

## Request for Qualifications

### Affordable Housing Finance Consultant

#### The Services

The Tulsa Authority for Economic Opportunity d/b/a PartnerTulsa (“TAEO”) is seeking an affordable housing finance consultant to provide professional services in a development project or projects to create new transitional, supportive, and affordable housing units in Tulsa as part of the Just Home Project.

#### 1. Introduction

TAEO is issuing this Request for Qualifications (“RFQ”) to identify and consider the qualifications of potential vendors for professional services. Respondents will be competing against each other for selection to provide the services set forth herein (the “Services”). The submissions of all Respondents shall be compared and evaluated pursuant to the evaluation criteria set forth in this RFQ, and a single Respondent may be selected.

#### 2. Company Overview

##### A. About TAEO

The Tulsa Authority for Economic Opportunity d/b/a PartnerTulsa (“TAEO”) is a Public Trust, established under Oklahoma State Statutes for the benefit of the City of Tulsa, Oklahoma to serve as the lead entity for the City of Tulsa in carrying out its community and economic development priorities, goals, and programs. TAEO was established following a year-long strategic planning process through the effective merger of five (5) separate public entities: the Mayor’s Office of Economic Development, Economic Development Commission, Tulsa Development Authority, Tulsa Industrial Authority, and the Tulsa Parking Authority. In merging these entities together, the City has established a world-class economic development organization which will leverage the collective assets and resources of the Authority to accelerate economic growth, increase shared prosperity, and promote racial equity. The model has been fashioned based upon the learnings from Dag Detter’s research in the Public Wealth of Cities and is driven by the fundamental belief that public assets and resources – if managed properly – can drive enhanced economic growth.

##### B. Governance

TAEO is governed by thirteen (13) Trustees, which include the Mayor, seven (7) Trustees appointed by the Mayor and approved by City Council, and the five (5) Commissioners of the Tulsa Development Authority (TDA), who will continue to function as a legally separate entity governing the assets and resources of TDA.

The continued operation of TDA will allow the City to retain unique tools granted to Urban Renewal Authorities under Title 11 of Oklahoma State Statutes. TDA will contract with TAE0 through an annual Service Agreement to allow the staff of TAE0 to provide staff services for its operations.

### **3. Just Home Project**

#### **A. About the Just Home Project**

The Just Home Project is a national initiative launched by the John D. and Catherine T. MacArthur Foundation and Urban Institute designed to advance community-driven efforts to break the link between housing instability and jail incarceration. Tulsa is one of four sites selected to participate in this new initiative.

This initiative includes an initial grant of nearly \$370,000 from the MacArthur Foundation to create a plan to address the impact of incarceration on housing instability in Tulsa, along with technical assistance and coordination provided by the Urban Institute, called a Housing Investment Action Plan (“HIAP”). The HIAP will be developed during a planning period, which began in March 2022 and will continue through December 16, 2022. At the completion of the planning period, the Just Home Project will begin an 18-month implementation period. As part of the implementation period, Tulsa will have access to Program Related Investment (“PRI”) funds.

Tulsa and the three other communities awarded this grant will have the opportunity to receive additional support from a PRI pool of \$15 million in loans to implement plans and acquire or develop housing for populations that are not being served by current housing resources. By coupling grant funding with investment capital, this project seeks to unlock local government innovation, absorb risk that housing providers are hesitant to take, and provide much-needed support for people in danger of remaining trapped in a cycle of housing instability and jail.

#### **B. TAE0’s Role in the Just Home Project**

TAE0 is working with three local partners on the Just Home Project: Family and Children Services, Housing Solutions, and the Terence Crutcher Foundation. TAE0 is serving as the project manager during the planning and implementation periods, as well as the PRI partner for funds to support the Just Home Project and development of housing units.

#### **C. Housing Development for the Just Home Project**

Through the community engagement process during the planning period, TAE0 has determined that housing development is essential to break the cycle of housing instability and jail incarceration. In collaboration with the Just Home Project partners, TAE0 is focused on how to develop three housing types that are lacking in Tulsa: transitional housing, supportive housing, and affordable housing units that will be accessible to individuals with a history of jail incarceration. The affordable housing finance

consultant will work with TAEO and the Just Home Project partners to assist in the development a housing development project or projects that will leverage to use of PRI and other funding resources to create new transitional, supportive, and affordable housing units in Tulsa.

#### **4. Objectives of the Request for Qualifications**

Responses to this Request for Qualifications (“RFQ”) should provide TAEO with the information needed to assess, evaluate, and select a consultant based on prior pricing, fees, experience, qualification, methodology, approach, and/or similar work performed for organizations or communities. The Request for Quote will result in a contract for services.

The primary objectives of the services to be engaged are to ensure that the affordable housing development finance needs for the Just Home Project are fulfilled through a third-party organization with expertise in affordable housing development finance with the administrative and professional services to support TAEO’s related needs.

#### **5. Scope of Work**

The following offers a description of the anticipated scope of work that will be needed through the Just Home Planning Period through March 31, 2023. The Respondents

The Respondent will be expected to perform the following tasks:

- Consulting on site and/or building selection for the acquisition, rehabilitation, and/or new development of transitional, supportive, and affordable housing units
- Building a capital stack to support the development of transitional, supportive, and affordable housing units to provide safe, quality housing for individuals with a history of criminal justice involvement
- Identifying financial resources for financing the construction and/or rehabilitation of housing projects to supplement the Program Related Investment (PRI) loan from the MacArthur Foundation
- Identifying potential resources sustain the operation of transitional and supportive housing units for individuals with a history of criminal justice involvement
- Identify sustainable funding sources for long term affordability and operations of the housing developed in conjunction with the Just Home Project.
- Ability to mentor/train local developers to develop financing models for similar future projects, particularly small businesses

#### **6. Proposal Contents**

##### **A. Cover Letter**

A one-page cover letter should be provided to include the following information:

- TAEO RFQ Title and Submittal Date
- Company name

- Business mailing address and web address
- Type of company (publicly traded, privately owned, corporation, LLC, etc.)
- Headquarters location and additional locations (City, State) serving this RFQ

#### B. Approach to Delivery of Services

The Respondent, through its written proposal, must describe its approach to delivering the Services, demonstrating appreciation for the key issues and stakeholders, for achieving the objectives and for having an appropriate methodology for delivering the Services. The Respondent should indicate how the Services will be delivered in the timeframes specified by this RFQ.

#### C. Project Team

Please provide the name and credentials of the affordable housing finance consultant for your team and provide their contact information. If there are key staff members, indicate their role and responsibilities in the project along with a summary of past project experience, key skill sets, or other qualifications.

#### D. Past Team Experience

The Respondent (whether collectively through partner organizations or subcontracted service providers) should provide evidence of ability and experience to undertake the specified objectives/duties in this RFQ. Past projects should demonstrate the following:

- Experience with similar affordable housing development projects, whether single-family or multifamily projects.
- Experience with residential rehabilitation projects
- Experience with using multiple forms of housing funding streams, including Low Income Housing Tax Credit and/or National Housing Trust Fund projects

If the Respondent does not have experience with working with local resources (e.g., Oklahoma Housing Finance Agency), the Respondent must demonstrate a willingness to gain familiarity with local resources and processes.

#### E. Fees

Provide a detailed, itemized fee schedule in your proposal, including specification of brokerage commission/fees and administrative support charges to be paid by TAE0 to Respondent through March 31, 2023. Please specify timing and manner of such fees, to the extent known, for budgeting purposes for TAE0. Terms of proposal must acknowledge that no price increase will take place within the first year of the contract. All pricing must be inclusive of taxes.

#### F. References



100 S Cincinnati Ave, Ste 6  
Tulsa, OK 74103

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**w** PartnerTulsa.org

The Respondent Should identify 2 client references (including names and contact information) who can be contacted by the Executive Director of TAEO or her designee and who can speak to the comprehensive nature, value, and quality of the services provided both at initial on-boarding and over time.

**G. Conflict of Interest**

At the time of submitting a proposal, the Respondent agrees there is no conflict of interest (real or perceived) unless specifically and clearly identified in their proposal with a recommended plan to manage the conflict of interest. The Bidder agrees to notify the Executive director of TAEO immediately if an actual or potential conflict of interest arises at any point during the RFQ, contracting, or service delivery process.

**Key Information and Deadlines**

Topic	Key Information
TAEO Project Manager	Kristin Maun, Director of Housing Initiatives <a href="mailto:kristin@partnertulsa.org">kristin@partnertulsa.org</a>
RFQ Published and Notices Issued	On or before 5:00pm CT, <b>October 17, 2022</b>
Due Date for Brief Email of Intent to Respond with Key Contact Information (Name, Title, Company, Email, Phone)	All Respondents wish to express an interest in responding to the RFQ should issue a brief email of intent (no more than 250 words) by <b>October 28, 2022</b> , directed to the TAEO Project Manager
Requests for Information Regarding RFQ	All Questions or Requests for Information from Respondents must be submitted in writing as indicated below on or before 5:00pm CT, <b>October 28, 2022</b>
Responses to Questions Emailed to All Respondents	TAEO will send answers to all questions posed by potential respondents on or before 5:00pm CT, <b>November 1, 2022</b>
Closing Time for Proposal Submittals and Method to Submit Proposal	All Responses to this Request for Qualifications must be submitted on or before 5:00pm CT, <b>November 4, 2022</b> , by email to the TAEO Project Manager referencing in the subject line: <b>TAEO Response to RFQ – [Your Entity Name]</b> . Proposals submitted other than as detailed in this paragraph or after the deadline shall be deemed to be invalid and may be excluded from consideration.
Expected start date of Contract	Anticipated start date for services: on or before <b>December 1, 2022</b>
Date Services to be Completed	<b>March 31, 2023</b>



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**Proposal Evaluation**

TAE may convene a committee or the Executive Director or their designee may evaluate proposals in accordance with the following rubric. Respondents will be judged on the following evaluation criteria:

Evaluation Criteria	Point Range
Approach to Delivery of Services	0 – 10
Project Team	0 – 10
Past Team Experience	0 – 20
Fees	0 – 40
References	0 – 20
Total Possible Points	0 – 100

**Conditions of Request of Qualifications**

- A. TAEO is seeking quotes for the provision of the services described herein.
- B. Each Respondent to this RFQ is expected to fully inform themselves on all aspects of the work required to be performed and submit its proposal on the template provided herein.
- C. Each Respondent, by submitting its proposal, agrees that the proposal is subject to TAEO Standard Contract Conditions, to be provided to all interested parties, and agrees to comply with those conditions.
- D. TAEO may, at its discretion, vary the Request for Quotes before the Closing Time. Changes to the RFQ will be marked clearly and emailed to all interested parties who submitted an email indicating their intent to respond.
- E. TAEO may, at its discretion, discontinue the RFQ, may decline to accept any quote, may decline to issue any contract, or may opt to satisfy its requirements separately from the RFQ process.
- F. Respondent should submit proposals in the format provided in the RFQ.
- G. Proposals shall be provided in English and with prices quoted in U.S. Dollars.
- H. If requested by TAEO, the Respondent must be able to demonstrate its financial stability and its ability to remain viable as a provider of the Services over the term of any agreement.
- I. Nothing in this RFQ will be construed to create any binding contract (express or implied) between TAEO and any Respondent until a written Contract is entered into by the parties.
- J. The Respondent agrees to attach their sample contract for Services which incorporates by reference the proposed TAEO Terms and Conditions of Contract.
- K. The Respondent agrees that participation in any stage of the RFQ process is at the Respondent's sole risk and cost.
- L. Proposals shall be limited to **10 pages** in length, including cover and appendices.
- M. Evaluation of quotes may result in the selection of a Respondent for Contract or short-listing of multiple Respondents. If a short-list is developed, selected Respondents will be asked to provide a follow-up presentation based upon criteria identified by the Executive Director or their designee.