



**location**  
147 s. main avenue  
warrenton or 97146

**mailing**  
po box 1149  
warrenton or 97146

office 503-861-0119  
fax 503-861-0220

toll free 1-888-887-4990  
tdd 1-800-927-9275

[www.nwoha.org](http://www.nwoha.org)

# **Northwest Oregon Housing Authority**

## **Request for Proposals to Serve as Co-Developer of Owens Adair Apartments (RFP 2021-02)**

**RFP Issue Date: Monday, January 11, 2021**

**Closing Date: Monday, February 1, 2021**  
**Closing Time 2:00 PM PT**

## **SECTION A - SUMMARY OF REDEVELOPMENT INITIATIVE AND OBJECTIVE**

It is the intention of the Northwest Oregon Housing Authority (NOHA), to enter into a Co-development Agreement with a qualified developer (“Developer”) for the redevelopment of the Owens-Adair Apartments in Astoria Oregon. The Owens-Adair Apartments are in a building that is on the National Registry of Historic Places. The selected Developer will be responsible for designing, financing, constructing, and otherwise implementing and operating the rehabilitated project. The selected Developer would be expected to oversee the predevelopment process and assist NOHA in the preparation of required applications, and any other grant funding submissions. The Developer will be responsible for assembling necessary development financing, which is anticipated to include equity raised through syndication of the Historic Tax Credits and other public and private funding.

Interested Developers should have demonstrated experience in the redevelopment of historic buildings, experience in all phases of development using Historic Low Income Housing Tax Credits, developing mixed-income, mixed- finance communities and extensive experience in affordable housing revitalization.

The Owens-Adair Apartments is currently configured as 46 one-bedroom apartments and has a current Section 8 multi-family HAP contract. In addition to the Owens Adair redevelopment, NOHA may be interested in providing additional opportunities to the selected developer in order to create additional affordable housing on the site.

NOHA is currently undergoing a portfolio-wide capital needs assessment of all its properties, including the Owens Adair Apartments. A preliminary assessment report for Owens Adair Apartments is expected no later than March 15, 2021 and will be provided to the selected developer.

## **SECTION B – STATEMENT OF WORK**

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

NOHA 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 NOHA 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.

### **Program Schedule**

NOHAs goal is to have the rehabilitation completed as expeditiously as possible. In addition, it will be NOHAs goal that the project obtain financing commitments as early as possible, including Historic Tax Credits. Developers that demonstrate an ability to secure financing and complete the rehabilitation on the earliest possible, realistic schedule will be favorably received by NOHA.

**Reporting Controls**

The Developer is required to report directly to NOHA, and through such mediums and formats as NOHA may direct, no less frequently than monthly or as directed by NOHA, 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.

**Budgetary Controls**

The selected Offeror will be required to provide detailed development and operating budgets acceptable to NOHA 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.

**Form of Development Agreement**

The successful Offeror will enter into negotiations for and be required to execute a Development Agreement between the Offeror and NOHA 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 an application for Historic Tax Credits, NOHA is prepared to enter into an Early Start Agreement reimbursing the selected Developer for certain third-party costs.

**Relocation**

Residents may need to be relocated to complete the renovations. The selected Developer will have to comply with all applicable relocation requirements. The selected Developer will prepare a relocation plan and provide any required relocation services. To the extent possible, currently leased residents shall have a right to return to the redeveloped property.

**NOHA Financial Structure Objectives**

NOHA 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

## **Property Management**

NOHA requires the rehabilitate property to be managed to high standards with effective lease enforcement a priority. Additionally, all units must be maintained and operated in compliance with all requirements of applicable law, HUD regulations, and policies approved by NOHA. The co-development partner will be responsible for selecting a property management firm.

## **SECTION 3 – SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA**

### **Submission Requirements**

Please use the following Table of Contents for submission to this RFP:

1. Letter of Interest
2. Team Experience and Qualifications
  - 2.1. Team Description
  - 2.2. Profile of the Developer
  - 2.3. Profiles of the Team Members
3. Community, Resident and Minority Participation
  - 3.1. Equal Opportunity and Non-Discrimination
  - 3.2. Community and Resident Participation
4. Other Attachments

### **Description of Each Submission Requirement**

The instructions below provide guidance on what the qualification-based proposal should contain and how it should be organized. Submission will only be accepted electronically. Each section and subsection is to be clearly identified. Offerors must assemble submissions in the order described below and place proposals in 3-ring binders with tabs clearly identifying each section.

1. **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.
2. **Team Experience and Qualifications**
  - 2.1. Team Description
    - 2.1.1. Name of Developer and proposed role.
    - 2.1.2. Main address, telephone/fax numbers and email address of Developer firm.
    - 2.1.3. Address and telephone number of the office from which services will be provided to the development (if different from above).
    - 2.1.4. Contact person, title, telephone/fax numbers and email address.
    - 2.1.5. Description of the size, number of employees and the current workload of the Developer.
    - 2.1.6. Identify the individual who will serve as Project Manager for the Developer and who will direct and coordinate the development effort to completion.

- 2.1.7. 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.
- 2.1.8. Provide a brief narrative description of any previous collaboration among some or all members of the Developer.
- 2.2. 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:
  - 2.2.1. Identify recent historic tax credit redevelopment efforts in which the Developer has been or is currently involved.
  - 2.2.2. 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 Historic and Low-Income Housing Tax Credits, tax-exempt housing revenue bonds, or other types of funding programs.
  - 2.2.3. List three recent 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.
  - 2.2.4. Provide profiles of key staff 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.
  - 2.2.5. 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.
  - 2.2.6. Three references must be submitted for the Developer. References that are relevant to the scope of work as anticipated in this RFP. References from the following entities would be desirable: construction lender, permanent lender, general contractor, Tax Credit investor.
- 2.3. Profiles of Development Team Members
  - 2.3.1. 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.
  - 2.3.2. Three references must be submitted for each member of the Developer Team.
- 3. Community, Resident and Minority Participation
  - 3.1. Equal Opportunity 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 enough detail to permit the selection panel to determine the team's track record and likely success.

- 3.2. Community and Resident Participation. Describe how the team will involve the Owens-Adair Apartment residents and greater community 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.
4. 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.

**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
60 POINTS	Experience and Capacity of the Developer	The degree to which the Developer demonstrates: <ul style="list-style-type: none"> <li>• Experience comparable to the scope outlined in the RFP</li> <li>• Experience obtaining, structuring and implementing similar financing (including Historic Tax Credits)</li> <li>• Financial capacity</li> </ul>
30 POINTS	Historic Tax Credit Redevelopment Experience	<ul style="list-style-type: none"> <li>• Familiarity with Historic Tax Credit redevelopment projects including resident relocations.</li> </ul>
10 POINTS	Equal Opportunity 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.
<b>100 POINTS AVAILABLE</b>		

**PROPOSAL SUBMISSION DEADLINE**

Proposals will only be accepted electronically. Proposals, including all supporting documentation will be accepted until **2:00 PM, on Monday, February 1, 2021**. Proposals must be sent to [director@nwoha.org](mailto:director@nwoha.org)

**PRE-PROPOSAL CONFERENCE**

An optional pre-proposal conference will be held at **11:00 a.m. on Wednesday, January 13, 2021**. The meeting will be conducted remotely, via Zoom. The link will be posted at [www.nwoha.com](http://www.nwoha.com) at least 24 hours prior to the meeting. Pre-registration is not required.

**Site Visit**

Proposers/potential proposers may schedule a site visit of the property by submitting a request to [director@nwoha.org](mailto:director@nwoha.org).

**QUESTIONS**

Questions must be submitted electronically to [director@nwoha.org](mailto:director@nwoha.org) and will be responded to in writing up to the proposal submission deadline. Answers to all questions will be posted to NOHA's website at [www.nwoha.org](http://www.nwoha.org). Where possible, questions will be posted within one (1) business day of submission.

**NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS**

If NOHA determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will be returned to the applicant with its deficiencies described. NOHA will give the applicant ten (10) calendar days to correct all deficiencies. The application will be considered for the program if the missing information is submitted within this time period.

NOHA reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.