

**LAKE COUNTY HOUSING AUTHORITY  
REQUEST FOR PROPOSALS  
DEVELOPMENT AND FINANCIAL ADVISORY SERVICES**

The Lake County Housing Authority (LCHA) is requesting proposals from qualified individuals or firms to provide development and financial advisory services for the continued implementation of its Mixed-Finance program; development and implementation of Replacement Housing Programs, and other affordable housing development programs to be determined, and other services as requested.

The Development/Financial Advisor will be responsible for representing LCHA's interests as a member of development team(s), identifying, analyzing and securing financial resources to carry out the development activities, complying with all applicable HUD, state, local requirements, and acting as the liaison among the partners and stakeholders.

**BACKGROUND**

The Lake County Housing Authority, Illinois, was created under the 1937 Housing Act for the purpose of providing decent, safe and sanitary housing to the low and moderate-income residents of Lake County. Currently, LCHA owns and manages a variety of affordable housing units and administers Section 8 Housing Assistance Vouchers along with a myriad of supportive service programs for its residents.

A seven person Board of Commissioners authorized by the laws of the State of Illinois and appointed by the County Board is responsible for the development of housing policy and the authorization of expenditures.

As with many urban public housing authorities the LCHA has encountered the difficulties of managing poorly designed, high density, low quality housing developments. In an effort to change the face and character of traditional public housing in Lake County the LCHA has embarked on an aggressive plan for the revitalization of its public housing portfolio.

In 2010, LCHA adopted a strategic plan to reposition its public housing portfolio which included strategies to demolish and redevelop certain properties and conversion of other properties. To support these and other development efforts, LCHA is requesting the services of a financial advisor and development consultant to provide support in all areas of development under the identified programs.

**SCOPE OF SERVICES**

The selected respondent will be expected to provide leadership in the implementation of all development programs and represent LCHA as the liaison between it and all involved parties, at all times representing the wishes and best interest of the LCHA in all related development activities. Specific responsibilities include but are not limited to the following tasks.

- Provide training and support to LCHA staff in the relocation of residents as needed to implement redevelopment activities.
- Provide support to staff in the implementation of the Rental Assistance Demonstration Program as needed.
- Represent LCHA's interest with selected developers including negotiations of Development Services Agreements for various projects/phases of new and re-development.
- Review and secure LCHA approval of all financial pro-formas and related funding applications.

- Provide advice regarding the development and implementation of new and existing financing techniques and other options or programs available to expand the affordable housing inventory.
- Represent the LCHA on all business and negotiations involving financings and matters affecting the expansion of affordable housing.
- Make recommendations with respect to housing and financing proposals made to LCHA by investment bankers, developers, community groups, civic associations or others.
- As needed lead LCHA in the processing of competitive or negotiated sale of any bonds, review and advise the LCHA as to reasonableness of the timing of the sale, the gross underwriting spread and the price of the bonds.
- Provide advice regarding the syndication of any tax credit program in conjunction with projects under development or to be developed. Advice will include the review and consultation on partnership documents, specific covenant provisions and reasonableness of syndication fees, expenses and net proceeds. The Advisor may be asked to coordinate the bidding of such tax credit syndication with qualified institutional buyers.
- Consult with the LCHA, their solicitor, bond counsel, investment bankers, and other entities deemed appropriate by LCHA on the terms, conditions and structure of the bond issues, tax credits, or other forms of mixed finance most appropriate for the program of work being considered by the Authority, following a review of development proposals, pro formas, fees and expenses.
- Prepare F-1's and coordinate preparation of evidentiary documents for submission to HUD for mixed financing closing.
- Assure timely financial closings and monitor ongoing financial draws for construction activities.
- Insure continued compliance with all government rules and regulations applicable to mixed-finance development and the State of Illinois.
- Lead the process for preparation of all financial, management, and project status reports for all open development projects.
- Advise the LCHA when required project approvals are needed and significant issues arise that may impact the project viability.
- Provide information, advice and assistance to the LCHA from time to time in its general operations concerning matters that may affect the interests LCHA.
- Assist LCHA with asset management activities related to RHP projects as needed.
- Continue Marion Jones Rebuild/Revitalization (Brookstone & Regency at Coles Park)
- Midlothian Manor Rebuild/Revitalization
- New Rentals/\$1 Homes Rebuild/Revitalization
- Energy Performance Contracting
- Possible Development Deals Co-sponsored by LCHA and AIM North
- Provide other ongoing support as needed.

#### **INFORMATION TO BE PROVIDED**

Materials should be limited to fifteen (15) pages and should include the following information:

1. Identify specific members of your firm who will be assigned to work with the LCHA and describe their experience with housing finance /development. Include resumes for each person as well as name, address and telephone number of contact person.
2. List finance or housing related authorities, which your firm has represented as a Financial Advisor. List any significant accomplishments or contributions worth noting your firm made to the transaction.

3. Indicate how your firm would handle potential conflicts of interest in matters involving other clients (e.g. underwriters or developers) participating or planning to participate in a LCHA financing.
4. Indicate the fees you would charge if retained as the Authority's Financial Advisor.
5. Describe your availability and degree of accessibility to the Authority.
6. Indicate whether there is any legal action or litigation against the firm or person(s) assigned to this account.
7. Provide three references with whom you have worked and the relevance of the reference to LCHA. If references are outside Illinois, also address your capability to work with Illinois statutes and funding cycles of Illinois state agencies. Please indicate name, position, address, phone and fax or e-mail addresses of the reference to the LCHA.
8. Provide a list of professional organizations/associations in which your firm is an active member and of benefit to the LCHA.
9. Indicate why you think your firm would be the best choice for Financial Advisor to the Authority.

### Selection Criteria

All submittals received by the stated deadline will initially be screened for eligibility by an evaluation panel comprised of LCHA staff and other experienced persons if required. The panel will grade the responses based upon which best meets the needs and requirement of the LCHA using the following criteria:

CRITERIA	POINTS
<b>Experience and Qualifications</b> – Previous experience in providing development and financial advisory services to Public Housing Authorities; experience in successful project management and completion of mixed-finance and mixed-use development under HUD programs; experience and success in securing financing for mixed finance affordable housing particularly Low Income Housing Tax Credits and Tax Exempt Bond financing; experience in the development of homeless housing options.	<b>50</b>
<b>Knowledge and Capacity</b> – Has knowledge and capacity in the following areas: HUD's Mix Finance; Replacement Housing; the operations and reporting requirement of public housing program including project based Section 8 Housing Programs and HUD Asset Management requirements.	<b>30</b>
<b>Price</b> – Comprehensive and competitive fee proposal inclusive of all items requested above.	<b>10</b>
<b>WBE/MBE</b> – Individuals or firms that are Women Owned Businesses or Minority Owned Business.	<b>10</b>
<b>TOTAL POINTS</b>	<b>100</b>

## Submission Requirements

An e-mail submission (maximum 15 pages) must be submitted by Wednesday April 18, 2018 at 10:00 AM Local Time to: Keon Jackson, [kjackson@lakecountyha.org](mailto:kjackson@lakecountyha.org)

### CONTRACT NEGOTIATIONS AND AWARD:

LCHA shall select the most qualified respondent as determined by evaluation of the responses for negotiation of the contract for services. In the event that LCHA is unable for any reason to finalize a contract with a selected respondent they may, in their discretion and without soliciting further proposals, proceed to select the next most qualified respondent as determined by evaluation of the responses for negotiation of the contract for services. It is LCHA's intent to award one contract of up to 5 years contingent upon successful performance. Work shall be completed in a responsible and professional manner in accordance with the specifications, schedules, or performance and operating standards incorporated in the contract. Any procurement hereunder will comply with applicable HUD directives, the laws of the State of Illinois and LCHA procurement policies.

### ADMINISTRATIVE INFORMATION

**Equal Opportunity Employment:** LCHA will not discriminate on the basis of race, color, gender, sexual preference, religion, age, disability, national origin, marital or familial status, or any other legally protected status.

**Minority-owned and Women-owned Business Enterprises:** LCHA strongly encourages responses from Minority-owned and Women-owned Business Enterprises. Respondents shall submit a copy of the applicable certification or an application for such to the appropriate local or state agency.

**Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 requires that the LCHA, to the greatest extent feasible provide employment opportunities to Section 3 residents. Section 3 residents include residents of LCHA communities and other residents of the City of Lake County.

**Basic Eligibility:** The successful respondent must be licensed to do business in the State of Illinois or demonstrate that it intends to and is able to meet all licensing and other requirements applicable to an out-of-state entity providing program management services. In addition, the respondent must not be debarred, suspended, or otherwise ineligible to contract with LCHA, 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.

**Payment Requirements:** Respondents should be aware that LCHA will only make payments on the contract issued under this RFP after work being billed has been completed, No advance payments will be made to the selected respondent, who must have the capacity to meet all project expenses in advance of payments by LCHA.

**Approval of Sub-Consultants:** LCHA retains the right of final approval of any sub-consultant of the selected respondent who must inform all sub-consultants of this provision. All sub-consultants must be able to pass the **Basic Eligibility** as listed above.

**Documents Produced:** All construction drawings, reports, specifications, and other documents produced under this contract created by the selected respondent and their sub-consultants shall become the exclusive property of LCHA.

**Other Contracts:** During the original term and all subsequent renewal terms of the contract resulting from this RFP the LCHA expressly reserves the right, through any other sources available, to pursue and implement alternative means of soliciting similar or related services as described in this RFP. LCHA may award contracts to other vendors such as designers, consultants, or contractor.

**Funding Availability:** By responding to this RFP, the respondent acknowledges that any contract signed as a result of this RFP is contingent upon the availability of funding.

## **INSURANCE REQUIREMENTS**

**General Requirements:** Prior to undertaking any work under this contract, the selected respondent shall procure and maintain continuously for the duration of this contract, at no expense to LCHA, insurance coverage as specified below, in connection with the performance of the work of this contract by the selected respondent, its agents, representatives, employees and/or sub-consultants.

The selected respondents insurance shall be primary as respects LCHA, and any other insurance maintained by LCHA shall be considered excess and non-contributing insurance with the selected respondent's insurance.

Except with respect to the limits of insurance, and any rights and duties specifically assigned to the first named insured, the selected respondent's Commercial General Liability and Commercial Automobile Liability Insurance coverage shall apply as if each named insured was the only named insured and separately to each insured against whom claim is made or suit is brought.

Failure of the selected respondent to fully comply with the insurance requirements of this RFP will be considered a material breach of contract and, at the option of LCHA, will be cause for such action as may be available to LCHA under other provisions of the LCHA's contract with the selected respondent or otherwise available at law, including immediate termination of the contract.

**Required Insurance Coverage:** The following are the types and amounts of insurance coverage that must be maintained by the selected respondent during the term of this contract. Acceptable evidence of such coverage must be provided prior to beginning work under this contract.

**Professional Liability Insurance:** A policy of Errors and Omissions Liability Insurance appropriate to the respondent's profession. Coverage should be professional error, act, or omission arising out of the scope of services shown in the contract.

Minimum coverage will be: \$1,000,000.00 each occurrence, and  
\$1,000,000.00 aggregate

**Additional Insured Endorsement:** The Lake County Housing Authority (LCHA) must be named as an Certificate Holder on a primary and non-contributory basis on all Commercial General Liability policies of the selected respondent. A policy endorsement must be provided to LCHA as evidence of additional insured coverage.

General Liability of not less than \$500,000

Automotive Liability of not less than \$300,000

**PLEASE NOTE:** By submitting a response to this RFP, the respondent acknowledges that the LCHA is not responsible to the respondent for any submission or contract negotiation costs that may be incurred, including the costs of preparing the proposal, appearances for evaluation presentations, interviews, or expenses in any way related to the aforementioned.