



## **REQUEST FOR QUALIFICATIONS FOR**

### **CAPITAL NEEDS ASSESSMENTS (CNA)/GREEN CAPITAL NEEDS ASSESSMENT (GCNA)**

#### **INTRODUCTION:**

The Local Initiatives Support Corporation (LISC) is dedicated to helping nonprofit community development organizations transform distressed neighborhoods into healthy and sustainable communities. These communities are good places to work, do business and raise children. LISC mobilizes corporate, government and philanthropic support to provide local community development corporations with loans, grants and equity investments; local, statewide and national policy support; and technical and management assistance. LISC is a national organization with a community focus and has 35 local offices, a rural program that reaches 2,100 counties in 45 states, and LISC founded affiliates and entities.

The Affordable Housing Leverage Fund (AHLF) is a public-private partnership created to increase investment into affordable housing preservation and development in Detroit. AHLF is comprised of distinct financing tools administered by collaborating fund managers including LISC, the City of Detroit Housing & Revitalization Department (HRD), and the Michigan State Housing Development Authority (MSHDA).

The Detroit Housing for the Future Fund (DHFF) is a new fund comprised of private investment that will be invested into affordable housing development and preservation in Detroit. The DHFF is managed by Local Initiatives Support Corporation and was created in partnership with the City of Detroit as part of the Affordable Housing Leverage Fund initiative. The DHFF is designed to deploy private grant and low interest loan capital to compliment and leverage public investment through the City of Detroit and Michigan State Housing Development Authority as well as tax credits and other existing affordable housing finance tools.

#### **SITUATION:**

To grow the pipeline of affordable housing preservation projects, LISC is administering a recoverable grant tool available to non-profit and for-profit developers that covers the cost of a “Capital Needs Assessment” (CNA) or a “Green Capital Needs Assessment (GCNA)”.

A CNA is a reporting tool that assesses current and projects future capital needs of multi-family properties. A CNA allows real estate investors to mitigate risk and to plan for large capital expenses over a reserve term. It also provides an analysis of architectural and building systems, recommendations for specific improvements, and funding estimates for long-term capital repair and replacement activities. Additionally, CNA's also identify safety hazards and code violations that pose liability concerns, deferred maintenance items and items beyond useful life that require replacement.

A Green CNA combines a conventional 20-year CNA with an energy audit to be used by property owners and underwriters. Green CNAs are integral to identifying ways to save an increased amount of energy and water as a property and capital improvements as cost efficiently as possible. In addition, it can be utilized to determine a Replacement Reserve analyses for both green and conventional measures.

#### **PURPOSE:**

LISC Detroit invites interested Technical Assistance Providers (TA Provider) and firms to respond to this Request for Qualifications (RFQ). The RFQ is intended to identify experienced TA Providers and firms submit their experience and qualifications in working with non-profit, for-profit and joint venture development companies who will respond to an Availability of Funding Announcement to preserve, produce and/or rehab affordable multi-family housing in the City of Detroit.

Our objective is to expand the delivery of technical assistance to local affordable housing developers and green affordable housing developers across the city of Detroit. Qualifications shall relate to professional services that enable affordable housing developers and their project teams to design, develop, retrofit, and maintain high performing affordable housing/green housing through effective, practical, best practice strategies.

Once selected, approved TA Providers will be publicly listed on the Detroit Housing for the Future Fund (DHFF) website <https://www.detroithousingforthefuturefund.org/> and developers will be able to directly contact selected CNA providers to solicit services.

#### **TARGET AUDIENCE:**

The target audience is owners, purchasers and developers of existing regulated or Naturally Occurring Affordable Housing projects wanting to preserve unit affordability.

#### **TASKS TO BE ACCOMPLISHED:**

This RFQ is being issued to TA Providers with expertise and success in working with non-profit and for-profit community development organizations and completing development projects.

The ideal candidate will have experience in the following areas:

- ✓ On-site visits
- ✓ Qualified professional contractor/company with significant experience in providing CNAs/Green CNAs that meet or exceed ASTM 2018 standards
- ✓ Replacement Reserve analyses for both green and conventional measures
- ✓ Financial and/or Energy Analysis
- ✓ Document review and interviews
- ✓ Walk through surveys
- ✓ Opinions of Costs to Remedy Physical Deficiencies
- ✓ Property Condition Reports
- ✓ Out of Scope Considerations

In recognition that a single firm may not be able to fulfill all the requirements of this audit protocol, multi-disciplinary teams can be assembled for their complementary skill. This could include bringing in an unaffiliated company to perform an energy audit in combination with a traditional CNA.

**REQUIRED PROPOSAL FORMAT:**

**1) COVER/FACE SHEET**

This section of the proposal should include the respondent's name, legal name of business, mailing and e-mail address, phone number, and website if available. It should also state the type of RFQ to which the TA Provider/Firm is responding (found in the heading of this document) and list the number of pages enclosed with the proposal. It should also include how the TA Provider/Firm heard about the LISC Detroit RFQ.

**2) STATEMENT OF QUALIFICATIONS**

This section of the proposal should describe the general capacity of the respondent and should contain the following:

- a. An overview and evidence of the respondent's background and indicate an understanding of general issues that face Detroit area multi-family buildings greater than four units. In addition please provide, in tabular form, information of the employee composition of the TA Provider(s)/Firm(s) indicating total number of employees, the total number and/or percentage of minorities employed, and their titles.
- b. Identification of key individuals within the team who will be providing assistance, including a description of their proposed assignments and the skills they bring that are appropriate to the assignments. Please attach a resume for each team member and or summary of their experience.

- c. The proposed structure/ team of the respondent, particularly the management and capability of carrying out the assignment. (Include methodology to ensure knowledge sharing and information transfer with non-profit partners or less experienced developers).
- d. Experience with Green CNAs and/or energy audits. It is allowable for an experienced CNA provider to bring in a partner to conduct the “green” portion.
- e. Availability -- demonstrated ability to complete the scope of work within a specified time frame.
- f. The name, addresses, and phone numbers of three references for the respondent, who can comment on the respondent’s qualifications for the technical assistance based on previous experience as clients for the respondent on similar tasks.

### 3) **COST PROPOSAL:**

In this section, the respondent should provide a cost breakdown for the proposed hourly costs with appropriate explanatory detail and justifying costs and calculations.

### **EVALUATION AND SELECTION PROCESS**

All proposals will be reviewed by LISC staff to determine if the respondent has met all mandatory requirements outlined in this RFQ. Any submission not in compliance with the requirements will be deemed “non-responsive” and will not be considered.

Respondents to this RFQ will be evaluated on the basis of their written responses to this RFQ, additional written information as requested by LISC Detroit and oral interviews, if any, and the following criteria:

- Pertinent Experience of the Firm and number of years in practice
- Licensed Professional in the State of Michigan
- Qualifications of personnel
- Multifamily housing experience
- Cost presented per fee for the scope of work
- Organization and approach

### **CONDITIONS AND LIMITATIONS**

1. This RFQ is a request for the submittal of proposals, but it is not an offer and under no circumstances will be construed as an offer of a contract.
2. LISC Detroit reserves the right to modify or withdraw this RFQ at any time, regardless of whether proposals have been submitted.

3. LISC Detroit is not under any obligation to select any of the proposals it receives in response to this RFQ and may reject any or all proposals prior to entering into a written contract.
4. There are no enforceable obligations of any kind against LISC as a result of this RFQ, and until a written contract is executed, there will be no enforceable obligations against LISC.
5. LISC will not reimburse the respondents for any costs associated with the preparation and submission of responses to this RFQ or during contract negotiations.
6. Respondents waive all rights to protest or seek remedies regarding any aspect of this RFQ, the selection of respondents for negotiations, and the rejection of any or all proposals.
7. All responses to this RFQ become the property of LISC Detroit.
8. LISC will not share with anyone the texts of the proposals from respondent not selected, except any external reviewers involved in the selection process.

#### **DIRECTIONS FOR SUBMISSION**

**All respondents must submit one copy via email to [bivory@lisc.org](mailto:bivory@lisc.org) by Friday, October 30, 2020 by 5:00pm. All copies must be submitted by the due date and will not be considered complete unless all required documentation is submitted.**

Responses to this RFQ are to be emailed Brandon Ivory. Hard copies will not be accepted.

Brandon Ivory, Loan Officer  
Local Initiatives Support Corporation  
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Detroit, Michigan 48202  
Email: [bivory@lisc.org](mailto:bivory@lisc.org)