



**REQUEST FOR QUALIFICATIONS**

**for**

**2017 RHTC General Set-Aside “Moving Forward 2.0” Program**

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**30 South Meridian Street, Suite 1000**

**Indianapolis, IN 46204**

**<http://www.in.gov/ihcda/>**

**317-232-7777**

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## **PART 1**

## **SCOPE OF THIS REQUEST**

### **1. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS (“RFQ”)**

The Indiana Housing and Community Development Authority seeks two Community Action Agencies to participate in the 2017 Rental Housing Tax Credit General Set-aside “Moving Forward 2.0” program (the “Program”) as detailed in the Scope of Services section of this RFQ. **The Community Action Agency must be the lead applicant and is expected to partner with a housing developer.**

### **2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

#### **MISSION STATEMENT**

The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this we will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life;
- Create and preserve housing for Indiana’s most vulnerable population;
- Enhance self-sufficiency initiatives in existing programs; and
- Promote a value-driven culture of continuous improvement.

#### **VISION**

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. We believe that growing Indiana's economy starts at home and that that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low and moderate-income Hoosiers. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

#### **OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)**

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

**3. BACKGROUND**

Per the 2016-2017 Qualified Allocation Plan (“QAP”), IHCDA will reserve 10% of its annual Rental Housing Tax Credits (“RHTC”) for the IHCDA General Set-aside. Under this set-aside, IHCDA reserves credits for “developments that further the Authority’s mission, goals, initiatives, and priorities irrespective of the ranking by evaluation factors.” The QAP states that the Authority “will exercise its sole discretion in the allocation of the IHCDA General Set-aside”

**4. SCOPE OF SERVICES**

The purpose of this initiative is to develop and implement long-term strategies to overcome poverty while creating housing that increases quality of life while decreasing the cost of living for low to moderate income individuals and families. The 2017 General Set-aside will be used to create innovative developments that combine affordable housing, transportation opportunities and energy efficient design while incorporating a solution based approach that will break the cycle of generational poverty.

IHCDA has partnered with the Indiana Community Action Association (INCAA) and Energy Systems Network ([www.energysystemsnetwork.com](http://www.energysystemsnetwork.com)) to identify a team of subject matter experts. These industry experts will work with the developers selected through this RFQ process to help them create a strategy to break the cycle of generational poverty and development an innovative systems approach to housing concepts that collectively focus on transportation models, the built environment, policy and finance issues, and utility systems. Respondents will not submit a housing proposal as part of this RFQ process. The concept will be created later during a series of mandatory workshops and meetings in which IHCDA, INCAA, ESN, and the assembled subject matter experts will work with the selected development teams. Therefore, selection is based on the qualifications and experience of the development team, as described in Part 2 of this RFQ.

Upon completion of all Moving Forward 2.0 workshops and creation of a development concept, the two development teams will each be able to submit RHTC applications under the General Set-aside in summer 2017. Each team’s RHTC request will be capped at \$750,000 in annual credits to ensure that both developments can be funded through the set-aside.

In order to submit RHTC applications, the developments must also meet the requirements of the Qualified Not-for-Profit set-aside as described in Section E.1 of the 2016-2017 QAP <http://www.in.gov/myihcda/rhtc.htm>

Selected developers will be responsible for paying a \$10,000 fee to cover the costs of the workshops and engaging the subject matter experts for technical assistance.

**5. RFQ TIMELINE**

May 27, 2016	Program announced and RFQ released to the general public.
July 8, 2016	Responses due to IHCDA by 5:00 p.m. EST
August 2016	Respondents’ teams present to the IHCDA selection committee (date TBA)
August 26, 2016	Announcement of selected Respondents’ teams
November 2016	Mandatory 2 day workshop for all participants (dates TBA)
On-going	On-going meetings between advisors and selected Respondents to create concepts

Summer 2017	Selected Respondents must submit Tax Credit Applications
Fall 2017	Tax Credits will be awarded; if Respondent's Tax Credit Application is selected to receive Tax Credits
Spring 2018	Construction begins
Winter 2018/Spring 2019	Development placed in service

## **PART 2**

## **RFQ PROCESS**

### **1. SELECTION PROCESS**

Evaluation of all qualifications will be completed by IHCDA. Respondent must be responsive and responsible as described in Sections 2 and 4 below. Selection of a respondent is at the sole discretion of IHCDA. **\*Note: The Moving Forward 2.0 program partners and subject matter experts will work with the developments teams upon selection, but are not involved in the selection process.**

**Developers selected under the 2015 Moving Forward Program and whose buildings are not placed in service are not eligible to respond to the Moving Forward 2.0 RFQ.**

### **2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT**

Respondents must meet the following minimum requirements to be deemed responsive to this RFQ. **Eligible respondents will be limited to those that responded to the initial RFQ released on May 27, 2016 and due on July 8, 2016.**

#### **Experience**

Experience pertaining to the following will be weighed heavily in the selection process.

- Demonstrated knowledge of Rental Housing Tax Credit program and successful completion of RHTC developments.
- Demonstrated knowledge of concepts and strategies to overcome poverty.
- Demonstrated knowledge of energy efficiency and sustainable design features.
- Demonstrated knowledge of transportation issues and concepts.
- Demonstrated ability to leverage and manage multiple complex funding sources.

#### **Commitment**

Development teams must commit to attending all Moving Forward 2.0 workshops and meetings. Workshops will be designed to connect the development teams with leading subject matter experts in the areas of generational poverty, transportation, built environment, finance/policy, and utility systems. The development team will work with these subject matter experts to create their final development concept.

### **3. QUALIFICATIONS EVALUATION CRITERIA**

The following will be IHCDA's primary consideration in the selection process:

1. Respondent's compliance with submission requirements of this RFQ
2. Experience of the Respondent: Please submit a narrative describing your experience related to developing housing (affordable and market rate). Include a summary of the current portfolio owned and/or managed.
3. Development Team: The project involves collaborating with INCAA & ESN's assembled team of industry experts to develop a systems approach to affordable housing and transportation, which includes addressing anti-poverty strategies, energy efficiency

and sustainability in transportation models, the built environment, finance and policy, and utility systems. Please identify a separate lead person for each of the following five categories and provide a resume for each. The designated person(s) may be an in-house team member or a subcontracted partner if that person is committed to working with the Respondent's development team throughout the process. These five individuals may be required to attend all Moving Forward 2.0 workshop sessions and meetings. Resumes for additional team members may be submitted but are not required.

- a. Anti-Poverty: Understanding of and experience with different anti-poverty solutions designed to break the cycle of generational poverty.
  - b. Transportation: Experience desired in all forms of mobility (e.g., mass transit, walkable communities, personal vehicles, car-sharing, biking, etc.) and experience in incorporating transportation into or near developments, planning for ease of resident access.
  - c. Built Environment: Refers to experience in construction and design that includes energy efficiency technologies and sustainable building materials.)
  - d. Finance and policy: Background in innovative financing agreements and funding sources as well as understanding of public policy and regulatory requirements for community developments and utility systems.
  - e. Utility Systems: Understanding of and experience with different utility systems and companies, including gas, water, and electric. Experience with integrating renewable energy (solar, wind, geothermal systems, etc.) preferred.
4. An assessment of the Respondent's ability to deliver the indicated services in accordance with the specifications set out in the RFQ. Please provide a narrative for each of the following (maximum of 2 pages per item):
- a. Description of development team's experience related to:
    - i. Administering existing programs designed to overcome poverty and create self-sufficiency;
    - ii. Providing comprehensive services;
    - iii. Evaluating the success of current programs; and
    - iv. Coordinating and managing partnerships related to self-sufficiency programs.
  - b. Description of the development team's proposed anti-poverty strategies, including a description of the proposed programs and comprehensive services. Specifically address where the programs and services will be delivered, how the team will encourage participation, the sustainability of the program and the short and long term impacts on the clients to help them move towards self-sufficiency. Also discuss any partnerships that are already in place or will be pursued, and any research undertaken to support proposed strategies.
  - c. Selected Respondent's development team will be eligible to receive \$50,000 in Community Services Block Grant ("CSBG") funding to assist in the development and implementation of the proposed anti-poverty strategies. Describe how the team would plan to utilize this funding. The Respondents selected to receive this funding will be required to execute IHEDA's CSBG award agreement.
  - d. Describe how the project will impact local low income individuals and families in your communities who are at or below one hundred twenty-five percent (125%) of the federal poverty level and directly address one (1) or more of the Six National Goals and one (1) or more of the "Purposes and Goals" as described in the CSBG Act <http://codes.lp.findlaw.com/uscode/42/106>

- e. Description of development team’s experience designing and constructing innovative housing developments. Specifically discuss any experience working with manufacturers of housing supplies (such as building materials and technologies) newly deployed into the market.
  - f. Description of development team’s experience working with utility companies and implementing energy efficient design in housing developments.
  - g. Description of development team’s experience connecting housing with transportation.
  - h. Description of development team’s experience leveraging and managing complex funding sources. Specifically discuss any innovative funding sources that have been leveraged in previous developments.
  - i. Description of development team’s experience working with a university or other third-party researcher to evaluate program outcomes.
5. Past award performance, including history of complying with IHCDCA and/or federal guidelines, meeting benchmarks and quality of work performed and services provided.
  6. Respondent’s status as a CAA under Indiana law.

#### 4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDA shall not award any contract until the selected respondent, has been determined to be responsible. A responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent’s existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCDCA;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana and is an entity described in IC Title 23, is properly registered, and owes no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFQ, and the respondent shall be advised of the reasons for the determination.

#### 5. RFQ SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. All of these requirements are described more fully in **Part 2 of Section 3** of this RFQ, entitled “**Qualifications Evaluation Criteria**”. Therefore, Respondent must review **Part 2 Section 3** of this RFQ very carefully before submitting its responses. The Respondent must also submit the Qualifications Coversheet and the Certification of Company located at the end of this RFQ Document.



### Checklist of Submission Requirements

- Qualifications Coversheet
- Certification of Company
- Narrative summary of developer's experience related to developing housing
- Development team lead person identified for each of the five categories and a resume submitted for each of these individuals
- A narrative response (not to exceed 2 pages each) for each of the 8 items a-h outlined under Part 2, Section 3, Item 4 above

## 6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email. All documents must be submitted in PDF only.

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Indiana Housing and Community Development Authority  
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Indianapolis, IN 46204  
[arakowski@ihcda.in.gov](mailto:arakowski@ihcda.in.gov)

**The deadline for submission is July 8, 2016 at 5:00 PM EST.**

Applications that do not contain all of the required forms/documents as listed in this RFQ may be determined ineligible for further consideration.

## PART 3 TERMS AND CONDITIONS

### 1. STATE POLICIES

- A. **ETHICAL COMPLIANCE**: By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **EMPLOYMENT ELIGIBILITY VERIFICATION**. The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- C. **CONFIDENTIALITY OF STATE INFORMATION**. The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by

Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

- D. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices are not considered confidential information.
- E. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.
- F. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFQ, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFQ, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent’s proposal or immediate termination of an awardee’s contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest.
- G. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent’s objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:
- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
  - b. Unfair competition or conflict of interest in the decision-making process;
  - c. An illegal, unethical or improper act; or
  - d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the

appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

## **2. RFQ TERMS AND CONDITIONS**

This request is issued subject to the following terms and conditions:

- A. This RFQ is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFQ, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.
- G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- I. IHCDA reserves the right not to award a contract pursuant to the RFQ.
- J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.
- K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
- L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.

## Moving Forward 2.0 RFQ

### 3. QUALIFICATION COVER SHEET

Name of Individual,  
Firm or Business:

Address:

Phone Number:  
Fax Number:  
Web Site Address:

QUALIFICATION  
Contact Person:

Title:  
Email Address:  
Phone:

Contract Signatory  
Authority:

Title:

**INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY**

**4. CERTIFICATION OF RESPONDENT**

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFQ and agree to abide by the terms and conditions contained herein.

I \_\_\_\_\_ am the \_\_\_\_\_ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Firm name: \_\_\_\_\_