



**City of Hemet
Request for Qualifications
Multi-Family Acquisition, Rehabilitation,
and Rental Program**

**Through the Federal Neighborhood
Stabilization Program (NSP)**

June 9, 2009

**Bidders Conference: June 15, 2009
Completed RFQ Due Date: June 25, 2009 at 1:00 P.M.**



INVITATION
Request for Qualifications: NSP – MFR

The City of Hemet is soliciting Statements of Qualifications from qualified firms to provide Multi-Family Residential Acquisition, Rehabilitation, and Rental services. This Request For Qualifications (RFQ) describes the services needed, requirements for submission of Statements of Qualifications, and the format to be followed. Statements submitted in response to the RFQ **must** meet all of the City's requirements as specified in the RFQ document to be eligible for consideration.

Documents for the RFQ may be obtained as follows:

A. In person:

RFQ documents may be obtained in person from the Housing Authority Division; located at 445 E. Florida Avenue., Hemet, CA 92543.

B. To request delivery of documents:

Documents will be sent via Federal Express for a shipping cost of \$10.00. You may call 951-765-3736 to request delivery, email your request elebron@cityofhemet.org or fax it to 951-765-2359. Please address all mailed requests for delivery to Edna I. Lebrón at:

City of Hemet,
Housing Division
445 E. Florida Avenue
Hemet, CA 92543

All questions regarding the content of the RFQ must be directed to: Mark Trabing, Housing Manager, City of Hemet, CA. Phone: (951) 765-2381 or Email: mtrabing@cityofhemet.org.

Sealed proposals must be received before 1:00 p.m. Thursday, June 25, 2009 at the Housing Division, located at: 445 E. Florida Avenue., Hemet, CA 92543. All proposals **must** be delivered in a sealed envelope titled "RFQ NSP – MFR", due date, time and the Company Name typed on the outside of the envelope.



INTRODUCTION

The City of Hemet is seeking qualified companies (“Development Partners”) with extensive experience in the acquisition, rehabilitation and rental of multi-family housing to partner with the City of Hemet’s Multi-family Acquisition, Rehabilitation & Rental (“ARR-MFR”) program. The ARR-MFR program is one component of the City of Hemet’s strategy to stabilize rising foreclosures in the community. Funding for the ARR-MFR program will come from the Neighborhood Stabilization Program (“NSP”), which was enacted by the United States Housing and Urban Development Department (“HUD”) as part of the Housing & Economic Recovery Act of 2008.

The City of Hemet has been awarded NSP funds totaling \$2,888,473 and will utilize the majority of these funds to acquire, rehabilitate and provide rental or home buyer assistance with foreclosed and vacant residential properties with Development Partners selected through this and other Request For Qualification (“RFQ”) processes.

INVITATION - You are invited to submit a Statement of Qualifications for the role of:

MULTI-FAMILY HOUSING DEVELOPMENT PARTNER

PROGRAM DESCRIPTION

In general, the Development Partners will assist the Hemet Community Land Trust (CLT) to purchase multi-family units. The Development Partners will rehabilitate and manage the apartments.

The following are the primary guidelines of the Hemet ARR-MFR program:

- **ACQUISITION/OWNERSHIP:** With the Development Partners’ assistance, it is anticipated that in most cases the City’s newly formed CLT will purchase and own the multi-family units. The Development Partner will assist the CLT in purchasing the rental unit using NSP funds.
- **DISCOUNT:** In accordance with NSP requirements, all foreclosure acquisitions must be purchased at a minimum of 15% below the HUD-certified appraised value of the property. Appraisals must be completed within 60 days of the final offer being made or prior to close of escrow. The property being acquired must be both foreclosed and vacant.
- **REHABILITATION:** The Development Partner will evaluate the condition of the property and prepare a Scope of Work, which must receive City approval prior to close of escrow. The rehabilitation Scope of Work must meet the City’s Building



Code and Housing Quality Standards (HQS). The Development Partner shall rehabilitate the multi-family units.

- **AFFORDABILITY:** After rehabilitation, the Development Partners will rent units to families earning up to 50% of the area median income in accordance with the terms to be described in an Affordable Housing Agreement. Covenants restricting rental rates and the tenants' incomes will be recorded upon transfer. The restrictive covenants will remain in force for at least 55 years from the transfer.
- **FINANCING:** The City will provide all financing for the acquisition and rehabilitation using NSP funds.
- **COMPENSATION:** The Development Partner will be entitled to a rehabilitation fee based upon the cost of rehabilitation. Reasonable asset management fees can also be included.

DEVELOPMENT PARTNER MINIMUM QUALIFICATIONS

The City of Hemet would prefer to partner with companies that are fully integrated in all areas of affordable rental housing development including construction, asset management, and ongoing multi-family housing management operation. However, applicants who must "partner" with another company to fulfill the minimum qualifications are also encouraged to apply (shall demonstrate the cooperative ability to provide the minimum qualifications). Preference will be given to applicants that meet the following:

1. Minimum of five (5) years of real estate experience in acquiring properties for development / redevelopment. This experience includes negotiating directly with sellers to acquire property and having a California real estate broker license in good standing. Within these five (5) years the company must have purchased, rehabilitated, and operated as multi-family rentals a minimum of 5 projects.
2. Minimum of five (5) years experience with rehabilitation and construction of multi-family properties. This experience includes evaluating property conditions, identifying building code violations, preparing a written rehabilitation scope of work, determining rehabilitation costs; preparing building plans, obtaining required building permits and inspections, and having a California general contractor license in good standing. Within the past five (5) years the company must have been directly involved in rehabilitating a minimum of 5 properties.
3. Minimum of five (5) years experience in asset management including maintaining and properly operating multi-family residential properties.
4. Within the last ten (10) years, the company should have experience working with local governments in rehabilitating or constructing new multi-family residential



property. This experience includes a clear understanding of the government program regulations.

5. Development Partners will be required to have an understanding of and ability to work with the Neighborhood Stabilization Program federal regulations.

NSP REGULATIONS AND ARR PROGRAM GUIDELINES

All companies participating with the City of Hemet will be expected to adhere to the ARR-MFR program guidelines and an Affordable Housing Agreement. The City reserves the right at any time to acquire, rehabilitate, sell, and/or conduct asset management with or without the assistance of any company participating in the ARR-MFR program. All selected companies are also required to comply with all regulations per NSP.

SUBMISSION REQUIREMENTS

“ITEMS FOR RESPONSE” (see below) will be the basis and outline for your response to this RFQ. Responses should follow the sequence indicated. If you cannot respond to any item, please indicate the reason.

1. Seven (7) copies of the Statement of Qualifications must be submitted (one of the copies shall be unbound and paper clipped, suitable for copying with an automatic-feed copy machine and one copy shall be on compact disk).
2. Submit proposals in a sealed envelope labeled with the words “RFQ NSP-MFR” Program.
3. Only completed responses to this RFQ will be considered.
4. Each proposal submitted should include a cover letter and must be signed by an authorized representative of the company or organization.



PROPOSAL SUBMITTED

All proposals **must** be delivered in a sealed envelope with the **RFQ NSP – MFR**, due date, time and the Company Name typed on the outside of the envelope. Statements of Qualifications shall be received at the following address no later than 1:00 p.m. June 25, 2009:

City of Hemet
Housing Division
445 E. Florida Avenue
Hemet, California 92543
Attention: Mark Trabing, Housing Manager

SELECTION PROCESS

The ARR-MFR program will require the selected Development Partners to participate in a review process. All proposals received will be first reviewed by City staff to ensure compliance with all minimum qualifications per the ARR guidelines. Proposals that meet all of the qualification requirements and demonstrate the applicant's extensive experience in real estate acquisitions, rehabilitation, property management, and financing will be invited to a Review Panel interview. The Review Panel will review all qualified proposals and make recommendations to the Assistant City Manager regarding the Development Partners to retain. The recommendations will require approval of the Housing Authority Directors. The goal is to retain a minimum of one (1) Development Partners to participate in the MFR Program. Depending on the number of qualified bidders, the City may establish a waiting list for future consideration.

ANTICIPATED SCHEDULE

Issuance of RFQ:	June 9, 2009
Non-Mandatory Bidders' Conference*:	June 15, 2009 *
Completed RFQ Due:	June 25, 2009 at 1:00 p.m.
Review Panel Meeting:	week of June 29, 2009
Notification Mailed:	week of June 29, 2009
City Council Meeting for Approval:	July 14, 2009

- * To be held from 1:00 to 3:00 P.M. at, Moreno Valley City Hall Training Room, 14177 Frederick Street, Moreno Valley (**Hemet is coordinating the Non-Mandatory Bidders' Conference and Development Partner interviews with the City of Moreno Valley. Each City will select its own Development Partner.**)



AGENCY DISCRETION, NON-LIABILITY WAIVERS AND HOLD HARMLESS

The information in this RFQ is intended to provide general information regarding the ARR-MFR program. This information is not intended or warranted to be a complete statement of all of the information the company might ultimately be required to submit.

This RFQ does not commit the City of Hemet to pay any costs incurred in the preparation of a response. The City reserves the right to accept or reject any proposal in part or in its entirety. The City reserves the right to choose any number of qualified finalists. In addition, the City reserves the right to issue written notice to all participants of any changes in the proposal submission schedule or other schedules, should the City determine, at its sole and absolute discretion, that such changes are necessary. The proposing entity, by submitting a response to this RFQ, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ.

Any general questions regarding the program and RFQ should be directed to:

Mark Trabing
Housing Manager
mtrabing@cityofhemet.org (the best way to communicate with him)
or 951-765-2381
or you may also contact Edna I. Lebrón for assistance at 951-765-3736

ITEMS FOR RESPONSE

(Responses should follow the structure outlined below)

1. PROGRAM UNDERSTANDING

This section should convey a clear understanding of the nature of the work and identify any major program issues, plus any proposed solutions therefor from both the Development Partner and any sub-developers.

2. BUSINESS STRUCTURE:

- a.** Provide a description of the company / team (including identification of sub-developers and team relationships). This includes when it was created, the company mission, company accomplishments, and why the company is interested in being involved in the ARR program.
- b.** Include a discussion of the firm/team's approach for completing the services required for this project within budget and schedule.
- c.** Provide a copy of your Workers Comp and Liability Insurance indicating the



limits, carrier and expiration date. A combined single limit policy with aggregate limits in the amount of \$2,000,000 is required. The City's insurance requirements will be detailed in an Affordable Housing Agreement.

3. APPROACH AND MANAGEMENT PLAN

- a. Provide a brief summary with the proposed approach and management plan for providing services.
- b. Include an organization chart showing proposed relationship among Development Partner's team/staff as well as any other parties that may have significant role in the delivery of this project. Please include resumes of all key individuals. Discuss the staffing plan and workload (both current and anticipated) for all key team members, plus their capacity to perform the requested services according to the proposed schedule.

4. WORK PLAN AND SCHEDULE

Include a description of how each task of a rehabilitation project will be conducted, identification of deliverables for each task, and an implementation schedule. The work plan should include sufficient detail to demonstrate a clear understanding of the project. Discuss the Development Partner's approach for completing the project.

5. REAL ESTATE EXPERIENCE

- a. Provide a description of the company's real estate experience in acquiring multi-family properties for development / redevelopment over the last 5 years. This experience should include negotiating directly with sellers to acquire property. Include references.
- b. Provide a copy of the company's California real estate broker license in good standing.
- c. Provides a list of at least 5 properties that your company has directly acquired and sold in the last 5 years. Include the address in the list.

6. REHABILITATION/CONSTRUCTION EXPERIENCE

- a. Provide a description of your experience in the rehabilitation and/or construction of residential housing in the last 5 years. Your description should include how you evaluate property conditions, identify building code violations, prepare a written rehabilitation scope of work; determine rehabilitation costs, prepare building plans, and obtain required building permits and inspections. Include references.
- b. Provide a sample scope of work document from one of your actual properties.
- c. Provide a copy of the company's California general contractor's license in good standing.



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- d. Provide addresses of at least 5 properties that required major rehabilitation and/or construction by the company in the last 5 years. Include before and after photos of a few of the best properties.
 - e. Disclose any cities that have already selected, or are considering, the company for participation in a similar ARR-NSP program.
 - f. If all of the cities mentioned above approved your company for participation, how many properties could your company realistically commit to rehabilitating in the next twelve months in the City of Hemet?

7. ASSET MANAGEMENT EXPERIENCE

- a. Provide a description of your experience in property asset management of in the in the last 5 years. Include a list of properties that you managed.
- b. Provide a description of how your company plans to maintain and secure the properties throughout the entire process, including during the construction period and after rehabilitation is completed but while the property waits for the tenants to move-in.

4. FINANCING

- a. Provide your organization's most recent financial statement.

5. EXPERIENCE WORKING WITH GOVERNMENTS

- a. Provide a brief description of your experience in the last 10 years in working with local governments in rehabilitating or constructing new residential property. Demonstrate that this experience includes understanding the government regulations in program administration and the various funding sources.
- b. Provide a list of government agencies (including reference contacts) with whom you have you have worked