

**Wayne Metropolitan Housing Authority**

**REQUEST FOR QUALIFICATIONS (RFQ)**

**No. 2026-01**

**Co-Developer Services**

# REQUEST FOR QUALIFICATIONS (RFQ) No. 2026-01 Co-Developer Services

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# REQUEST FOR QUALIFICATIONS (RFQ) No. 2026-01 Co-Developer Services

## INTRODUCTION

Wayne Metropolitan Housing Authority (hereinafter, “the Agency”) is a public entity formed to provide federally subsidized housing and housing assistance to low-income families, within the Wayne County, Ohio. The Agency is headed by an Executive Director and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy.

Currently, the Agency maintains and manages 224 public housing units all located in Wayne County.

In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting proposals from qualified, licensed, and insured entities to provide the above-noted services to the Agency. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

## RFQ INFORMATION AT A GLANCE

[Table No. 2]

AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Ms. Stacy.)	
HOW TO OBTAIN THE RFQ DOCUMENTS	1. Access <a href="http://ha.internationaleprocurement.com">ha.internationaleprocurement.com</a> (no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. 4. If you have any problems in accessing or registering on the eProcurement Marketplace, please call customer support at (866)526-9266.
PRE-PROPOSAL CONFERENCE	NONE SCHEDULED
QUESTION SUBMITTAL DEADLINE	July 3, 2026, at 2:00 p.m.
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL	As directed within Section 3.4 of the RFQ document, the proposal should be submitted electronically in accordance with the instructions provided on Housing Agency Marketplace.
PROPOSAL SUBMITTAL RETURN & DEADLINE	July 13, 2026, at 2:00 p.m.

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### 1.0 AGENCY RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1 **Right to Reject, Waive, or Terminate the RFQ.** Reject any or all proposals, waive any informality in the RFQ process, or terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
- 1.2 **Right to Not Award.** Not to award a contract pursuant to this RFQ.
- 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon a 10-day written notice to the successful proposer(s).
- 1.4 **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFQ.
- 1.5 **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the Agency Contact Person (CO).
- 1.6 **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 **Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9 **Right to Prohibit.** At any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement Marketplace <https://www.housingagencymarketplace.com/> (hereinafter, the "eProcurement Marketplace" or the "Marketplace") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.
- 1.10 **Right to Reject – Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the Proposer thereby affirms that he/she obtained all information on the Marketplace. Any other group such as a proposal depository that informs potential Proposers of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential Proposers, but to instruct the potential Proposers to visit the Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement System.

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**2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking services as detailed following:

**2.1 Pertaining to this RFQ.** The Agency is inviting statements of qualifications from experienced Developers to participate in the development activities as described herein. The Agency's development activities may utilize mixed finance methodologies resulting in viable mixed income residential communities containing affordable housing, which may include elderly and family units.

**2.1.1** The selected developer(s) would serve in a full-service capacity to provide services upon WMHA request including:

Evaluating and ranking properties and surrounding neighborhoods for eligibility in applying for local, state, federal and other grant, and funding programs;

Program Management/Planning Coordination activities including but not limited to:

- Development of a Master Plan including consideration of urban design concepts, architectural and engineering concepts, landscape architecture, and open space planning;
- Market and economic analyses for housing and commercial uses;
- Financial modeling;
- Develop, oversee, and facilitate community engagement process;
- Assist in community outreach and resident needs assessment; and
- Other related services;

Architecture/Engineering services for implementation of funded projects; and

Other related services as requested by WMHA and its affiliates and/or instrumentalities.

**2.1.2** The Agency may elect to self-develop should funding become available from HUD or other sources which do not require a third-party developer. The Agency reserves the right to utilize the developer(s) procured under this RFQ to develop properties owned by the Agency or its affiliates and /or instrumentalities. The Agency reserves the right to choose whether to utilize a co-Developer partner for any of its anticipated projects or to utilize the same Developer/Co-Developer for multiple projects. The Agency may select multiple Developers/Co-Developers at its discretion based on specific development experience and funding availability.

**2.1.3** Services will include advising the Authority as needed on all financing and programs of work involving acquisition and development of affordable housing assets designed to improve and expand the availability of affordable housing in Wayne County, Ohio. The Agency will consider utilizing multiple debt and equity instruments including tax exempt bonds, low-income housing tax credits, mortgage financing, HOME funds, and public/private collaborations as its principal forms of financing and

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development of existing assets and the creation of additional affordable housing. The Agency may from time to time use proprietary funds for credit enhancements, development loans, or other purposes to provide affordable housing in Wayne County, Ohio. A key role of the selected developer will be to identify adequate development funds from these and other sources.

**2.1.4 Design/Approvals.** The selected Co-Developer(s) will be responsible for the design and construction documents in accordance with the design criteria approved by WMHA and its affiliates and/or instrumentalities and to obtain WMHA, State of Ohio, and HUD's approval as needed. The Co-Developer(s) will also be responsible for obtaining permits and any other approvals required.

**2.1.5 Building Standards.** HUD encourages grantees to help communities embrace a more sustainable future. The plans developed by the Co-developer(s) must obtain one of the below energy efficiency or green building standard certifications:

Enterprise Green Communities (EGC) Certification or EGC Plus Certification

Leadership in Energy & Environmental Design (LEED) Residential - Silver Level or higher

ICC ASHRAE 700 National Green Building Standard (NGSB) - Silver Level or higher (With Energy Star Homes or Energy Star MFNC compliance verified by a HERS rater)

Design features must be optimized and incorporated, or within the development plan. Co-Developer(s) must apply design excellence goals and enlist qualified architects and planners that will help them meet the design requirements of specific funding sources such as Federal and Ohio Low-Income Housing Tax Credit Programs (LIHTC) and Choice Neighborhoods Implementation Programs (CNI), if applicable.

**2.1.6 Handicap Accessibility.** The Uniform Federal Accessibility Standards ("UFAS") require a minimum of 5% of the units in each development to be fully accessible for the mobility impaired and an additional 2% of the units for hearing and visual impaired in accordance with Section 504 of the Rehabilitation Act of 1973. WMHA will require a minimum of 10% of the units to be fully accessible. WMHA also desires to maximize the number of adaptable units that can easily be converted to accessible units. In addition, the new community must be fully compliant with all requirements of the Americans with Disabilities Act (ADA), including but not limited to site, public areas, and accessible routes to and from public areas. Finally, it is important that, to the greatest extent feasible, all units meet the current visitability standards according to HUD guidelines.

**2.1.7 Develop Infrastructure Plan.** Prepare an infrastructure plan that describes the location, system requirements, and estimated cost of developing utilities, storm water management, streets, pedestrian walkways, and other on- and off- site improvements necessary.

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- 2.1.8 Market Study.** Provide a market study from an Ohio Housing Finance Agency approved provider to determine the overall feasibility of the conceptual plan of each project. The Co-Developer(s) will also be responsible for any additional market analysis and appraisals to develop and obtain financing for the project.
- 2.1.9 Predevelopment Schedule.** Submit for WMHA and its affiliates and/or instrumentalities approval a final and complete predevelopment schedule detailing all predevelopment activities necessary to obtain all required funding and regulatory approvals to allow development activities to begin. The timeframe for providing the predevelopment schedule will be set forth in the Master Development Agreement (MDA).
- 2.1.10 Predevelopment Budget.** Submit for WMHA and its affiliates and/or instrumentalities approval a final and complete pre-development budget detailing the budgeted cost of each predevelopment activity. The Co-Developer(s) must also submit the sources of the funds for the predevelopment budget along with a commitment letter(s) from the entity or entities that will be providing funding. The Co-Developer(s) should indicate its financial commitment to the development project. The schedule for providing the budget and supplemental documents will be set forth in the MDA.
- 2.1.11 Obtain Local, County, and State Governmental Approvals.** Submit applications, including any required supporting studies necessary to obtain all required governmental approvals for site and building designs such as street vacation, zoning, land use, erosion control, and environmental remediation needed to implement the master plan.
- 2.1.12 Co-Developer Requirements.** Upon WMHA request engage with WMHA and its affiliates and/or instrumentalities as an active partner in the redevelopment process including, but not limited to ownership, development, and management activities. Oversee and Execute Redevelopment Efforts: Provide the necessary project management, staffing, supervision, expertise and guarantees to implement all aspects of the redevelopment as outlined in WMHA's Request for Qualifications RFQ-2024-01 for Co-Developer Services and as required by the development services agreements and/or MDA. It is the intention of WMHA to enter into a development services agreement and/or MDA that will outline roles and responsibilities and define the scope of work for each party.
- 2.1.13 Partner with other Entities.** WMHA and its affiliates and/or instrumentalities at their discretion may request the Co-Developer(s) to create a joint venture or other such partnership with smaller entities or non-profits. WMHA and its affiliates and/or instrumentalities have a specific interest in promoting partnerships with developers or groups that are active within the community, as well as encouraging partnerships or joint ventures with minority-owned, women-owned, veteran-owned, and Section 3 businesses.

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**2.1.14 Engage Consultants to manage the project.** The successful Co-Developer(s) will engage consultants and/or contractors and manage all tasks as requested by WMHA for the planning and implementation of any redevelopment as appropriate and necessary. This allows Co-Developer to retain consultants to perform the market study, environmental review, geo-technical studies, engineering, architectural design, and other activities as necessary, subject to WMHA and its affiliates and/or instrumentalities approval.

### **2.2 General Information.**

**2.2.1** The mission of the Agency is to provide quality affordable housing to enhance the lives of our residents and promote independence. The Agency's vision for development is to create vibrant, attractive, mixed-income communities, where diverse people will live, learn, work, and play near employment, retail, and cultural opportunities.

**2.2.2** The Agency's goal is to have Development proceed as expeditiously as possible. Responses that demonstrate an ability to complete Developments on the earliest possible, realistic schedule will be favorably received by the Agency. The Proposer shall certify its ability to start work immediately and should propose a staffing plan that describes the existing time commitments of the staff proposed to be assigned to the project and whether any of the staff will be locally based.

**2.2.3** This RFQ is intended to procure a Co-Developer for Master Planning and Development. Proposers are encouraged to present to the Agency a complete team, including consultants required for the success of the Development.

**2.2.4** Master Planning: The Co-developer(s) selected may undertake master planning efforts as part of a complex community repositioning process. While all development opportunities contemplated may not require master planning, Co-Developer(s) should be prepared to work with WMHA and its affiliates and/or instrumentalities, financial and other planning consultants, residents, and community stakeholders to develop a public housing redevelopment master plan and/or a community revitalization master plan.

**2.3 The Co-Developer's Role.** The selected Co-Developer will develop mixed-income communities that improve and revitalize the surrounding neighborhoods. The following will be the responsibility of the selected Co-Developer, subject to Agency approval:

**2.3.1** The Co-Developer shall complete all Federal and State Environmental Review requirements in accordance with all applicable laws including State of Ohio, Federal Regulations 24 CFR 58, and the National Environmental Protection Act ("NEPA"). The Agency shall retain full discretion to accept, reject, or require modifications to proposed mitigation measures regarding the proposed Development Plan resulting from the Environmental Review process. The Agency is not permitted to convey any leasehold or other interest in the Property to the Co-Developer, nor commit or provide any funds for development prior to the completion of the Environmental Review



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and HUD clearance/approval and shall not authorize any development activity on any Property, including, without limitation, any relocation, demolition or construction activity until the Environmental Review is complete.

- 2.3.2** It is anticipated that the Agency and its Development Partner shall enter into a Predevelopment Agreement (or other agreement as recommended by legal counsel) under which the Development Partner shall agree to undertake Environmental Review and other planning activities.
- 2.3.3** It is anticipated that the Agency and the Development Partner shall enter into a Development Agreement (herein, "MDA") or other agreement as recommended by legal counsel, further defining the respective roles and responsibilities of the Co-Developer and the Agency, as well as the Co-Developer's fee structure, which shall be negotiated between the Agency and the Co-Developer.
- 2.3.4** The Co-Developer's General responsibilities under the MDA may include, but are not limited to, the following:
  - 2.3.4.1** **Overseeing and Implementing Redevelopment.** The Co-Developer shall provide the necessary staffing, expertise, supervision and guarantees required to implement all aspects of the redevelopment, fully and expeditiously, as required under the MDA.
  - 2.3.4.2** **Capacity Building.** The Co-Developer shall propose methods that allow for capacity building opportunities for Agency staff during the predevelopment and implementation periods, and during management and operation of each Phase.
  - 2.3.4.3** **Consultants and Contractors.** The Co-Developer shall engage upon WMHA request consultants and contractors and coordinate tasks necessary to implement the redevelopment Program. At a minimum, the Co-Developer's team will need to include consultants appropriate to address architectural; environmental review; market analysis; geo-technical studies; civil, mechanical, and electrical engineering, and any other investigations, due diligence, analysis, or studies deemed necessary. Proposers are strongly encouraged to demonstrate expertise in local development and experience building in Ohio.
  - 2.3.4.4** **Maintaining Communication.** The Co-Developer shall establish regular team meetings and submit periodic progress reports on project status and schedule, including but not limited to design, permits, financing, resident coordination, etc., as required under the MDA.
  - 2.3.4.5** **Quality Control Measures.** The Co-Developer shall be responsible for ensuring the Project is constructed and managed with the highest quality materials and workmanship and will be required to implement quality assurance and control measures to

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ensure effective performance by all parties in all aspects of the redevelopment.

- 2.3.4.6 Development and Critical Path Schedules.** The Co-Developer shall maintain detailed overall timelines including planning and approval milestones, construction schedules and financing deadlines, and regulatory approvals that shall include all pre-development, construction, stabilization, and financial closings including a Critical Path Schedule for all phases of construction through lease-up and stabilization.
- 2.3.4.7 Fostering Resident Involvement.** The Co-Developer shall be required to facilitate and foster the involvement of public housing residents and the greater community in the implementation of redevelopment. In cooperation with the Agency, the Co-Developer shall keep residents informed of the status of the revitalization effort, plan for providing job opportunities for residents during and after implementation, and assist/encourage resident businesses.
- 2.3.4.8 Local Community, Neighborhood, and City Interests.** The Co-Developer shall agree to be responsive to, promote and maintain good relations with community and neighborhood groups and federal, state, and local government officials.
- 2.3.4.9 Community Facilities.** Completion of construction of any community facilities that are included in the redevelopment plan.
- 2.3.4.10 Supportive Services.** At the discretion of the Agency, as negotiated under the MDA, the Co-Developer, or the Co-Developer's consultant, shall design and implement a Community and Supportive Services Plan.
- 2.3.4.11 Compliance with Laws.** The Co-Developer shall be required to comply with all applicable federal, state, and local laws, rules, and regulations applying to activities required by the MDA.
- 2.3.4.12 Debarment.** The Co-Developer shall agree to provide evidence that neither the Co-Developer nor any subcontractor is debarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.
- 2.3.4.13 WMBE Contracting Opportunities.** The Co-Developer, in coordination with the Agency, shall devise a strategy for fostering WMBE employment and contracting opportunities throughout the redevelopment process.
- 2.3.4.14 Section 3 Contracting Opportunities.** The Co-Developer, in coordination with the Agency, shall devise a strategy for fostering, to the greatest extent feasible, Section 3 employment, training, and contracting opportunities throughout the redevelopment process.

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**2.3.5** The Co-Developer's **Pre-Development** responsibilities under the MDA may include, but are not limited to, the following:

**2.3.5.1 Market Study and Analysis.** The Co-Developer shall prepare market reports and conduct market analysis for both the residential and non-residential components of the redevelopment, if any, in order to finalize the overall plan that will, based on area economics, assist in determining the proper mix of rental units, and confirm that proposed rents are supportable in the local market.

**2.3.5.2 Planning/Design Development.** The Co-Developer shall retain and coordinate planners; architects and designers; structural, mechanical, and civil engineers and other specialty consultants required for the preparation of all required building plans and specifications and all required third-party reports required to secure permits and approvals, entitlements, survey, and engineering, etc. Co-Developer shall be required to meet regularly with the Agency to review all aspects of the redevelopment design during the planning, schematic design, and development phases.

**2.3.5.3 Obtaining Environmental Clearances.** The Co-Developer shall retain all necessary consultants required to prepare, process & diligently seek approval of any and all necessary documents, notices or submittals required to complete any and all Federal and State Environmental Review requirements, required environmental assessments, environmental impact statement preparation notices, and environmental impact statements ("EIS") and to obtain environmental clearances from all interested agencies, pursuant to the National Environmental Policy Act ("NEPA") and HUD regulations (including completion of environmental review and receipt by the Agency of an Authority to Use Grant Funds (form HUD 7015.16) from HUD under 24 CFR Part 58.

**2.3.5.4 Land-Use Entitlements, Permits, and Approvals.** The Co-Developer shall expeditiously and diligently seek to obtain all necessary and appropriate land use entitlements and approvals, including, but not limited to, zoning, special management area, & other approvals, permits and entitlements required by the Federal government, State of Ohio, Wayne County, and/or the City of Wooster as required to proceed with the redevelopment and use of the Property in accordance with the final development plan.

**2.3.5.5 Additional Approvals.** The Co-Developer shall be responsible for, and shall prepare for execution by the Agency, as needed, all required applications, reports, documents or other materials that any public agency or quasi-public agency may require for the purpose of obtaining permits, approvals or variances for the

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redevelopment; provided, however, that with respect to any such materials required to obtain HUD approvals for the redevelopment, Co-Developer shall provide to the Agency, for its review, approval and submittal to HUD, all necessary supporting information and materials.

**2.3.5.6 Information, Hearings and Applications.** Co-Developer shall, on an ongoing and timely basis, keep the Agency fully informed of the status of the redevelopment, including environmental review, all applications for permitting and approval and the status of all public or private financing and equity fund-raising efforts.

**2.3.5.7 Demolition and Disposition.** The Co-Developer shall assume primary responsibility for the demolition and disposition of any public housing units and shall hire Contractor(s) to initiate and complete all site work and infrastructure requirements pursuant to the final approved plan. The Agency shall be responsible for the completion of the required documents related to demolition and disposition, such as the Inventory Removal Application and submission of such documents to HUD.

**2.3.6** The Co-Developer's Financing responsibilities under the MDA may include, but are not limited to, the following:

**2.3.6.1 Overall Financing Plan.** The Co-Developer shall prepare an attainable financing strategy for redevelopment. The financing strategy must demonstrate a sensitivity in its approach to using public funds and resources, maximizing the leveraging of public funds to the greatest extent and most efficient manner possible utilizing a variety of partners and partnerships.

**2.3.6.2 HUD Mixed-Finance Proposal/Rental Term Sheets.** The Co-Developer shall provide required information for the Agency's preparation of any Development Proposals, Mixed-Finance Proposals ("MFP"), Rental Term Sheets and/or Rental Demonstration Assistance ("RAD") applications and evidentiary documents for which it is responsible for HUD review and approval.

**2.3.6.3 Financing Application(s).** In accordance with the final plan, the Co-Developer shall diligently pursue, and use best efforts to obtain, all financing necessary to implement the plan in a timely fashion, including, but not be limited to, tax credits, tax-exempt bonds, state and local funds, private grants, and conventional debt.

**2.3.6.4 Maximize Leverage of Public Resources.** The Co-Developer is expected to participate in securing financing sources in a timely fashion including discussion and negotiations with financial institutions and private partners. All financing terms shall be subject to review and approval by the Agency.

**2.3.6.5 Secure Equity Investments.** The Co-Developer is expected to

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participate in securing equity investment and tax credit investors on the best terms currently available. The Agency reserves the right to make the final investor selection.

**2.3.6.6 Guarantees.** The Co-Developer shall be prepared to provide all guarantees necessary for financing the redevelopment, including construction completion, operating deficit, lease-up and tax credit adjuster or recapture guarantees and guarantees of performance under the MDA. The Co-Developer shall be required to demonstrate financial capacity to provide such guarantees and indicate how they intend to honor the guarantees, if necessary.

**2.3.6.7 Operating Feasibility.** The Co-Developer shall structure reserves and other funds required for the long-term operating viability of the project, utilizing no more subsidy than is made available or committed by the Agency.

**2.3.6.8 Accounting/Finance.** The Co-Developer shall ensure maintenance of books and records in accordance with Generally Accepted Accounting Principles ("GAAP") accounting records and ensure project financing is available at the appropriate times and utilized in the appropriate manner.

**2.3.7** The Co-Developer's Construction responsibilities under the MDA may include, but are not limited to, the following:

**2.3.7.1 Hire Contractors and Oversee Construction Activities.** The Co-Developer shall create and implement a process for selecting the most qualified contractors, provide oversight, and management, as deemed necessary, of all construction activities, coordination of all development team members and attending job-site meetings to ensure the expeditious implementation of construction activities. The Agency shall have the right to approve or disapprove all contractors and consultants and to review and approve their respective contracts during construction. In addition, the Co-Developer shall include the Agency in any value-engineering decisions made at any time during the pre-development and/or development process. An Identity of Interest General Contractor may be used if costs are deemed competitive by the Agency.

**2.3.7.2 Facilitate Site Improvements.** The Co-Developer shall be responsible for completing all improvements associated with the final approved development plan, including mixed-income units, community facilities, infrastructure/site improvements, and/or commercial/retail space in accordance with the MDA and final approved plan.

**2.3.7.3 Maintain Detailed Development and Critical Path Schedule.** Develop and maintain detailed schedules of events, predicated on financing deadlines that include pre-development activities, each construction starts, project stabilizations and all loan closings. Develop a Critical Path Schedule for all phases of

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construction and lease-up and stabilization.

**2.3.7.4 Quality Assurance/Control Measures.** The Co-Developer shall implement and maintain quality control measures to ensure the project is constructed and managed with the highest quality materials and workmanship appropriate and implement quality assurance and control measures to ensure effective performance by all parties during all aspects of the redevelopment program.

**2.3.8** The Co-Developer's ***Ownership and Asset Management*** responsibilities under the MDA may include, but are not limited to, the following:

**2.3.8.1 Organize Ownership Entity.** The Co-Developer shall organize ownership entities and structures in coordination with and as approved by the Agency. The Agency shall organize its own instrumentalities to serve as general partner.

**2.3.8.2 Ensure Project Viability.** The Co-Developer shall implement marketing, occupancy, re-occupancy, asset, and property management programs that will ensure the short-term and long-term viability of the Project. No management agent shall be selected without Agency approval. This may include the participation of the Agency or an affiliate/instrumentality as the property management firm, subject to investor and lender approval.

**2.3.8.3 Marketing and Leasing Strategy.** The Co-Developer shall create and implement a marketing and lease-up strategy for all rental units to ensure that stabilized occupancy is achieved in compliance with all applicable financing, land use agreements, and HUD requirements.

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### 3.0 PROPOSAL FORMAT.

**3.1 Tabbed Proposal Submittal.** The Agency intends to retain the successful proposer pursuant to a “Best Qualified” basis, not a “Low Proposal” basis. There is no determination of cost as cost is not a factor for evaluation. Therefore, so that the Agency can evaluate the offers received, such information must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers or tabs (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

[Table No. 3]

RFQ Section	Tab No.	Description
3.1.1	1	<p><b>Letter of Interest.</b> Proposer’s submittals shall be accompanied by a Letter of Interest on the Proposer’s letterhead. This letter should include the Proposer’s statement of understanding for the scope of work outlined in this RFQ, the commitment to perform the work expeditiously and a brief statement indicating why the Proposer believes itself to be best qualified to perform the engagement.</p> <p><b>Form of Proposal.</b> This Form is attached hereto as Attachment A to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.</p>
3.1.2	2	<p><b>form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i></b> This Form is attached hereto as Attachment B to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.</p>
3.1.3	3	<p><b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this RFQ document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.</p>
3.1.4	4	<p><b>Proposed Services.</b> The proposer shall place under this tab documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of the preceding Section 2.0 herein, including, but not limited to:</p>
3.1.4.1		<p>As detailed within the following Section 3.2.1 and referenced in Section 4.1, Evaluation Factor No. 1, herein, the proposer’s <b>DEMONSTRATED QUALIFICATIONS (Managerial Capacity and Staffing Plan)</b> including, but not limited to:</p> <p>A concise description of its managerial capacity to deliver the proposed services, including brief professional resumes for the people identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i>. Such information shall include the proposer’s qualifications to provide the services.</p>
3.1.4.2		<p>As referenced within the following Section 4.1, Evaluation Factor No. 2, herein, the <b>TECHNICAL CAPABILITY, APPROACH</b> and the <b>QUALITY</b> of the</p>

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		<p><b>SERVICES PROPOSED</b> including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) A complete description of the products and services the firm provides;</li> <li>(b) The proposed project approach indicating understanding of Agency's objectives and the local funding challenges;</li> <li>(c) Business terms proposed by the Co-Developer;</li> <li>(d) An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e., written; fax; internet; etc.);</li> <li>(e) The proposed quality assurance program.</li> <li>(f) The Agency is interested in managing future developments, so the Proposer should articulate recent developments where a HA partner or unrelated third-party management agent took over management of the property at or shortly after stabilization.</li> </ul>
3.1.4.3		<p>As detailed within the following Section 3.2.2 and referenced in Section 4.1, Evaluation Factor No. 3, herein, the proposer's <b>DEMONSTRATED EXPERIENCE</b> and the proposer's <b>SUCCESSFUL PAST PERFORMANCE</b>, including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Provide information on residential development projects in which the Proposer has participated, especially in Ohio. Provide specifically the number of developments placed in service in Ohio within the last 9 years and a brief description of each. This information must be addressed (demonstrated) within the information submitted by each proposer under Tab No. 4 (though some of the information, such as drawings, may be so voluminous that it may have to be attached to the proposal);</li> <li>(b) Experience in developing land and mixed-income housing units that utilized innovative and creative approaches; and</li> <li>(c) Past performance in quality of work, cost control, and compliance with performance schedules and regulatory requirements.</li> </ul> <p>NOTE: Agency will place particular emphasis on the proposer's EXPERIENCE and PAST PERFORMANCE with related work with public housing agencies and Ohio LIHTC experience.</p>
3.1.4.4		<p>As detailed within the following Section 3.2.3 and referenced in Section 4.1, Evaluation Factor No. 4 herein, the proposer's <b>DEMONSTRATED FINANCING EXPERIENCE</b>. Describe how the Co-Developer will pursue financing for the redevelopment effort and leverage the Agency's resources (including land, rental assistance and HUD and Agency capital funds). Identify the various funding sources that are appropriate for creating mixed-income developments and the Co-Developer's past success and capacity to obtain LIHTC awards in Ohio.</p>
3.1.5	5	<p><b>Managerial Capacity/Financial Viability/Staffing Plan.</b> The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the people identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i>. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart). Please provide two years of financial statements.</p>
3.1.6	6	<p><b>Client Information.</b> The proposer shall submit a listing of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:</p>



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3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number and e-mail address;
3.1.6.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.
3.1.7	7	<b>Equal Employment Opportunity/Supplier Diversity.</b> The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).
3.1.8	8	<b>Subcontractor/Joint Venture Information (Optional Item).</b> The proposer shall identify hereunder whether he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.9	9	<b>Other Information (Optional Item).</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
3.1.10		<b>No Information Placed under a Tab.</b> If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), place a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any tabs.
3.1.11		<b>Proposal Submittal Method.</b> The proposal must be submitted electronically in accordance with the instructions provided on Housing Agency Marketplace. Proposers are encouraged to provide a single bookmarked PDF file following the outline set forth herein.

**3.2 Additional Information to Address (Submit) under Tab No. 4.** The following information must also be addressed (demonstrated) within the information submitted by each proposer under Tab No. 4 (though some information, such as drawings, may be so voluminous that it may have to be "attached" to the proposal).

**3.2.1 Statement of Qualifications.** Include a description of the qualifications of each member entity of the development team, to include the following:

**3.2.1.1** A description of the development team's organization including an organizational chart that shows all legal entities on the Proposer team, illustrating the roles and responsibilities of all team members and identifying key staff in each role or responsibility. List team members' areas of specialization and specific contribution to the team and their familiarity with state or local rules and practices important to the effective accomplishment of the development. This information should specify their roles, their existing time commitments, their previous development experience, and whether the staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the Project to

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completion. If appropriate, how staff are retained, screened, trained, and monitored.

**3.2.1.2** A description of the role firms on the development team & the composition, legal form & organizational structure of development team. Identify any conflicts of interest, ownership interest and previous collaboration and/or interaction between the team members. Joint ventures should provide all requested information for each member. Please include any consultants or other professional service firms expected to participate in the Project.

**3.2.2 Demonstrated Experience and Successful Past Performance.** A list of all developments placed in service within the past 9 years and a description of no more than three (3) completed or substantially complete (more than 50%) projects of similar scope and size for the primary member of the team focusing on the implementation of redevelopment projects in similar settings. For each real estate project described, include:

**3.2.2.1** List Developments Placed in Service Past 9 Years – Project names and locations.

Description of no more than three (3) completed or substantially complete (more than 50%) projects under 3.2.2.2 through 3.2.2.9

**3.2.2.2** Project name and location;

**3.2.2.3** Name, address, telephone number, and email address for the project owner, owner's project manager, and/or owner's contact person on the project;

**3.2.2.4** Description of the project, including type of development and uses;

**3.2.2.5** Role and listing of services provided by the Co-Developer and its team or partners for the development;

**3.2.2.6** Project start and completion dates;

**3.2.2.7** Programs or funding utilized, including but not limited to Section 18, RAD, LIHTC, CDBG, USDA, HOME, and AHP;

**3.2.2.8** Statement showing strategies utilized to maximize resident participation; and

**3.2.2.9** Developer investment and overall development budget.

**3.2.3 Financing Approach.** Describe new and innovative financing techniques for raising capital that the proposer has employed. Describe Proposer's approach to managing the financial risk associated with affordable housing development. Demonstrate that the Proposer possesses an understanding of state and local requirements and procedures that will enable necessary equity to be raised and the effort to be efficiently completed. Describe the financing strategy of the Proposer and the proposed methods that will be utilized to identify and obtain

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the maximum financial funding needed to complete the development effort while minimizing the amount of Authority funds required to successfully complete the project. Describe what funds the Proposer will commit, what other private and public funds will be necessary, and from what sources and when these funds will be available. Proposer shall provide their approach to the division of work and responsibility between them and the Authority, as well as their requirements regarding advance funding, compensation, and similar issues. The Authority is interested in a financial structure that allows it to participate in the financial benefits of the development.

**3.2.3.1 Cost Structure:** Propose a structure for predevelopment and development activities, the source of payment of such and sharing of costs.

**3.2.3.2 Fees and Cost Limitations.** HUD's Cost Control and Safe Harbor Guidelines will be the basis for negotiating business terms. Please see the following pertinent link: [http://www.hud.gov/sites/documents/DOC\\_9880.PDF](http://www.hud.gov/sites/documents/DOC_9880.PDF).

These guidelines set limits for Co-Developer, contractor, and property management fees, govern the use of, contribution to, and pay out of reserves and Co-Developer fees, control the Agency's contribution to funding the predevelopment activities, and determine how much public housing funding can be provided to fund a development. Funds may be provided for the development of the public housing units in accordance with regulatory and policy restrictions.

The Co-Developer must state its position and reasoning for each of the following development cost areas:

**3.2.3.2.1 The Co-Developer's** proposed cost sharing for predevelopment activities up to closing.

**3.2.3.2.2 The Co-Developer's** proposed development fee stated as a percentage of total development costs as defined by HUD and timing for payment of the development fee.

**3.2.3.2.3** Compensation and return on investment to be paid to the Agency, including a share of development fees, ground lease payments, property management fees, incentive fees, interest earnings on loans, and/or residual cash flow.

**3.2.3.3 Development guaranty.** The Co-Developer shall provide an unlimited guaranty of completion and performance from a financially responsible entity satisfactory to the Agency to ensure that the development is completed. The guaranty shall cover development costs more than contingencies agreed to by the Agency. Further details of the guaranty will be negotiated and included in the Development Agreement.

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**3.2.3.4 Right of first refusal and/or purchase option.** The Agency will be provided a right of first refusal and purchase option using the minimum purchase price permitted under federal tax law to secure the right to purchase public housing units and/or the mixed-income rental developments in which they are a part upon expiration of LIHTC initial compliance period(s), mortgages, refinancing, or notification of interest/readiness to sell housing developments.

**3.2.4 Green Building Experience:** Provide information on all green building development projects in which the Respondent has participated. An important goal of the Authority is to develop an environmentally responsible development on the site(s) that can serve as a model for residential construction in Wayne County and the State of Ohio. It is the intent of the Authority to implement financially feasible, technologically sound strategies to conserve energy and to surpass current norms for water conservation, waste management/recycling, and the quality of the indoor environment. The Authority will require that such strategies be fully explored in the development of the site(s).

**3.2.5 Financial Statements.** Under Tab No. 5 Include a copy of financial statements for the last three years for the primary member firm of the team. The statements should reveal the balance sheet as well as income and expense information and should indicate the existence of resources to fund predevelopment activities, completion guarantees and any equity participation. If required, this information may be confidentially included by Co-Developers as long as this documentation is clearly marked confidential.

**3.3 No Fees Proposed.** No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive solicitation process. The Agency will, as detailed within the following Sections 4.0 and 5.0 herein, negotiate such fees with the top-rated proposer. As may be detailed herein, if the Agency makes award to one firm only, in such case the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, but will reserve the right to award any amount of work on an as-needed basis.

**3.3.1 No Deposit/No Retainer.** The Agency will NOT pay any deposits or retainer fees because of award of the ensuing contract. This means that the Agency will pay the successful proposer(s) for actual work performed only.

**3.4 Proposal Submission.** The proposal must be submitted electronically in accordance with the instructions provided on Housing Agency Marketplace. Proposers are encouraged to provide a single bookmarked PDF file following the outline set forth herein. It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Agency, including the RFQ document, the documents listed within the following Section 3.8 herein, and any addenda and required attachments submitted by the proposer. By completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that proposer to not be considered for award.

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- 3.5 Proposer's Responsibilities — Contact with the Agency.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process only to the agency contact identified within Table No. 2 herein. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who may has not abided by this directive.

- 3.5.1 Addenda.** All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFQ are made—between the Agency and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

- 3.6 Proposer's Responsibilities — Equal Employment Opportunity and Supplier Diversity.** Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

- 3.6.1** Within **HUD Procurement Handbook 7460.8 REV 3** states:

- 3.6.1.1** Section 16.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the Agency shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in Agency contracting.

- 3.6.1.2** Section 16.5.B, Goals. The Agency is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may conflict with Federal requirements for full and open competition.

- 3.6.2** Within our **Agency Procurement Policy** it states that our Agency will provide Assistance to Small and Other Business, Required Efforts:

- 3.6.2.1** Including such firms, when qualified, on solicitation mailing lists;

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- 3.6.2.2** Encouraging their participation through direct solicitation of proposals or proposals whenever they are potential sources;
- 3.6.2.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 3.6.2.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 3.6.2.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 3.6.2.6** Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- 3.6.2.7** Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

**3.6.3 Requirements.** Accordingly, please see Section 3.1.7 within Table No. 3 herein which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

**3.7 Pre-proposal Conference.** There is no pre-proposal conference scheduled as a part of this RFQ. Any prospective proposer that wishes to visit or tour the sites may make such arrangements by contacting the Agency Contracting Officer identified within Table No. 2 on Page 3 of this RFQ Document (by email is the best method). If the Agency decides to accompany the prospective proposer on such visit or tour, we will notify all other prospective proposers by addendum of such.

**3.8 Recap of Attachments.** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFQ, which are hereby by reference included as a part of this RFQ:

[Table No. 4]

(1) RFQ Section	(2) Document No.	(3) Attachment	(4) Attachment Description
3.7.1	1.0		This RFQ Document
3.7.2	2.0	A	Form of Proposal
3.7.3	3.0	B	form HUD-5369-C (8/93), <i>Certifications and</i>

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			<i>Representations of Offerors, Non-Construction Contract</i>
<b>3.7.4</b>	<b>4.0</b>	<b>C</b>	Profile of Firm Form
<b>3.7.5</b>	<b>5.0</b>	<b>D</b>	Section 3 Explanation
<b>3.7.6</b>	<b>6.0</b>	<b>E</b>	form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
<b>3.7.7</b>	<b>7.0</b>	<b>F</b>	<i>Supplemental Instructions to Proposers &amp; Contractors (SIPC)</i>
<b>3.7.8</b>	<b>8.0</b>	<b>G</b>	Intentionally left blank
<b>3.7.8.1</b>	<b>8.1</b>	<b>G-1</b>	Sample Contract Appendix No. 1: form HUD-5370-C (01/2014), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
<b>3.7.8.2</b>	<b>8.2</b>	<b>G-2</b>	Sample Contract Appendix No. 2: form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
<b>3.7.8.3</b>	<b>8.3</b>	<b>G-3</b>	Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will typically only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
<b>3.7.10</b>	<b>10.0</b>	<b>H</b>	<i>Agency Profile of Properties</i>

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### 4.0 PROPOSAL EVALUATION.

**4.1 Evaluation Factors.** The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal and on-line (specifically, the pricing submitted on-line):

[Table No. 5]

(1) No.	(2) Max Point Value	(3) Factor Type	(4) Factor Description
1	20 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED QUALIFICATIONS (Managerial Capacity and Staffing Plan)</b> Demonstrated Evidence of Ability to perform the work, including, but not limited to: (a) Qualifications, experience, and expertise of each team member assigned to the project (principals and primary staff); and (b) Current project load and capacity of team to effectively manage this project.
2	15 points	Subjective (Technical)	The <b>APPROPRIATENESS of the TECHNICAL CAPABILITY, APPROACH</b> and the <b>QUALITY of the SERVICES PROPOSED</b> . A complete description of the products and services the firm provides. Respondent's ability to perform the work as indicated by profiles of the principles and staff and team members and explanation of their professional, technical competence and relevant experience with projects of similar size and scope, including experience in partnering with housing authorities and willingness to turn over property management responsibility to a qualified housing authority. Firms approach to meet deadlines.
3	35 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED EXPERIENCE</b> and the <b>SUCCESSFUL PAST PERFORMANCE</b> . Demonstrated Evidence of Past Successful Experience with mixed-income development and construction of projects of similar scope and size, including, but not limited to: (a) Past or current affordable housing projects for a variety of income levels utilizing a variety of housing programs, grant sources (HUD, Choice Neighborhoods, etc.), funding sources such as RAD, LIHTC, HTC, and HUD programs such as Section 18 demolition/disposition; (b) Experience in developing land and mixed-income housing units that utilize innovative and creative approaches; (c) Experience in re-positioning public housing; (d) Past performance in quality of work, cost control, and compliance with performance schedules and regulatory requirements; and (e) References.
4	25 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED EXPERIENCE</b> and <b>ABILITY to Obtain FINANCIAL COMMITMENTS</b> from:



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			(a) Federal, state, and local agencies, private investors, and banks including competitive LIHTC in Ohio; and (b) A proven track record of creative and viable financial plans that do not rely principally on the Agency's funds.
5	5 points	Subjective (Technical)	The <b>OVERALL QUALITY</b> and <b>PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED</b> , based upon the opinion of the evaluators.
	100 points		<b>Total Points (other than preference points)</b>

### 4.2 Evaluation Method.

**4.2.1 Initial Evaluation for Responsiveness.** Each proposal received will 1st be evaluated for responsiveness (i.e. meets minimum requirements).

**4.2.2 Evaluation Packet.** An evaluation packet will be prepared for each evaluator, including the following documents:

**4.2.2.1** Instructions to Evaluators;

**4.2.2.2** Proposal Tabulation Form;

**4.2.2.3** Written Narrative Form for each proposer;

**4.2.2.4** Recap of each proposer's responsiveness;

**4.2.2.5** Copy of all pertinent RFQ documents.

**4.2.3 Evaluation Committee.** The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. As detailed within Section 3.5 of this document, the designated CO is the only person at the Agency that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

**4.2.4 Evaluation.** The CO will evaluate and award points pertaining to Evaluation Factor No. 6 (the "Objective" Factors). The appointed evaluation committee, independent of the CO or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1, 2, 3, 4, and 5 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

**4.2.5 Potential "Competitive Range" or "Best and Finals" Negotiations.** The Agency reserves the right to, as detailed within Section 7.2(N) – (Q) of HUD

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Procurement Handbook 7460.8 REV 3, conduct a Best and Finals Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

**4.2.6 Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the CEO for approval. If the evaluation was performed to the satisfaction of the CEO, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

**4.2.6.1 Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within Section 4.1 herein).

**4.2.6.2 Ties.** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12(C) of the HUD Procurement Handbook 7460.8 REV 3, by "drawing lots or other random means of selection."

**4.2.7 Notice of Results of Evaluation.** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

**4.2.7.1** Which proposer received the award;

**4.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;

**4.2.7.3** The cost or financial offers received from each proposer;

**4.2.7.4** Each proposer's right to a debriefing and to protest.

**4.2.8 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

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### 5.0 CONTRACT AWARD.

**5.1 Contract Award Procedure.** If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

**5.1.1** The contents of the documents submitted by the successful Proposer may become part of any contract award at the sole discretion of the Agency. The Agency has no responsibility to conduct negotiations pertaining to the contract clauses already published after the submittal deadline.

**5.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract made by the Agency pursuant to this RFQ:

**5.2.1 Contract Form.** A Master Development Agreement (MDA) will be negotiated pursuant to contract award.

**5.2.1.1 Mandatory HUD Forms.** Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.

**5.2.2 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interests of the Agency and the completion of the contracted work.

**5.2.3 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

**5.3 Contract Period.** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of four additional one-year option periods, for a maximum total of 5 years prior to AGENCY issuing another RFQ, as per HUD guidelines.

**5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide (NOTE: Each of the following insurance coverage shall cover both the Contractor and the temporary employee):

**5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

**5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together

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with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$5,000;

**5.4.3 Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;

**5.4.4 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

**5.4.1 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within any of the City jurisdictions listed herein that the services will be performed in the City of Wooster, Wayne County, and/or the State of Ohio.

**5.4.2 Profile of Firm Form.** Pertaining to the aforementioned insurance certificates and licenses (within Sections 5.4.1 through 5.4.5), each proposer is required to enter the related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).

**5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer(s), meaning the fees proposed by the proposer(s) may, in the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall occur during a "Best & Finals" process detailed within Section 7.2(Q) of the HUD Procurement Handbook 7460.8 REV 3. The Agency shall also retain the right to negotiate with and make an award to more than one proposer.

**5.6 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.

**5.7 Prompt Return of Contract Documents.** All documents required to complete the contract, including contract signature by the successful proposer, shall be provided to the Agency within ten working days of notification by the Agency.

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