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HOUSING AUTHORITY OF CITY OF BLUE RIDGE
30 OUIDA ST. BLDG G1
BLUE RIDGE, GA. 30513

Grant Fitts – Board Member
Ginger Rogers – Board Member
Laura Ray – Board Member
Donna Thompson – Board Member
Teresa Skinner – Resident Member

RFP Approved date: October 19, 2023

Housing Authority of the City of Blue Ridge (BRHA)

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RFP No. 2023-001

for

Development Consulting Services

RFP Issued: November 30, 2023.

Proposal Deadline: March 1, 2024, by 4:00 pm EST.

All Late Submissions will be Rejected.





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Request for Proposals for

Development Consulting Services for the

The Housing Authority of the City of Blue Ridge (BRHA) is seeking proposals from consultants to provide services to assist in the development/revitalization of our affordable housing units.

Questions about this proposal can be directed to Traver Aiken, Executive Director at 706-632-5742 ext. 3 or traver@blueridgeha.org. Submissions of proposals must be received at the BRHA office no later than **March 1, 2024, at 4:00 p.m. EST.**





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A. Introduction and Background

The Housing Authority of the City of Blue Ridge (BRHA) is a small Multi-Family Housing Authority, **HAP Contract # GA06RD00062**, that consists of 48 RAD PBRA Multi-Family Housing (MFH) units across 4 individual site locations. The BRHA converted to MFH, through the HUD RAD program, with an effective date of June 1, 2020.

The Housing Authority of the City of Blue Ridge was built in 1960’s (18 Apts.) and 1980’s (30 Apts.) has 48 units ranging from 1 to 4 size bedrooms. See attached Site Survey plans for reference. Original “As-Built” drawings are available pdf. format and upon request.

The Housing Authority of the City of Blue Ridge has a mix of families, elderly residents, and disabled residents with (16) 1-bdrm. Apts., (12) 2-bdrm. Apts., (14) 3-bdrm. Apts. and (6) 4-bdrm. Apts. The BRHA has (2) non-dwelling buildings consisting of the central office and community room and maintenance building.

BRHA’s properties are old, expensive to maintain, have little-to-no amenities, and would be expensive to renovate and bring up to current standards. For this reason, BRHA wishes to demolish, replace and/or Mod-Rehab our current RAD Multi-Family PBRA stock with newly designed, up to code energy-efficient housing with modern amenities. The BRHA would like to determine, with the guidance and assistance from a Consultant for Development, what is the best option for the needs of the city of Blue Ridge and Fannin County, whether it would Re-Development, Mod-Rehab or a combination of both.

The Housing Authority of the City of Blue Ridge is dedicated to providing safe, decent, and affordable/workforce housing opportunities for low-income families in the Blue Ridge community. As part of our strategic plan, we aim to redevelop our multi-family housing units that have been converted under the HUD Rental Assistance Demonstration (RAD) program. This initiative is aimed at improving the living conditions of housing quality while ensuring the long-term viability of the properties and to provide more workforce/affordable housing for the City of Blue Ridge and Fannin County.

Objective:

BRHA seeks to hire a Development Consultant who can provide expert guidance and support to obtain a Developer for the redevelopment of the Housing Authority of the City of Blue Ridge owned properties. The primary objective is to maximize the utilization of LIHTC 9% Tax Credits to effectively redevelop all 48 units of our multi-family housing and ensure compliance with the strict regulations and requirements of the State of Georgia.



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RFP General Information At A Glance

The Housing Authority of the City of Blue Ridge (BRHA), located at 30 Ouida St. Bldg. #G-1 Blue Ridge, GA 30513, is seeking proposals from qualified and experienced consultants to assist BRHA in the redevelopment of all 48 apartments of existing RAD Multi-Family Housing PBRA Assistance. The project will be carried out under the Department of Community Affairs LIHTC 9% Tax Credit Program, administered by the State of Georgia. BRHA plans to demolish and rebuild all 48 Multi-Family Housing Units. The plans are to utilize their current HUD RAD Program funding, Low Income Housing Tax Credit (LIHTC) funding, any other available funding sources or a combination of these programs to assist in the rebuilding of our units at Housing Authority of the City of Blue Ridge properties.

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Authority Contact Person Traver Aiken (706) 632-5742 Ext. 3 traver@blueridgeha.org.

Fully Respond to this RFP by Submitting **1 original and 4 copies.**

Proposal Submittal Deadline: **March 1, 2024**, by **4:00 p.m.** at the BRHA Main Office:

30 Ouida St. Bldg. #G-1
Blue Ridge, GA 30513

All submitted and Sealed proposals will be opened and read aloud on March 7, 2024, at 1:00 pm located in the BRHA community room located at 30 Ouida St., Bldg. G-1; Blue Ridge, GA 30513 and will be open to everyone.

Anticipated Approval by Board April 18, 2024.





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B. Authority's Reservation of Rights

1. The BRHA reserves the right to reject any and all proposals, to waive any formalities in the RFP process, or to terminate the RFP process at any time if deemed by the BRHA to be in its best interest.
2. The BRHA reserves the right not to award a contract pursuant to this RFP.
3. The BRHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
4. The BRHA reserves the right to determine the work schedule and locations that the successful proposer shall provide the services described in the RFP.
5. The BRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving proposals without the written consent of the BRHA.
6. The BRHA reserves the right to negotiate the fees proposed by the proposer entity as described in this RFP.
7. The BRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services. **Late bids will NOT be accepted.**
8. The BRHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
9. The BRHA shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the required details herein.





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C. Consultant RFP Scope of Work:

The selected Consultant will be responsible for assisting BRHA in the following areas:

- a. Comprehensive project planning, including developing a timeline, budget, and acquisition strategy.
- b. Assessing the current state of the properties and providing recommendations for rehabilitation or reconstruction.
- c. Assisting in the preparation of funding applications under the LIHTC 9% Tax Credit Program.
- d. Preparing financial analyses, including cost estimates, pro forma models, and feasibility assessments.
- e. Providing guidance on construction and development processes, ensuring compliance with all programs' regulations and standards.
- f. As necessary, assist in the selection and coordination of contractors, local sub-contractors list, architects, engineers, and other project team members.
- g. Facilitating public meetings and engagement with stakeholders, including residents, community organizations, and local authorities.
- h. Supporting the creation of a resident relocation and assistance plan, ensuring minimal disruption to the affected families.
- i. Providing ongoing project management and oversight to ensure timely completion, within budget and quality requirements.



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Re-Development Goals

The BRHA and Consultant is to solicit through an RFP process to contract with a Georgia State Department of Community Affairs **(DCA) qualified developer** that will bring the knowledge and experience of their organization and team to enter into a “full service” agreement where the selected Developer firm will handle everything from start to finish for demolishing and replacing BRHA’s existing housing units and for securing rental assistance. “Full services” to be provided by the Developer include, but are not limited to:

- a. Develop master redevelopment plan.
- b. Establish any required nonprofits or limited liability corporations.
- c. Secure rental assistance.
- d. Assist with presenting the master redevelopment plan to HUD and the City of Blue Ridge.
- e. Prepare funding requests including, but not limited to: tax credits, Trust Funds, HOME funds, CDBG funds, Federal Home Loan Bank, HUD or United States Rural Development insured loans or tax-exempt bonds, conventional loans, state housing development funds, and grants.
- f. Obtain required approvals and letters of support from units of local government.
- g. Obtain required construction, demolition, and other permits.
- h. Identify and secure building sites needed in addition to the current land controlled by BRHA.
- i. Conduct any required market studies, surveys, or environmental assessments.
- j. Prepare relocation plans in full compliance with the Uniform Relocation Act.
- k. Demolish old housing units and construct new units with a minimum warranty of one year.
- l. Develop property marketing, management, and maintenance plans.
- m. Monitor, oversee, and submit the required items (i.e., environmental report, proforma, HUD form documents, etc.) to meet the HUD-required HAP contract execution and approval.
- n. Participate in communications with BRHA, HUD, and DCA staff to help the Project to move through the application, award, construction and completion of the Development.

Once selected, the chosen developer shall provide a sample agreement to use in finalizing the developer’s agreement between the two parties. At a minimum, the developer agreement should contain provisions for:

- a. Developer is to provide “full services”; from project conception to completion and startup costs.
- b. Developer to assist BRHA with securing rental assistance for each Multi-Family unit demolished or disposed of and replaced.
- c. BRHA is to be provided a co-developer fee.
- d. BRHA to have first right to “buy” the Developer out after all compliance terms.





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- e. Developers pay all fees and costs until funding is secured and rents and rental assistance subsidies cash flow can carry the project financially.
- f. If tax credits are used, BRHA (or a closely held nonprofit) is to have ownership of tax credit properties (and related debts and costs) at the end of the tax credit compliance time period.
- g. Arrangements for BRHA to manage and maintain the units. The tax credit or other funding program may require the Developer to be responsible for operations for a specified compliance period; however, BRHA must be involved in the management process.

D. Preferred Consultant Qualifications

The BRHA prefers to work with individuals and/or firms that meet the following qualifications:

1. Minimum of (5) Five years of experience working with small housing authorities or multi-family privately owned LIHTC properties, including affordable housing development, including acquisition, construction, and rehabilitation of HUD ACC units, RAD PBRA, RAD PBV, MFH PBRA and PBV.
2. Minimum of (5) Five years' experience working with federal, state or other local programs that are administered by other government agencies, non-profit organizations or conventional financial institutions.
3. Experience and success in obtaining grants and other financing for new low-income housing development and renovation of existing low-income housing.
4. Demonstrated experience and expertise in HUD public or multi-family housing redevelopment projects, particularly under LIHTC programs.
5. Willingness to work as a team and develop and train Authority staff as to funding opportunities, redevelopment tasks for future projects and managing general responsibilities.



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E. Submission Requirements

Respondents must submit one (1) original and four (4) hard copies of the complete proposal. All materials will become the property of the Housing Authority of the City of Blue Ridge Housing Authority. Additionally, respondents will be responsible for all costs incurred in preparing a response to this RFP.

All proposals must be received no later than 4:00 p.m. EST, **March 1, 2024**, and addressed as follows:

BRHA Re-Development Development Consulting Services

Housing Authority of the City of Blue Ridge

***Attn: Traver Aiken, Executive Director
30 Ouida St. Bldg. #G-1
Blue Ridge, GA 30513***

The above stated deadline is firm as to the date and hour. Any submission received after that deadline will be treated as ineligible for consideration. BRHA may elect to deem a submission nonresponsive if the submission fails to comply with the specific requirements of this solicitation.

Respondents must submit the following for the submission to be considered complete:

1. Letter of Interest

- a. Include contact name, title, address, email, telephone and fax numbers to be contacted for clarification or additional information regarding proposals.
- b. A brief statement summarizing the Respondent's company, understanding of the HUD RAD program and LIHTC program, relevant experience and qualifications.
- d. Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational documents, and corporate resolutions, if applicable, signed by the CEO and Secretary of the Respondent and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract, and any amendments thereto. Any documentation indicating being approved by Georgia DCA.





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2. Previously Related Experience

Provide information about past clients for whom the Respondent provided the same or similar services, including other PHA's and MFH's and include information related to the specific services provided.

3. Approach

Describe your philosophy, approach, and preferred methods for meeting the requirements as listed in the scope of services. If selected, Consultant should be able to provide a detailed timeline, work plan outlining deliverables, milestones, estimated project duration, and proposed budget, including a breakdown of fees and expenses.

4. Fees

Include a sheet with the fee your firm will charge for services listed in the scope of services and a detailed breakdown of how it is calculated. **To be considered, firms must be willing and able to defer payment of fees and costs until project funding is secured.**

F. Requests for Information

Respondents desiring an explanation or further information regarding the solicitation must submit an e-mail request to Traver Aiken, Executive Director, traver@blueridgeha.org. Any clarifications and/or information will be furnished promptly.

G. Evaluation/Selection Criteria

The RFP will be evaluated and rated on, but may not be limited to, the following 100 possible criteria points:

- Experience/Qualifications - **20**
- Experience with HUD's RAD, public housing, LITHC and other low-income programs - **20**
- Experience/success in obtaining funding sources for new low-income housing development and renovation of existing low-income housing - **20**
- Clarity and comprehensiveness of the proposed approach and methodology – **15**
- Fee proposal/schedule - **15**
- References - **10**





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H. Evaluation Process

The BRHA Board of Commissioners, Attorney and Executive Director will review proposals in accordance with this RFP and may, at its discretion, request interviews with respondents. Then the BRHA Board of Commissioners will recommend the firm most advantageous and supportive of the agency's needs.

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I. General Conditions of the RFP

1. Late submissions will not be accepted or considered.
2. BRHA reserves the right to accept or reject any and all proposals submitted, either in whole or in part, with or without cause; to waive any formalities of any proposal; to extend, amend, or cancel this RFP at any time; and, to make the award in the best interest of BRHA.
3. BRHA reserves the right to request additional information, if needed, for prospective contractors.
4. If it becomes necessary for BRHA to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective contractors who picked up or were delivered the initial RFP, providing a name, address, telephone number, fax number and e-mail address have been provided to BRHA. BRHA may require Respondents to acknowledge addendums to the RFP.
5. Submissions that are incomplete or not in compliance with the submission requirements may be eliminated from further consideration. Respondents should carefully note the submission requirements.
6. All proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent will provide a presentation regarding the proposal submitted, if requested to do so by BRHA.
8. Respondents may modify or withdraw a submission prior to the submission deadline by an authorized representative of that organization. All submissions will become the property of BRHA after the submission deadline.
9. The Respondent affirms that he/she is of lawful age and that no person, firm, partnership, or corporation has any interest in this submittal or in the proposed contract.
10. The Respondent affirms that its proposal is made without any additional understandings or agreements in connection with any other person, firm, partnership, or corporation making a submittal for the same purpose and is in all respects fair and without collusion or fraud.
11. The Respondent has clearly read the provisions, terms and conditions of the RFP document and does hereby agree to be bound thereby.
12. BRHA retains the right to negotiate with the selected firm(s).





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13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between BRHA and respondent.
14. Respondents must meet BRHA's insurance requirements.
15. The respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of BRHA, for the purpose of influencing consideration of a response to this RFP.
16. BRHA reserves the right to disqualify any submission that may present a conflict of interest between BRHA, its employees or Board members, Respondent or parties identified in the submission.

J. Acceptance of RFP and Contract Terms

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with BRHA at a later date and time.

K. Contract Award

Subject to the rights reserved in the RFP, BRHA will award a contract by written notice to the selected Respondent. The award of a contract is subject to the approval of the BRHA Board of Commissioners and/or BRHA Executive Director, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of proposals.

A contract shall be awarded in accordance with the terms and conditions of the RFP to the Respondent whose proposal is most advantageous to BRHA considering price, qualifications, technical and other factors as specified in this RFP. BRHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in RFP received as in the best interest of BRHA.

L. No Warranty

Respondents are required to examine the RFP, scope of service, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made a full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as to information contained in the RFP.

