

HOUSING AUTHORITY OF THE CITY OF WEST POINT, GEORGIA

**REQUEST FOR QUALIFICATIONS
TO SERVE AS
DEVELOPER AND PROPERTY MANAGER
FOR
RAD PORTFOLIO CONVERSION**

Dear Potential Offeror:

The Housing Authority of the City of West Point, Georgia is soliciting proposals for:

SOLICITATION TYPE: Request for Qualifications (RFQ)

RFQ NUMBER: #2019-01

DESCRIPTION: Developer and Property Manager for the Housing Authority of the City of West Point Portfolio RAD Conversion

ISSUE DATE: January 7, 2019

PRE-PROPOSAL CONFERENCE DATE + TIME: January 22, 2019 – 10 AM
LOCATION: Housing Authority of the City of West Point
Central Office
1201 E 12th Street
West Point, GA 31833

SITE VISIT DATE + TIME: January 22, 2019 – 10:30 AM
LOCATION: Housing Authority of the City of West Point
Central Office
1201 E 12th Street
West Point, GA 31833

PROPOSAL DUE DATE AND TIME: January 31, 2019 – 4:00 PM
PROPOSAL SUBMISSION ADDRESS: Housing Authority of Columbus GA
Verona Campbell, Chief Real Estate Officer
1000 Wynnton Road Columbus, GA 31906

DIRECT INQUIRIES TO: Verona Campbell, Chief Real Estate Officer
Housing Authority of Columbus GA
Phone: 706 571 2800, ext. 811
Fax: 706 571 2864
Email: vcampbell@columbushousing.org

Note: All inquiries must be received in writing by email or by facsimile no later than January 23, 2019 by 4:00 P.M. Eastern Time.

All Proposals are subject to the Conditions, Instructions and the Specifications attached hereto.

SECTION A - SUMMARY OF REDEVELOPMENT INITIATIVE AND OBJECTIVE

It is the intention of the Housing Authority of The City of West Point Georgia (HACWP) to enter into a Development Agreement and Management Agreement with a qualified developer (“Developer”) for the portfolio conversion of the public housing portfolio under Component 1 of the Rental Assistance Demonstration Program (RAD).

The selected Developer will be responsible for designing, financing, constructing, owning, leasing, managing and otherwise implementing and operating the rehabilitated RAD portfolio. The selected Developer would be expected to oversee the RAD predevelopment process and prepare all required HUD submissions. The Developer will be responsible for assembling necessary development financing, which is anticipated to include equity raised through syndication of the Low-Income Housing Tax Credit (LIHTC).

Interested Developers should have demonstrated experience in developing and managing mixed-income, mixed-finance communities and have experience in affordable housing revitalization.

HACWP’s portfolio is currently 223 units. HACWP intends to convert 173 units of its portfolio under the RAD program. Financing for the conversion and renovation would include low-income housing tax credit financing as well as HACWP funding and potentially a first mortgage.

Under the RAD program, conventional public housing units can be converted to Section 8 vouchers. Upon conversion units will receive Section 8 project-based voucher (PBV) to be administered by another housing authority. All units will all be subject to Section 8 operating subsidy governed by a Housing Assistance Payment Contract.

HACWP is currently being managed by the Housing Authority of Columbus Georgia (HACG). The management contract will terminate in May 2019. All staff members that manage HACWP units are employees of HACG. Future management staff for HACWP units will need to be provided by the Developer / Property Manager.

SECTION B - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

1. HACWP BACKGROUND

HACWP is organized pursuant to the Code of Georgia to develop, acquire, lease and operate affordable housing for low-income families. The U. S. Department of Housing and Urban Development (HUD) is the primary funding agency for modernization and rehabilitation of HACWP’s public housing units.

As referenced in the summary, HACWP is currently being managed by the Housing Authority of Columbus Georgia (HACG). HACG employees manage the HACWP units. HACWP anticipates that the to-be-selected Developer/Property Manager would provide appropriate staffing to manage the units.

2. EXISTING HACWP PORTFOLIO

HACWP is located at 1201 East 12th Street, West Point, GA 31833. HACWP’s existing portfolio is currently 223 units. Current occupancy is 97% percent. Most of the units are located at O.J. Cook Apartments.

Bedroom Type	Units
1BR	63
2BR	63
3BR	71
4BR	21
5BR	5
Total	223

Goals for the Renovation of HACWP Portfolio

HACWP is intending to convert 173 units of its portfolio under the RAD program. Financing for the conversion and renovation would include low-income housing tax credit financing as well as HACWP funding and potentially a first mortgage.

Once the 173 units have converted to RAD, there will be 50 public housing units remaining. Pursuant to the HUD Notice PIH 2018-04, “Demolition and/or disposition of public housing property, eligibility for tenant-protection vouchers, and associated requirements”, a housing authority that owns and operates 50 public housing units or fewer can close out its public housing program. The Notice indicates that HUD will approve a housing authority’s disposition application and all units will be eligible for tenant-protection vouchers.

Site	Total Current Units	To be converted to RAD	To be demolished post-RAD
Pine Ridge Apartments	42	0	42
Grant Court Apartments	8	0	8
O.J. Cook Apartments Phase I	110	110	0
O.J. Cook Apartments Phase II	55	55	0
WP Highlands	8	8	0
Total	223	173	50

* Please note that 2 units in OJ Cook Phase II have been damaged by fire. SAC is reviewing a demolition application for 2 of the OJ Cook Phase II units.

Services available to Residents

HACWP residents can access The West Point Senior Center, The Technology Center where West Georgia Technical College offers G.E.D and Adult Education classes and the West Point Youth Services Facility which formerly served as West Point Boys and Girls Club site. These facilities are conveniently located behind The Housing Authority of the City of West Point campus.

There is a part-time van driver to assist our residents with transportation to medical appointments as well as appointments for services. There is also transportation to the weekly community soup kitchen sponsored by local ministries.

The ROSS (Resident Opportunity for Self Sufficiency) Program provides support and assistance to our residents. This program is designed to work with residents to create a path to self-sufficiency by connecting residents to available community resources and by helping residents achieve their goals.

Role of Developer / Property Manager

The selected Developer / Property Manager will be responsible for designing, financing, constructing, owning, leasing, managing and otherwise implementing and operating the rehabilitated RAD portfolio. The selected Developer would be expected to oversee the RAD predevelopment process and prepare all required HUD submissions. The Developer will be responsible for assembling necessary development financing, which is anticipated to include equity raised through syndication of the Low-Income Housing Tax Credit (LIHTC).

The selected Developer / Property Manager will be responsible for managing the units during and after RAD conversion.

3. GENERAL REQUIREMENTS

HACWP is seeking a Developer / Property Manager either directly, through an affiliate, or through contractual arrangements with other developers, to undertake the comprehensive revitalization of the public housing portfolio through the RAD program.

The General Requirements enumerated in this section are intended to be the threshold requirements. An Offeror, by submitting its proposal, is indicating its commitment to comply with these general provisions.

The selected Developer will be responsible for implementation of the following, either directly or by designing and implementing procedures to engage others in the work:

- Obtain physical needs assessment
- Design and construction of all infrastructure and site improvements
- Development of all on-site rehabilitation

Socioeconomic Participation

It is anticipated that many opportunities will be available for the involvement of minority-, women- (M/WBE) and Section 3-owned businesses. HACWP has a strong commitment to such involvement and believes that Columbus hosts strongly qualified entities in all those categories. A selected Developer is expected to ensure significant participation by M/WBE and Section 3 firms during the RAD redevelopment.

The selected Developer is also expected to use both imagination and diligence in providing genuine training and employment opportunities to Section 3 individuals. "Section 3" refers to Section 3 of the HUD Act of 1968; generally, a Section 3 individual is a low-income community resident and a Section 3 business is one owned or controlled by Section 3 individuals.

3.4 Developer / Property Manger Team

Respondents are encouraged to present a Development Team including the professional disciplines and trades required for the success of the RAD conversion.

Please note:

HUD rules prohibit non-competitive designation of a Developer-controlled entity as general contractor. However, HUD has approved the use of an identity-of-interest construction manager, where the CM guaranteed a not-to-exceed price and was paid a negotiated percentage of cost.

HACWP recognizes that some Offerors may prefer to designate certain team members, such as general contractors, after a competitive selection or bidding process. Offerors may, if they choose, explain their decision to defer selection of team members.

HACWP does not prohibit or discourage the appearance of any person or entity on more than one Development Team.

A respondent may include a preferred syndicator on its team but should be aware that HACWP will require a demonstration at the time an equity proposal is accepted that the selected proposal is market competitive in equity raise and other terms.

3.5 Program Schedule

HACWP's goal is to have the RAD conversion proceed as expeditiously as possible. In addition, it will be HACWP's goal that the Developer obtain Low Income Housing Tax Credits in the earliest practicable round provided by the Georgia Housing Finance Agency. Developers that demonstrate an ability to complete the RAD conversion on the earliest possible, realistic schedule will be favorably received by HACWP.

3.6 Reporting Controls

The Developer is required to report directly to HACWP, and through such mediums and formats as HACWP may direct, no less frequently than monthly or as directed by HACWP, on progress with respect to the redevelopment and related activities program, including work completed, associated costs, schedule, and budgetary requirements. This procedure shall be followed throughout the predevelopment, development, and operations phases of the revitalization.

3.7 Budgetary Controls

The selected Offeror will be required to provide detailed development and operating budgets acceptable to HACWP as a part of the process of negotiating a revitalization agreement. Such budgets will be incorporated into the revitalization agreement and will be expanded and continually updated throughout the development process.

3.8 Form of Development Agreement

The successful Offeror will enter into negotiations for and be required to execute a Development Agreement between the Offeror and HACWP that will reflect the obligations of the parties and their relationship to the revitalization. Any Development Agreement entered into will provide for termination of the agreement if an initial closing is not achieved within two years from execution of the agreement, unless mutually extended by the parties.

To ensure that negotiation of the Development Agreement does not prevent the selected Developer from beginning tasks which are essential to the timely filing of a 2019 application for Low Income Housing Tax Credits, HACWP is prepared to enter into an Early Start Agreement reimbursing the selected Developer for certain third-party costs.

4. PROPERTY DESCRIPTION

4.1 Existing Site Conditions

The Housing Authority of the City of West Point, Georgia has two hundred twenty-three (223) units of conventional public housing at the five (5) developments

- Pine Ridge Apartments (11 Bldgs.; EIOP-06/30/1952),
- Grant Court Apartments (2 Bldgs.; EIOP-06/30/1952),
- O.J. Cook Apartments (Phase I- 48 Bldgs.; EIOP-09/30/1970),
- O.J. Cook Apartments (Phase II- 28 Bldgs.; EIOP-12/31/1970),
- WP Highlands (8 Bldgs.; EIOP-09/30/2000)

Site	Units	Placed In Service
Pine Ridge Apartments	42	1952
Grant Court Apartments	8	1952
O.J. Cook Apartments Phase I	110	1970
O.J. Cook Apartments Phase II	55	1970
WP Highlands	8	2000
Total	223	

5. RELOCATION

Residents may need to be relocated to complete the renovations for the RAD conversion. The selected Developer will have to comply with HUD RAD relocation plan requirements. The selected Developer will prepare a relocation plan. RAD requires that each existing public housing resident have a right to return to the redeveloped property.

6. DEVELOPMENT PROCESS

Role of Developer

The selected Developer will be responsible for designing, financing, constructing, owning, leasing, managing and otherwise implementing and operating the rehabilitated RAD portfolio. The selected Developer would be expected to oversee the RAD predevelopment process and prepare all required HUD submissions. The Developer will be responsible for assembling necessary development financing, which is anticipated to include equity raised through syndication of the Low-Income Housing Tax Credit (LIHTC).

Development Agreement

HACWP and the successful Offeror will negotiate to enter into a Development Agreement describing the relationship of HACWP and the successful Offeror and the roles and responsibilities of each party. The successful Offeror will undertake the portfolio RAD conversion according to the terms and conditions of the Development Agreement.

7. FINANCIAL STRUCTURE OBJECTIVES OF HACWP

HACWP is interested in a financial structure that accomplishes several objectives. They are:

- Producing the greatest public benefit with the smallest consumption of public resources
- Leveraging funds to attract private and conventional sources of capital
- Retaining title of the underlying land and a first right of purchase to the leasehold
- Utilizing a structure that can facilitate timely implementation
- Providing performance incentives to the Developer

Ground Lease

HACWP will not convey its fee interest in the property used for rental housing development but will enter into a long-term ground lease with the Ownership Entity. HACWP anticipates that the term of the ground lease will be not less than 55 years. The amount of annual rent under the ground lease may be nominal. The ground lease will be subject to the RAD Restrictive Covenants required in connection with the RAD program.

Sources of Funds

The anticipated sources of funds include:

- HACWP funds as described in the following section.
- Conventional or Tax-Exempt Debt
- LIHTC Syndication Proceeds.
- Developer Equity
- Other sources, as the Offeror may determine.

8. PROPERTY MANAGEMENT

HACWP requires the RAD portfolio conversion to be managed to high standards with effective lease enforcement a priority. Additionally, the PHA-Assisted Units must be maintained and operated in compliance with all requirements of applicable law, HUD regulations, and policies approved by HACWP.

Current Management

HACG currently manages the existing portfolio.

HACG expects to continue to manage the existing units until May 2019.

SECTION C - SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

1. SUBMISSION REQUIREMENTS

Please use the following as the Table of Contents for submissions to this RFQ

- A. Letter of Interest
- B. Team Experience and Qualifications
 - 1. Team Description
 - 2. Profile of the Developer
 - 3. Profiles of Development Team Members
- C. Community, Resident and Minority Participation
 - a. Equal Opportunity (MBE/WBE) and Non-Discrimination
 - b. Section 3 (Housing Act of 1968) Compliance
 - c. Community and Resident Participation
- D. Other Attachments

2. DESCRIPTION OF EACH SUBMISSION REQUIREMENT

The instructions below provide guidance on what the qualification-based proposal should contain and how it should be organized. Offerors must assemble submissions in the order described below and place proposals in 3-ring binders with tabs clearly identifying each section.

A. Letter of Interest

At the beginning of each proposal, the Developer must provide a letter of interest listing the Developer members and identifying the primary contact person. The letter must be signed by an authorized principal of the Developers' firm and include a statement that the proposal will remain valid for not less than one hundred eighty (180) days from the due date.

B. Team Experience and Qualifications

1. Team Description:

Provide general information on the Developer and the Development Team, including the following information:

- a. Name of Developer and proposed role.
- b. Main address, telephone/fax numbers and email address of Developer firm.
- c. Address and telephone number of the office from which services will be provided to the development (if different from above).
- d. Contact person, title, telephone/fax numbers and email address.
- e. Description of the size, number of employees and the current workload of the Developer.
- f. Identify the individual who will serve as Project Manager for the Developer and who will direct and coordinate the development effort to completion.
- g. List the members of the Development Team. All entities that comprise the team should be identified, indicating their specialization(s) and specific contribution to the team.
- h. Provide a brief narrative description of any previous collaboration among some or all members of the Developer.

2. Profile of the Developer:

Provide an overview of the Developer's experience in the design, construction and management of projects similar to what is proposed. Include the following information:

- a. Identify recent RAD redevelopment efforts in which the Developer has been or is currently involved.
- b. Provide three examples of previous projects evidencing the Developer's experience with affordable rehabilitation of multi-family rental properties of similar size, including any such projects that provide evidence of the Developer's experience in utilizing layered financing, including Low-Income Housing Tax Credits (LIHTC), tax-exempt housing revenue bonds, or other types of funding programs.
- c. List three recent LIHTC projects successfully completed, identifying the states where they are located, the size of the tax credit allocations and tax exempt bond allocations received, who the investor was and how much the investor paid for the tax credits (expressed in cents per tax credit dollar), specify the number of units, the unit size mix, the income groups served and the cost of each project.
- d. Provide profiles of key staff, including the Project Manager, who will be involved in the redevelopment effort. Specify the roles of key staff in carrying out this development initiative and their previous experience with housing development and redevelopment efforts.
- e. Attach financial statements from the Developer or any affiliate who will be providing guarantees for the project. The financial statement must be current and should show the assets, liabilities and net worth of the entity. The Developer must also provide the firm's most recent audit or a current financial statement prepared by a Certified Public Accountant.
Additionally, please submit bank references for the Developer.
- f. Three references must be submitted for the Developer. References that are relevant to the scope of work as anticipated in this RFQ. References from the following entities would be desirable: construction lender, permanent lender, general contractor, Low-Income Housing Tax Credit investor.

3. Profiles of Development Team Members:

- a. For any team members not directly employed by the Developer, please provide an overview of experience in contributing to affordable housing redevelopment in a role as anticipated in your response to this RFQ.
- b. Three references must be submitted for each member of the Developer Team.

Note: In providing references in accordance with 2(f) and 3(b), please provide name, title, organization name, phone number, fax, and e-mail address, and the name of the affordable rental housing, owner housing, or commercial development with which the reference is familiar. The HACWP will verify references, as appropriate.

C. Community, Resident and Minority Participation

- a. Equal Opportunity (MBE/WBE) and Non-Discrimination. The response must include a discussion of the approach and methods your team will utilize to assure strong participation by minority-owned and women-owned businesses. To the extent such businesses are included in the team or committed to be part of the development, they should be identified. Prior development experience utilizing MBE/WBE businesses should be described in sufficient detail to permit the selection panel to determine the team's track record and likely success. The Developer should also describe its commitment to equal employment under Executive Order 11246, the Viet Nam Veterans' Readjustment Act and Rehabilitation Act of 1973.

- b. Section 3 (Housing Act of 1968) Compliance. The response must include a discussion of the approach and methods your team will utilize to assure significant employment of residents of the HACWP and other individuals eligible as Section 3 participants. The response should indicate that the Developer will require all contractors and subcontractors to utilize appropriate State-approved apprenticeship programs when available as a means to meet the Section 3 employment goals.
- c. Community and Resident Participation. Describe how the team will involve the Peabody Apartments Resident Planning Committee and Community Task Force and in the planning and implementation of the redevelopment initiative. The response must include a discussion of the approach and methods your team will utilize to assure stimulation of the local economy by using local businesses including construction contractors, subcontractors and suppliers.

d. Other Attachments

The Developer may attach, at the end of their submission, other promotional materials or work products that would demonstrate their experience and qualifications.

3. Evaluation Criteria

The following evaluation factors will be used in determining the Developers who are deemed within a competitive range for further consideration. The interviews of Developers in the competitive range will be used to identify the top-rated Developer for negotiation of an agreement. Each proposal has a total possible score of 100 points.

Available Points	Criteria	Description of Criteria
50 POINTS	1. Experience and Capacity of the Developer / Property Manager	The degree to which the Developer demonstrates: <ul style="list-style-type: none"> ▪ Experience comparable to the scope outlined in the RFQ ▪ Experience obtaining, structuring and implementing similar financing (including LIHTC in Georgia) ▪ Financial capacity
25 POINTS	2. RAD Specific Experience	<ul style="list-style-type: none"> ▪ Familiarity with RAD requirements
15 POINTS	3. Experience and Capacity to Manage the Property	<ul style="list-style-type: none"> • The degree to which the Developer demonstrates successful experience with ownership and property management (either directly or through supervision of property management provided by a third party) of mixed-income rental developments of a similar size. • Developer’s ability to observe public housing operational and reporting requirements
5 POINTS	4. Equal Opportunity (MBE/WBE) and Non-Discrimination	The degree to which the Developer provides for minority and women-owned business participation reflective of the local community and demonstrates compliance with equal opportunity and non-discrimination requirements.
5 POINTS	5. Section 3 Compliance and Resident Participation	The degree to which the Developer demonstrates experience in, and an effective approach to, compliance with Section 3 requirements and resident participation.
100 POINTS AVAILABLE		
BONUS POINTS HACWP will award 25 bonus points for Developer teams that are willing to step in and start acting as property manager to manage the HACWP portfolio upon developer selection and during the RAD predevelopment process. Fees for management will be determined upon selection.		
125 POINTS AVAILABLE – INCLUDING BONUS POINTS		

SECTION D – SELECTION PROCESS AND SCHEDULE

1. Selection Process

The purpose of this RFQ is to solicit meaningful proposals so that the HACWP may select, from a range of proposals, one that best meets its needs and requirements. HACWP urges all interested developers to carefully review the requirements of this RFQ. Written proposals containing the requested information will serve as the primary basis for final selection.

HACWP reserves the right to conduct negotiations with one or more Offerors, if in the sole opinion of the HACWP, that method will provide the greatest benefit to the HACWP.

All proposals will be initially reviewed to determine compliance with the submission requirements specified in this RFQ. Proposals that do not comply with these requirements may be rejected without further review.

The evaluation criteria stated above will be used to determine the most competitive Offerors. At HACWP’s option, Offerors may be asked to participate in an interview process to further discuss how they will specifically apply their qualifications and experience.

2. Pre-Proposal Conference

A pre-proposal conference will be held at the Housing Authority of the City of West Point Central Office 1201 E 12th Street, West Point, GA 31833. A site visit will be conducted the same day immediately following the Pre-Proposal Conference.

3. Procurement Schedule

Please note that Dates are approximate and for planning purposes only

Procurement Activity	Date
Issue RFQ	1/7/2019
Pre-proposal Conference	1/22/2019
Final Day to Submit Written Questions	1/23/2019
Answers to Written Questions issued as Addendum to RFQ	1/25/2019
Proposals Due	1/31/2019
Review Proposals & Initial Rating, Check References	2/15/2019
Recommendation for Developer Selection	2/20/2019
HACWP Board Meeting	2/21/2019

4. Response Due Date

Proposals submitted in response to this solicitation will be accepted until January 31, 2019 at 4:00p.m. Offerors must provide one (1) original clearly marked “ORIGINAL” and THREE (3) copies. The required submission must be marked “**DEVELOPER RFQ FOR RAD PORTFOLIO CONVERSION**” and delivered to:

Verona Campbell, Chief Real Estate Officer
Housing Authority of Columbus GA
1000 Wynnton Road
Columbus, GA 31906

The submission deadline is firm as to date and hour. An Offeror may select any mode of delivery. However, the risk of non-delivery shall remain with the Offeror. HACWP will treat as ineligible for consideration any submission that is received after the deadline. Upon receipt of each proposal, HACWP will date stamp it to evidence timely or late receipt and, upon request, provide the Offeror with an acknowledgement of receipt. Faxed or emailed submissions will not be accepted. All timely submissions become the property of HACWP and will not be returned. Proposals will be held in confidence and provided only to those involved in the procurement process. Financial statements and bank references may be placed in a separate sealed envelope marked "confidential." All information from non-successful Offerors, which is clearly identified as confidential, will be returned to the Offeror after the date the agreement is executed with the selected Offeror.

5. Committee to Evaluate the Proposals

In accordance with 24 CFR Part 85, a Committee has been established that will be responsible for overseeing the development team procurement process and making a selection recommendation to HACWP's Board. The Committee will determine which proposals are competitive based on the established evaluation criteria and point system. Offerors whose proposals are determined to be in the competitive range may be interviewed by the Selection Committee, at HACWP's option. Following the interviews (if required), offerors may be required to submit supplemental information. The Selection Committee will then assign a final score for each proposal.

The Committee may consider unacceptable any proposal for which critical information is lacking or whose submission represents a major deviation from the requirements of this RFQ. Minor omissions, such as incomplete references may, at the sole option and discretion of HACWP, be corrected subsequent to the submission due date.

6. HACWP Procurement Policy

HACWP may reject any or all proposals that are determined not to be in the HACWP's best interests. In addition, HACWP reserves the right to waive any informalities or minor irregularities if it serves the parties' best interest to do so. The HACWP will select an Offeror based on the evaluation criteria, subject to the negotiation of fair and reasonable compensation.

SECTION E - GENERAL INFORMATION

1. Interpretation

The intent of this RFQ is to establish the general specifications for the professional services needed and to provide prospective Offerors with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFQ may only be submitted in writing (via post or email) and should refer to the specific paragraph in question.

All inquiries must be received in writing no later than Wednesday January 23, 2019 by 4:00 PM Eastern Time. Responses will be circulated Friday January 25, 2019 via addendum to the RFQ.

Written inquiries must be submitted to:

Verona Campbell, Chief Real Estate Officer
Housing Authority of Columbus GA
email: vcampbell@columbushousing.org

Responses to inquiries will be provided as written addenda to this RFQ. HACWP/HACG will provide copies of all addenda to all potential Offerors to whom this RFQ has been mailed. The addenda shall become part of this RFQ and all Offerors will be bound by the addenda.

2. HACWP Options

HACWP reserves the right to at any time, in its sole discretion and for any reason, to do any or all of the following:

- a. waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as part of the RFQ or any subsequent negotiation process;
- b. reject, in whole or in part, any and all proposals received in response to this RFQ which are incomplete and/or non-responsive;
- c. request that certain or all Offerors to this RFQ supplement or modify certain aspects of the information or proposals submitted;
- d. cancel this RFQ and/or reissue a request for proposals;
- e. procure any service by any other means legally permitted;
- f. modify the selection procedure, the scope of the proposed project or the required responses; and
- g. Extend deadlines for accepting proposals, request amendments to proposals after expiration deadlines, or negotiate or approve final agreements.

All Offerors shall comply with the conditions, requirements and specifications contained herein. Any departure shall constitute sufficient cause for rejection of the proposal at HACWP's discretion.

No award will be made to any Offeror that is determined not responsible to perform or if suspended, debarred, or otherwise determined ineligible to receive an award by HUD in accordance with 24 CFR Part 24. Prior to award, HACWP will review the proposed Offeror's ability to perform the contract successfully, considering such factors as the Offeror's integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-Procurement Programs published by the General Services Administration), compliance with public

policy, record of past performance (including contacting the Offeror's previous clients), and financial and technical resources.

HACWP will accept only one proposal from each Offeror. However, subconsultants may participate as members of more than one Offeror's development team.

3. No Claim Against the HACWP or HACG

An Offeror shall not obtain, by submitting a proposal in response to this RFQ, any claim against HACWP, HACG or HACWP's property by reason of all or any part of any of the following: any aspect of this RFQ; the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter into any agreements; any statement, representations, acts or omissions of HACWP, HACG or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

The Offeror will be responsible for all costs incurred in preparing a response to this RFQ. All material and documents submitted by Offeror will become the property of HACWP and will not be returned. The Offeror selected for further interviews and negotiations will be responsible for all costs incurred in connection therewith.

4. Personnel

In submitting a proposal, the Offeror is representing that the personnel described in their proposal shall be available to perform the services described, barring illness, accident or other unforeseeable events of a similar nature in which cases the Offeror must be able to provide a qualified replacement. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Offeror under its sole direction, and not employees or agents of HACWP or HACG.

5. Contact with HACWP Staff, Board Members and Residents

All communications with HACWP or HACG shall be in writing to:

Verona Campbell, Chief Real Estate Officer
Housing Authority of Columbus GA
PO Box 630, Columbus, GA 31902
email: vcampbell@columbushousing.org

Beyond the above referenced written communications, Offerors and their representatives may not make any other form of contact with HACWP Staff, Board Members or Residents. Any improper contact by or on behalf of an Offeror may be grounds for disqualification.

6. Contract Form and Issues

This RFQ will lead to a Revitalization Agreement, the exact terms of which will be negotiated between HACWP and the successful Offeror. No contractual rights shall arise out of the process of negotiation until such time as the HACWP and the selected Offeror have signed an agreement. Work under the agreement shall commence immediately upon execution. HUD must approve the Offeror agreement prior to execution.

7. Rules, Regulations and Licensing Requirements

The Offeror, their staff and agents shall comply with all laws, ordinances and regulations applicable to the services specified herein, especially those applicable to conflict of interest. Offerors are presumed to be familiar

with all Federal, State and Local Laws, Ordinances, Codes, Rules and Regulations that may in any way affect the services to be provided.

8. Equal Opportunity Employment

Offerors agree that there will be no discrimination as to race, gender, religion, color, age, creed or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFQ. Offerors must also agree to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, as supplemented by the Department of Labor Regulations (41 CFR Part 60).

END OF TEXT