



**RFP 2020-4002;
BOND ISSUANCE CONSULTING
ATTACHMENT K: TECHNICAL PROPOSAL FORMAT**

This Attachment provides a list of questions to which the proposer must respond in writing and submit with their proposal. Proposer must provide responses to all questions. If a question does not apply, respond with “Not Applicable”. The format of the vendor’s response should be Question Number and the question itself (in bold print), and the Vendor’s response (not bold). For example:

1. **Provide a brief non-technical overview of the Firm’s business including the range of services offered.** *Vendor response.*
2. **Proposers should provide information reflecting how and why the firm’s products and services meet CMHA’s needs.** *Vendor response.*

Please start each section on a new page (e.g. 1.0, 2.0, 3.0)

- 1.0 Firm’s history and resource capability to perform required services
 - 1.1 Provide a brief non-technical overview of the Firm’s business including the range of services offered.
 - 1.2 Proposers should provide information reflecting how and why the firm’s products and services meet CMHA’s needs.
 - 1.3 List the Proposer’s team members, roles, responsibilities, qualifications and identify the primary contact person.
 - 1.4 The Proposer shall identify hereunder if this proposal is a joint venture or partnership with another entity.
- 2.0 Evaluation of the qualifications of the assigned personnel (including sub-consultants)
 - 2.1 Knowledge of current bond financing structures that are gaining acceptance in the affordable/mixed income housing community
 - 2.2 Knowledge of local housing and community development issues in the state of Ohio
 - 2.3 General knowledge and expertise with affordable housing development and financing programs

Provide as a minimum the following information for both the firm(s) and sub-consultant(s):

- a. A statement of firm(s) services provided on projects of similar nature (provide names, title, and telephone number of the Owner’s representative for each project).
- b. List of all key members of firm(s) and any sub-consultant(s) who will be assigned to this project. Indicate the level of effort and

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function of each member on the project. Description of organization structure to showing how the key members will be involved. Include resumes of these individuals. The resumes should include the following minimum information:

1. Name;
2. An explanation of the function they will perform and their title by classification;
3. Their relevant educational background;
4. Their relevant work experience;
5. Their work experience with governmental clients; and
6. Any specialized skills, training, and/or credentials that are relevant to the required services.

3.0 Demonstrated related experience

3.1 Provide a narrative which explains related experience of Proposer with Bond transaction(s)/financing, **HUD, LIHTC, FHLB, HOME, CDBG** regulations for the development and financing of single and multi-family affordable housing developments in the following areas. Include the anticipated relationship and proposed method for coordinating and communicating with the CMHA, its consultants, federal, state, city, county, and community representatives.

- 3.1.1** Drafting and reviewing affordable/mixed income housing bond documents
- 3.1.2** Meeting HUD and/or OHFA requirements.
- 3.1.3** Providing realistic legal options and/or recommendations to achieve the CMHA's Affordable Housing Program goals.
- 3.1.4** Providing Bond Counsel services related to single and multi-family housing development.
- 3.1.5** Providing bond counsel services for LIHTC transactions.
- 3.1.6** Reviewing, negotiating and assistance in obtaining approval of Bond related documents.

3.2 Demonstrated ability in accomplishing work of similar nature (including reference check)

3.2.1 List of business references (minimum of 5) and include a list of all **PHA's** for which the Proposer has provided bond counsel services related to the development of affordable housing utilizing bond financing, **LIHTC**, mixed finance funding, **HUD** funding, private debt, etc. Provide a brief description of the services provided for the subject transaction, identify if the project was funded, was closed and if construction has been completed. Include the contact person for the **PHA(s)** for the fore-mentioned projects. Include legal report and banking references. Please list experience with PHA's in Ohio on a list separate from those out-of-state.

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3.2.2 Provide a list of companies or governmental organizations to which your firm(s) is/are currently providing services. If this does not include at least five (5) entities, then provide the names of the entities for which similar services have been provided. For each entity include:

- a. The term (beginning and ending dates) of your contract agreement(s);
- b. Monthly revenues resulting from the work;
- c. A brief description of the scope of work; and
- d. The name, address, and telephone number of the representative of your client that administered your contract(s).

By submitting a proposal, the Legal firm(s) hereby authorizes and request(s) any person, firm, corporation and/or governmental entity to furnish any information requested by the **CMHA** in verification of the references provided and for determining the quality and timeliness of providing the services.

4.0 Understanding of Bond and HUD requirements, and City, County and State codes/ordinances applicable to this work

4.1 Describe related experience of Proposer in providing bond counsel services for **PHA** Affordable Housing Programs in the State of Ohio.

4.2 Describe related experience demonstrating an understanding of Ohio law related to ownership structure, proposed ownership entity(s) for the **CMHA** in its desire to participate in fees and to develop a legal strategic plan, including specific tasks, responsibilities and time frames to support the timely, cost effective development that is in the best interest of the **CMHA**.

5.0 Project planning, methodology/strategy to accomplish task.

5.1 Methodology/strategy

5.1.1 Provide a narrative summary describing the legal issues anticipated based on the **CMHA** undertaking an affordable housing program, in which it desires to develop single family detached and multi-family projects serving the elderly, families, veterans and/or homeless persons.

5.1.2 Provide an execution plan including schedules with tasks on how this work will be accomplished

5.1.3 The Proposer(s) must describe how it will approach the work associated with the requested services, including an understanding of the scope of services required and unique or innovative approaches to be utilized in performing these services. All graphic presentations are optional. See **Attachment A** for the general scope of work anticipated. This document

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Attachment K merely serves as a guideline and it is not to be confused as an exhaustive delineation of the work that may ultimately occur.

- 5.2** Budget, cost-control experience and results
 - 5.2.1** Provide budgets on previous work in Ohio and/or with housing authorities or other similar entities.
 - 5.2.2** Provide guidance on your costs depending on the size of the bond issuance.
- 5.3** Provide schedule of required elements of performance and the relative timelines

6.0 Other Submittals

The following items must be submitted upon request:

- 6.1** Information concerning the Firm(s) affirmative action plans, policies, etc. (submitted upon request); and
- 6.2** Financial statement for the previous three (3) years (submitted upon request by the Firms and Consultants).