

# REQUEST FOR QUALIFICATIONS HOUSING CONSULTING SERVICES



## I. OBJECTIVE

To provide the National City Housing Authority (Authority) with as-needed consulting services related to affordable and market-rate housing developments, transaction structuring, financing sources, and policy development and evaluation.

## II. SCOPE OF SERVICES

The following is a summary of financial disciplines with a general scope of services that may be applied to each discipline. Consultants may elect to submit SOQs for other related disciplines based on their understanding of the City's needs.

- **Affirmatively Further Fair Housing:** Recommendations and policy analysis and development to combat housing discrimination, eliminate racial bias, undo historic patterns of segregation, and lift barriers that restrict access to foster inclusive communities and achieve racial equity, fair housing choice, and opportunity for all City of National City Residents.
- **Capital Needs Assessments and Asset Management:** Capital needs assessments related to affordable housing and asset management will include inventories, cost estimates, evaluation of City infrastructure, and other assessments necessary for the success of affordable housing.
- **Developer Selection and Evaluation:** Prepare Developer Requests for Qualifications/Proposals (RFQ/Ps) and Notices of Funding Availability (NOFAs). Assist in developer solicitation and evaluation processes. Evaluate the developer's financial capacity to undertake specific affordable housing development proposals.
- **Existing Affordable Housing Inventory:** Evaluate, analyze, and review for compliance and continued affordability market rate and affordable housing rental and for-sale developments. This includes reviewing legal agreements, determining current income and rent/price limits, and developing tracking and reporting templates. Evaluate annual operating results for affordable housing projects to determine appropriate residual receipts loan repayments..
- **Financial Feasibility Analysis of Development Proposals:** Evaluate a project's financial feasibility under various development scenarios, identify supportable land values, determine the need for gap financing, and assess alternative development

concepts. Review financial transactions, including but not limited to recapitalization of existing projects and impacts.

- **Grant Writing:** Prepare grant proposals with tasks including identification of grant opportunities, reviewing application materials, performing research, collecting data to support proposals, procuring support letters, generating supporting documentation such as illustrations and data tables, and finalizing and submitting applications.
- **Housing Financing Analysis:** Prepare financial analyses to identify the appropriate level of public financial participation in affordable housing projects, including a review of all aspects of proposed project financing sources and public policy on the economics of housing and project operating budgets.
- **Identification of Financing Sources:** Evaluate potential financing sources for affordable housing initiatives, including but not limited to Low-Income Housing Tax Credits, tax-exempt multi-family housing bonds, HOME funds, Affordable Housing and Sustainable Communities (AHSC) loans and grants, Multifamily Housing Program (MHP), Mixed-Income Program (MIP), Veterans Housing and Homelessness Prevention (VHHP) funds, Affordable Housing Program (AHP), and Housing Acceleration Program.
- **Integrated Community Development Finance:** Research best practices and develop approaches to create loan programs for housing development, including ADUs. Financial review and development of housing programs that assist with homelessness and other social needs.
- **Policy Analysis and Development:** Draft policies and ordinances to meet the priorities established in National City.
- **Public Hearings and Presentations:** Prepare for and participate in public meetings as needed.
- **Section 33433 Summary Reports:** Prepare fair re-use analyses and California Health and Safety Code Section 33433 Summary Reports for proposed land sales or leases.
- **Transaction Structuring and Negotiations:** Assist in developer negotiations, including supporting market research and financial feasibility analysis. Recommend proposed business terms and review and comment on draft legal agreements.

### III. QUALIFICATIONS/EXPERIENCE

List lead key personnel to be utilized for this SOQ and describe their qualifications and experience. Provide an organizational chart illustrating key staff and their positions.

### IV. SCHEDULE & TERM

Work will commence upon contract execution and notice to proceed over the term of the agreement. The proposed duration of an agreement would be from the effective date through June 30, 2027.

## V. BUDGET

Propose to undertake this assignment on a time-and-materials basis by providing an hourly billing rate schedule. The Housing Authority will establish a budget allowance for the services listed in the RFQ for a not to exceed amount of \$275,000.

If travel time is expected to be billable, explain the travel time anticipated and rates.

## VI. QUESTIONS

Please direct questions to [housing@nationalcityca.gov](mailto:housing@nationalcityca.gov). Staff are available by appointment from 7 a.m. to 6 p.m. Monday through Thursday. Please call (619) 336-4254 for assistance by telephone or to set up a Zoom or Microsoft Teams meeting.

All questions asked to staff will be posted online daily, Monday through Thursday, as questions are submitted. Visit [www.nationalcityca.gov/business/request-for-qualifications-proposals](http://www.nationalcityca.gov/business/request-for-qualifications-proposals) to view the responses.

## VII. Reference Material:

- National City Housing Authority Webpage: [www.nationalcityca.gov/housing](http://www.nationalcityca.gov/housing)
- RFP/RFQ Webpage [www.nationalcityca.gov/business/request-for-qualifications-proposals](http://www.nationalcityca.gov/business/request-for-qualifications-proposals) includes: Standard Agreement and Insurance Requirements

## VIII. SUBMITTAL

Send responses to the RFQ by email to [housing@nationalcityca.gov](mailto:housing@nationalcityca.gov) by 9:00 a.m. on May 20, 2024.