

**Boyne City Housing Commission**

Request for Proposal for Affordable  
Housing Development Consultant  
and Co-Developer

**RFP SUBMISSION DEADLINE**

**March 13, 4:00 pm**

An Equal Opportunity Employer

*An Equal Housing Provider*

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# Request for Proposal: Consultant and Co-Developer Services

## OBJECTIVE

Boyne City Housing Commission, (“BCHC”), Boyne City, Michigan, is soliciting proposals from both an experienced consultant and a co-developer to assist a long-term, multi-project revitalization of up to 109 residential units. The BCHC prefers to work with someone that can be both consultant and co-developer. It is the intent that the development consultant will assist in complying with HUD’s Rental Assistance Demonstration (RAD) NOFA from HUD approval to closing. The BCHC is also seeking a co-developer and co-general partner for Low Income Housing Tax Credit projects. BCHC, or its non-profit affiliate, will maintain the ownership control of all properties.

HUD created RAD to enable public housing authorities to convert public housing units to long-term Section 8 project-based vouchers – either project based rental assistance administered by HUD or project-based vouchers administered by the BCHC. One of the main objectives of RAD is to address the large backlog of capital needs that has accumulated over the years for the million units of public housing. This backlog is estimated by HUD to be over \$10 billion dollars.

Today, the Capital Fund Program provides the primary source of funding for public housing repairs and renovations. However, Capital Fund annual appropriations have consistently fallen below the amounts required to keep pace with basic capital needs. These chronic funding shortfalls have contributed to the loss of over 230,000 public housing units in the past fifteen years, only a little more than 80,000 of which have been redeveloped.

Under RAD, the BCHC would essentially exchange operating and capital subsidies under the Public Housing program for long-term Section 8 project-based rental assistance contracts. Property-based Section 8 contracts would provide the BCHC access to private financing to renovate public housing properties, consistent with other Federally assisted housing programs. Private financing could take the form of loan proceeds (debt), equity, and/or grants.

The BCHC is applying to HUD to convert 79 units of its public housing under the RAD application. If selected by HUD, the BCHC will work with the consultant to secure grant funds and comply with documentation for HUD’s RAD conversion process and the co-developer to secure LIHTC and private debt, construction management and assist with LIHTC compliance.

See HUD’s website at <http://www.hud.gov/RAD> for more information about the RAD program.

The BCHC currently has housing residential units divided into two projects. One project is 79 units of Public Housing and the other is 30 units of tax credit Section 8. All of the units are located in the City of Boyne City, Michigan. The BCHC will make one application under the RAD program. A list of properties that are under consideration to be included in the proposed equity redevelopment are included in Exhibit C.

### CONTACTS AND QUESTIONS

This RFP is issued by the Boyne City Housing Commission. All questions regarding this bid process must be addressed to the Executive Director via email [bethany@boynecityhc.com](mailto:bethany@boynecityhc.com).

Questions regarding proposal content may be directed to Bethany Hedgepath, Executive Director Boyne City Housing Commission, via email [bethany@boynecityhc.com](mailto:bethany@boynecityhc.com).

**Question deadline shall be due March 1, 2023.**

### SUBMISSION PROCESS

All Proposals are due and must be submitted to the Boyne City Housing Commission on or before March 13, 2023, 4 pm (Eastern time). Proposals submitted late will not be considered or accepted.

Bidders can submit bid packages electronically to [bethany@boynecityhc.com](mailto:bethany@boynecityhc.com). In addition to electronic submission each Bidder must submit one (1) original Proposal and three (3) additional Proposal copies and four (4) copies of the Proposal Fee in a separate sealed envelope contained within the bidder's sealed proposal.

Proposal submitted must be clearly marked: **RFP – Affordable Housing Development Consultant and Co-Developer, then list Bidders name and address.**

#### **Proposals must be addressed and delivered to:**

Boyne City Housing Commission  
829 S. Park St.  
Boyne City, MI 49712

Hand delivered Proposals will be date/time stamped/signed by the Executive Director or by designee at the address above in order to be considered. Normal business hours are 8:00 a.m. to 4:30 p.m. Monday, Tuesday, Thursday, and Friday.

The BCHC will not be liable to any Bidder for any unforeseen circumstances, delivery, or postal delays. Postmarking on the Due Date will not substitute for receipt of the Proposal. Each Bidder is responsible for submission of their Proposal. Additional time will not be granted to a single Bidder; however, additional time may be granted to all Bidders when the BCHC determines that circumstances warrant it.

To be considered, each firm must submit a response to this RFP using the format provided herein. No other distribution of proposals is to be made by the submitter. The proposal must be signed by an official authorized to bind the submitter to its provisions. Each proposal must remain valid for at least ninety days from the due date of this RFP.

Proposals should not include any plastic covers, binders, or other non-recyclable materials. The BCHC will rate and rank all proposals received by the deadline according to evaluation criteria established herein. Responders may be asked to participate in a telephone or personal interview if they are among the top-rated responses.

The BCHC reserves the right to reject any and all submissions, to waive informalities and minor irregularities in submissions deemed to be in its best interests.

### SCOPE OF SERVICES

This RFP is intended to serve two purposes: 1) to procure a co-developer and co-general partner and 2) to procure a consultant to assist the BCHC with HUD's RAD conversion process and to apply for grant funding such as FHLB AHP funds, HOME, CDBG, or other funds. The BCHC, or its non-profit affiliate, will serve as the co-developer with a development company that is experienced in the use of federal LIHTC and financing from HUD. The BCHC, under the advisement of the consultant and co-developer, shall select the other key members of the team which may include architectural, legal, construction, management, and financial services.

The BCHC's vision is to create an attractive multifaceted community strategically combining public housing, Project Based Section 8, multi-family, and mixed-income housing.

Respondents shall certify their ability to start work immediately and should be prepared to present BCHC with a staffing plan that addresses the needs of the project.

### BOYNE CITY HOUSING COMMISSION'S ROLE

Includes but is not limited to:

1. Engage the selected Co-developer in the overall development process including decisions impacting the development and management of the project.
2. Interface with HUD.
3. Interface with City of Boyne City and obtain approval to transfer ownership of property along with other approvals as needed (building, zoning etc.).
4. Public relations between the development and the community.
5. Provide some guarantees to be negotiated with the selected Co-developer and various lender and syndicators.
6. Assist in applying for local/state/federal funding to help support development financing.
7. Provide properties for re-development.
8. Maintain Co-ownership control of all properties (through either the BCHC or its non-profit affiliate).
9. Establish a financial structure that allows it to participate in a stream of income from the development, including the developer's fee cash flow and incentive management fees.
10. Provide historical operating costs to develop detailed operating budgets showing at least 15-year projections.
11. Assist with Section 3 and Davis-Bacon compliance.
12. Coordinate community and supportive services.
13. Participate in the overall development process including making decisions impacting the development and management of the projects.
14. Assist design, construction, and quality control of the development.
15. Comply with Section 504 of the Rehabilitation Act, as amended, and the rules and regulations there under, with regard to provision of accessible housing.
16. Secure project-based vouchers.
17. Work with co-developer to apply for Tax Credits and bond financing if appropriate.
18. Leasing and managing waitlists.

## CO-DEVELOPER'S ROLE

Includes but is not limited to:

1. Obtain all permits, approvals, and environmental clearances.
2. Hire professional services such as environmental, architectural, engineering, marketing accountant, legal as needed.
3. Hire general contractor and all trades.
4. Arrange financing and provide all required guarantees which exceed those which can be provided by the BCHC because of its nonprofit & governmental status.
5. Assist with RAD compliance if needed.
6. Assist with Low Income Housing Tax Credit application to MSHDA, Federal Home Loan Bank, and other applications as needed.
7. Assist in developing training and employment opportunities to Section 3 individuals.
8. Help encourage participation by MBE, WBE and Section 3 firms.
9. Ensure compliance with Davis-Bacon.
10. Develop a cost-effective construction strategy and implementation schedule.
11. Work with BCHC and consultant to develop detailed project budget or operating pro-form as showing at least 15-year projections.
12. Assist BCHC in compiling data for regular monthly reports on the progress of development efforts, including work completed, associated costs, and schedule.
13. Assist BCHC staff in developing capacity in the development and mixed-finance arenas and managing tax credit apartments.
14. Assist with resident relocation timeframe and efforts.
15. Oversee asset management functions as required through lease-up and conversion to permanent financing.

Each respondent must have the following:

- Experience in maximizing the use of various financing vehicles.
- Experience in development construction and affordable housing operations.
- Expertise in housing developments that incorporates tax credit and affordable housing financing.
- Expertise in regulatory compliance issues.
- Expertise in Section 3, Davis-Bacon, and W/MBE compliance.
- Expertise with local government authorities which regulate the permits and utilities.

The Co-Developer partnership shall be negotiated based on the requirements of the funding sources.

## CONSULTANT'S ROLE

Includes but is not limited to:

1. Ensure RAD HUD approval process is completed through closing on finances.
2. Prepare gap financing applications including Federal Home Loan Bank, HOME, CDBG and other applications as determined necessary by the BCHC.
3. Support BCHC as needed to complete all requirements of development.
4. Assist with developing a supportive housing program if the BCHC applies for LIHTC under the Permanent Supportive Housing Category.

Each respondent must have the following:

- Experience in maximizing the use of various financing vehicles.
- Experience in development construction and affordable housing operations.

- Expertise in housing developments that incorporates tax credit and affordable housing financing.
- Expertise in regulatory compliance issues.
- Experience with developing supportive services for affordable housing.

The Consultant Contract shall be two (2) years with up to four (4) additional negotiated one-year extension options. Failure to reach agreed terms for either extension period may result in contract termination.

DISCLOSURES

Under the Freedom of Information Act (Public Act 442), the BCHC is obligated to permit review of its files, if requested by others. All information in a submitter’s proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

RIGHT TO REJECT PROPOSALS

The BCHC reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the BCHC’s sole judgment, the best interests of the BCHC will be so served.

COST LIABILITY

The BCHC assumes no responsibility or liability for costs incurred by the consultant prior to the execution of a Professional Services Agreement. The liability of the BCHC is limited to the terms and conditions outlined in the Agreement.

SCHEDULE

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III.

The following is the solicitation schedule for this procurement.

<b>Activity/Event</b>	<b>Anticipated Date</b>
Last Day for Questions	March 1, 2023
Proposal Due Date	March 13, 2023
Interview Consultants (as needed)	April 3-April 13, 2023

Proposals submitted shall define an appropriate project schedule in accordance with the requirements of the proposed work plan. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the BCHC and the selected firm.

RESERVATION OF RIGHTS

1. The BCHC reserves the right in its sole and absolute discretion to accept or reject any or all Proposals or alternative Proposals, in whole or in part, with or without cause.
2. The BCHC reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the BCHC to be in the best interests of the BCHC even though not the lowest bid.
3. The BCHC reserves the right to request additional information from any or all Bidders.
4. The BCHC reserves the right not to consider any Proposal which it determines to be unresponsive and deficient in any of the information requested within the RFP.

5. The BCHC reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or that a revised scope be implemented.
6. The BCHC reserves the right to select one or more Bidders to perform services.
7. The BCHC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted.
8. The BCHC reserves the right to disqualify Proposals that fail to respond to any requirements outlined in the RFP, or for failure to enclose copies of the required documents outlined within the RFP.
9. A respondent's failure to provide accurate information in response to this RFP may disqualify the respondent from further participation in the selection process. Proposals may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the respondent, in writing (e-mail accepted), and is received by BCHC prior to the Proposals submission deadline. After such date and time, the respondent may not change any provision of their response in a manner detrimental to the interest of BCHC and/or fair competition.
10. The key personnel specified by the successful respondent will be considered essential to the work to be performed by the successful respondent. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify BCHC in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. Changes in personnel may be grounds for contract termination.
11. BCHC is not liable for any costs incurred by the respondents prior to issuance of a contract. The respondents shall wholly absorb all costs incurred in the preparation and presentation of the RFP and oral presentation.

#### SUBMISSION REQUIREMENTS

Responses that do not include all required information may be deemed unresponsive. Each respondent is required to submit a response providing information on the following items:

1. Letter of Interest: Respondent's submittals shall be accompanied by a Letter of Interest on the respondent's letterhead. The letter should state proposer understands the scope of services, the commitment to perform the services expeditiously, and a brief statement indicating why the respondent believes they are best qualified to perform the engagement. The letter shall be signed by an authorized signor.
2. Respondent's Qualifications: The respondent shall submit the following information regarding its qualifications and should use the same number and title for each corresponding response (to simplify review):
  - a. Previous Housing Development and/or Development Consulting Experience
    - i. Please use Attachment I to respond to this item (one form per project). Provide information on up to five (5) residential rental development/revitalization projects in which the respondent has participated. Attempt to provide the most recent projects and the most pertinent to BCHC's scope. Projects that required processing applications and securing HUD approvals for public housing authority and/or multifamily revitalization projects and/or submitting successful affordable housing development proposals through the Michigan State Housing Development Authority (MSHDA) would be most desired.
  - b. Organizational Structure and Profile of Principals and Key Staff
    - i. Provide a description or chart of the organizational structure and staffing of the respondent's team.

- ii. Provide profiles of the principals and key staff that will be involved in the development effort, what roles they would serve for BCHC, and their level of experience as developers and/or development consultants. Highlight their involvement in similar projects and activities, especially their experience in processing HUD applications in securing approvals for public housing authority and/or multifamily revitalization projects and/or submitting successful affordable housing development proposals through MSHDA. Indicate their familiarity with state (Michigan) and local (Boyer City) rules and regulations for all aspects of development. Describe individual experience applying for and integrating different subsidies such as LIHTC, tax-exempt bonds, FHA loans, etc. Identify any experience working for or with public housing authorities.
    - iii. Certify that all key staff will be available to start immediately or describe existing time commitments which would impair the respondent's ability to proceed expeditiously.
- c. LIHTC Application Score CO-DEVELOPER ONLY: Indicate the score the respondent will get on MSHDA's QAP for each component of section D: The MSHDA QAP is located at: [www.michigan.gov/mshda/0,4641,7-5587\\_5601-3170--00.html](http://www.michigan.gov/mshda/0,4641,7-5587_5601-3170--00.html)
- d. Financial CO-DEVELOPER ONLY:
  - i. Describe how respondent will be able to provide guarantees.
  - ii. Describe the firm's experience applying for and integrating different subsidies such as LIHTC, tax-exempt bonds, HOME, CDBG, FHLB AHP, and project-based vouchers.
  - iii. Describe proposed methods to fill any financing gaps.
  - iv. The respondent will describe how the BCHC may participate in the fee structure and cash-flow.
  - v. Describe how the BCHC will gain development and management experience to manage mixed-finance properties.
- e. Construction and Procurement CO-DEVELOPER ONLY:
  - i. Describe the process the respondent proposes to select a general contractor, architect, engineer, environmental firm, legal, equity investor, financial advisors, and accountants. If organization purposes to respond as a team with any of these firms, please provide a brief history of the firm, similar projects with comparable services and extent that respondent has worked with the firm before. Provide resumes for key staff of team.
  - ii. Provide examples of strategies used which promoted and successfully utilized MBE/WBE and Section 3 in the development effort.
- f. RAD Experience CONSULTANT ONLY
  - i. Describe how the respondent has already increased knowledge about the RAD program.
- g. Supportive Services
  - i. Describe respondent's experience providing or contracting for support services for tenants. Describe respondent's success in applying for LIHTC under the Permanent Supportive Housing category.
- h. Fee Structure CO-DEVELOPER ONLY: The respondent's expectation of fees or other compensation on rental unit development.
  - i. Describe both the calculation basis of any fees, (ex. if there is a fee expressed as a percentage, indicate to which specific items the percentage would apply) and expectation for timing of payment.
  - ii. Address willingness to perform duties on a fee only basis with a cap.
  - iii. Final fee will be negotiated subject to the best interest of the BCHC.



## EXHIBIT A: EVALUATION CRITERIA SCORESHEET CO-DEVELOPER

Respondent: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Score: \_\_\_\_\_/100

Evaluation Criteria	Max Points/Score
<b>1) Letter of Interest</b>	<b>Mandatory</b>
Response should include a Letter of Interest on the firm’s letterhead: <ul style="list-style-type: none"> <li>• Stating the proposer understands the scope of services and the commitment to perform expeditiously</li> <li>• Stating why respondent believes they are best qualified to perform the engagement</li> </ul>	YES/NO
Comments:	
<b>2a) Previous Experience</b>	<b>20 Points</b>
Response should include an “Attachment 1” for each development project presented (no more than 5) <ul style="list-style-type: none"> <li>• High level of involvement</li> <li>• Diversity of financial solutions</li> <li>• Compliance with HUD, MSHDA, LIHTC requirements</li> </ul>	
Comments:	
<b>2b) Organizational Structure, Profile of Principals and Key Staff</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>• Description of organizational structure or organizational chart</li> <li>• Profiles of the principals and key staff, roles served, level of experience</li> <li>• Involvement in similar projects and activities, particularly in securing approvals and funding for PHA’s, multi-family, and/or MSHDA</li> <li>• Familiarity with regulations in Michigan and the City of Boyne City</li> <li>• Experience with LIHTC, Tax-Exempt Bonds, FHA Loans</li> <li>• Any experience working with PHA’s</li> <li>• Certify that all key staff are available immediately</li> <li>• Co-Developer</li> </ul>	
Comments:	
<b>2c) LIHTC Application CO-DEVELOPER ONLY</b>	<b>10 Points</b>
<ul style="list-style-type: none"> <li>• Response should include a score for each component of the QAP for the Development Team Experience</li> </ul>	
Comments:	
<b>2d) Financial CO-DEVELOPER ONLY</b>	<b>15 Points</b>
<ul style="list-style-type: none"> <li>• How will guarantees be provided</li> <li>• Experience applying for and integrating multiple financial sources such as LIHTC, tax-exempt bonds, HOME, CDBG, FHLB AHP, and project-based vouchers</li> <li>• Proposal on how to fill any financing gaps</li> <li>• How will the BCHC participate in the fee structure and cash-flow</li> <li>• How will the BCHC gain development and management experience in mixed finance properties</li> </ul>	
Comments:	

<b>2e) Construction and Procurement CO-DEVELOPER ONLY</b>	<b>15 Points</b>
<ul style="list-style-type: none"> <li>Proposed process to select the general contractor, architect, engineer, environmental firm, legal, equity investor, financial advisors, and accountants</li> <li>If respondent already has any member of team assembled, provides brief history of firm and experience on similar projects and key resumes of staff</li> <li>Examples of strategies used to promote and use M/WBE and Section 3 firms</li> </ul>	
Comments:	
<b>2h) Fee Structure</b>	<b>20 Points</b>
CO-DEVELOPER <ul style="list-style-type: none"> <li>Describe fees or other compensation</li> <li>Describe how fees will be calculated (if there is a fee expressed as a percentage, indicate which specific items the percentage would apply) and expectation for timing of payment</li> <li>Address willingness to perform duties on a fee only basis with cap CONSULTANT</li> <li>Expectation of fees and timing of those fees</li> </ul>	
<b>3) Litigation</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Has respondent or team member ever been sued by HUD or a public housing agency, if so describe</li> </ul>	<b>YES/NO</b>
Comments:	
<b>4) Previous Default</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Include statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance, HOPE VI</li> </ul>	<b>YES/NO</b>
Comments:	
<b>5) Reference</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Include statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance, HOPE VI</li> </ul>	<b>YES/NO</b>
Comments:	
<b>6) Attachments and Certifications</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>3 attachments and 3 certifications completed and included</li> </ul>	<b>YES/NO</b>
Comments:	

## EXHIBIT B: EVALUATION CRITERIA SCORESHEET CONSULTANT

Respondent: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Score: \_\_\_\_\_/100

Evaluation Criteria	Max Points/Score
<b>1) Letter of Interest</b>	<b>Mandatory</b>
Response should include a Letter of Interest on the firm’s letterhead: <ul style="list-style-type: none"> <li>• Stating the proposer understands the scope of services and the commitment to perform expeditiously</li> <li>• Stating why respondent believes they are best qualified to perform the engagement</li> </ul>	YES/NO
Comments:	
<b>2a) Previous Experience</b>	<b>20 Points</b>
Response should include an “Attachment 1” for each development project presented (no more than 5) <ul style="list-style-type: none"> <li>• High level of involvement</li> <li>• Diversity of financial solutions</li> <li>• Compliance with HUD, MSHDA, LIHTC requirements</li> </ul>	
Comments:	
<b>2b) Organizational Structure, Profile of Principals and Key Staff</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>• Description of organizational structure or organizational chart</li> <li>• Profiles of the principals and key staff, roles served, level of experience</li> <li>• Involvement in similar projects and activities, particularly in securing approvals and funding for PHA’s, multi-family, and/or MSHDA</li> <li>• Familiarity with regulations in Michigan and the City of Boyne City</li> <li>• Experience with LIHTC, Tax-Exempt Bonds, FHA Loans</li> <li>• Any experience working with PHA’s</li> <li>• Certify that all key staff are available immediately</li> <li>• Co-Developer</li> </ul>	
Comments:	
<b>2f) RAD Experience CONSULTANT ONLY</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>• How has respondent already increased knowledge about the RAD program</li> <li>• How will the respondent become an expert on RAD</li> </ul>	
Comments:	
<b>2g) Supportive Services CONSULTANT ONLY</b>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>• Experience providing or contracting for support services</li> <li>• Experience applying for LIHTC under the Permanent Supportive Housing Category</li> </ul>	
Comments:	

<b>2h) Fee Structure</b>	<b>20 Points</b>
CO-DEVELOPER <ul style="list-style-type: none"> <li>Describe fees or other compensation</li> <li>Describe how fees will be calculated (if there is a fee expressed as a percentage, indicate which specific items the percentage would apply) and expectation for timing of payment</li> <li>Address willingness to perform duties on a fee only basis with cap CONSULTANT</li> <li>Expectation of fees and timing of those fees</li> </ul>	
<b>3) Litigation</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Has respondent or team member ever been sued by HUD or a public housing agency, if so describe</li> </ul>	<b>YES/NO</b>
Comments:	
<b>4) Previous Default</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Include statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance, HOPE VI</li> </ul>	<b>YES/NO</b>
Comments:	
<b>5) Reference</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>Include statement disclosing and describing any instance of non-compliance or default in any public housing transaction, including mixed finance, HOPE VI</li> </ul>	<b>YES/NO</b>
Comments:	
<b>6) Attachments and Certifications</b>	<b>Mandatory</b>
<ul style="list-style-type: none"> <li>3 attachments and 3 certifications completed and included</li> </ul>	<b>YES/NO</b>
Comments:	

**EXHIBIT C: PROPERTIES UNDER CONSIDERATION FOR CONVERSION UNDER  
RAD**

<b>Name</b>	<b># Of Units</b>	<b># Beds</b>	<b>Address</b>	<b>Unit type</b>
<b>Deer Meadows</b>	<b>30</b>	<b>2</b>	<b>315 E Division Boyne City, MI 49712</b>	<b>Tax Credit Section 8</b>
<b>Litzenburger Place</b>	<b>53</b>	<b>1</b>	<b>829 South Park St Boyne City, MI 49712</b>	<b>Public Housing</b>
<b>Conkle Development</b>	<b>26</b>	<b>2/3</b>	<b>Scattered on Wenonah, Harris, E. Main, Jefferson, Jersey, Ann, First</b>	<b>Public Housing</b>
<b>Total</b>	<b>109</b>			

## ATTACHMENT 1: EXPERIENCE WORKSHEET

Project Location (City/State)	Project Name	Owner	Project Size
Development Type (high rise, townhomes)	Income Levels Served	Ownership Type	Project Cost

Subcomponents of Project	Involved? (Yes, No, N/A)	Role
Establish Development Team (Architect, Legal etc.)		
Legal Structure		
Partnerships		
Market Study		
Site Analysis		
Environmental Review		
Operating Pro Forma		
Secure Financing (Include all sources below)		
1:		
2:		
3:		
4:		
5:		
Site Plan Approval		
Guarantees		
Scope of Construction Work		
Construction Oversight		
Section 3		
Davis-Bacon		
Relocation		
Marketing and Lease Up		
Property Management		

## ATTACHMENT 2: NON-COLLUSION AFFIDAVIT

I, \_\_\_\_\_, as the \_\_\_\_\_ (Owner, Partner, Officer, Representative, or Agent) of \_\_\_\_\_, the respondent that has submitted the attached proposal. I am fully informed respecting the preparation and contents of the attached bid and all pertinent circumstances respecting such bid. Such proposal is genuine and is not a collusive or sham proposal.

Neither the said respondent 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 respondent, firm or person to submit a collusive or sham proposal 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 other respondent, firm or person to fix the price or prices in the attached bid or any other respondent, or to fix any overhead, profit or cost element of the proposal price of the other respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the owner or any person interested in the proposed contract.

The price or prices quoted in the attached proposal are fair and proper, and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

# ATTACHMENT 3: PROPOSALS SUBMISSION AGREEMENT

By signing below the representative of the firm hereby certifies that:

I/we have examined the Scope of Service and basic requirements and hereby agree to offer the services as stipulated and set forth herein.

I/we agree that this submission may not be withdrawn for a period of ninety (90) calendar days after the scheduled submission deadline.

The submission is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation.

I/we have not solicited or induced any person, firm or corporation to refrain from submitting. I/we will not discriminate against any employee or applicant for employment because of race, creed, color, or national origin in connection with the performance of work.

I/we have carefully prepared this submission, and the required information is accurate. The information submitted does not contain falsified records.

Respectfully submitted by:

FIRM: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Webpage: \_\_\_\_\_

## PRIMARY CONTACT

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date