



*Connecting people to homes, hope and opportunity. Jennifer Westerman, CEO*

## REQUEST FOR QUALIFICATIONS FOR

### Real Estate Acquisition and Development Consulting Services

Housing Authority of the City of Longview, dba  
Housing Opportunities of SW Washington (HOSWWA)  
And  
Joint Pacific County Housing Authority (JPCHA)

820 11<sup>th</sup> Ave.  
Longview, WA 98632  
(360) 423-0140

Date of Issuance: **November 10, 2021**

Contact: RFQ/RFQ Committee HOSWWA/JPCHA  
Linda Hanna, Executive Assistant  
[linda.hanna@hoswwa.org](mailto:linda.hanna@hoswwa.org)

Proposals are due no later than 4:00 pm (PST) on December 1, 2021



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## **I. Purpose**

The Housing Authority of the City of Longview, dba Housing Opportunities of Southwest Washington (HOSWWA), and Joint Pacific County Housing Authority (JPCHA) are seeking proposals from experienced development consultants for real estate acquisition and development consulting services. The scope of work includes services connected to negotiating of real estate, project development analysis, finance, construction development services and representation, and other related services associated with affordable housing development. This RFQ process will create a roster of qualified developers that HOSWWA/JPCHA may use for their projects. Selected firms may be asked to submit a proposal on a specific project. This work will consist of an undetermined number of individual projects or assignments.

## **II. Background**

The Housing Authority of the City of Longview is a public body, corporate and politic, of the State of Washington that is authorized by and operates under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). The agency operates under jurisdictional agreements in Cowlitz, Pacific, Lewis and Wahkiakum Counties.

HOSWWA is governed by a six-member Board of Commissioners that provide oversight and control of the agency. The CEO is appointed by the Board and takes responsibility for day-to-day operations of the Housing Authority. Board members are appointed by the Mayor of Longview.

HOSWWA also serves as the Administrator and Developer for Joint Pacific County Housing Authority (JPCHA). JPCHA has a six-member board appointed by the Mayors of Ilwaco, Raymond and Long Beach as well as members appointed by the Pacific County Commissioners.

HOSWWA has a staff of 42 and manages a portfolio of 379 units (85 are JPCHA units) of affordable housing serving seniors, disabled and families with children. HOSWWA also administers 1591 Housing Choice Vouchers located throughout HOSWWA's four County jurisdiction. Additionally, HOSWWA runs an award-winning program serving homeless Veterans that provides housing in a supportive services environment. HOSWWA staff also staff the JPCHA and the CEO of HOSWWA serves as the Executive Director for JPCHA.

Funding for HOSWWA's programs comes from the US Department of Housing and Urban Development (HUD); US Department of Agriculture Rural Development (USDA RD), Washington State Housing Finance Commission and the IRS for the Low-Income Housing Tax Credit (LIHTC) program, US Veterans Administration (VA), Washington State Department of Commerce and other competitive state and local grants.

### **III. Scope of Services**

HOSWWA/JPCHA have several projects in process which have already been assigned development consultants. This RFQ will create a roster of qualified developers that HOSWWA/JPCHA may use for all future projects including the next project in our pipeline to be developed on six acres located in Longview, WA.

We are requesting proposals from qualified consultants to provide Consultant services associated with structuring and negotiating real estate purchases, project development analysis, financial evaluation, construction development services including rehabilitation or remodel and other related services associated with affordable housing development.

Full development projects will be subject to a developer services agreement; however, respondents should also be prepared to offer an hourly rate for general advice on real estate and development strategies in the entire jurisdiction identified in section II.

### **IV. Contract Term**

The duration of the contract shall be for one to three years and may be extended if necessary for project completion, for up to four additional one-year options, not to exceed seven years in the aggregate.

### **V. Content of Proposals**

HOSWWA requests that interested respondents submit a proposal containing the following:

- A. Letter summarizing the respondent's interest in providing consulting services to the Housing Authorities, identifying the point of contact at the firm, describing respondents understanding of the services required and a brief statement of the firm's areas of specialization.
- B. Description of the firm's capability to perform the described services. Proposals should include the following elements:
  - a. Professional qualifications to perform services;
  - b. Staffing capacity to perform these services;
  - c. Specialized experience and technical competence;
  - d. Past experience and work with other affordable housing providers in Washington State including specific experience with the Washington State Housing Trust Fund and with Low Income Housing Tax Credits (4% and 9%) and Tax Exempt Bonds.

- e. Experience and Willingness to explore development alternatives outside of the given norm such as modular buildings and 3 d printed structures; alternative financing models including seeking capital investments from alternative sources such as community development partners; working with other agencies for potential partnerships that will benefit the community, ie. Mental health agency and housing authority partnership.
  - f. Experience conducting robust community outreach including addressing NIMBY factors.
- C. Names and Contact information for at least 3 references from current and former clients for whom the firm has performed similar work.
- D. A schedule of professional fees and fee methodology. Professional fee schedule should include the proposed percentage split in developer fees between the Development Consulting firm and the Housing Authorities as well as an hourly rate for general consulting services, response to questions. Proposed Developer Fee splits may be different for Acquisition/Rehabilitation projects and new construction.

NOTE: HOSWWA provides the financial services and controls the development accounts for all contracts. Development Consultants will be expected to prepare draws and provide oversight/review of budgets while HOSWWA finance staff will submit draws, monitor wage requirements, and prepare all payments. Developer Fee splits should take this arrangement into consideration.

**VI. Evaluation Criteria and Selection**

Proposals will be evaluated by HOSWWA’s RFQ Committee designated by the CEO. The RFQ Committee will review the submissions as follows:

<b>SELECTION CRITERIA</b>	<b>POINTS</b>
Firms affordable housing development and real estate acquisition experience including success with public funding sources	30
Firms approach to work and capability to complete the work.	30
Community outreach approach	20
Fee Structure	20
<b>TOTAL</b>	<b>100</b>

**VII. Deadlines**

Due to COVID-19 restrictions, HOSWWA is accepting electronic applications by email.

Any questions regarding this RFQ should be directed in writing via email to [Linda.Hanna@hoswwa.org](mailto:Linda.Hanna@hoswwa.org) prior to **November 22, 2021**. Full pdf application must be submitted **by 4 p.m. on December 1, 2021** to [Linda.Hanna@hoswwa.org](mailto:Linda.Hanna@hoswwa.org) subject line: Development Consultant RFQ Response: (firm name)

**VIII. Insurance Requirements**

Firm selected must be able to meet HOSWWA’s insurance requirements:

- General Liability: \$1,000,000 per occurrence
- Automobile liability: \$1,000,000 per occurrence
- Workers’ Compensation and Employer’s liability: \$1,000,000 per occurrence
- Professional Errors and Omissions Liability: \$1,000,000 per occurrence

**IX. HOSWWA’s Reservation of Rights**

- HOSWWA reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in the HOSWWA’s best interest.
- HOSWWA reserves the right to not award a contract pursuant to this RFQ.
- HOSWWA reserves the right to negotiate fees proposed by any proposer entity.
- HOSWWA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals.
- HOSWWA reserves the right to select more than one Consultant with which to contract.

**X. Level of Effort and Funding**

It should be clearly understood that all services requested in this RFQ are on an “as needed basis” and that any dollar value referred to in this RFQ in no way constitutes a guarantee of the level of effort that may be requested of the successful Respondent or guarantee a certain dollar amount.

**XI. Schedule**

ITEM	DATE
RFQ Release	November 10, 2021
Last date for Questions	November 22, 2021
Responses Due	December 1, 2021
Results Released	December 15, 2021