



Request for Proposals
For
Developer/Consultant

For the Rent Assistance Demonstration (RAD) Repositioning
Provo City Housing Authority
Submission Due Date March 27th 2025, 4:00PM

Provo City Housing Authority
688 West 100 North
Provo Utah 84601
(801) 900-5670



Utah Regional Housing Authority does not discriminate based on race, color, creed, national origin, religion, disability, sex, sexual orientation, gender identity, age (over 40), military status, whistleblower retaliation, or familial status in admission or access to its programs.

Equal Opportunity Employer.

If you need to request a reasonable accommodation, contact the PCHA at 801-900-5676 TTY:711 Fax (801) 373-6560



Part 1 – General Information

1. Executive Summary

The Provo City Housing Authority (PCHA) is seeking a Developer Partner to redevelop a site using U.S. Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) program. PCHA provides affordable (low) income housing to people in the city of Provo, in Utah County. PCHA is committed to providing safe, affordable, quality housing throughout Provo. PCHA receives funding from HUD for the operations and modernization of public housing communities. PCHA is requesting Request for Proposals (RFPs) for development partners that can provide development expertise, all predevelopment capital and financial guarantees required to complete the proposed project(s). PCHA will not entertain proposals where a respondent assumes any ownership position of the project or project(s), assuming a new construction component. The Developer Partner will assist PCHA through the entire RAD or other Conversion process and advise PCHA staff on financing strategies, RAD rules and regulations, and the RAD application process and physical needs assessment.

2. Public Housing Authority

The PCHA owns and manages 248 units of public housing in the following site:

COMMUNITY	Number of Units	Number of bedrooms
Valley Villa	78	1
Mountain View	30	1
Site A	12	2,3,
Site B	10	2,3,4
Site C	6	2
Site D	10	1,2,3
Site E	4	3
Site F	2	3
Site G	2	4
Site H	7	2,3
Site I	14	2,3,4
Site J	10	3
Site K	5	2,3
Site L	8	3,4
Site M	8	3,4
Site N	4	3
Site O	2	4
Site P	6	3
Site Q	20	3
Site R	6	3,4
Site S	4	3

3. Rules, Regulations, and Licensing Requirements

The Developer chosen shall comply with laws, ordinances, and regulations applicable to the services contemplated herein, including those applicable to conflict of interest. Consultants are presumed to be familiar with all federal, state, and local laws, ordinances, codes, rules, and regulations that may in any way affect the service to be provided. The respondents must not be debarred, suspended, or otherwise ineligible to contract with PCHA and must not be included on the General Services Administration's "List of Parties Excluded from Federal Procurement and non-Procurement Programs" or HUD's Limited Denial of Participation List

4. Contract Form and Issues.

No contractual rights from PCHA shall arise from the process of negotiation until such time as the Public Housing Authority and the selected Developer Partner have signed an agreement. Parties further concur that the PCHA must approve the agreement and both agree to work diligently to implement changes as required, unless infeasible to PCHA operations. Questions about how to interpret this RFP may arise, and, if so, respondents should submit questions by March 13, 2025, 4:00 pm Mountain Time in writing via email to svancleve@provohousing.org. PCHA shall respond to all questions no later than March 21, 2025 by 4:00pm Mountain Time in writing via email.

5. Incurred Cost in Preparation of Proposals.

The Developer Partner shall be responsible for all costs in preparing a response to this Request for Proposals. All material and documents submitted by the prospective Developer Partner shall become property of the PCHA and will not be returned. The Developer Partner selected for further interviews and negotiations shall be responsible for all costs incurred during those processes.

6. MBE/WBE Utilization and Resident Employment Goals

PCHA is committed to achieving diversity in the award of contracts and in the purchase of goods and services throughout all aspects of the development initiatives. It is the Policy of PCHA to provide minorities and women equal opportunity to participate in all aspects of PCHA contracting and purchasing programs, including but not limited to participation in procurement contracts relating to construction, repair work, and/or leasing activities. It is further the policy of PCHA to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, or national origin and to conduct its contracting and purchasing programs as to prevent such discrimination.

Part II – Project Information

1. General Overview

- a. All communications regarding this RFP shall be in writing, preferably by email, and must be directed to the following Point of Contact for this RFP: Provo City Housing Authority, 688 West 100 North, Provo UT 84601 svancleve@provohousing.com (801) 900-5670 Attn: Sarah Van Cleve, Executive Director
- b. Any oral communications shall be considered unofficial and non-binding with regard to this RFP.
- c. Any questions or requests for clarification shall be directed to the Point of Contact via email on or before March 13, 2025.
- d. Delivery Requirement: Each Respondent shall assume the risk of the method of dispatching any communication or proposal to PCHA. PCHA assumes no responsibility for delays in delivery or system failures from the dispatch.
- e. Reservation of Rights: PCHA reserves the right to determine, at its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification.
- f. Only PCHA's official, written responses and communications by PCHA shall be considered binding with regard to this RFP. PCHA reserves the right to determine, at its sole discretion, the method of conveying official responses and communications pursuant to the RFP (e.g., written, facsimile, electronic mail, or other electronic means)
- g. Modification of Solicitation: PCHA reserves the right to increase, reduce, add, or delete any item, service or activity to this solicitation as deemed necessary where it is consistent with PCHA's policies or strategies to do so.
- h. Modification of Contract: PCHA reserves the right to increase or delete any scheduled items, goods, services, or activities, and/or increase or reduce the quantity of any scheduled item, goods, service, or activity as deemed necessary, to award this RFP, to waive minor informalities and technicalities, and to make award consistent with PCHA's policies and the applicable laws governing HUD or other federally regulated programs.
- i. Contractor Status: The Contractor shall be an independent Contractor and will not be an employee of PCHA.
- j. Government Restrictions: In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful Respondent to immediately notify PCHA in writing specifying the regulation which requires an alteration. PCHA reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the contract at no expense to PCHA.

2. General Scope of Services

Provo City Housing Authority is seeking proposals from an experienced professional Developer Partner of affordable housing to plan, finance, and implement innovative development for the RAD site. We are seeking a Developer Partner who can provide financial resources to assist with the execution of the RAD plan.

The Developer/Partner will assist in PCHA through the RAD process and will advise PCHA staff of financing strategies, RAD rules and regulations, and the application process, to include a physical need assessment.

The successful firm(s) must possess or have available consulting and technical expertise in the following: HUD programs, HUD regulations and related areas, RAD, Low Income Public Housing Program, Tax Credits, and project-based Section 8 rental assistance. The firm(s) must also excel in

preparing RAD applications, low-income housing tax credit applications in the State of Utah, while also providing technical guidance to housing authorities regarding RAD conversion. The selected Developer Partner will be required to propose RAD conversion strategies for the property.

PCHA also expects the Developer Partner to assist in the formulation of a viable relocation plan for public housing residents. The Developer Partner shall develop a financing plan and package specific to financing sources for the development project. The Developer Partner shall be responsible for assisting PCHA in the implementation and development of the RAD sites.

Additionally, the Developer Partner will provide the following:

- Resources and assistance in preparing the Property Needs Assessment.
- Resident and stakeholder input.
- Fair Housing and Civil Rights compliance.
- Relocation guidance.

3. RAD Sites

PCHA is proposing to dispose of some single family scattered sites and rehab on the remaining public housing units located at throughout the city of Provo. Conversion of all units and all sites will be dependent on financial resources and the recommendations of the Developer Partner.

4. Role of the Public Housing Authority

a. Housing Authority Role as Co-Developer and Receipt of Fees

Provo City Housing Authority expects to play a significant role in each phase of the RAD process, and may in its sole role discretion, elect to serve through a related entity as co-general partner of each se owner entity, PCHA expects to receive an appropriate portion of the developer fee and cash flow for each phase and will view proposals that structure and budget such fees most favorably for PCHA. PCHA may favorably review creative proposals that structure ground lease pavements or other fees in addition to PCHA's receipt of a portion of the developer fee and cash flow. However, PCHA shall not provide guaranties or indemnify any third parties and the Developer Partner will be responsible for all such guaranties and indemnifications.

b. Deal Structure for the RAD sites

The Developer Partner will be responsible for providing comprehensive development services with respect to the physical improvements at the RAD sites. PCHA may utilize a land lease agreement with any owner entity. As landowner and asset manager, PCHA or its development entity will be concerned about preserving long-term asset value through attentive property management, and ensuring compliance with applicable HUD and PCHA management requirements. The exact terms and relationships for property management are to be negotiated with the development entity.

c. Relocation

PCHA and selected respondent will jointly maintain responsibility for all relocation activities. PCHA will work with its selected Developer Partner to ensure all relocation activities are consistent with all federal, state, and local requirements. Additionally, the selected Developer Partner will work with PCHA to monitor and track all relocation and development activities to ensure all activities are implemented according to an agreed upon timeframe.

d. Work with the Developer to Obtain Low Income Housing Tax Credits

PCHA may partner with the Developer Partner to obtain Low Income Housing Tax Credits. The Developer Partner will be responsible for preparing the tax credit application for review, comment, and approval of PCHA. After receipt of approval of a tax credit application, the Developer Partner shall be responsible for making timely application for tax credits to develop each tax credit phase of the conversion or development. The Developer Partner may suggest an alternative financing structure when appropriate.

e. Asset Manager

PCHA or selected group will continue to have asset management responsibilities related to the units under the HAP contract. As part of its asset management responsibilities, PCHA or designee will monitor and enforce the terms for any ground lease and the HAP contract with the owner entities for each se of the conversion.

f. Option/Right of First Refusal.

PCHA shall have a right of first refusal to acquire the property at the minimum price permitted under the internal revenue code

g. Legal Counsel PCHA will retain legal counsel for the RAD activities for its sole use. The developer Partner has the responsibility of providing its own legal services.

5. Role of Developer Partner

a. Prepare and advise the housing authority on all conversion matters, including but not limited to review of Annual plan, 5-year plan, RAD/Conversion application and recommend changes if needed.

b. Complete a Capital Needs Assessment (CNA) for all of the housing authority properties if needed.

c. Recommend a rehabilitation plan for each property based on the CNA and determine the cost of the rehabilitation activities.

d. Facilitate the RAD closing process, serving as a liaison between HUD, PCHA, and legal counsel. Help to resolve any outstanding issues for the RAD attorneys to guide PCHA through the review and execution of the RAD Conversion Commitment (RCC), the HAP contract, the RAD Use Agreement, and other RAD-related documents required by HUD for the project.

e. Create an implementation schedule for RAD activities.

f. Create and monitor project budgets.

g. Provide monthly written reports to PCHA that detail implementation progress, budget reports and any needed changes to the implementation plan or financing plan.

h. Provide all finances for predevelopment activities.

i. Assist in securing financing for RAD activities. Review and provide guidance of all documents pertaining to temporary and permanent financing, loans, and other financial strategies necessary for RAD activities

j. Prepare applications for funding/financing.

k. Provide development, operating, and other financial guarantees required by financing sources.

- l. Comply with all requirements related to the HUD Rental Assistance Demonstration program, including but not limited to those set forth in all of HUD's RAD notices and supplemental guidance.
- m. Prepare construction bid documents ensuring that Section 3 and MBE and WBE entities are encouraged to participate in the process.
- n. Develop and implement a temporary relocation plan, if needed.
- o. Coordinate, conduct, and document all meetings with any and all public housing residents and resident associations, city agencies and officials, HUD, PCHA staff, and any other RAD-related meetings.
- p. In conjunction with PCHA, oversee the rehabilitation work at each site.
- q. Work with PCHA and its affiliate, non-profit Utah Regional Housing (URH) to create an ownership and management structure with URH named as the owner and/or management company for the RAD converted properties.

Part III – Submission Requirements

To provide all responding firms equal consideration and opportunity to be evaluated fairly, submissions must be formatted as described below. The sections that must be included in the written submission are below and must be clearly assembled in the order provided below. Responses that do not include all required information may be deemed un-responsible. All responses to the solicitation must be enclosed in a sealed envelope and labeled as follows: Public Housing Authority RAD Development Partner RFP, Due Thursday March 27, 2025 by 4:00 p.m. Mountain Time. The solicitation response must be addressed to Sarah Van Cleve, Executive Director, Provo City Housing Authority, 688 West 100 North, Provo UT 84601. Late submissions will not be accepted.

Respondents must submit one (1) original printed proposal, two (2) copies and one (1) electronic version (on flash drive) to PCHA by March 27, 2025 at 4:00p.m. Mountain Time.

Tab 1: Letter of Interest

Respondent's submittals shall be accompanied by a Letter of Interest on the respondent's letterhead. The letter should state that the proposer understands the scope of services, the commitment to perform the services expeditiously, and a brief statement indicating why the respondent believes they are the best qualified to perform the engagement.

Tab 2: Organizational Description

A general description of the respondent including the nature of the business or organization, and a brief summary of its history or size. Tab 3: Key Personnel of Development Team Names and resumes of key personnel who will constitute the development team under this request. All entities that comprise the team shall be identified, indicating their specialization(s) and specific contribution to the team. Respondents are encouraged to include specialists for all components of the program including design, construction, legal, and financing specialists. Responses should include an organizational chart showing all individuals assigned to this project. Certify that all key staff will be able to start immediately or describe existing time commitments which would impair the respondent's ability to proceed expeditiously.

Tab 3: Key Personnel of Development Team

Names and resumes of key personnel who will constitute the development team under this request. All entities that comprise the team shall be identified, indicating their specialization(s) and specific contribution to the team. Respondents are encouraged to include specialists for all components of the program including design,

construction, legal, and financing specialists. Responses should include an organizational chart showing all individuals assigned to this project. Certify that all key staff will be able to start immediately or describe existing time commitments which would impair the respondent's ability to proceed expeditiously.

Tab 4: Current Project/Capacity.

A brief description of any and all RAD projects that are under contract or are anticipated to be under contract during the next 12 months including estimated scope, number of units, and type.

Tab 5: Past Project Descriptions

A description of the scope and nature of RAD and Low-Income Housing Tax Credits (LIHTC) development experience, specifically in the State of Utah. Attempt to provide the most recent projects and the most pertinent of PCHA's scope. Provide a listing of all development projects over the past three years with the following information: name and location of development, general project description, number of residential units, total project development costs, type of housing, financing methods and funding sources, name and complete contact information of client/owner and any ongoing professional relationship that constitutes to exist with the development. If you have participated in a co-developer relationship with a Public Housing Authority, please provide an overview of that arrangement with regard to ownership structure, if any, guarantees, developer fee splits, cash flow distribution, etc.

Tab 6: Financing Knowledge

A description of the respondent's knowledge of, and experience with, real estate financing methods, including the use of funding tools such as low-income housing tax credits, tax-exempt bond financing, HOME funds, CDBG funds, HTF Funds, development funds, and private mortgages

Tab 7: Business Terms and Fees

The respondent must include its proposed business terms and fee breakdown anticipated.

Tab 8: References

Provide three (3) references including the entity's name and mailing address along with the contact person's name, email address, and telephone number. Preferred references are from public housing authorities, tax credit investors, lenders, and housing finance agencies.

Tab 9: MWBE/Section 3 Goals

Include a brief discussion of the approach and methods the development team would utilize to encourage MWBE and Section 3 participation in the project.

Tab 10: Litigation

A description of any current or pending litigation involving the respondent related to any development project or other related business activity.

Tab 11: HUD Forms

Forms to be attached: HUD Form 5369 B, HUD form 5369 C, and HUD form 5370 C

Part IV – Evaluation Criteria

Respondents' submittals will be evaluated on the criteria listed in this section. In preparing the submittal to PCHA, it is for respondents to clearly demonstrate their expertise and qualifications in the areas described in this solicitation.

The evaluation of responses to this solicitation will be conducted solely on the information included in the submittal package, as well as any applicable interviews and reference responses. PCHA reserves the right to request further information or documentation from the firm concerning its submittal documents, personnel, financial viability, or other relevant terms to facilitate the selection process. Should a respondent wish to include additional materials in their submittal beyond those specified, such materials should be clearly identified and placed in a separate section of the submittal.

Experience: Respondent's experience in development, finance, and property management of affordable housing, especially housing converted using RAD and/Section 18 in the last three years within the 35 State of Utah. Capability and experience of the respondent's team. Experience with resident relocation and construction management. The degree to which the respondent demonstrates successful experience working with PHAs or similar entities in an affordable housing development of similar size. Experience sourcing other sources of financing in the State of Utah.	35
Development Capacity: The professional qualifications of the respondent's team. Ability to obtain, structure, and implement layered financing for similar projects, combining local, state, and federal funding. The ability for all key staff to be available to start immediately. Contribution of the respondent and demonstrated ability to bring financial resources to leverage resources.	25
Business Terms: The extent to which the business terms recognize the goals and objectives of PHA, including responsible sharing of roles and fees with PHA.	20
Quality of References: The extent to which the references state the ability and capacity of the respondent to collaborate with the PHA. Financial-related references demonstrating competence and capacity. Development references demonstrate the	20

long-term economic and social viability of past efforts.	
Maximum Total points	100

Selection Process

All proposals received by PCHA within the established timeline, which meet the submission requirements of the RFP will be evaluated and scored. Each proposal will be considered on its own individual merit and not analyzed in comparison with other responses to the RFP.

PCHA reserves the right to conduct reference checks at any point in the review and evaluation process. In the event that information obtained from the reference checks reveals concerns about the respondent's past performance and their ability to successfully perform the contract to be executed based on this solicitation, PCHA may, at its sole discretion, determine the respondent is not a responsible respondent and may select the next highest ranked respondent whose reference checks validate the ability of the respondent to successfully perform the contract to be executed based on this solicitation.

At the conclusion of the solicitation process, the selected respondent will be invited to enter into a period of exclusive negotiations with the goal of arriving at a mutually acceptable agreement.

By submitting a response to this solicitation, the respondent accepts the procurement method used and acknowledges and accepts that the evaluation process will require subjective judgments by PCHA and the evaluation panel.