

SOL 2022-4011;
DEVELOPMENT OF SINGLE-FAMILY HOMES AT CITY WEST



ATTACHMENT B: TECHNICAL PROPOSAL CONTENTS

1. Development Team:

CMHA is interested in the Co-Developer and/or Co-Development Team's previous experience on residential single-family projects, including relevant experience in the design and implementation of developments similar to the proposed development, capacity to undertake new or additional projects, and development and operation of other comparable commercial and public projects. The Co-Developer shall submit the following information regarding its own organization, and for each associate developer, if a prime Co-Developer and associate developer organization is proposed.

Clearly distinguish the experience of the Proposer (including joint venture partners) from that of other Development Team members.

Organizational Structure and Staffing:

- Provide a description of the organizational structure and staffing of the development team including the architect, contractor, sales team, etc. as required to demonstrate a ready team.
- If the Co-Developer organization proposes to be a prime Co-Developer with associate developers, provide evidence of experience in assembling and managing a development team on projects of similar scope and magnitude.

Profile of the Firm's Principals and Key Staff:

- Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles and their previous experience with large housing development projects.
- Identify the role and submit the resumes of the current key individuals who will be involved in the development of the project.

2. Relevant Experience:

Respondent must list and detail previous relevant experience with respect to the development and operation of other commercial and public projects, clearly distinguishing the experience of the Co-Developer (including joint venture partners) from that of other team members. Completed projects comparable to the current proposal should receive particular attention. The Co-Developer shall submit the following information regarding the qualifications, experience and prior track record of its own organization, and for each associate developer, if a prime Co-Developer and associate developer organization is proposed:

- Identification: Statement of the project name and type. If the Co-Developer and/or Development Team differs from the identity of the current Proposer, please specify.

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- Location: Identification of the location, including address and photographs of the project.
- Floor plans, elevations, unit and bedroom counts, finish outs, listing price and final sales price.
- Identify type of development (high, mid or low-rise, walk-ups, townhouses, etc.)
- Timeline: Submission of the project development timeline from acquisition of the Properties to completion of construction.
- Development Cost: Description of the development cost. Include a brief explanation of the approach used to finance the project, identifying financing sources.
- Funding: All sources and uses of funds are clearly indicated. Sufficient evidence of funding availability and/or commitments are included. Description of public programs utilized, if any, and of income levels served (very low, low, moderate, market rate or mixed and senior). Also, describe the construction and permanent financing arrangements showing the nature and extent of the participation between financial lending institutions and the Co-Developer. The Co-Developer's current equity interest in each project should be discussed.
- References: Identification of two references with contact names, email addresses and telephone numbers. The reference should be able to speak objectively about the contributions made by the Co-Developer team in the development process.

3. Financial Capacity and Capability:

Proposer must be able to establish and demonstrate that it has access to financial resources such as the ability to raise debt and equity capital to purchase, develop and complete the redevelopment of the subject Properties in a professional and timely manner. Proposals that do not meet this consideration will not be considered. In order to demonstrate access to equity capital and financing resources to carry out the proposed project, each proposal must provide the information listed below.

- Portfolio: Composition of current real estate portfolio,
- Audited Financial Statements: Audited financial statements for the last three (3) years, including cash flow statements and balance sheets and, if publicly held, the most recent 10K and 10Q filings.
- Project descriptions should include a statement of the initial construction budget and the degree to which each project or phase was completed on time and on budget. To the extent time and cost overruns occurred, a description of the reasons for such overruns should be provided.
- Provide a list of current projects in the Co-Developer's development pipeline, including pre-development, construction and lease-up. These developments should describe the location, size, timeline and financial guarantees expected to be required of the Co-Developer. The description of the Co-Developer's staffing should identify the capacity to undertake the Redevelopment in addition to the existing projects of the Co-Developer.
- The Co-Developer should describe any previous experience constructing and selling affordable homeownership units and describe its' approach to keeping homebuyers in the purchased affordable units

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- Bonding Capacity: A description of Proposer's bonding capacity and any claims of default or termination within the last five years.

4. Due Diligence and Regulatory Compliance Items:

- Indebtedness: List of all actual or contingent indebtedness (e.g., loan guarantees, letters of credit, banker's acceptances, swaps) not reflected in most recent financial statements and all material correspondence from any governmental entity relating thereto
- List of existing key financing institutions and relationships
 - Corporate structure of the organization (include the following documents:
 - Original certificate of incorporation of the Company, all amendments and latest copy of Certificate of Good Standing from the State
 - Copy of screen shot from Secretary of State's website showing current valid corporate or partnership status
- Upon selection, the following documents may also be required of the Co-Developer:
 - By-laws of the Company, as amended
 - Closing record books for any material corporate transactions (e.g., reorganization into holding company structure, joint ventures, etc.)
 - Listing and description of any subsidiaries, joint venture partners, etc.
 - Partnership agreements, if applicable
 - Joint Venture agreements, if applicable
- Warranties/representations: The Proposer warrants that it is free to enter into any contract awarded under this RFQ and is not subject to any obligation or disability which will or might prevent or interfere in fully keeping and performing all of the conditions to be kept and performed under any contract awarded under this RFQ.
- The Proposer further warrants that it has not paid anyone for the purpose of being awarded a Contract under this RFQ and that entering into a contract and performing the services thereunder will not constitute a conflict of interest.
- The Proposer further warrants that neither it, nor its agents or representatives, has offered or given gratuities in the form of entertainment, gifts, favors or other items or services of value to any officer or employee of CMHA with a view toward securing:
 - award of a contract,
 - amendment of its contract after award,
 - favorable treatment of the Proposer by CMHA in the administration of the contract or in the making of any determination with respect to the Proposer's performance of its obligations under the contract.
- The Proposer is a corporation duly organized and in good standing under the laws of the State of Ohio. Proposer has full right, power and authority to submit its proposal and undertake all obligations as provided herein. The execution, performance and deliver of this proposal have been fully authorized by all requisite actions on the part of the Proposer.

5. Liabilities:

- Litigation: List of all pending or threatened litigation, arbitration, administrative or other proceedings involving the Company, any subsidiary or any joint venture involving the

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Company or any subsidiary, or any officer or director (including parties, remedies sought and nature of action)

- List and description of all pending or threatened government or other investigations involving the Company, any subsidiary or any officer or director
- Pleadings and other material documents in material litigation, arbitration and investigations and other proceedings
- Consent decrees, judgments, etc., under which there are continuing or contingent obligations
- Letters from lawyers to auditors concerning litigation and other legal proceedings
- Description of any violations of governmental laws or regulations
- Material reports to governmental agencies
- Reports, notices or other correspondence concerning any known or alleged violation of Federal or state antitrust, environmental, public service or securities laws and regulations
- Agreements or commitments with governmental entities or other persons relating to clean-up obligations or other environmental liabilities
- Copies of correspondence between Federal or state government agencies and the Company
- Disclosure of any pending or active investigation by any authority or agency of Federal, State, County, Municipal or other local governmental authority.
- Disclose any criminal convictions or indictments, pending or filed.
- Disclose any late payments or defaults on loans to development partners or lenders (i.e. CRA) on prior projects or loans and state the reasons for the late payments or default.

6. Economic Inclusion Participation

The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.

- Minority-Owned Business Enterprise:
 - General Construction: 20%
 - Professional Services: 12%
 - Material/Supplies: 5%
- Women-Owned Business Enterprise goal 5%
- Section 3: meet or exceed applicable benchmarks set by HUD

In furtherance of Section 3 initiatives, 30% of any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Residents to the greatest extent feasible.

The proposer must complete and submit *Attachment D*, Section 3 forms and any applicable MBE/WBE/SBA certification. In addition, describe what outreach to prospective subcontractors will be undertaken to comply with or exceed these goals.