

REQUEST FOR PROPOSAL

New York City Housing Development Corporation Request for Proposals for Consultant Services for Preservation Loan Program Packaging

The New York City Housing Development Corporation (“HDC” or the “Corporation”) is soliciting responses to this Request for Proposals for pre-development work for the New York City Department of Housing Preservation and Development (“HPD”).

This RFP will be posted on HDC’s website, constituting a public dissemination of this RFP. Please run all conflicts prior to submission and include your (your firm’s) retainer agreement and/or engagement letter in your submission.

HDC, established in 1971 under the laws of the State of New York, is a corporate governmental agency constituting a public benefit corporation. The Corporation is also a tax-exempt organization. The Corporation was created for the purpose of financing affordable multi-family housing in the City of New York. The Corporation finances significant amounts of its activities through the issuance of bonds, notes and debt obligations.

HDC looks forward to partnering with the selected candidate.

PROJECT/JOB DESCRIPTION

The New York City Department of Housing Preservation and Development oversees a variety of preservation financing programs that serve existing, privately-owned, occupied multifamily rentals and coops. HPD seeks assistance to address a backlog of preliminary applications from projects requesting assistance. The owners of these projects have expressed a need and an interest in HPD assistance from a Preservation Finance program via the submission of a preliminary application on the HPD website. HPD requires an experienced housing development consultant to assist owners in navigating the different forms of assistance available and in preparing and assembling complete loan package for submission to an HPD Preservation Finance loan program.

Description of Services Required

The consultant will complete the following tasks:

- Identify the applicable form of assistance from HPD (HPD Preservation Finance loan program and /or tax exemption)
- Identify any underlying subsidies (I.e. Project and Tenant Based Vouchers, SCRIE/DRIE, CityFHEPS, CoC, etc.), including existing subsidies and proposed subsidies to add to the project, indicating all units with subsidy and subsidy type in initial underwriting
- Identify (with owners) ways to improve cash flow prior to closing (Section 610, voluntary homeless rentals, etc.)
- Use the pre-development checklist (template to be provided by HPD) of items from HPD to compile these items into a submission package to an HPD project manager
- Review existing legal documents, restrictions, and affordability
 - Propose affordability tiers in underwriting (template to be provided by HPD) incorporating existing regulatory restrictions and ensuring below-market affordability
 - Confirm existing agency debt (HPD, New York State Department of Housing and Community Renewal, HDC) and how it will be handled (extended, paid off)
 - Confirm how any senior debt will be handled (paid off, refinanced, stay in place)
 - Identify any other existing restrictions (e.g. HOME) and incorporate current restrictions into rent roll in underwriting
- Review Integrated Physical Needs Assessment (“IPNA”) to ascertain scope needs to complete preliminary underwriting
- Complete submission of a Project Summary Proposal (template to be provided by HPD)
- Complete submission of request for funding (template to be provided by HPD)
- Assess anticipated predevelopment costs and identify available sources (e.g. equity, predevelopment loan, reserves)
- Help owner assemble a development team (architect, attorney)
- Identify a lender with development team and obtain term sheet
- Provide assistance in completing IPNA with owner (this could include reviewing IPNA proposals and costs)
- Do hand off meeting with HPD staff member at completion of loan packaging

The following are the deliverables required to be developed by the development consultant for each project, only complete packages will be considered a project submission:

- Project Summary Proposal
- Initial Underwriting
- Proposed form of contract and/or engagement letter, which includes all of your terms and conditions
- Additional background information required for financing request
- Other specified checklist items

Please include the following in your proposal:

A. Experience

The proposal should contain a summary of the proposer's relevant experience and background; if the proposer is a firm, please provide relevant experience and background for the firm as a whole and for each key person the proposer intends to assign to the proposed services. Please also include the following:

1. The name, address, email address and telephone number of at least three (3) references. Proposed references should have been recipient of proposer's services in the last 5 years for services similar to those requested under this RFP; and
2. The winning proposer will likely be such firm/individual that is able to provide a governmental discount to its fees, as HDC is a New York State chartered, quasi-governmental 501(c)3 non-profit agency.

HDC anticipates the completion of a total of approximately 40 packages per year. Responses should include all fees and pricing information to provide the services described above.

B. Additional information

1. Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFP is required to include a completed, signed **Doing Business Data Form (the "Data Form")**, which is attached hereto. The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.
2. If any, provide a copy of the firm's most recent Employer Information Report (EEO-1) and include it as an **appendix** to the RFP. Please state how many women and minorities work at your firm. HDC is dedicated to furthering the participation of minority and women-

owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the projects being financed of women or minority-owned businesses that have been certified by the New York City Department of Small Business Services as women or minority-owned. This can take any form a respondent considers appropriate including, but not limited to, Proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners in providing the requested consulting services. In addition, Proposals from minority and women-owned respondents are encouraged. Please include this information as an **appendix** to the Proposal.

3. Has the firm, or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or has any of the firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
4. Please disclose any other employment or situation which may create a conflict of interest if your firm were to be selected, including any relationship that the firm or any of its employees may have with HDC or HPD. Please describe any such relationship in your proposal, or affirmatively state that no such relationship exists.
5. The issuance of this RFP, and the submission of a proposal by the firm or the acceptance of such proposal by HDC, does not obligate HDC in any manner whatsoever. HDC is not obligated to pay and shall not pay any cost incurred by any firm at any time for the preparation of its proposal. Legal obligations will only arise upon the execution of formal agreements by HDC, and the firm selected to render services described herein.
6. All proposals submitted to HDC in response to this RFP may be disclosed in accordance with the standards specified in the Freedom of Information Law, Article 6 of the Public Officers Law of the State of New York.

Please keep responses brief (7 pages maximum, excluding retainer agreements and engagement letters and any other requested appendix).

Responses to this RFP are due by close of business, September 27th, 2024.

Any questions and all responses should be emailed to CAP_RFP@hpd.nyc.gov and include "Preservation Financing Program Packaging" in the email subject.

HDC reserves the right to amend, modify or withdraw this RFP; to waive or revise any requirements of this RFP; to select for its management groups as many or as few responding firms as it may choose; to accept or reject any or all proposals received in response hereto; to extend the deadline for submission of proposals; to negotiate or hold discussions with any responding party; and to cancel, in whole or in part, the RFP if HDC deems it to be in its best interest to do so.

To be completed by the City agency prior to distribution Agency _____ Transaction ID _____

Check One

Transaction Type (check one)

- Proposal Award Concession Economic Development Agreement Franchise Grant Pension Investment Contract Contract

Any entity receiving, applying for or proposing on an award or agreement must complete a Doing Business Data Form (see Q&A sheet for more information). Please either type responses directly into this fillable form or print answers by hand in black ink, and be sure to fill out the certification box on the last page. **Submission of a complete and accurate form is required for a proposal to be considered responsive or for any entity to receive an award or enter into an agreement.**

This Data Form requires information to be provided on principal officers, owners and senior managers. The name, employer and title of each person identified on the Data Form will be included in a public database of people who do business with the City of New York, as will the organizations that own 10% or more of the entity. No other information reported on this form will be disclosed to the public. **This Data Form is not related to the City's PASSPort registration or VENDEX requirements.**

Please return the completed Data Form to the City office that supplied it. Please contact the Doing Business Accountability Project at DoingBusiness@mocs.nyc.gov or 212-788-8104 with any questions regarding this Data Form. Thank you for your cooperation.

Entity Information

If you are completing this form by hand, please print clearly.

Entity EIN/TIN _____ Entity Name _____

Filing Status

(Select One)

NEW: Data Forms submitted now must include the listing of **organizations**, as well as individuals, with 10% or more ownership of the entity. Until such certification of ownership is submitted through a change, new or update form, a no change form will not be accepted.

- Entity has never completed a Doing Business Data Form. Fill out the entire form.
 Change from previous Data Form dated _____. Fill out only those sections that have changed, and indicate the name of the persons who no longer hold positions with the entity.
 No Change from previous Data Form dated _____. Skip to the bottom of the last page.

Entity is a Non-Profit Yes No

Entity Type Corporation (any type) Joint Venture LLC Partnership (any type) Sole Proprietor Other (specify) _____

Address _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Provide your e-mail address in order to receive notices regarding this form by e-mail.

Principal Officers

Please fill in the required identification information for each officer listed below. If the entity has no such officer or its equivalent, please check "This position does not exist." If the entity is filing a Change Form and the person listed is replacing someone who was previously disclosed, please check "This person replaced..." and fill in the name of the person being replaced so his/her name can be removed from the *Doing Business Database*, and indicate the date that the change became effective.

Chief Executive Officer (CEO) or equivalent officer

This position does not exist

The highest ranking officer or manager, such as the President, Executive Director, Sole Proprietor or Chairperson of the Board.

First Name _____ MI _____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

This person replaced former CEO _____ on date _____

Chief Financial Officer (CFO) or equivalent officer

This position does not exist

The highest ranking financial officer, such as the Treasurer, Comptroller, Financial Director or VP for Finance.

First Name _____ MI _____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

This person replaced former CFO _____ on date _____

Chief Operating Officer (COO) or equivalent officer

This position does not exist

The highest ranking operational officer, such as the Chief Planning Officer, Director of Operations or VP for Operations.

First Name _____ MI _____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

This person replaced former COO _____ on date _____

Principal Owners

Please fill in the required identification information for all individuals or organizations that, through stock shares, partnership agreements or other means, **own or control 10% or more of the entity**. If no individual or organization owners exist, please check the appropriate box to indicate why and skip to the **Senior Managers** section. If the entity is owned by other companies that control 10% or more of the entity, those companies must be listed. If an owner was identified on the previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list any individuals or organizations that are no longer owners at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Owners."

There are no owners listed because (select one):

- The entity is not-for-profit
- The entity is an individual
- No individual or organization owns 10% or more of the entity

Other (explain) _____

Individual Owners (who own or control 10% or more of the entity)

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

Organization Owners (that own or control 10% or more of the entity)

Organization Name _____

Organization Name _____

Organization Name _____

Remove the following previously-reported Principal Owners

Name _____ Removal Date _____

Name _____ Removal Date _____

Name _____ Removal Date _____

Senior Managers

Please fill in the required identification information for all senior managers who oversee any of the entity's relevant transactions with the City (e.g., contract managers if this form is for a contract award/proposal, grant managers if for a grant, etc.). Senior managers include anyone who, either by title or duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any transaction with the City. At least one senior manager must be listed, or the Data Form will be considered incomplete. If a senior manager has been identified on a previous page, fill in his/her name and write "See above." If the entity is filing a Change Form, list individuals who are no longer senior managers at the bottom of this section. If more space is needed, attach additional pages labeled "Additional Senior Managers."

Senior Managers

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

First Name _____ MI ____ Last _____ Birth Date (mm/dd/yy) _____

Office Title _____ Employer (if not employed by entity) _____

Home Address _____

Remove the following previously-reported Senior Managers

Name _____ removal date _____

Name _____ removal date _____

Certification

I certify that the information submitted on these two pages and _____ additional pages is accurate and complete. I understand that willful or fraudulent submission of a materially false statement may result in the entity being found non-responsible and therefore denied future City awards.

Name _____ Title _____

Entity Name _____ Work Phone # _____

Signature _____ Date _____