

**SOL 2022-4011;**  
**DEVELOPMENT OF SINGLE-FAMILY HOMES AT CITY WEST**  
**ATTACHMENT A: SCOPE OF WORK**



**1. Invitation to Respondents**

The Cincinnati Metropolitan Housing Authority (hereinafter, “CMHA” or “the Authority”) is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within Hamilton County, Ohio. The Authority is headed by a Chief Executive Officer (CEO) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy.

The Community Builders in conjunction with the Authority developed a section of the West End neighborhood of the City of Cincinnati known as City West. The overall plans for the City West neighborhood included the planned development of homeownership units on Ezzard Charles and Laurel Park Drive. Eighteen units were developed and sold by Drees in prior years. Currently, CMHA is seeking a Co-Developer or homebuilder partner to develop the remainder of the 65 lots on the north side of Ezzard Charles Drive and Laurel Park Drive for the purposes of homeownership.



CMHA invites qualified for-profit and/or nonprofit developers (“Developers”) with extensive experience in single-family real estate construction to submit their qualifications to acquire, rehabilitate and sell single family housing units at City West.

**2. Purpose of the RFQ**

The Authority is seeking a developer or development team (the “Co-Developer”) with demonstrated experience and strong financial resources to purchase the Properties and develop single family housing. The selected Co-Developer will undertake, coordinate, manage and complete the sale and construction of single-family homes in City West on property owned by the Authority.

The Authority is interested in receiving Statements of Qualifications from private for-profit and/or non-profit developers or developer teams to become the Co-Developer and to partner with the Authority in its redevelopment efforts at the site.

CMHA is seeking proposals from Co-Developers to acquire and provide Construction of Homeownership Units on Laurel Park Circle and Ezzard Charles Drive.

It is the desire of the Authority that the resultant units be consistent with the existing units found at 1326-1334 Laurel Park Cr. and 502-524 Ezzard Charles Dr., as well as throughout the West End neighborhood.

CMHA seeks a formal response from qualified, licensed and bonded entities to provide the following detailed services. The Co-Developer selected by the Authority will be required to follow the Authority policies as specified in this RFQ, and a Master Development Agreement.

**3. Requirements:**

The successful proposer will be required to:

Develop the subject Property to produce significant short-term and long-term public benefit, giving consideration to community needs;

Provide a plan to provide units on the lots described above in a manner that provides a “finished feel” to these sections of Ezzard Charles and Laurel Park Drive;

Ensure that an agreed upon number of homeownership sales be to households with an income between 80% and 120% Area Median Income (AMI) for a family of four, as published by the US Department of Housing and Urban Development (HUD);

Provide elevations for the units consistent with the look and feel of the existing partial streetscapes;

Provide landscaping commiserate with the surrounding neighborhood;

**Green Building Goals:** The successful proposer is encouraged to support one of the following the green building standards: LEED, Enterprise Green, or another green building standard of the Co-Developer’s choice as long as it is equivalent to or better than the preceding two standards.

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**Ability to Deliver Product:** The Authority will only select firms that demonstrate the fiscal and operational capacity to deliver the intended number of houses.

**Proposed Price Points and Lot Release Fees:** Each proposer must provide the proposed price points for the planned homeownership units.

**Terms of Sale:** Please note that the “**Terms of Sale**” are intended to be an outline only and are not a full and complete listing of all terms and conditions of the sale. Terms and conditions shall be set out in the final Contract for Sale of Land for Private Redevelopment (the “**Agreement**”) with all attachments, substantially in the form acceptable to the Seller.

Homeowners’ Association: The developed homes will be required to be part of the existing City West Homeowners’ Association.

**4. Scope of Services**

**Neighborhood Design:** Provide a base design for residential sale of the properties consistent with the existing units on the 500 block of Ezzard Charles Dr. and the 1300 block of Laurel Park Cr.

**Architectural Design and Engineering:** Provide architectural design and engineering services necessary to develop agreed upon units on the balance of Laurel Park Drive and Ezzard Charles Drive. CMHA has possession of previous designs for the homes that were not implemented, the new designs should be consistent with both these existing designs and the rest of the West End neighborhood.

**Planning:** Provide a construction and sales schedule that reflects the deadlines set forth in this solicitation including attachments.

**Permits and Governmental Requirements:** Ensure that all proper permits and governmental requirements are met for the construction of the units.

**Construction:** Provide construction and landscaping services necessary to complete the units described above.

**Marketing/Sales Strategy:** Provide a sales strategy that will ensure a timely sale of all homes in this area, with at least 5% to 10% of units set aside for households with incomes between 80% and 120% of Area Median Income for a family of four. One of the units should be set aside as a model unit for sales purposes, with the model unit sold at the very end of the sale process.

**Homebuyer Counseling:** Partner with a HUD-approved Homebuyer Counseling firm. It is the intent that this resource will be used to ensure the required number of units are sold to households with incomes between **80% and 120% AMI**. This counseling should be made available to all potential homebuyers. (Note: The successful completion of a HUD-approved Homebuyer Counseling program is a requirement of the City of Cincinnati Down Payment Assistance Program. More information can be found at [http://www.cincinnati-](http://www.cincinnati-oh.gov/cincinnati-down-payment-assistance-program/)

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[oh.gov/community-development/housing-assistance/american-dream-downpayment-initiative/](https://oh.gov/community-development/housing-assistance/american-dream-downpayment-initiative/).

**Affordable Housing:** The Successful Proposer must meet the affordable housing goals. To meet these goals, all single-family dwellings must be available for homeownership with at least 5% to 10% of dwellings affordable and reserved for households earning between 80% and 120% AMI for the Cincinnati Metropolitan Statistical Area (MSA).

### Development Agreement (“DA”)

CMHA reserves the right to negotiate with the chosen Co-Developer. Successful negotiations during the negotiation period are intended to result in the negotiation with the Co-Developer of a Development Agreement (“Agreement” or “DA”) with the Authority. The Development Agreement may be reviewed and approved by HUD prior to its execution by the Authority. Negotiation topics will include sale price of the lots and the developer fee split.

The DA must, at a minimum, contain or incorporate the terms and conditions of each of the following:

- All of the requirements detailed in this RFQ and all submittals made by the Co-Developer in response to this RFQ.
- Requirements for the Co-Developer to obtain financing.
- The roles and responsibilities of the Co-Developer and the Authority with respect to all activities of development, with the Co-Developer assuming the responsibilities of the specific plans, construction, property management, architectural and construction management environmental clearances, home sales, obtaining of permits, and approvals from local government, and approvals from, and coordination with, HUD.
- The Authority’s right to approve associate developers or partners, if any, of the Co-Developer and other key members of the development team, including the proposed general contractor.
- The financial roles and responsibilities of the Co-Developer and the Authority, as outlined in prior sections of the RFQ.
- The required timeline for the construction and sale of all of the units
- The requirements regarding minimum design objectives and guidelines, architectural standards, including requirements for safety and security, crime prevention, energy efficiency and green building standards.
- MBE, WBE, and Section 3 goals for the project.
- Ongoing obligations of the Co-Developer which continue through and beyond the completion of construction.

### 5. The Authority’s Motto and Gold Performance Standard

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

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<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority's intent that the contractor will also adhere to these standards.

**6. Contract Term**

The Authority intends to enter into a co-developer agreement for the duration of the construction and sale of single-family homes, if awarded.