



Community Development Authority of the  
City of Madison  
Request for Qualifications:  
Homeless Supportive Housing  
RFQ No: 4531-0-2016

## **NOTICE OF REQUEST FOR QUALIFICATIONS**

The City of Madison and the Community Development Authority of the City of Madison (“CDA”) are undertaking the development of approximately 50-60 units of permanent supportive housing for homeless adults in Madison Wisconsin (“Supportive Housing”). This housing will be developed as apartments in a multifamily building. It will be noted for its high quality architecture and the use of high quality building materials. It will be targeted primarily towards homeless adults that are residents of the City of Madison and have significant barriers to securing permanent housing.

The City and the CDA are soliciting qualifications from teams for services relating to the financing, development, and operations of supportive housing. Proposed services may include, but are not limited to, applying for Section 42 tax credits, structuring financing for the development, selecting and managing a project team, project management through construction, as well as services relating to property management, case management, and provision or coordination of supportive services relating to permanent supportive housing for homeless adults.

The complete Request for Qualifications can be obtained by going to **Room 312, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard, Madison, Wisconsin, 53703**, by contacting Andrea Freedman at [afreedman@cityofmadison.com](mailto:afreedman@cityofmadison.com) ,or by going to:

<http://www.cityofmadison.com/finance/purchasing/bidDemandStar.cfm> or  
[www.vendornet.state.wi.us](http://www.vendornet.state.wi.us) or  
[www.demandstar.com](http://www.demandstar.com)

**The bid identifier is RFQ 4531-0-2016**

**Teams wishing to be considered shall submit seven (7) copies of their statements of qualification along with a CD or flash drive containing the document as a PDF to the CDA c/o Matt Wachter, Room 312, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard, Madison, Wisconsin, 53703, no later than 2:00 p.m., June 24, 2016. Questions should be directed to Matt Wachter at (608) 261-9664, or [mwachter@cityofmadison.com](mailto:mwachter@cityofmadison.com).**

Published:

June 11, 2016

June 18, 2016

## Disclosure and Disclaimer

This Request for Qualifications (“RFQ”) is being furnished to the recipient by the CDA and the City for the recipient’s convenience. Any action taken by the CDA or the City in response to submissions, made pursuant to this RFQ, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any liability or obligation on the part of the CDA or the City and their officials and employees.

The CDA, in its sole discretion, may withdraw this RFQ before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the CDA deems it appropriate and in its best interest. The CDA shall determine the responsiveness and acceptability of any proposal submitted.

Prospective teams should rely exclusively on their own investigations, interpretations and analyses in preparing and submitting qualifications, and should not rely on communications with CDA and City staff or their officials. The CDA and the City make no warranty or representation that any submission which conforms to the requirements of this RFQ will be selected for consideration, negotiation, or approval.

The CDA, the City, and the selected team will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the City of Madison and then only pursuant to the terms of the definitive agreements executed among the parties.

Any proposer selected by the City at the conclusion of the RFP process that receives City financial assistance for the project shall be required to comply with the City’s ordinances concerning nondiscrimination, living wage, equal benefits, accessibility, equal opportunity and affirmative action, as applicable. These requirements may also be applicable to a chosen proposer’s contractors and subcontractors who perform work on the project. Any such proposer shall allow the maximum feasible opportunity to small business enterprises to compete for subcontracts entered into for work on the project.

Respondents are notified that any materials submitted in response to this RFQ become public documents and are available to the public as governed by the “Open Records” statutes of the State of Wisconsin.

**All submissions and supporting data shall be subject to disclosure as required by State law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State statutes and ordinances of the City of Madison, until the date and time selected for opening the responses.**

## HOMELESS SUPPORTIVE HOUSING

The City and the CDA are preparing to go forward with a public/private joint venture development of approximately 50-60 units of apartments in a multifamily building with onsite supportive services for homeless adults. It will be noted for its high quality architecture and the use of high quality building materials. The City and CDA are seeking a partner for the development of this building and provision or coordination of onsite supportive services.

The City and the CDA are targeting this development for homeless adults that:

- Primarily are residents of the City of Madison
- Rank at or near the top of the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT)
  - Are chronically homeless
  - Have significant barriers to securing and/or maintaining permanent housing

The proposer will be responsible for applying for Section 42 tax credits in January 2017, structuring financing for the development, selecting and managing a project team, securing land use approvals, conducting neighborhood outreach, construction project management, property management, case management, and providing or coordinating supportive services for residents of this building. Occupancy is anticipated in 2019.

The City or the CDA will be responsible for obtaining control of a site in anticipation of a January 2017 Section 42 tax credit application as well as supplying capital and rental subsidies in an amount to be determined. The City does not anticipate providing ongoing funding for support services.

## DESIRED SERVICES

The CDA and the City are interested in a partner that can provide the following services:

- Real Estate Development
  - Obtain land use approvals
  - Apply for Section 42 tax credits
  - Provide financial guarantees for construction, tax credits, and operations
  - Develop and structure a financial package for construction and operation of the development
  - Select and manage a team that will provide architecture, engineering, and construction services
  - Manage project development and construction
- Property management
  - Tenant screening and intake
  - General building maintenance
  - Budgeting and financial reporting
- Case management
  - Needs assessments
  - Service coordination
  - Maintain case records
  - Medicaid reimbursement through programs such as Comprehensive Community Services
  - Connect residents through staff capacity or community partnerships with supportive services including but not limited to: Healthcare, Mental health treatment, AODA treatment, Job training

**POTENTIAL TEAMS ARE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION:**

**1) FIRM PROFILE**

**Please Note: The City of Madison has adopted a local preference purchasing policy that would grant a five percent scoring preference to local vendors. Proposers seeking to obtain local preference status must meet specific criteria and register online at:**

**<https://www.cityofmadison.com/business/localpurchasing/>**

**To qualify your company must be registered at time of proposal submission.**

- a) Describe your team structure, including individual roles and relevant experience, as well as a single point of contact including name, phone number, and address.
- b) Provide the name and the background of the person that will have primary responsibility for project management on this project.

**2) EXPERIENCE**

Describe your team's experience in:

1. Real Estate Development
  - a. Team experience in obtaining Section 42 tax credits
  - b. Team experience in developing low-income multifamily housing and permanent supportive housing
  - c. Team experience in public/private partnerships
2. Property Management
  - a. Team experience in providing property management services for housing with Section 42 low income housing tax credits
  - b. Team experience in providing property management services for low income multiunit housing in buildings of comparable size
  - c. Team experience in providing property management services for permanent supportive housing for homeless adults
3. Support Services
  - a. Team experience in providing case management for chronically homeless adults
  - b. Team experience in providing or partnering with providers of supportive services for individuals with AODA, mental health, or physical disability issues

**3) REFERENCES**

List and provide contact information for three clients for whom you have provided similar services

**4) FINANCIAL INFORMATION**

- a) Provide written statement of willingness and ability to provide construction, tax credit, and operating guarantees
- b) At the request of the CDA, teams shall make available for review by CDA and City staff or their agent copies of the firm's financial statements.
- c) Provide financial / bank references

## SELECTION AND EVALUATION PROCESS

Evaluation of responses to the RFQ will be based upon the following criteria.

1. Real Estate Development 30%
  - a. Team experience in obtaining Section 42 tax credits
  - b. Team experience in developing low-income multifamily housing and permanent supportive housing
  - c. Team experience in public/private partnerships
2. Property Management 30%
  - a. Team experience in providing property management services for housing with Section 42 low income housing tax credits
  - b. Team experience in providing property management services for low income multiunit housing in buildings of comparable size
  - c. Team experience in providing property management services for permanent supportive housing for homeless adults
3. Support Services 30%
  - a. Team experience in providing case management for chronically homeless adults
  - b. Team experience in providing or partnering with providers of supportive services for adults and individuals with AODA, mental health, or physical disability issues
4. Team Capacity 10%
  - a. Ability of team to provide a broad range of services
  - b. Financial strength of team
  - c. Local preference

CDA staff will review all submittals to ensure that the required items are included. The Selection Committee will include City and County committee members selected by the CDA.

The Selection Committee will evaluate qualifications per the evaluation criteria factors stated in this section. Teams that fully submit required materials will be asked to attend an interview.

**The CDA anticipates conducting interviews between June 29 and July 1, 2016.** At the interview, the selected firms may be asked to provide more specific information about qualifications, range of services, methodology, and costs as well as answer questions posed by the review team. If necessary, alternate arrangements (Skype, conference call) can be made for the interview.

After the interviews are completed, the Selection Committee may select a project team. The selection must be accepted by the CDA. The selection must also be approved by the Madison Common Council.

Each team that submits qualifications will receive a written acknowledgement of its receipt. Neither the City nor the CDA will reimburse firms for any expenses associated with the submission of qualifications or participation in the interviews.

The CDA and the City reserve the right to negotiate the final agreement details prior to finalizing a contract with the selected development team. The CDA and the City retain the right to reject any or all proposals.

## RFQ Timeline

|           |   |
|-----------|---|
| 6/8/2016  | Issue RFQ                                   |
| 6/24/2016 | RFQ Closes                                  |
| 7/1/2016  | Interviews - Subcommittee Recommendation    |
| 7/11/2016 | Acceptance of Recommendation - CDA          |
| 7/19/2016 | Approval of Recommendation - Common Council |

### February 3 Tax Credit Submission

#### Attachments

Exhibit A— Affordable Housing Market Report - Homelessness