

**GEORGIA HOUSING AND FINANCE AUTHORITY
REQUEST FOR QUALIFICATION/PROPOSALS
FOR
MULTIFAMILY PROPERTY MANAGEMENT CONSULTANTS**

I. INTRODUCTION

The Georgia Housing and Finance Authority (hereinafter "GHFA"), the state housing agency, is soliciting Request for Qualification/Proposals (hereinafter "RFQ/P") from qualified persons/firms ("Proposers") interested in providing (1) property management services and/or (2) property management consulting services for multifamily housing projects located throughout the state of Georgia.

The Georgia Department of Community Affairs' (hereinafter "DCA") Housing Finance Division (HFD) administers the Low Income Housing Tax Credit and multifamily HOME programs on behalf of GHFA. Multifamily projects range in size from 20 units to 250 units, include both new construction and those requiring substantial rehabilitation, and are located in both rural and urban areas. Multifamily projects are primarily funded by the federal Low Income Housing Tax Credit and HOME programs, TCAP and Exchange funds.

The issuance of this RFP constitutes only an invitation to present service parameters and to define the costs associated with the services required by the RFP. DCA reserves the right to determine, in its sole discretion, whether any aspect of the proposal submitted by each respondent meets the criteria set forth in this document. DCA reserves the right to reject any and all submittals, without cause. DCA reserves the right to reject any and all proposals if the respondent cannot perform all of the services required. DCA reserves the right to modify the scope of the RFP, at its sole discretion. In the event that DCA withdraws the RFP, or does not proceed for any reason, DCA shall have no liability to respondents for any cost or expenses incurred in connection with the preparation and submission of the RFP or other related activities. Neither the respondent nor anyone employed by it shall, represent act, or purport to act or be deemed to be an agent, employee or representative of DCA.

II. ABILITY AND EXPERIENCE

A minimum of 5 years of providing said services is required. In addition, the qualified person(s)/firm(s) shall have extensive property management experience with Low Income Housing Tax Credit and/or HOME Program Projects and shall be familiar with Section 42 of the Internal Revenue Code, Section 4350 of the HUD Handbook, HOME Program, the Minimum Set-Aside Test, the Rent Restriction Test, the Extended Use Agreement, the Regulatory Agreement, and all rules and regulations of the agency of the State with respect to the

administration of Low income Housing Tax Credits in the State of Georgia and all rules and regulation of the IRS with respect to the Premises. Additionally, the Premises manager must be Tax Credit Certified and have CPM credentials.

III. SCOPE OF WORK

DCA will utilize property managers to take over property management responsibilities on existing properties that are placed under receivership by DCA and /or property management services for properties that require consulting services for the purpose of determining the condition of a project. The services provided shall include all phases of typical asset management functions, including but not limited to lease up, stable occupancy, collections, budgetary control, and compliance with governmental agency regulations. More specifically, the selected person(s) or firm(s) will be hired to provide the services as set forth in Exhibit A.

IV. SELECTION CRITERIA

In addition to the minimum requirements set forth in Section II, persons/firms will be selected based on the following factors:

1. Demonstrated ability and experience to provide requested services;
2. Cost;
3. Experience in performing property management services for tax credit and affordable housing projects; and
4. Ability to complete work within required time frame.

V. INSURANCE REQUIREMENTS

Interested person(s)/firm(s) should be prepared to provide evidence of the following insurance coverage if selected:

1. Commercial General Liability Coverage with the following coverage:

| | |
|-----------------------------------|-------------|
| General Aggregate | \$2,000,000 |
| Products Completed | \$1,000,000 |
| Personal and Advertising | \$1,000,000 |
| Each Occurrence | \$1,000,000 |
| Damage to rented premises ACORD25 | \$50,000 |
| Medical Expenses (any one person) | \$5,000 |

The maximum deductible permitted is \$5,000 unless otherwise agreed to by DCA. The Minimum limits of \$2 million for the comprehensive liability

policy (General Aggregate) can be obtained from the primary coverage or the primary plus an umbrella policy.

2. Automobile coverage with limits of \$1,000,000 for owned, hired and non-owned vehicles;
3. Umbrella coverage with a limit of \$1,000,000;
4. A Fidelity Bond with limits of a minimum of Five Hundred Thousand and No/100 dollars (\$500,000); and
5. Workers' Compensation Insurance in an amount as required by state statute.

VI. **SUBMITTAL REQUIREMENTS**

Interested person(s)/firm(s) are invited to submit a bid proposal and qualifications in line with the submittal requirements in Exhibit B. Submitted materials will be reviewed by HFD Staff and selected references will be contacted. Upon receipt of the proposal, HFD may choose to interview several of the person/firms. HFD reserves the right to waive any irregularities or inconsistencies in the submitted proposals and reserves the right to reject any and/or all proposals.

Proposals must be submitted to:

Georgia Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
Attention: Theresa Hill

Two full original paper copies of the Proposal must be submitted to DCA. All proposals must be delivered no later than **5:00 p.m. on Monday, February 07, 2011**. DCA will not consider proposals received after that date and time. Packages must be addressed to Theresa Hill, Office of Affordable Housing, Georgia Department of Community Affairs, 60 Executive Park South, N.E., Atlanta, Georgia 30329-2231. The offer conveyed by the Proposal shall remain open for a period of thirty (30) days from the date of submittal.

VII. **CONTRACT TERM**

If selected, the contract period is from March 01, 2011 to February 29, 2012. The person/firm agrees to furnish and deliver any and all services at the fee included in the bid, unless said fee is otherwise modified in writing by both parties. The hiring of subcontractors to provide inspection services is prohibited.

VIII. **EXPECTED SCHEDULE**

| Action | Date |
|--|-------------------|
| Re-Issuance of Request for RFQ/P | January 23, 2011 |
| Proposals due to DCA office in Atlanta | February 07, 2011 |
| Notification to Proposers of Award | February 21, 2011 |

IX. **INQUIRIES**

Questions about this RFQ/P must be directed in writing or via e-mail to:

Theresa Hill
Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
Email: Theresa.Hill@dca.ga.gov

From the date that this RFQ/P is issued until a person/firm is selected and the selection is announced, persons/firms are not allowed to communicate for any reason with any State employee other than the contact listed above regarding this RFQ/P. All answers to general questions will be posted on the DCA website at:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/ProcureandContracting.asp>.

No questions other than written will be accepted and no response other than written will be binding.

EXHIBIT A: SCOPE OF SERVICES

A. General Management Duties

The General Management Duties will include:

1. Maintaining businesslike relations with tenants of the Property whose service requests shall be reviewed, considered and recorded in systematic fashion in order to show the action taken with respect to each. Complaints of serious nature shall, after through investigation, be reported to the agency with appropriate recommendations.
2. Collecting all rents and other sums and charges due from tenants, subtenants, licenses and concessionaries of the Property and, if required retain attorneys or collection agencies for such purpose.
3. Preparing or cause to be prepared for execution filing all forms, reports and returns by all federal, state and local laws in connection with unemployment insurance, workers compensation, insurance, disability benefits, Social Security and other similar taxes relating to employment of personnel for Property
4. Paying all sums and making all deposits becoming due and payable under the provisions of any ground lease or any loan secured by a mortgage or trust deed against the Property.
5. Performing such other acts and deeds as are necessary and proper in the management of the Property including but not limited to showing unoccupied apartment units, maintaining waiting lists, preparation and execution of leases, and preparation of eligibility certifications and re-certifications.
6. Managing Premises in a manner that meets Regulatory Requirements, as well as any requirements imposed pursuant to the Partnership Agreement and the Loan Documents which pertain to the management of the premises subject to monetary constraints of the Operating budget while observing all requirements required by the Fair Housing Act. This includes, but is not limited to the following:
 - (a) To cause the apartment units to be leased to suitable tenants who comply with all regulations regarding eligibility of the Premises for the Tax Credit and HOME Programs;
 - (b) Obtain authorization, from tenants, which allow the right to receive annual reports from such tenants concerning their incomes and family sizes and any other information needed to verify eligibility;
 - (c) Execute lease for rental units;
 - (d) Prepare annual certifications required by the provisions of Code Section 42(g);
 - (e) Prepare and verify eligibility certifications and re-certification in accordance with the Regulatory Requirements; and

- (f) Cause premises to be operated in a manner that complies with all other, regulations, rules, ordinances and agreements that must be complied with in order to preserve the Tax Credits for the Premises.

B. Receivership Duties

The Receivership Duties will include:

1. Preparing and submit for approval no later than 30 days after assuming property management role a proposed budget with respect to operation and management of the Property for the ensuing Fiscal Year.
2. In accordance with an approved budget, hiring, employing, supervising and discharging all employees required in connection with the operation and management of the Property.
3. Preparing and submit for approval no later than 30 days after assuming property management role a Management Plan for the property.
4. Providing written notice of any material defect in the Property including but not limited to roofs, foundations, and walls of the buildings, electrical, structural, plumbing, and heating and air conditioning systems etc. within 30 days after assuming Property Management.
5. Commissioning physical needs assessment upon approval by Agency.
6. Performing or cause to be performed all necessary repairs, maintenance, cleaning, painting and decorating, and improvements in and to the property as are customarily made in the operation of the kind size and quality of the Property: provided no unbudgeted alterations, additions or improvements are made without written approval by Agency.
7. Making or cause to be preformed all required capital improvements, replacements or repairs to the Property upon approval by Agency of said capital improvements.
8. Providing Inventory of all Personal Property within 30 days of assuming property management role.
9. Providing schedule of delinquent vendor and service provider accounts.
10. Prepare schedule describing tenant security deposits by unit and tenant name.

11. Maintaining On-Site Management Facilities and Manager within the premises.
12. Posting new management company notice and hours of operation on Premises.
13. Announcing to tenants and vendors new management company information.
14. Carrying out marketing activities for the Premises subject to monetary constraints of the Operating Budget, observing all Regulatory and all requirements imposed by the Fair Housing Act.
15. Assisting residents to avoid or solve problems affecting the Premises and its residents to the most reasonable extent possible and maintaining a log detailing complaints and disposition.
16. Maintaining bank account(s) as deemed appropriate into which all moneys received by Property Manager in connection with the operation and management of the Property shall be deposited.
17. Disburse and pay from bank account amounts required to manage and operate the Property.
18. Preparing monthly lease progress reports e.g. occupancy level, rent roll, rent schedule, reportable incidents.
19. Preparing monthly and quarterly reports, e.g. income statement, balance sheet, and budget comparison report.
20. Reviewing and preparing report summarizing property management contracts / agreement.
21. Reporting to DCA on a monthly basis in the manner prescribed by the Asset Manager.

EXHIBIT B: PROPOSAL REQUIREMENTS

All Proposal Packages must contain the following information in the order shown and numbered as follows:

1. A cover letter narrative, which provides the name, mailing address, telephone number, email address, and fax number of the individual to whom we may communicate regarding the Proposal. The cover letter should clearly state that the Proposal is in response to the Request for Qualifications/Proposal. The letter should also contain a brief statement summarizing the qualification and abilities of the applicant to perform the requested services. The letter should contain any limitations on the applicant's ability to perform services including minimum or maximum number of projects.
2. A schedule of the per project fee that would be charged by the Proposer for the work must be included. Applicant may explain different rates that would be applicable based on project size, age and tenancy characteristics. Proposal responses containing provisions for late or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges.
3. Three references must be included. References which relate directly to the applicant's ability to perform the requested services are preferred. Please provide the contact person's name and number;
4. Resumes of all proposed individuals who will be working directly with DCA.
5. A brief description of current commitments and capacity to perform the scope of work for 6 to 12 months as determined by DCA.
6. Documentation that the person or firm has at least five years of experience (Section II) and that each of the Scope of Work duties described in Section III can be provided.
7. Documentation that evidences that the person or firm has experience in extensive property management experience with Low Income Housing Tax Credit and HOME projects, familiarity with Section 42 of the Internal Revenue Code, Section 4350 of the HUD Handbook, the Minimum Set-Aside Test, the Rent Restriction Test, the Extended Use Agreement, the Regulatory Agreement, and all rules and regulations of the agency of the State with respect to the administration of Low income Housing Tax Credit program in the State of Georgia and all rules and regulation of the IRS with respect to the Premises.
8. Documentation that the manager is Tax Credit Certified and has CPM credentials.

9. Proposer must certify that it complies with the immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.) and will complete and return the Immigration and Security Form to the Agency if awarded a contract. Proposer must also certify that it will include a similar provision in all written agreements with any contractors or subcontractors, as approved by DCA, who are engaged to perform services if awarded a contract.

10. Proposers are not allowed to hire subcontractors to provide these services.

11. Proposer must certify to a Drug Free Workplace.

a) If Proposer is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale distribution, dispensation, possession or use of controlled substance or marijuana during the performance of any contract resulting from this Request for Qualifications/Proposal.

b) If a Proposer is an entity other than an individual, he or she hereby certifies that a drug-free workplace will be provided for the Proposer's employees during the performance of any contract resulting from this Request for Qualifications/Proposal.

12. Documentation of required insurance as set forth in Section V.

Please Note: DCA reserves the right to reject substantially incomplete Proposal Packages without a detailed review. In its sole discretion, DCA reserves the right to contact Proposers and request required information omitted from the Proposal Package. DCA may also contact Proposers by telephone or by fax during its review of a Proposal Package in order to clarify information provided. DCA reserves the right to reject any and/or all proposals or any part thereof; and waive any minor irregularity in the Proposal; and accept the Proposal that is in the best interest of the State of Georgia. In addition, DCA may require one or more Proposers to make an in-person presentation of all or part of the information contained in the Proposal Package and/or to meet in person with DCA for the purpose of answering questions. DCA reserves the right to request a performance bond or three years of financial statements.