



**North Miami  
Community Redevelopment Agency (CRA)**

**REQUEST FOR QUALIFICATIONS/PROPOSALS  
(RFQ/P)**

**FOR**

**Affordable Housing Consulting Services  
(RFQ/P 2007- 10)**

**Issue Date: October 12, 2007**

**Due Date: October 26, 2007**

**Website: [www.NorthMiamiCRA.org](http://www.NorthMiamiCRA.org)**

# **NORTH MIAMI COMMUNITY REDEVELOPMENT AGENCY**

## **REQUEST FOR QUALIFICATIONS/PROPOSALS**

### **RFQ/P #2007- 10**

#### **AFFORDABLE HOUSING CONSULTING SERVICES**

##### **I. INTRODUCTION**

###### **A. Objectives**

The North Miami Community Redevelopment Agency (CRA) is soliciting statements of qualifications and proposals from qualified persons and/or firms to provide professional affordable housing consulting services to the CRA in connection with the Pioneer Gardens at North Miami affordable/workforce housing development project. The CRA shall also have the option to request that the selected person or firm provide additional affordable housing consulting services to the CRA in connection with other CRA projects within the CRA Redevelopment Area.

In providing the requested affordable housing consulting services, on as needed basis in the sole determination of the CRA, the primary responsibilities will be to (i) review proposed affordable/workforce housing development projects relative to all aspects of their development and financial feasibility consistent with the requirements of the CRA and/or any and all sources of funding or other assistance, (ii) assist in the identification and feasibility review of potential funding sources for affordable/workforce housing development projects including but not limited to the State of Florida Community Workforce Housing Initiative Program (CWHIP), the State of Florida SHIP Program, the federal HOME Program, the Miami-Dade County Surtax Program, etc., and (iii) provide leadership and/or assistance in the preparation of applications for local, county, state, federal and other sources of funding and/or other forms of assistance for the development of affordable/workforce housing.

###### **B. Proposal Instructions**

###### **1. Sealed Proposals**

One unbound original and seven (7) bound copies of the response to this RFQ/P should be submitted on or before 4 pm EDT, on Friday, October 26, 2007 to:

Mr. Tony E. Crapp, Sr., Executive Director  
North Miami Community Redevelopment Agency  
615 N.E. 124 Street  
North Miami, Florida 33161  
Phone (305) 899-0272

Proposals received after this date and time will not be considered.

The CRA reserves the right to reject any and all proposals, to waive any informalities or irregularities in any proposals received, to solicit new proposals, or take any other such actions that may be deemed to be in the best interest of the CRA.

## 2. Proposal Contents

Each proposal should address all pertinent areas as delineated and described below and be specific. Any conditions should be clearly stated. The failure to disclose substantive terms, conditions and covenants may be considered cause for the proposal to be rejected by the CRA.

Proposals should contain, but not be limited to, the following considerations:

- a. A statement of experience and qualifications to provide affordable housing consulting services.
- b. Proof of ability to provide affordable housing consulting services including submission of copies of all pertinent State and /or locally issued licenses.
- c. A list of community redevelopment agencies and similar county and/or local governments and agencies for which you previously or currently provide affordable housing consulting services or other pertinent clients.
- d. Staff assignments and availability to perform the requested services on a timely basis.
  - Participation of senior personnel assigned to the engagement.
  - Frequency of contact with client.
  - Availability of staff to respond to questions within the scope of the engagement.
- e. Staff stability history including assurances regarding the assignment of your permanent personnel to the engagement.

## 3. Questions, Additional Information

Respondents, their agents and/or associates shall refrain from contacting or soliciting, directly or indirectly, any member of the CRA Board, CRA Advisory Committee, the CRA Attorney or the employees of the CRA regarding the RFQ/P during the selection process which commences upon the Issue Date and

terminates upon the approval of an agreement by the CRA Board. Failure to comply with this provision may result in disqualification of the respondent. All requests for clarifications or additional information must be submitted in writing by 12 noon on October 17, 2007 and directed to:

Mr. Tony E. Crapp, Sr., Executive Director  
North Miami Community Redevelopment Agency  
615 N.E. 124 Street  
North Miami, Florida 33161  
Phone (305) 899-0272  
Fax (305) 899-9376  
[Crapp@NorthMiamiCRA.org](mailto:Crapp@NorthMiamiCRA.org)

All such requests and CRA responses will be made available to all potential respondents through their posting on the CRA's website at [www.NorthMiamiCRA.org](http://www.NorthMiamiCRA.org).

### C. Background Information

The North Miami Community Redevelopment Agency was created by Miami-Dade County and City of North Miami ordinances in FY 2004-05 (fiscal years end on September 30<sup>th</sup>). Its powers are defined by Chapter 163 of the Florida Statutes as delegated and modified by an Interlocal Cooperation Agreement between the City of North Miami, the CRA, and Miami-Dade County dated September 1, 2005. The Mayor and City Council members serve as the Board of Commissioners for the CRA.

The North Miami CRA is charged with the responsibility of eliminating conditions of blight that exist within the City and helping to improve the quality of life by revitalizing the City's physical, economic, educational and social resources. The CRA district comprises some 3,250 acres, approximately 60% of the City.

Pursuant to the Munisport Site Development Agreement with Biscayne Landing the opportunity exists for the CRA to work with the City of North Miami, and North Miami Housing Ltd. to generate a number of "Affordable Housing Units" in the balance of the City equal to the number of housing units being constructed in the Biscayne Landing development (up to 5,999). The types of affordable housing units to be developed includes: (i) residential units constructed (or rehabilitated and renovated) on land provided by the City and/or the CRA; (ii) residential "for sale" units constructed (or rehabilitated and renovated) on land provided by the City and/or the CRA with the sales price established by the City and/or the CRA, and (iii) existing residential units and/or single family homes located in the City which are rehabilitated and renovated through grants, subsidies and other programs funded by the City, CRA and/or other governmental entities and /or housing authorities.

In accordance with the CRA Redevelopment Plan, the CRA will provide loan subsidies to qualified residents, either owners or renters, of the City of North Miami to assist in the

acquisition and/or rehabilitation of qualified primary residences, in an amount not to exceed \$50,000.

The CRA Redevelopment Plan contains affordable housing policy parameters that will guide the provision of the CRA home purchase subsidies. The proposer is advised to review the entire CRA Redevelopment Plan which is posted on the CRA website at [www.NorthMiamiCRA.org](http://www.NorthMiamiCRA.org).

As one of its initial affordable housing projects the CRA has executed a Development Agreement as the owner with North Miami Housing Ltd. as its developer for an affordable/workforce new housing development known as Pioneer Gardens at North Miami consisting of approximately 136 residential condominium units on a 6+ acre site that is owned by the CRA. The total estimated development budget for the project is approximately \$35 million (excluding land cost and developer's fees). It is anticipated that the housing development will be under construction in early 2008 with completion estimated by the summer/fall of 2009. The Development Agreement and other information relative to this housing development is posted on the CRA website and is available for review and further information.

## **II. EVALUATION OF APPLICATIONS - CRITERIA**

### **A. Evaluation and Award**

Proposals will be evaluated on the basis of the scoring of the proposals as to technical merit based on responsiveness to the requested scope of services and engagement requirements as outlined in this RFQ/P. A proposal may receive the maximum points (100 points) or a portion of this score depending on the merit of the submission, as determined by the Selection Committee in accordance with the following first-tier selection criteria:

1. Qualifications of firms or individuals including the team members assigned to the project (50 points)
2. Knowledge and past experience on similar type projects (20 points)
3. Past performance of the firm (20 points)
4. Amount of work awarded and paid by Counties, municipalities or CRAs (10 points)

At the conclusion of the first-tier selection, a minimum of three (3) of the highest ranked proposals will be short-listed, or by a majority vote, the Selection Committee may determine the maximum number of firms to advance to the second-tier selection (oral presentations). Alternatively, the Selection Committee may waive the second-tier

selection by a majority vote and make a final recommendation to the CRA Board, that a contract be negotiated with the highest ranked responsive and responsible proposal, based on the first-tier criteria only.

If the Selection Committee chooses to proceed to the second-tier, the Selection Committee shall evaluate the short-listed proposals based on the following second-tier criteria:

1. Knowledge of project scope (50 points)
2. Qualifications of team members assigned to the project (40 points)
3. Overall ability to provide the required services (10 points)

The respondents will be ranked based on the highest to lowest overall score. The CRA will begin negotiations with the highest ranked respondent and reserves the right to negotiate with other respondents should those negotiations not be successful.

#### B. Proposal Format

In order to assist the CRA in reviewing the responses, each proposal should include the following information:

- (1) Legal name of the proposer and primary contact person (include address, telephone, facsimile number, and e-mail address).
- (2) A technical submission that addresses and describes the proposer's plan to provide the services and meet the requirements as delineated in Section I.B.2 of this RFQ/P.
- (3) Provide a listing of all conditions, covenants, terms or restrictions, other than those specified in this RFQ/P, which would be included in your commitment to provide the services requested in this RFQ/P.

### III. INSTRUCTIONS TO RESPONDENTS

- A. Respondents shall thoroughly examine and be familiar with the RFQ/P specifications. Failure of any Respondent to receive or examine this document shall in no way relieve any Respondent of obligations pertaining to this RFQ/P or the subsequent contract.
- B. Any modifications from the stated terms and conditions can result in the rejection of the proposal as not being responsive to this RFQ/P.
- C. Delivering the proposal to the CRA on or before the specified date and time will be solely and strictly the responsibility of the Respondent. The CRA will in no way be responsible for delays caused by the United States Postal Service, or other courier

services, or a delay caused by any other occurrence. Applications by telephone or fax will not be accepted.

- D. The response deadline shall be strictly observed. Under no circumstances will a proposal delivered after the time specified be considered. Such RFQ/Ps will be returned to the Respondent unopened.
- E. Respondents will not be allowed to withdraw or modify their application after the opening time and date.
- F. The CRA reserves the right to reject the proposal of any Respondent who has previously failed in the proper performance of a contract or to deliver on time other contracts similar in nature, or who in the opinion of the CRA, is not in the position to perform properly.
- G. Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
- H. No successful Respondent may assign any portion of the contractual agreement between the parties without prior written authorization by the CRA, which authorization may be withheld by the CRA in its sole discretion.
- I. Changes to the RFQ/P may be made by and at the sole discretion of the CRA.
- J. Warranties - The Applicant, in submission of its application, warrants to the CRA that it will comply with all applicable federal, state and local laws, regulations and orders in receiving the assistance being provided pursuant to this RFQ/P.

#### **IV. TENTATIVE SCHEDULE**

The CRA will attempt to adhere to the following schedule:

October 12, 2007 - RFQ/P Issued

October 26, 2007 - Written responses due prior to 4:00 P.M. EDT

November 9, 2007 - Determination of Proposal Rankings and  
Negotiation of Agreement

December 11, 2007 - Agreement Approved by CRA Board

The CRA reserves the right to alter scheduled dates if necessary.

## **V. OTHER INFORMATION**

- A. The CRA reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any application or in the RFQ/P process, and to accept or reject any items or combination of items. The award will be to the institution whose response complies with all of the requirements set forth in this RFQ/P and whose proposal, in the sole opinion of the CRA, is best taking into consideration all aspects of the Respondent's proposal.
  
- B. In the event that the successful respondent does not execute a contract within a time frame acceptable to the CRA, the CRA may give notice of intent to negotiate with the next most qualified Respondent or to solicit new applications and may proceed to act accordingly.