

REQUEST FOR PROPOSALS
DEVELOPMENT, CONSTRUCTION, AND OPERATION
OF AN AFFORDABLE HOUSING PROJECT

County Clerk's Office
Churchill County
155 N. Taylor
Suite 110
Fallon, NV 89406

Proposals Due by July 31, 2020 at 4:00 p.m.

INTRODUCTION

Churchill County is accepting proposals from qualified affordable housing developers to construct new affordable multifamily housing within Churchill County in accordance with the included specifications, terms, and conditions shown in this Request for Proposals (RFP). The County will be conveying, free of charge, approximately ten acres located on Coleman Road and identified as APN 008-301-12 to the developer for this project (see map attached). This RFP is being released to identify experienced and eligible affordable housing developers wishing to develop, construct, and operate affordable multifamily rental housing. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

Respondents must submit one signed original, 4 identical copies, and one electronic (USB flash drive preferred) copy of the proposal to the Office of the County Clerk by 4:00 p.m. on July 31, 2020. Proposals shall be submitted in a sealed envelope clearly marked Affordable Housing Project Development and addressed to:

County Clerk
Churchill County
155 N. Taylor
Suite 110
Fallon, NV 89406

Proposals will not be accepted by fax or electronically.

QUESTIONS

Questions regarding this RFP are to be directed by e-mail to Jim Barbee – County Manager, at jbarbee@churchillcounty.org. Such contact shall be for clarification purposes only. The County must receive all questions no later than July 22, 2020. Questions and answers will be posted to the County’s website (churchillcounty.org) by the end of the day on July 24, 2020. Material changes, if any, to the scope of services or proposal procedures will only be transmitted by written addendum and posted to the County website.

SCOPE OF WORK

Funding Background

1. It is anticipated that the project location will satisfy the requirements for a 9% tax credit project.
2. Churchill County will be supporting the use of its private activity bond cap if needed for this specific project.
3. Churchill County is in the process of applying for grants which, if awarded, will be used to bring water, sewer, and transportation infrastructure to the project site. If grants are

not awarded to the County, the developer and the County will mutually explore other options that could advance the needed infrastructure to the site.

Requirements

All proposals must adhere to the following minimum requirements:

1. All units must be affordable to households earning at or below 60% of the median income, with the exception of one to two unrestricted manager units.
2. The developer must provide a veteran and military family preference when leasing/selling units.
3. The developer must have a successful background in the provision of housing to low-income households. The project team must indicate their track record of experience and financial capacity to complete, maintain, and manage housing projects similar to the one proposed (including size, tenant profile, affordability profile, financing sources, management and tenant arrangements and other applicable characteristics.)
4. The project must be deed-restricted to provide affordable rents and occupancy for a minimum of 40 years.
5. Project will be subject to prevailing wage requirements.

PROPERTY & FEES

1. Phases – The project anticipates between 60 and 70 total units and may be done in two phases using the Nevada Housing Division’s 9% tax credit program.
2. Water Dedication – The developer will be required to secure sufficient water rights for dedication to Churchill County to meet the needs of the project. The current rate for multi-family is .56 acre feet per unit (per door). If the developer is unable to secure the water rights for dedication, a payment in lieu of dedication will be required.

PROPOSAL GUIDELINES AND FORMAT

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the County by simplifying the review process.

Statements submitted in response to this RFP shall include a complete response to the requirements in this section in the order presented. Statements shall be straightforward delineation of the respondent’s capability to satisfy the intent and requirements of this RFP and should not contain redundancies and conflicting statements.

Proposals shall be submitted in a numbered and bound (spiral/three-ring binder). Tabbed dividers should separate and identify the response items described below.

Respondents must submit one signed original, 4 copies, and one electronic copy (USB flash drive preferred).

Proposals shall contain the following information in the order listed:

1. Introductory Letter: The letter should state the prime developer and include the developer's name, mailing address, telephone number, and contact name. Respondent shall provide a brief description of the proposed Project, expected date to begin construction, and source(s) of funding. The letter shall include a statement acknowledging the conditions stated in the RFP, making reference to any exceptions contained in the response, and be signed by an authorized officer of the developer. The developer is responsible for answering any questions relevant to the proposal.
2. Qualifications and Experience: Provide a narrative statement describing all entities responsible for the development and management of the project (including service providers if applicable), including the following:
 - a. A description of each firm relevant to the project's development, construction, and management. Include information on each firm's role in the project, and experience working together on previous projects. Also, note which firm will be the project lead.
 - b. Identify key staff, including brief resumes that include length of time providing such services and contact information (including location, phone and e-mail address). The proposal should indicate each team member's responsibility for project tasks. Identify the lead person who will be the primary contact for the project.
 - c. For each nonprofit organization involved in the project, provide nonprofit name, incorporation date and place, affiliated organizations, IRS tax status, annual budget, and major sources of funding.
 - d. For each entity, the proposal shall include a list of jurisdictions and projects similar to the one proposed in which the entity has provided such services in the past 5 years. Projects included shall include the client name and location. Provide at least 3 examples of recent, relevant projects. The list should include the name of the jurisdiction, contact person, phone number, and the approximate amount of funding received and funding sources. References may be contacted as a part of the selection process and will be asked to comment on work quality and performance.

- e. Show that the developer has demonstrated ability to secure conventional and/or subsidized financing as any such financing may be applicable to the project.
3. Project Description:
Provide a description of your proposal which must include:
- a. Number of proposed affordable units, proposed rents (and basis for which), and affordability levels by unit.
 - b. Total projected costs, total units, and cost per unit.
 - c. Applicable project amenities, services and any other relevant project information.
 - d. Conceptual site plan, elevations, unit plans, and a description of how the project design will complement and enhance the surrounding community.
 - e. Any market or feasibility studies completed for the project or indicate if none were completed.
 - f. Proposed timeline for the project including funding phase and construction phase.
4. Operating Pro Forma
Submit a cashflow projections including the first 15 years of the project but also including the full amortization of all mortgage financing sources. The operating pro forma shall clearly provide all relevant revenue, operating cost, and financing assumptions.
5. Exceptions
Note any exceptions to the RFP requirements if any.

EVALUATION AND SELECTION

County staff will review the responses to this RFP for completeness and evaluated them against the state criteria. Once the proposal has been determined to be eligible and complete, it will be reviewed by the recommendation committee. The committee will review the responses and provide a recommendation to the Board of County Commissioners. The committee may select one or more developer to advance to the Board of County Commissioners for final selection. All responses will be evaluated using the categories below. Final selection of the developer for this project is anticipated to take place on August 19, 2020 at the Churchill County Board of Commissioners meeting held at 1:15 p.m..

Project Design and Community Benefit (30%)

- Project enhances and complements the surrounding neighborhood

- Offers on-site tenant amenities for low-income residents
- Site plans and unit plans suitable for targeted population
- Proposed rents are within range of targeted population

Project Financial Feasibility (30%)

- Status of funds from various sources
- Cost reasonableness
- Competitiveness to receive low income housing tax credit
- Likelihood of project being constructed within the next 24-36 months

Development and Management Capacity (25%)

- Experience developing, owning, and operating affordable housing projects similar to the one proposed
- Record of developing successful housing within Northern Nevada
- Strength, stability, and experience of team members individually and working as a team
- Assessment by references

Project Readiness (15%)

- Evidence of private or public lender commitment to the project
- Preliminary design sketches, site and unit layout, and landscape plan
- Schedule for starting and completing construction

GENERAL POLICIES

1. Late Proposals

Proposals arriving after the specified date and time will not be considered. Each respondent assumes responsibility for timely submission of its proposal.

2. Withdrawal or Modifications of Proposals

Any proposal may be withdrawn or modified by a written request signed by the respondents and received by the County Clerk prior to the final time and date for the receipt of proposals. Once the deadline is past, respondents are obligated to fulfill the terms of their proposal.

3. Proposal Acceptance and Rejection

The County reserves the right to accept any proposal, to reject any and all proposals, and to call for new proposals.

4. Waiver of Irregularities

The County retains the right, in its sole discretion, to waive any irregularities in proposals that do not comply with the strict requirements of this RFP, and the County reserves the right to award a contract to a developer submitting any such non-compliant proposal, all in the County's sole discretion.

5. Costs and Protests

This RFP does not commit the County to pay any costs incurred in the preparation of a response. The County reserves the right to accept or reject any proposal in part or in its entirety.

Any respondent may protest not being selected for recommendation to the Board of County Commissioners provided the protest is in writing, is delivered to the address listed in the Introduction, and submitted within ten calendar days after the date on the letter notifying respondent they were not selected. Grounds for a protest are that the County failed to follow the selection procedures and adhere to the requirements specified in the RFP, or there has been a violation of state or federal law. Protests will not be accepted on any other grounds.

Any protests will be decided by the County Manager or his designee. The County will only consider those specific issues addressed in the written protest. A written response will be directed to the protesting respondent within ten calendar days of receipt of the protest, advising of the decision and the basis for the decision. That decision shall be final.

6. Final Authority

The final approval authority rests solely with the Churchill County Board of Commissioners.

PROJECT LOCATION