



Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703
Telephone: (510) 981 5470 Fax: (510) 981 5480

REQUEST FOR QUALIFICATIONS

January 26, 2009

The Berkeley Housing Authority is seeking a consultant(s) to assist in identifying options for the continued operations of its current public housing units. The selected consultants will review options identified by the BHA Board, consider other viable options and provide the Board with financial and legal considerations of each possible future ownership and management model.

Using this information, the BHA Board hopes to be able to develop a strategic plan for the continued use, and/or disposition of its currently-owned housing for very low income families.

The BHA has a single development of 61 units of Low Income Public Housing consisting of 35 (thirty-five) 3-bedroom and 26 (twenty-six) bedroom townhouse units on scattered sites throughout the City of Berkeley. These units were built in 1985 and provide much needed affordable rental housing for large families, but have significant deferred maintenance needs.

Site 1	2 Units (Blake and Dwight)
Site 2	2 Units (Valley & Dwight)
Site 3	5 Units (Jones and 7 th Streets)
Site 4	6 Units (Rose & MLK)
Site 5	7 Units (Virginia St)
Site 6	9 Units (Sojourner Truth & Sacramento)
Site 7	12 Units (Ward St)
Site 8	9 Units (Lower Francisco St)
Site 9	7 Units (Upper Francisco St)
Site 10	2 Units (Channing & West)

The Berkeley Housing Authority is seeking responses from qualified and experienced firms and individuals to explore, at least, the following three options for the long-term viability of the 61 units of HUD large family, Low Income Public Housing, and to identify the opportunities and constraints of each.

Option 1: Preservation of the 61 units of large family rental housing as Low Income Public Housing subject to the controls of an Annual Contributions Contract with the U.S. Department of Housing and Urban Development;

Option 2: Disposition within the constraints of 24 Code Federal Regulation Part 970, the current HUD rules governing such disposition, of the 61 units of large family housing with appropriate controls to ensure their long-term permanent status as rental housing for low income families

Option 3: Disposition of the 61 units of large family housing and conversion to Section 8 Project Based assistance.

The Authority also owns an additional 14 State funded large family affordable units consisting of eleven (11) 3-bedroom and three (3) 4-bedroom townhouse units on scattered sites throughout the City of Berkeley. The Housing Authority reserves the right to negotiate this additional deliverable with the selected contractor.

Respondents to this solicitation must have documented experience in providing such services and be capable of consulting with and advising the Housing Authority on the preferred and other reasonable options. Experience in California is highly desired.

The project includes:

- a. Providing a detailed written analysis of the advantages and disadvantages of each of the three preferred options, including all costs to the Authority, as well as long-term legal exposure;
- b. Coordinating any necessary financial, engineering and/or environmental reviews. We assume that an update to the Agency's current capital needs and assessment will be necessary in order to quantify the financial implications of each strategy;
- c. Developing as necessary, any Request for Proposals for additional services not provided by the responsive consultant, in accordance with HUD and BHA procurement policies;
- d. Assisting the Executive Director evaluate any responses to any Request for Proposal by identifying and analyzing the risks and other financial implications; and
- e. Preparing any applicable applications to HUD.

PROPOSAL SUBMISSION:

Sealed responses to this solicitation must be received by the Berkeley Housing Authority on or before 4:45 p.m., February 16, 2009

Responses must be received by the BHA on or before 4:45 p.m., February 16, 2009. Responses should include the following:

- Identification and qualifications for the lead consultant and any subconsultant's bid as part of the team;
- A line item budget, outlining the approach and anticipated costs for each step of the process.

Deliver four copies of the response, sealed and clearly marked "Response to Public Housing Feasibility RFQ" to:

Tia M. Ingram
Berkeley Housing Authority
1901 Fairview Street
Berkeley, CA 94703

SUBMISSION REQUIREMENTS:

To be considered responsive and responsible, the proposal response must include the following requirements (in order):

1. Cover letter including a summary of qualifications and experience in providing similar services as described in this RFQ.
2. A list of the principal staff to be assigned to the engagement, including their education and professional credentials and experience, particularly in providing the services included herein.
3. An indication of the fee structure and an hourly billing rate per advisory service provided or per professional. Indicate in what hourly increments billing is applied. Fees should be indicated for a two-year contract term.
4. A list of five recent references, a summary of work performed and a contact person and their phone number for each.
5. Completed HUD 5369 C Certifications and Representations of Offerors.
6. A certified statement that the consultant, or any member of the consultant's proposed staff on the project, is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.

EVALUATION CRITERIA

The Housing Authority will appoint a committee to evaluate the proposals based on the following criteria:

1. Experience in providing similar services on a Federally funded rental housing development; knowledge of various financing mechanisms including but not limited to low-income housing tax credits, private activity bonds, and HUD operating and Capital Funds and the Project Based Voucher Program. (20 points)
2. Knowledge of HUD demolition and disposition policies and regulations at 24 CFR 970;; knowledge of housing authorities and subsidized housing programs. (20 points)
3. Qualifications of the proposed professionals in providing the services indicated in the proposal (20 points)
4. Record of similar successful projects (20 points)

The Housing Authority will interview respondents with the proposals ranked highest by the Evaluation committee. Staff will then present a recommendation to the Board of Commissioners for award of the two-year contract.

OTHER INFORMATION

1. Licensing. The selected firm or individual will be required to obtain a City of Berkeley business license.
2. Insurance. The selected firm or individual will be required to name the Berkeley Housing Authority, its officers and employees as their interest are represented on insurance endorsements and provide certificates of insurance.
3. Proposers must submit questions in writing (e-mail and fax), and must be received by the Housing Authority no later than February 12, 2009. Written questions are to be submitted to Tia Ingram, Executive Director at tia.ingram@ci.berkeley.ca.us and (510) 981-5480. A written response will be provided via e-mail and fax by February 14, 2009.
4. If it becomes necessary for the Housing Authority to revise any part of the FRQ, or to provide clarification or additional information after the RFQ documents are released, a written addendum will be sent to each holder of record of the original RFQ. Holders of

record are those parties who obtain a copy of the RFQ directly from the Housing Authority. Addenda will be sent by e-mail and facsimile.

5. Pre-contractual expenses are defined as any expenses incurred by the proposer in: (1) preparing its proposal in response to this RFQ; (2) submitting that proposal to the Housing Authority; (3) negotiating with the Housing Authority any matter related to this RFQ, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFQ. The Housing Authority shall not be liable for any pre-contractual expenses incurred by proposers, and proposers shall not include any such expenses as part of their proposals.