

**REQUEST FOR QUALIFICATIONS AFFORDABLE
& WORKFORCE HOUSING DEVELOPER FOR
SHERMAN PARK PROJECT
(Victor, Idaho)**

RFQ RELEASED: SEPTEMBER 21, 2022

SUBMISSION DEADLINE: NOON (MT) FRIDAY, OCTOBER 14, 2022

CONTACT PERSON: Doug Self, Interim Executive Director, TCJHA
(208) 354-2362 x2111 DSelf@DriggsIdaho.org

I. PROJECT STRUCTURE AND SCOPE

The Teton County (Idaho) Joint Housing Authority (TCJHA) is soliciting statements of qualifications from experienced affordable-housing developers interested in designing, developing and managing an affordable and workforce housing project on approximately 3.5 acres of donated land (50-99 year lease) in Victor, Idaho (Sherman Park Affordable Housing Project). It is anticipated that the selected developer will utilize financing opportunities through the Idaho Housing and Finance Association (www.ihfa.org) coupled with the donated land in designing a project that requires minimal public funds while addressing priority housing needs derived from the community's [2022 Housing Needs Assessment](#). TCJHA anticipates a construction start in spring of 2024 and may consider a phased schedule.

TCJHA will work with the selected developer to guide project design, including desired mix of housing unit type and size, and provide necessary site information, zoning and land development standards, utilities information and development constraints. TCJHA intends to also facilitate necessary zoning and lease agreements, as well as any infrastructure funding agreement, with the City of Victor to enable completion of proposed financing for an approved project. A provision of the land lease with the City of Victor will be a right of first refusal on five (5) workforce units for City employees. City of Victor will also have review and approval authority over the project design through its land development code.

TCJHA expects that the selected developer will conduct its own market analysis and feasibility study. The selected developer will also be responsible for all project design costs. TCJHA expects to enter into an agreement with the selected developer that further defines the responsibilities for each party and the timeline for performance.

II. PROJECT BACKGROUND

The Teton County Joint Housing Authority has executed a memorandum of understanding with the City of Victor for the long-term lease of the project site for an affordable housing project to meet needs identified in the 2022 Housing Needs Assessment.

TCJHA released a Request for Information in April, 2022, to gauge interest and gain feedback on the identified project outcomes, which were identified as: 72 one-bedroom and two-bedroom units with a mix of ownership and rental, affordable to households earning under 120% of the Area Median Income, with a preferred target of 80-120% AMI. The four received responses may be viewed in the [June 2022 TCJHA meeting packet](#). The Sherman Park project was combined with the 175 Front Street (Driggs, Idaho) project in the previous RFI. These two projects are now separated for the purposes of this RFQ process.

Although the above original project outcomes are still of interest, TCJHA remains open to developer feedback, particularly on ways to leverage federal and state financing tools in meeting the community's housing needs. In consideration of the advantages for TCJHA in working collaboratively with an experienced and qualified affordable housing

developer in the initial project scoping phase as well as the efficiencies gained by an RFQ process, TCJHA has elected to advertise this RFQ in lieu of the previously anticipated request for proposals.

III. PROPERTY INFORMATION

The 3.5-acre site lies at the NW corner of Baseline Rd and Agate Ave in the City of Victor, adjacent to Sherman Park, the City's largest park with a playground, dog park, soccer fields, a mountain bike park, and the Kotler Ice Arena, managed by the Teton Valley Foundation for hockey and ice skating. The project site is one block from the newly-constructed Victor Elementary School and connected to downtown Victor via a paved public pathway. A START commuter bus park & ride lot is located immediately west of the property.

City of Victor planning staff have indicated that the CX mixed-use zoning designation would be supported by the Victor Comprehensive Plan (the site is currently zoned Open Space, owing to its location in the Sherman Park parcel). The CX zone allows for apartments, townhouses, mixed-use buildings (with ground-floor commercial) with a lot coverage maximum of 80%, building height maximum of 40ft and no minimum lot line setback. Multi-family residential units require a minimum of 1 parking space per unit. There are no utilities within the site, but water and sewer mains are adjacent.

Exhibit A contains a topographic survey of the property.

IV. SCHEDULE

10/14/2022	Statement of Qualifications due (by noon MT)
10/19/2022	TCJHA review of SOQs and shortlisting of firms
10/26/2022	Developer interviews, final developer ranking and selection
11/2/2022	Anticipated execution of Developer Memorandum of Agreement
1/18/2023	Anticipated project concept approvals sufficient for application under the Idaho Workforce Housing Fund (anticipated February 2023 second round deadline), HOME and/or LIHTC programs.

V. SUBMITTAL INSTRUCTIONS

Development teams responding to this RFQ shall submit one (1) "high quality" digital PDF file to TCJHA Interim Executive Director, Doug Self, at DSelf@DriggsIdaho.org, no later than Noon (MT) on Wednesday, October 12, 2022. Responses received after the deadline will not be considered. Responses should express the development team's interest, vision, and capability to undertake and operate the proposed project. Concise and focused responses are encouraged. Responses shall not exceed a total of 30 pages using a minimum 11-point font size.

Responses shall include the following elements:

A. Cover Letter: Submit a cover letter introducing the development team and identifying any concerns about meeting any of the requirements in this RFQ.

B. Development Team Qualifications & Experience: The following must be included in all submittals to assist the TCJHA in evaluating the experience and capacity of the development team:

1. Identify the Applicant's entity name, street address, mailing address (if different), telephone number, and e-mail address. Specify the legal form of the organization (e.g., corporation, partnership, joint venture, other), and identify persons with the authority to represent and make legally binding commitments for the Applicant.
2. Identify the Applicant's Firm Executive – the individual with reasonable authority to act on behalf of the firm and/or development team, and the responsibility for the Applicant's performance.
3. Identify other members of the development team including architects, engineers, contractors, financial or equity partners, lenders, and any known participating Applicant entities.
4. Provide relevant experience for each team member, a description of their previous projects, and their role in the referenced projects.

C. Relevant Development Experience: Applicant must provide at least three (3) relevant project examples which include affordable housing or mixed-income housing projects, which include not less than thirty (30) housing units per project. Mixed-Income projects are considered to be multifamily housing projects that include at least 20% of the total units at 80% of Area Median Income ("AMI"), or below, and the balance of the units are affordable at other AMI levels.

List and describe the Applicant's experience in developing and managing previous affordable developments with emphasis on the following:

1. The precise role that the Applicant and principals played in each project's development.
2. Project descriptions, including dates of commencement and completion, location, concept, land uses, target population including affordability, size and cost; Financial structure of the project, including amount and source of equity and debt financing, as well as the name of the entities providing the equity and debt; Architecture, landscape design and photographs of developments; Length of time to complete developments;
3. Public/private ventures, including experience working with local public agencies; Describe any community engagement in the design and development of the project, as well as the long-term management of the project;
4. Describe any local hiring and participation of locally owned businesses in the development of the project, and.
5. Names and telephone numbers of any references for each project discussed.

D. Conceptual Development Program: This section should identify the respondent's cohesive vision for the proposed project. Include a narrative description of the proposed development concept that includes the following:

1. The total number of units;
2. The bedroom mix;
3. The income and affordability standards;
4. The number and type of parking spaces;
5. Any public amenities proposed to be provided; and
6. A residency preference for Teton County residents to the extent allowable by outside funding sources and applicable fair housing laws.

E. Financing Strategy: This section should demonstrate how the project can be constructed and operated in a financially feasible manner. Provide a brief narrative that describes:

1. The approach to implementing the development concept
2. The management and operation plan;
3. How the project fits into the development team's overall business strategy.
4. A conceptual construction period sources and uses of funds statement and a permanent sources and uses of funds statement for the project.
5. A development pro forma that identifies the construction costs for the proposed development scope broken down into direct construction costs, indirect construction costs, developer fee, and financing costs.

F. Financial Capability: Provide the following:

Provide a narrative that identifies the development team's capacity and financial strength to secure the equity and financing required to implement the proposed project.

1. Provide contact information for the debt, equity, and public financial assistance sources that were used to fund the costs associated with the three (3) relevant project examples provided in the Section C above.

VI. EVALUATION CRITERIA

The TCJHA is seeking responses from qualified developers that have demonstrated success in completing affordable multifamily housing developments, and employing various public and private funding sources. Qualified affordable housing developers ("Applicants") meeting the RFQ qualifications and demonstrating the ability to design, build, and manage affordable housing are encouraged to submit responses. Interested parties may submit as an individual entity and/or may partner with other entities, so long as the collective group meets the RFQ requirements.

The TCJHA will evaluate each Applicant's Statement of Qualifications ("SOQ") based

upon “Pass/Fail” criteria. A submittal that fails to meet the “Pass/Fail” criteria, including, without limitation, any minimum requirement, will not be considered.

A. Administrative Pass/Fail Criteria

The following list represents the “Pass/Fail” criteria as it relates to the administrative and legal aspect of the SOQ:

1. SOQ is in the format requested, with all required information.
2. SOQ includes a completed Financing Relationship, Litigation and Bankruptcy form (Exhibit 1).
3. SOQ includes a completed Disclosure Statement (Exhibit 2).
4. Confirmation that neither the Applicant nor any other entity which is part of the Applicant’s team are currently disqualified, removed, debarred or suspended from performing or bidding on work for the federal, any state or other governmental entity; and
5. The information disclosed does not, in the TCJHA’s determination, adversely affect the Applicant’s ability to carry out the responsibilities as outlined in the RFQ.

B. Developer Experience “Pass/Fail” Criteria

The following list represents the “Pass/Fail” criteria as it relates to the Applicants ability to plan, design, construct and manage housing projects as demonstrated in the SOQ:

1. In the last ten (10) years, the Applicant’s team has developed three (3) affordable housing or mixed-income housing projects, with not less than thirty (30) units per project
2. The ability to successfully design and construct affordable housing or mixed-income housing developments;
3. The ability to operate and maintain completed real estate projects, including sustaining occupancy and maintaining site operations and character.
4. The capacity and willingness to work cooperatively with the community in the design and development of projects, as well as the long-term management of projects.

D. Financial Capabilities “Pass/Fail” Criteria The following list represents the “Pass/Fail” criteria as it relates to the Applicants ability to secure the necessary funding, including equity and debt capital to finance housing projects as demonstrated in the SOQ:

1. In the last ten (10) years, the Applicant’s team has demonstrated ability to successfully finance three (3) affordable housing or mixed-income housing developments;
2. In the last ten (10) years, the Applicant’s team has demonstrated the ability to attract leverage funds and qualify for other subsidized funding sources which

may include, but are not limited to:

- a. Low-income housing tax credits and bond financing;
- b. Multi-Family Housing Program/Affordable Housing Program (MHP and AHP, respectively);
- c. Other Federal, State, and local funding; and/or
- d. Grants and other public and private sources of funds

VII. Rights and Understandings

The TCJHA reserves the right to take the following actions with respect to the RFQ:

- A. Accept or reject any submittals received in response to the RFQ.
- B. Accept, reject, or negotiate modifications to any of the submissions received in response to the RFQ.
- C. Issue additional solicitations for proposals and/or addenda to the RFQ
- D. Negotiate with one or more the respondents.
- E. Select any submission as the basis for negotiations, and to negotiate with respondents for amendments or other modifications to their submissions.
- F. Waive any irregularities in any submission.
- G. Conduct investigations with respect to the qualifications of each respondent; and/or to obtain additional information deemed necessary to evaluate the respondent's experience and financial capabilities.

The provisions of this RFQ cannot be modified by oral interpretations or statements. If inquiries or comments raise issues that require clarification by the TCJHA, or the TCJHA decides to revise any part of this RFQ, addenda will be posted at <https://driggsidaho.org/boards-commissions-committees/joint-housing-authority-board>. No addenda will be posted after October 5, 2022.

The issuance of the RFQ and the receipt and evaluation of submissions does not obligate the Teton County Joint Housing Authority in any way. The TCJHA will not pay costs incurred in responding to this RFQ. The TCJHA may in its discretion cancel this process at any time prior to the execution of a project agreement without liability.

VII. ADDITIONAL INFORMATION

Questions regarding the this RFQ may be directed to Doug Self, TCJHA Interim Executive Director, at (208) 354-2362 x2111 or DSelf@DriggsIdaho.org. TCJHA will consider questions from submitters as long as the questions are submitted in writing and are received by the City by Noon (MT) on Friday, September 30, 2022. Any firm interested in receiving all questions and responses should register their interest by contacting the TCJHA Interim Executive Director.