 Section 8 Housing Choice Vouchers. The HA currently has approximately 15 employees.

Due to the age of the structures, the lack of marketability of the property and the residential market potential of the area, MHA desires to explore and implement redevelopment options for the MHA sites: Merritt Homes, Newsome Homes, Lloyd Owens and Cockrell Homes. The goal of this redevelopment opportunity is to create mixed income, mixed finance, mixed use - predominantly residential developments that are contributors to the city of McKinney.

## **2. THE REVITALIZATION OF MHA SITES**

### **2.1 MHA's Goals for the Revitalization**

MHA's vision for the New Community is to create a vibrant, attractive, mixed-use, mixed-income community, where people of all economic levels, races, and cultures will live, learn, work, play, and raise their families in close proximity to employment and retail opportunities.

Through the planning process, MHA, together with its residents and community stakeholders, intends to establish the following guiding principles for the physical plan:

- Design a neighborhood in which residents choose to live, with a mix of housing types and sizes
- House a mix of people with a wide range of incomes, ages, races, ethnicities, and abilities, including the disabled.

- Establish connections and physical linkages between the site(s) and the surrounding neighborhood.
- Utilize the location advantages to provide or stimulate commercial and retail amenities for the community;
- Generate additional funding through commercial development or land disposition and create economic opportunities for the residents.
- Design a green, energy-efficient and smoke-free environment.
- Reflect the highest architectural and urban design standards of the best McKinney neighborhoods, recognizing applicable cost limitations.
- Additionally, the revitalization of the site(s) should assure that MHA's goals are met:
  - o Assuring that the process of replacing public housing units simultaneously enhances the City of McKinney and improves neighborhoods for all families;
  - o Creating resident programs and services focused on job placement and training as well as educational and recreational youth activities;
  - o Leveraging shrinking Federal subsidies; and
  - o Creating an income stream for MHA.

## **2.2 Mixed-Use Development**

MHA anticipates that the revitalization plan may include the development of appropriate mixed use development and encourages Offerors to include such in their approach to the redevelopment. If MHA land is used for mixed use development, MHA will expect to participate financially in the development, either through fee compensation for the land, equity interest in the development through contribution of the land, or through ground lease to the development entity.

## **2.3 Role and Expectations of MHA**

MHA will be a partner in the redevelopment of the site(s), and as such, will have ultimate responsibility for the expenditure of its funds and oversight responsibility to assure the project is completed in accordance with all applicable laws, rules, and regulations and in accordance with the plans, schedules and budgets which will ultimately be approved by HUD. In general, MHA will take responsibility for all required communications with HUD and the preparation and submission of program documents. However, to the extent that those documents reflect matters within the particular knowledge of the selected Developer Partner, or set forth development plans and the like, MHA will expect the selected Developer Partner to prepare drafts for MHA's approval.

## **3. GENERAL REQUIREMENTS**

MHA is seeking to select a Developer Partner and expects the selected Developer Partner either directly, through an affiliate, or through contractual arrangements with other parties, (All members and partners

are to be disclosed within the Developer Partner's response) to undertake the revitalization of MHA properties. At MHA's option, MHA may engage the Developer Partner to continue the revitalization effort into the later phases of the redevelopment. However, MHA is under no obligation to do so. The successful Respondent must be familiar with, or become familiar with, the following documents and regulations (documents not provided by MHA):

1. 4 CFR Part 8, non-discrimination based on handicap
2. Section 504 of the Rehabilitation Act, as amended, and the rules and regulations there under, with regard to provision of accessible housing
3. 24 CFR Part 135, employment opportunities for Section 3 business and low-income persons
4. The HUD *Procurement Handbook* (7460.8)
5. 24 CFR Part 85 (HUD procurement regulations) and OMB Circular A-87 (concerning procurement and costs)
6. HUD *Handbook No. 1378, Tenant Relocation and Real Property Acquisition*, as amended
7. HUD disposition approval process
8. Texas Department of Housing and Community Affairs requirements
9. Federal Home Loan Bank and Affordable Housing (FHFC) Program guidelines
10. 24 CFR 941 (Mixed-finance development regulations)
11. The Quality Housing and Work Responsibility Act of 1998
12. Low Income Housing Tax Credit program (IRS)
13. City of McKinney Development Services Codes and Regulations

The General Requirements enumerated in this section are intended to be the threshold requirements. An Offeror, by submitting its proposal, is indicating its commitment to comply with these general provisions.

The selected Developer Partner will be responsible for implementation of the following, either directly or by designing and implementing procedures to engage others in the work:

- Design and construction of a public infrastructure and site improvements
- Design, development and construction of all rental housing and related amenities on-site for all phases.

The selected Developer Partner will not be responsible for the design or provision of Community and Supportive Services for residents, but will be expected to coordinate its development activities so as to further that crucial revitalization component.

### **3.1 Socioeconomic Participation**

It is anticipated that many opportunities will be available for the involvement of minority-, women- (M/WBE) and Section 3-owned businesses. MHA has an enduring commitment to such involvement and believes that McKinney hosts strongly qualified entities in all those categories.

The selected Developer Partner is expected to ensure significant participation by M/WBE and Section 3 firms throughout the planning and implementation stages of the revitalization. Additionally, the selected Developer Partner is expected to use both imagination and diligence in providing genuine training and employment opportunities to Section 3 individuals. The selected Developer Partner is expected to utilize and act upon those partnerships that the MHA will establish in its Revitalization Plan and to supplement with additional partnerships and resources the selected Developer Partner may be able to provide.

"Section 3" refers to Section 3 of the HUD Act of 1968; generally, a Section 3 individual is a low-income community resident and a Section 3 business is one owned or controlled by Section 3 individuals.

### **3.2 Economic Deconcentration and Mixed-Income Use**

MHA is committed to creating a genuine mixed-income community on its sites in total or in part and recognizes that program design issues may affect success in attracting middle-income families to the New Community. At the same time, MHA is extremely sensitive to the need to preserve affordable housing units for very low-income families. The proposed mix of subsidized and affordable units is intended to balance those concerns and create a viable community. Within the public housing units, it is intended that use of a working-family admissions preference will contribute to diversity and reward the efforts of very low-income families striving for self-sufficiency. Likewise, MHA intends to implement a Community and Support Services Program that will give low-income families the tools they require to build their incomes and create economic diversity from within.

MHA will be open to any development plan that can assure the development of an economically and socially viable mix of these various income level units. It is MHA's intention that each phase of the development contains a mix of the various income types and that there be no segregation of public housing or low-income units into a particular phase of physical area of the site.

### **3.3 Strategic Relationships in the New Community**

For its Revitalization Plan, MHA intends to assemble a key group of stakeholders committed to supporting the revitalization. MHA desires that the selected Developer Partner will lead this effort with these key stakeholders in the redevelopment effort in conjunction and as directed by MHA.

### **3.4 Development Team**

Offerors are encouraged to present to MHA a complete Development Team including the principal professional disciplines and trades required for the success of the Revitalization. MHA requires identification of the intended architect, engineering firm, and property management firm. Other team members are discretionary.

Please note:

- Developers with local experience and a proven track record in revitalizing neighborhoods in the City of McKinney are encouraged to respond to this RFQ.
- MHA recognizes that some Offerors may prefer to designate certain team members, such as general contractors, after a competitive selection or bidding process. Offerors may, if they choose, explain their decision to defer selection of team members.
- MHA does not prohibit or discourage the appearance of any person or entity on more than one Development Team.

### **3.5 Program Schedule**

MHA's goal is to have the revitalization of the sites in total or in part proceed as expeditiously as possible. The selected Developer Partner will be required to comply with schedule milestones. In addition, it is MHA's goal that the project obtain Low Income Housing Tax Credits in the 2012 competitive round provided by the Texas Department of Housing and Community Affairs (TDHCA). Offerors that demonstrate the required ability to complete all Phases of the New Community on the earliest possible, realistic schedule will be favorably received by MHA.

### **3.6 Reporting Controls**

The selected Developer Partner is required to report directly to MHA and through such mediums and formats as MHA may direct, no less frequently than bi-weekly or as directed by MHA, on progress with respect to the redevelopment and related active program. This includes work completed, associated costs, schedule, and budgetary requirements. This procedure shall be followed throughout the pre-development, development, and operations phases of the revitalization.

### **3.7 Budgetary Controls**

The selected Developer Partner will be required to provide detailed development and operating budgets acceptable to MHA as a part of the process of negotiating a revitalization agreement. Such budgets will be incorporated into the Master Developer Agreement and will be expanded and continually updated throughout the development process.

### **3.8 Form of Early Start Agreement and Master Developer Agreement**

The selected Developer Partner will enter into negotiations for and be required to execute a Master Developer Agreement between the Offeror and MHA that will reflect the obligations of the parties and their relationship to the revitalization. MHA may at its sole option determine to enter into a Master Developer Agreement with the successful Offeror. Any Master Developer Agreement entered into will provide for termination of the agreement if an initial closing is not achieved within 12 months from execution of the agreement, unless mutually extended by the parties.

## **4. PROPERTY DESCRIPTION**

### **4.1 Existing Site Conditions**

The existing scattered site multi-family properties are within a 5-mile radius and include:

- Merritt Homes - constructed in 1951; 86 units; 26 buildings on 6.592 acres, with a mix of 1 and 2-story one, two and three bedroom apartments; the main agency office and adjoining community center; laundry room
- Lloyd Owens – constructed in 1956; 26 units; 9 buildings; mix of 1 and 2-story one, two and three bedroom apartments
- Cockrell Homes – constructed in 1958; 24 units; 21 buildings; all 1-story one, two and three bedroom apartments
- Newsome Homes – constructed in 1966; 64 units; 21 buildings; all 1-story one, two and three bedroom apartments; 1 community center

- The existing single family, duplex and in-fill properties are also within a 5-mile radius and include 10 single-family home/duplex dwellings in McKinney, TX and 4 in-fill properties.

#### **4.2 Environmental Study/Site Survey/Existing Conditions**

The Developer Partner will be responsible for the demolition, environmental study, site survey and verification of all existing site conditions.

#### **4.3 Geotechnical Survey**

The Developer Partner will be responsible for subsurface exploration and testing as part of the overall scope of work.

### **5. SITE CLEARANCE AND PLANNING PHASE**

#### **5.1 Relocation**

All residents of the redeveloped site(s) will be relocated by MHA in conjunction with the selected Developer Partner. MHA has not entered into any formal agreement concerning a resident right of return; however, those in good standing and remain in good standing under their leases during any relocation period will have first priority to return, subject to the availability of PHA-assisted units/Section 8 units and reasonable screening, including the working requirements previously mentioned.

### **6. DEVELOPMENT PROCESS**

#### **6.1 Role of MHA**

MHA intends to be a full and equal partner in the development process. MHA will have various specific roles as ground lessor, lender, and overseer of program compliance with respect to public housing units. Each role is discussed briefly below. So long as the selected Developer Partner observes MHA's proper interests and public obligations with respect to those roles, MHA intends to respect the creativity, expertise and business requirements of the selected Developer Partner. MHA will expect the selected Developer Partner to respect MHA as the Project Owner and keep it fully informed and to secure advance consent to all significant decisions and public positions.

#### **6.2 Role of Developer Partner**

The selected Offeror will be expected to work successfully with MHA as the Developer Partner for the implementation of the development project. Of specific interest to MHA is the provision of the requisite information to enable MHA to act as its own developer in future transactions.

The specific duties of the Developer Partner (with MHA assistance) include, but are not limited to, the following:

- Develop a master plan for the New Community in conjunction with the MHA, former residents and all community stakeholders through a series of open stakeholder meetings
- Design and construction of all new public infrastructure and site improvements
- If required, participate in master planning in concert with MHA, its Development consultant Team, and community stakeholders including the residents.

- Secure all project financing including: LIHTC resources, First Mortgage Debt, and other sources of funds. MHA may provide capital funds as deemed necessary and will provide close support in seeking local governmental support.

**Please Note: It will be a requirement of the selection that the Developer Partner submit an application for a 2012 9% LIHTC allocation to the Texas Department of Housing and Community Affairs (TDHCA).**

- Design and construction of all rental housing on-site for all Phases.
- Use of an inclusionary process to involve MHA staff in the development process
- Organization of owner entity
- Provide capacity building training and assistance to MHA in all phases of development, construction, management, and compliance

The specific role and duties of the selected Developer Partner will be finalized during negotiations with MHA and documented in the Master Developer Agreement, including post property management. MHA anticipates that the selected Developer Partner will be responsible for all guarantees of completion, operating deficits, and tax credits compliance required by tax credit investors or lenders during the period of the agreement with MHA.

## **PART V - PROCUREMENT PROCESS**

### **5.1 Response Evaluation/Contract Award**

Responses received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firm that will be awarded the contract.
  - i. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Executive Director.
  - ii. Each member of the selection committee will score each proposal.
  - iii. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
  - iv. The results of the evaluation of both technical and cost proposals will be used to determine those responses to be considered in the competitive range.
  - v. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical responses.
  - vi. Respondents with acceptable technical and cost responses may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the time-frame established by MHA will result in disqualification of the Respondents' response.
- b. Scoring will be based upon how well the response meets the criteria established in this RFQ.

MHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFQ would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.

The Evaluation Committee will evaluate the merits of responses received in accordance with the evaluation factors stated in the RFQ and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFQ. Furthermore, MHA may from time to time hold interview sessions with the top rated contractors to further evaluate their abilities to execute said scope of services to be performed.

## **5.2 Evaluation Criteria**

### **a. Organizational Capacity: 40 Points**

i. Respondent's organizational capabilities will be evaluated through an assessment of the Respondents' staff, specialists, and consultants' experience and qualifications. In addition, the Respondents' ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capabilities and workload.

ii. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work in a timely manner given current and projected workload.

### **b. Relevant Experience and Past Performance: 30 Points**

i. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.

ii. Maximum consideration will be given to those Respondents who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFQ.

iii. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

### **c. Respondent's Approach and Response to Scope of Service: 30 Points**

i. The Respondent's approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.

ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent, yet creative plan for performing the required work within the established time-frame.

### **Additional Points:**

### **Disadvantaged Business Enterprise (DBE) And Section 3 Participation Plan:**

- **DBE / WBE participation: 5 points**
- **Section 3 participation: 5 points**

iii. The level of Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.

iv. Maximum consideration will be given to those Respondents who demonstrate through their submittals that MHA's stated participation goals, in terms of DBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training will be met.

### **5.3 Summary of Evaluation Criteria**

#### **Evaluation Criteria Points**

##### **Technical:**

Organizational Capacity 40 Points

Relevant Experience and Past Performance 30 Points

Respondents' Approach/Response to Scope of Service 30 Points

#### **Total 100 Points**

##### **ADDITIONAL POINTS:**

DBE and WBE Participation Plan 5 Points

Section 3 Participation Plan 5 Points

**Total 10 Points** \_\_\_\_\_

**Total Possible Points 110 Points**

#### **McKinney Housing Authority**

**1200 North Tennessee Street**

**McKinney, Texas 75069**

COMPANY NAME: \_\_\_\_\_

BY: \_\_\_\_\_

Signature Written Name Title Date

ADDRESS: \_\_\_\_\_

Street State Zip

PHONE/FAX/EMAIL: \_\_\_\_\_