



Richmond **Redevelopment
& Housing** Authority
BUILDING VIBRANT COMMUNITIES

ADDENDUM NO 3. TO RRHA-RFQ-2009-10

Commodity: Developer Partner(s)

Initial Issue Date: April 15, 2009

Pre-Proposal Conference: April 27, 2009, 2:00 p.m. **(Changed To May 6, 2009; 2:00 p.m. See Addendum No. 1)**

Proposal Due Date: May 6, 2009, 2:00 p.m. Eastern Standard Time **(Changed To June 30, 2009; 2:00 P.M. See Addendum No. 2)**

The above solicitation is hereby modified as follows:

Reference PURPOSE Section I.C.: CHANGE TO READ

- C. Developers awarded development projects shall be required to plan, program and implement comprehensive development plans for the creation of high quality, architecturally compatible and community appropriate development products. These comprehensive development plans and/or programs must be implemented in ways that are consistent with RRHA goals and objectives and within schedule and financing constraints.

Reference: BACKGROUND Section II.I.: CHANGE TO READ:

1. Strong track record serving as lead developer coordinating a mixed-income development plan
2. Proven ability to maximize private sector participation in the financing of complex residential projects.
3. Strong financial capacity to carry forward and complete anticipated development programs

4. Demonstrated examples of innovative and creative planning and design proposals
5. Strong track record in partnering with residents, neighborhood groups and local agencies with diverse interests to achieve locally determined goals
6. Demonstrated commitment to employ low-income residents and to utilize minority, small, and women owned businesses.
7. Experience/knowledge of the local housing market, regulations and codes, familiarity with the local non-profit and affordable housing programs (including Low Income Housing Tax Credits, Historic Tax Credits and related City of Richmond agencies)
8. Experience working with Public Housing Authorities

Reference: PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS Section IV.C.7.b): REPLACE WITH:

- b) **Qualifications:** Provide a description of the qualification of the Offeror, including resumes. The resume should include the Offeror's role in past projects. This should include previous examples in high-quality multi-family residential development projects.

Reference: PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS Section IV.C.7.d): REPLACE WITH:

- d) **Statement of Financial Responsibility:** Provide audited financial statements for the past three years. If audited financial statements are unavailable, the offeror must provide un-audited financial statements for the past three years. The offeror must also provide bank references, income statements, and a balance sheet for the firm. At the time at which proposals are requested, the strength of the financial information collected will ultimately determine the projects that the developer may or may not be selected to partner with RRHA. In general a minimum net worth of \$1.0 million is required unless team principals can provide personal guarantees in an appropriate amount and have indicated their willingness to do so.

Reference: **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS** Section IV.C.6.: The Non-Collusive Affidavit is attached to this addendum.

Reference: **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS** Section IV.C.7.g)(2): **REPLACE WITH:**

(2) General contractor on prior developments

Reference: **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS** Section IV.C.7.g)(3): **REPLACE WITH:**

(3) Prior joint development partners

Reference: **EVALUATION AND AWARD CRITERIA** Section V.A.: **DELETE AND REPLACE WITH THE FOLLOWING:**

A. **EVALUATION CRITERIA:** Proposals shall be evaluated by RRHA using the following criteria:

	<u>CRITERIA</u>	<u>POINTS</u>
1.	Experience and qualifications of Offeror	30 Points
2.	Offeror's financing experience and capacity; physical and financial status of current projects	40 Points
3.	Experience with community groups.	20 Points
4.	Equal Opportunity (MBE/WBE) and Non Discrimination Goals and track record	5 Points
5.	Section III track record, goals and plans to provide opportunities for Section III businesses and individuals with low to very low income.	5 Points

QUESTIONS AND ANSWERS

1. How many developers will be included in the pool?

RRHA has not set a limit on the number of developers that will be included in the pool.

2. Will RRHA's subsidiary entity become a partner in any future development projects that may come up?

RRHA has not made any decisions regarding the role, if any, its subsidiary entity may or may not have in any future development project.

3. What will the role of RRHA's financial consultant be in relationship to a potential development project?

Due to the unique nature of most development projects, RRHA will not be able to determine the role that a financial consultant may or may not have at this time. When a developer has been selected for a particular project, RRHA will determine the financial consultant's role.

4. Are developers that respond to this RFQ required to have its entire development team identified (i.e. architects, engineers, general contractors and etc.)?

No, development teams do not need to be identified at this time. However, each development project is unique. Qualifying developers (those making up the developer partner(s) pool) will be solicited to submit proposals for specific projects. They will be asked to provide information regarding the proposed development team at that time.

5. Is RRHA going to supply a database of residents and/or the availability of replacement units when there are relocations?

Specific responsibilities such as supplying data base information or the availability of replacement units would be included in negotiations for a specific development agreement.

6. Is RRHA seeking to create a pool of single-family developers, multi-family developers, or both?

The purpose of the RFQ is to solicit proposals from experienced multi-family housing developers.

7. Once the pool has been established are there projects that are immediately available?

Through implementation of RRHA's Strategic Plan, the agency has identified a number of projects that are at various stages of planning, for which RRHA will be seeking development partners. Although we cannot guarantee the number of projects and the timing of when we plan to seek proposals from the development pool partners.

- 8. Attachment re: minority business participation. The form appears to be designed for a contractor to sign, rather than a developer - particularly since no project is yet specified. Is this the right form with which to make this commitment. We will gladly sign and pencil in the distinctions.**

RRHA encourages minority participation on all contracts. Although a detailed specific commitment will be required when responding to specific projects, please prove a percentage value that is indicative to your firms utilization of minority owned businesses on an annual basis.

- 9. Attachment re: Non-Collusive affidavit. In my copy of the solicitation I have pages 1-41, but this affidavit form isn't attached.**

The Non-Collusive Affidavit has been added to this addendum as an attachment.

- 10. Our firm has been invited by a developer/architectural firm that plans to respond to RRHA's Request for Qualifications, Developer Partner(s) RFQ No. RRHA-RFQ-2009-10, to join their team. We currently have a contract with RRHA for master planning services/technical assistance for housing development services. The question is whether it would present any conflict of interest for us to join their team in light of our current contract with RRHA?**

A conflict of interest would need to be examined on a case-by-case basis as proposals are submitted for specific development projects. RRHA cannot advise firms on partnership arrangements with contractors.

- 11. You mentioned that the RRHA does have a HOPE VI program but indicated that program is separate from the Developer RFQ currently being solicited. Other than what can be understood from the RFQ, would it be possible to find out what characteristics the RRHA is seeking from a development team?**

RRHA has not made the decision to exclude developers that will be included in this pool from working on development projects involving the RRHA's HOPE VI Program.

- 12. Must we submit audited financial statements?**

If audited financial statements are unavailable, the offeror must provide un-audited financial statements for the past three years. The offeror must also provide bank references, income statements, and a balance sheet for the firm. At the time at which proposals are requested, the strength of the financial information collected will ultimately determine the projects that the developer may or may not be selected to partner with RRHA on.

13. Is there any value for two or more small developers to join together in order to respond to this solicitation? For instance, my company may historically have done developments consisting of ten units and another company may have historically done the same number. Together we would be able to show we had done twenty units. Would that count?

It is the Offeror's decision to partner with other firms in an effort to strengthen the composition development team and or increase the Offeror's capacity.

14. What is the typical size of development projects that would be awarded under this contract?

The projects that the Offeror would be able to submit a proposal for could range from a small two-unit multi-family project to a 200-300 unit development.

15. Can we have a copy of the sign-in sheet from this pre-proposal conference?

The sign-in sheet is included as an attachment to this addendum.

Note: A signed acknowledgement of this Addendum must be received at the submission location indicated on the RFQ either prior to the proposal due date and hour or attached to your proposal.

Sincerely,

Teresita Williams
Contract Officer
Phone: 804-780-8747

Name of Firm

Signature / Title

ATTACHMENT A
NON-COLLUSIVE AFFIDAVIT
For Advertised Bids

State of _____)
County of _____)

_____, being
first duly sworn, deposes and says that:

(1) He is _____
(Owner, Partner, Officer, Representative or Agent)
of _____, the Bidder that has
submitted the attached bid;

(2) He is fully informed respecting the preparation and contents of the attached bid
and of all pertinent circumstances respecting such bid;

(3) Such bid is genuine and is not a collusive or sham bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents,
representatives, employees or parties in interest, including this affidavit, has in any way
colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or
person to submit a collusive or sham bid in connection with the contract for which the attached
bid has been submitted or to refrain from bidding in connection with such contract, or has in any
manner, directly or indirectly, sought by unlawful agreement or collusion or communication or
conference with any other bidder, firm or person to fix the price or prices in the bid price or the
bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or
unlawful agreement any advantage against the Richmond Redevelopment and Housing
Authority or any person interested in the proposed contract; and

(5) The price or prices in the attached bid are fair and proper and are not tainted by
any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of
its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Name)

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20____

My Commission Expires _____

