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Choice Neighborhoods

ALLENDALE • LEDBETTER • WEST EDGE

Planning for Our Community...Our Home.

City of Shreveport

Choice Neighborhoods

Implementation

Request for Proposals



December 5, 2014

Cedric B. Glover, MAYOR

Bonnie Moore, Director

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ISSUED AUGUST 25, 2014

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CITY OF SHREVEPORT
DEPARTMENT OF COMMUNITY DEVELOPMENT
CHOICE NEIGHBORHOODS IMPLEMENTATION
MASTER DEVELOPER REQUEST FOR PROPOSALS (RFP)



MODIFICATION OF ISSUANCE OF PROPOSALS: FISCAL YEAR 2014

PROPOSAL SUBMISSIONS

ORIGINAL AND SIX (6) COPIES DUE

I. PURPOSE AND OVERVIEW

The City of Shreveport (City) will submit an application for funding under the Choice Neighborhoods Implementation Grant through the U.S. Department of Housing and Urban Development (HUD) in Fiscal Year 2014 as the Lead Applicant. The Lead Applicant is responsible for implementing the activities identified in the Choice Neighborhood Transformation Plan (Transformation Plan). The Housing Authority of the City of Shreveport, (HACS) will serve as the Co-Applicant. HACS is a unit of government and its functions are essential governmental functions. It operates and manages its housing developments to provide decent, safe, sanitary and affordable housing to low income families, the elderly, and the disabled, and implements various programs designed and funded by HUD.

The Notice of Funding Availability (NOFA) for Choice Neighborhood Implementation grants was released November 13, 2014. The application submission deadline is February 9, 2015. HUD anticipates awarding four grants at a maximum of \$30,000,000 each from FY2014 funds and reserves the right to make any FY2015 appropriation grant awards under this NOFA. No more than 15 percent of grant funds may be used for supportive services, as defined in the NOFA; no more than 15 percent of funds will be used for Critical Community Improvements, as defined in section I.C of the NOFA. The estimated project start date for grant activities of those funded is October 5, 2015, with a project completion date no later than 9/30/2021. See: http://portal.hud.gov/hudportal/HUD?src=3D/=program_offices/public_indian_housing/programs/ph/cn/fy14funding

Shreveport's Department of Community Development, in collaboration with the Housing Authority of the City of Shreveport (HACS) and other partners, are inviting Developers to submit development qualifications for a Master Housing Developer (Developer) under the Shreveport Choice Neighborhoods Initiative (SCNI). **This is a modification and extension of the RFP issued August 25, 2014.**

The Developer will be an integral partner with the City and the HACS to implement the housing component of the Transformation Plan. The successful Developer should have the capacity to manage the housing and development process. The preferred arrangement is to engage a partner who is willing to handle all aspects of the housing development efforts.

II. SUBMISSION REQUIREMENTS

The City of Shreveport, Department of Community Development, must be in receipt of an original and six (6) copies of the proposal complete with all attachments, on or before December 19, 2014.

Applications that arrive after the deadline will not be accepted. Diskettes, facsimiles, electronic mail, or other electronic documents will not be accepted. All proposals become the property of the Department of Community Development. The proposal is also posted on the city's website at www.shreveportla.gov

Hand or Courier Delivery:

Mailing Address:

401 Texas Street
Shreveport, LA 71101

P. O. Box 31109
Shreveport, LA 71130

The City encourages Minority-owned Business Enterprises (MBE), and Women-owned Business Enterprises (WBE) to apply. Priority points will be given to Developers who include MBEs and WBEs as a part of their development team. It is the policy of the City that interested developers and contractors with the SCNI utilize disadvantaged and or Fair Share businesses with a set goal to exceed 25%. Consideration will also be given to Developers who use local developers and contractors in the planning and development process.

Developers or any of its contractors must not be debarred or suspended from participating in federal programs, have any outstanding federal debt or any unresolved Civil Rights matters. A list of suspended or debarred parties can be viewed via the internet at: <http://www.epls.gov>

Complete qualification documents delineating the specifications can be obtained at the Department of Community Development, 401 Texas St, Shreveport, LA, during regular business hours beginning December 5th, Monday through Friday, 8:30 a.m. and 4:30 PM. The RFP must be returned by **4:30 PM, December 19, 2014.**

If it becomes necessary to revise any part of the RFP, all amendments will be provided in writing to all Developers. Requests for additional information related to this RFP must be made in writing and directed to Bonnie Moore, Director at bonnie.moore@shreveportla.gov This will allow issuance of any necessary amendment to the RFP. Please be mindful that all questions submitted will be submitted with answers to everyone who requested a proposal package. Questions will be answered via e-mail through **December 11, 2014.**

Oral Presentation – Developers submitting a proposal in response to this RFP may be required to give an oral presentation. This will allow Developers an opportunity to clarify or elaborate on their proposal and answer any questions the reviewers may have.

The City reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest proposal. The City reserves the right to reject incomplete proposals. The City reserves the right to extend the deadline time for submission.

III.BACKGROUNDINFORMATION

Choice Neighborhoods is designed to address struggling neighborhoods with distressed public housing or HUD-assisted housing through a comprehensive approach to neighborhood transformation. In 2010, the U.S. Department of Housing and Urban Development awarded a Choice Neighborhood Planning Grant to the City and Northwest Louisiana Council of Government (NLCOG).

The grant underwrote development of a transformative and resident-driven plan to improve Ledbetter Heights, Allendale and the West Edge of downtown Shreveport, Louisiana, a planning area of more than 2.5 square miles. These inner-city neighborhoods are marked by high abandonment, urban decay, severe poverty, high crime, and unemployment. More than 43 percent of the neighborhood’s residents are living in poverty and the unemployment rate is almost 14 percent.

The plan has strengthened connections with neighborhood social service providers and schools and undertook a comprehensive needs assessment to measure housing, neighborhood and socio-economic indicators to determine more areas for improvement.

This Transformation Plan has become the guiding document for the development of the public and/or assisted housing units, while simultaneously directing the transformation of the surrounding neighborhood and positive outcomes for families. The neighborhoods are linked together by the former Jackson Heights public housing development, which was demolished in 2006 due to the severity of its physical deterioration. To date, the 270 demolished units from this development have not been replaced. The three neighborhoods, along with the Galilee Majestic Arms development, will be included in the planning process.

Galilee Majestic Arms is a deteriorated 75-unit HUD Section 202 building that currently houses 74 elderly and disabled residents. The development suffers from energy and safety code violations and severe flood damage.

IV.CHOICE NEIGHBORHOODS GOALS

The vision is to expand throughout the neighborhood rental housing and homeownership opportunities. This housing would serve residents across an income spectrum, including veterans. As part of the plan, the City intends to procure a Developer partner to meet the housing goals of the plan.

The overall plan is formed around three core goals:

- *Housing*: Transform distressed public and assisted housing into energy efficient, mixed-income housing that is physically and financially viable over the long-term:
 - a. Housing that is energy efficient, sustainable, accessible, and free from discrimination;
 - b. Well managed, financially feasible, and sustainable over time; and
 - c. Mixed-Income. The goal is to de-concentrate poverty and to create housing affordable to families and individuals with a broad range of incomes including, low income, moderate income, and market rate.
- *People*: Support positive outcomes for families who live in the target development(s) and the surrounding neighborhood, particularly outcomes related to residents' health, safety, employment, mobility, and education; and
- *Neighborhood*: Transform neighborhoods of poverty into viable, mixed-income neighborhoods with access to well-functioning services, high quality public schools and education programs, high quality early learning programs and services, public assets, public transportation, and improved access to jobs.

Each area will have a Lead Implementation Entity in the area of Housing Implementation, People Implementation, Education Implementation, and Neighborhood Implementation. Each Entity must work together in accordance with the Transformation Plan.

V. REQUIREMENT AS LEAD HOUSING IMPLEMENTATION ENTITY

Developers must have extensive experience and financial resources to develop comprehensive housing. The successful Developer must demonstrate the ability and experience to develop and implement a mixed-income, mixed-finance, mixed-use development, using various funding mechanism such as Low Income Tax Credits, New Market Tax Credits, HOME, CDBG, FHLB, etc. Only Developers who have extensive experience in housing are eligible to apply.

Preference will be given to Developers who have successfully completed similar and other HUD-related housing developments. Developers must be able to demonstrate that they have implemented and operated housing in comparable scope, scale and complexity to the Housing component of the plan.

The City may, at its own discretion, determine to use a separate developer for specific housing services. The selected Developer under this award will continue to manage the development and construction efforts.

Developers are encouraged to present the City a complete Development Team including the principal professional disciplines and trades required to initiate and coordinate the actions and events required to advance the proposal through various stages from conception to completion for the SCNI. The City requires the identification of the Development Team's intended architect, engineering firm, and property management firm. Other team members are allowed on a discretionary basis of the Development and therefore are not required for initial disclosure.

The selected Developer will be required to provide a narrative description of its development and operating budgets as acceptable to the City as a part of the process of negotiating an agreement. Such budgets will be incorporated into the agreement. Budgets will be expanded and updated on an as needed basis throughout the development process.

The City requires the Developer to initiate and maintain processes, systems, procedures, records and methodologies that allow for effective lease enforcement and prevention of property loss, while simultaneously ensuring that all the PHA-Assisted Units are maintained and operated in compliance with all requirements of LIHTC, applicable law, HUD regulations, and policies approved by the City. Additionally, it will be critical for the management team to manage the property in accordance with the highest industry-leading standards.

The selected Developer will be expected to coordinate with and support the SCNI activities as part of the overall development effort including potential Section 3 employment opportunities and WBE/MBE participation.

Developers must be willing to comply with procurement requirements, relevant regulations, and any other applicable provisions of federal, state and local laws. The Developer must not have any interest which would conflict with the performance of services required by this Request for Proposals (RFP).

VI. HOUSING DESCRIPTION

This long term housing strategy calls for the creation of new housing opportunities across the range of housing types, incomes levels, and tenures. The plan indicates that the completion of all aspects of the housing strategy will result in an estimated 925 new housing units, of which 52% will meet some level of affordability. Of the 277 public housing units demolished in 2006, 222 units must be replaced.

For the purpose of SCNI, the housing strategy is composed of the following housing development components:

- The Renaissance at Allendale will be phased construction of 120-units (44% replacement units) in a mix of 40 townhouses and 80 two and three bedroom garden apartments;
- Galilee Majestic Arms provides 75 units of senior housing, mostly in one-bedroom formats, with some studio units, and has a community room on the first floor. It has not been renovated in 30 years and is in need of major system repairs;
- Heritage Place will be 165 to 250 housing units for individuals and families at or below 120% of area median income. The development will be garden apartments, townhouses, and cottages;
- Various housing developments will be done throughout the Choice Neighborhood boundary that consist of approximately 200 to 250 units of newly constructed housing;
- Artisan Housing (artist housing, live-work art space) is approximately 60 or more units of mixed-income/mix-use artist housing, and,
- The large number of vacant and abandoned lots in the strategic area will offer infill development opportunities to ensure that all replacement units have been restored. In addition, the City has secured numerous tracts of land in the target area to support this initiative and will sell land selected for development consistent with the Transformation Plan at minimal low market cost.

The onsite plan for the SCNI site includes a minimum of 545 newly constructed units and 175 rehabilitated units in a combination of homeownership and multi-family rental housing. Of these numbers approximately 75% to 80% of the units will be rental.

HACS is subject to one for one replacement and as such will comply with HUD's one-for-one replacement of public and/or assisted housing unit requirements as set forth in the HUD regulations. Two hundred and twenty-two (222) of the above units will be public housing replacement units.

VII. GENERAL REQUIREMENTS

A. Affirmative Marketing Strategies

The City requires all applicants to certify that they will comply with all local, state and federal affirmative marketing requirements. It is required to adopt affirmative marketing procedures and requirements for rental and homebuyer projects. The Housing Plan strategy must meet the applicable Fair Housing and ADA accessibility requirements, including affirmative marketing, providing meaningful access to programs for persons with limited English proficiency, meeting applicable accessibility standards, and ensuring that program activities comply with applicable civil rights requirements.

B. Labor Standards

Contracts for the construction (rehabilitation or new construction) may be subject to the Davis Bacon Act, to all laborers and mechanics employed in the development of any part of the housing.

C. Civil Rights Compliance

The Developer agrees to comply with Titles VI and VII of the Civil Rights Act of 1964 as amended, and Title VIII of the Civil Rights Act of 1968 as amended; Section 104 (B) and Section 109 of Title I of the Housing and Community Development Act of 1974, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

D. Minority and Women-Owned Enterprises

The Developer will use its best efforts to afford minority and women-owned business enterprises the maximum practicable opportunity to participate in the performance of the activities covered by this Contract. As used in this Contract, the term "minority and women-owned business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members are African Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans and American Indians.

E. Employment Restrictions/Prohibited Activity

Where employees of the Developer are engaged in activities not covered under the Occupational Safety and Health Act of 1970, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous or dangerous to the participant's health or safety.

The Developer is prohibited from using funds provided herein or personnel employed in the administration of the program for political activities, sectarian, or religious activities, lobbying, political patronage, and nepotism activities.

No employee, officer or agent of the City of Shreveport, HACS, or the Developer shall participate directly or indirectly in the award of any contract if a conflict, real or apparent, would be involved.

E. OSHA

The Developer agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. 794) which prohibits discrimination against the handicapped in any federally assisted program.

G. Section 504

The Developer must ensure that no otherwise qualified individual with a disability, as defined in section 7(20) shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity under this program.

H. Equal Employment Opportunity

In all hiring or employment made possible by or resulting from this contract there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, age or veteran status; and (2) where applicable, affirmative action will be taken to ensure that Contractor's employees are treated fairly during employment without regard to race, color, religion, sex, national origin, handicap, age, or veteran status.

I. Relocation

The Developer will take all reasonable steps to minimize the displacement of persons. If the Developer has a project that involves relocation, the cost of relocation must be a part of the project, and the Developer must submit a relocation plan to the City. A displaced person must be provided relocation assistance at the levels described in, and in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4201-4655) and 49 CFR Part 24.

J. Indemnification

The City, its officers, agents, and employees will be held harmless from liability from any claims, damages, and actions of any nature due to actions of Developers, provided that such liability is not attributable to negligence of the City.

K. Warranty

Developer warrants that any service provided to the City as a result of this RFP complies with all specifications and other terms and conditions set forth herein, and further warrants and guarantees that said services will be performed in accordance with the defined standard of performance and other terms and conditions as herein specified, in addition to any and all remedies provided and further warrants and guarantees.

L. Licenses, Permits, and Compliance

During the term of the contract, the Developer will be responsible for obtaining and maintaining in good standing, all licenses (including professional licenses, if any), permits, inspections, and related fees for each. It will be the Developer's responsibility to comply with all codes, rules, ordinances, regulations, tariffs, and industry standards.

M. Environmental

The Developer shall determine the level of clearance required for all projects associated with SCNI in accordance with 24 CFR Part 50 and 58. The Developer shall also conduct the environmental reviews and clearances for all program activities in conjunction with all eligible properties.

N. Insurance

During the term of the contract, evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods will be required. Offerors shall furnish the City of Shreveport with certificates of insurance showing that the following insurance is in force and will insure all operations under this RFP. Such insurance, at a minimum, must include the following coverages and limits of liability.

(i). Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence. This policy should be endorsed to name the City as an additional insured. It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2 Million otherwise the Coordinator must provide a \$1,000,000 per project aggregate applicable for the project specified in this contract.

(ii). Comprehensive Auto Liability Insurance, in an amount not less than \$100,000 per person or \$300,000 each occurrence or a combined single limit of \$300,000 per occurrence. This policy should be endorsed to name the City as an additional insured.

(iii). Workers' compensation in accordance with the State of Louisiana rules and regulations.

O. Requirements for Contractors secured under this RFP:

(i). All contractors and subs must be licensed under Louisiana Revised Statute 37:2150, et seq.

(ii). Bonds are required and must be obtained from guarantee or surety companies acceptable to the U.S. Government and authorized to do business in the state of Louisiana. Individual sureties will not be considered.

(iii). The Developer must give a brief description of any lawsuits or criminal proceedings or criminal investigations involving the firm or any professionals in the firm who may be involved in providing the services.

VIII. RESIDENT ENGAGEMENT AND SERVICES

The residents of Allendale and Ledbetter Heights are crucial long-term partners in the planning and implementation process. The plan was resident - driven and all strategies are based on the stated needs of the affected residents. The Developer must continue to engage the residents throughout the implementation process, including public and /or assisted housing residents and community and faith-based organizations, government, civic organizations and businesses.

All training sessions and meetings must be held in facilities that are physically accessible to persons with disabilities. Every effort must be made to ensure access to programs to persons with limited English proficiency. All notices and communications must be provided in a manner that is effective for persons with hearing, visual, and other related disabilities or provide reasonable accommodations.

VIII. ROLE AND RESPONSIBILITIES OF THE CITY OF SHREVEPORT

- A. The City is the Lead Entity primarily responsible for implementing the activities identified in the Transformation Plan.
- B. The City will sign any agreements on behalf of all Implementation Entities.
- C. The City will have ultimate responsibility for the expenditure of funds and oversight responsibility to assure the project is completed in accordance with all applicable laws, rules, and regulations.
- D. The City will ensure that all reports and activities are completed in accordance with regulations, guidelines, approved plans, schedules, and budgets.
- E. The City will review and approve all required documents and communications set forth in the development plans.
- F. The City will approve all plans and specifications.
- G. To support this initiative, the City has secured numerous tracts of land in the target area. The City will sell land selected for development at a minimal low market cost.
- H. The City will also offer predevelopment loan funds and negotiate capital infusion funds if the Transformation Grant application is successful.

IX. ROLE AND RESPONSIBILITIES OF THE DEVELOPER

- A. The Developer will be the Lead Housing Implementation Entity for the implementation of the Transformation Plan.
- B. The Developer will prepare a competitive LIHTC, Choice Neighborhoods or other application packages for submission to Louisiana Housing Corporation. This includes being responsible for securing funding commitments to leverage with anticipated Choice Neighborhoods funds.
- C. The Developer will establish project budgets, prepare innovative/creative financing packages, and develop other financing applications. Secure private debt and equity financing and finalize terms of all public and private funding. Identify a guarantor or act as a guarantor to other business participants that may have cash flow shortages or be subject to the recapture of tax credits.
- D. The Developer will prepare architectural plans, obtain and make provisions for all approvals and permits; also, take the lead in obtaining all zoning and land use approvals. Local architectural and design elements and amenities should be incorporated into new or rehabilitated properties so that the developed sites and structures will blend into the broader

community and appeal to the market segments for which they are intended. Housing, community facilities, and economic development space must be well integrated. Oversee design, construction and quality control of the development.

- E. The Developer will solicit development proposals, as needed, from private for-profit and non-profit developers for designated properties in the Transformation Plan, if applicable. Analyze various development proposals for feasibility.
- F. Develop a master schedule with milestones, including a construction phasing schedule and implementation schedule for all sites in their entirety, including identification of other specific sites suitable for development.
- G. The Developer may be responsible for managing all rental developments and/or homeownership units, including the sale of the units.
- H. The Developer will be responsible for land development, which will include demolition, land acquisition, subdivision and zoning approvals as needed, construction of public infrastructure, etc. The Developer must coordinate all site and infrastructure improvements.
- I. The Developer will be responsible for ensuring resident and community participation in all facets of the planning and development process.
- J. The Developer will be responsible for identifying and potentially implementing economic development opportunities, including coordinating the development of any non-residential/community facilities.
- K. The Developer will ensure training and employment opportunities to Section 3 individuals and participation by M/WBE and Section 3 firms throughout the development.

X. PROCUREMENT SCHEDULE

Procurement Activity	Date
RFP Available	12/5/2014
Final Question	12/11/2014
RFP Due	12/19/2014
Review Proposal, Complete Initial Rating, and Verify References	12/22/2015
Conduct Final Interviews and Review	12/23/2015
Internal Recommendations	12/24/2015
Notification of Selection	12/29/2015
Agreement and Negotiation	12/30/2015
Development Agreement Executed	12/31/2015

**May be subject to change*

XI. SUBMISSION REQUIREMENTS

Each team must submit the following information relative to its composition, qualifications, and experience in the order listed. Each response must be paginated, tabbed and organized as listed below.

A. Letter of Interest and Corporate Information

1. A statement of your interest in the SCNI and your understanding of proposed scope of services and commitment to a quality design in an urban context;
2. The identification of the primary contact person and principal authorized to sign documents on behalf of the agency; and,
3. Provide a detailed description of the organizational structure and staffing of the Developer, including an organizational chart. The team should be described in detail, including roles and responsibilities. Resumes of key personnel and principals must be included in the submission.

B. Development Team Experience and Qualifications

1. Identification, address, telephone number and fax number of each development team member (i.e. Developer, general contractor, architect, engineer, consultant, property manager, attorney, accountant, etc.), including a professional profile for each;
2. A description of your team’s professional competence and experience in the areas of planning for mixed-income housing, master planning and grant application preparation, market analysis, community needs identification, physical redesign, and architecture that is compatible with comprehensive redevelopment in an urban environment; and,
3. The Developer and other team members must have extensive, recent and successful experience in planning, implementing, and managing physical development, financing, leveraging, and partnership activities that are comparable in character, scale and complexity to the scope planned in the mixed-income development plan.

C. Housing Implementation Experience

1. A detailed description of two (2) housing projects that are comparable in scope and complexity that you have completed that is comparable to this RFP. Provide the names, addresses, and telephone numbers of contact persons for these clients. The City reserves the right to request information from any source so named; and,
2. Demonstrate that you have effectively developed, newly constructed, rehabilitated, and/or acquired, as well as operated high-quality, affordable, and LMI mixed housing. Provide a list of at least seven (7) projects that you have completed, including the target population and unit counts.

D. Financing and Leveraging Capacity

1. A description of how you have effectively secured and leveraged significant funding streams from public and private sources. Describe the Developer’s experience in assembling financing packages for low-income housing, commercial, and mixed-income developments. The description of experience should include varied financing instruments including Low Income Housing Tax Credits, bond financing, first and second mortgage financing, etc. Developers should submit clear information regarding their experience with multiple variety of financing methods. Financial reporting should be submitted timely and user friendly in a comprehensible structure; and,

2. A submittal of the most recent audit is required in addition to a certified financial statement prepared by the auditing firm. The balance sheet should show assets, liabilities, net worth of the firm and should include information on all General Partners or principal shareholders.

E. Management of the Development Process

1. A detailed description of how the Developer will organize and manage the entire development process. In addressing this process, the Developer should include information regarding the approach to resident involvement, and methods for achieving long-term sustainability of the developed property;
2. Experience in structuring economic development teams that are experienced in mixed-income development projects that create long-term financial stability;
3. Identification of the marketing agent and provide a statement of the marketing agent's previous experience in marketing urban mixed-income rental housing units. Also provide information and documentation regarding the agent's experience in marketing and selling affordable housing in an urban area. Examples of how previous marketing and outreach activities targeted persons of different races and ethnic groups, families with or without children, persons with disabilities and able-bodied person and the elderly;
4. A description of the Developer's experience in managing residential, commercial, and mixed-income construction projects in a timely manner and within budgetary constraints. Developers should submit clear information regarding the number of construction sites they have managed at one time and the size of each. The narrative should indicate what type of construction and management methods used; and the portion of the projects completed on time and within budget. For projects not completed on time or within budget, please indicate the reason(s) why;
5. A description of the law firm experience and the key personnel you expect to use in structuring and negotiating complex real estate matters. Identify any experience in handling LIHTC transactions; and,
6. A description of the Developer's knowledge and experience with state and local building codes, regulations, sources of funding, and financing for low-income, mixed-income, and commercial development.

F. Capacity to Manage the Properties

1. The Developer may participate in the management of the property upon redevelopment. Please describe in detail how you would propose to manage the property. Where the Developer has participated directly or indirectly in the management of residential facilities, list all properties under management now or in the last three years including name, owner, location, type of site, type of construction, income or subsidy mix, number and size of units, financing, operating and mortgage status. If any management contract(s) have been terminated, show when and explain the reason(s) for termination. List any experience in managing market rate rental housing, public housing, and/or other affordable housing, including rental units developed with low-income housing tax credit assistance and mixed-income properties;

2. Describe the Developer’s experience with incorporating a supportive and community service component into the development process; and,
3. Provide information regarding the participation of M/WBE and minority/female individuals on the team. Such information should be specific as to equity participation, anticipated participation in fee, and scope of authority of such M/WBE and minority/female individuals. Provide a detailed plan to maximize the participation of M/WBE in the award of contracts/purchase of goods and services. Priority points will be given to Developers who include MBEs and WBEs as a part of their development team.

G. Additional Documents Required

1. Representations, Certifications and other Statements of bidders (HUD Form 5369A);
<http://portal.hud.gov/huddoc/5369-a.pdf>
2. Instructions to Offerors Non Construction (HUD Form 5369B);
<http://portal.hud.gov/hudportal/documents/huddoc?id=5369-b.pdf>
3. General Contract Conditions Non-Construction (HUD Form 5370C);
<http://portal.hud.gov/huddoc/5370.docx>

XII. PROPOSAL EVALUATION

The following criteria will be used to rank all responses to the RFP. The criteria have been weighted to reflect their importance to the committee relative to the other criteria.

1.	Developer and development team capacity	25 pts.
2.	Housing implementation experience and qualifications	20 pts.
3.	Financing and leveraging capacity	15 pts.
4.	Managing the development process, including mix-income/mix-use, large scale developments	20 pts.
5.	Property management capacity and experience	10 pts.
6.	Experience in Section 3 implementation and community services and resident engagement	10 pts.
7.	Sub Total:	100 pts.
8.	Local MBE and/or WBE participation on the development team	15 pts
9.	On-site presentation	10 pts
10.	Final Total:	125 pts.

XIII. SELECTION PROCESS

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract. In the event of a tie, the most qualified Developer whose RFP is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. Each submitted proposal has a possible score of 100 points plus an additional 25 points based on onsite presentation (if applicable) and MBE/WBE participation. The selection of finalists may require verbal presentations.

The City reserves the right to conduct negotiations with one or more Developers. All proposals will be initially reviewed to determine compliance with the submission requirements specified in this RFP. Proposals that do not comply with these requirements may be rejected without further review.

NOTE: All fees will be negotiated prior to contract award. Further local, state and federal requirements will be set forth in the agreement.

The City reserves the right to utilize the successful Developer for other funding opportunities and future Choice Neighborhood Grants.