



# DENVER

## HOUSING STABILITY

### Pre-Proposal Conference - Acquisition Partner Request for Qualifications (RFQ) # HOST-52-2022

For attendance purposes, please put your name, title, company representing and email address in the chat feature.

This PowerPoint will be posted on the bid site.

We ask that everyone please mute themselves.

If you have any questions, please submit them in the chat function.

## Good Morning. Welcome and Thank You for joining us.

- All requests for information, clarifications and/or questions must be emailed to [HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org) throughout this process. They are to be received in accordance with the Schedule of Events.
- Deadline to submit additional questions is Friday, April 7, 2023, at 5:00 PM, MST
- Responses to written questions will be posted on Tuesday, April 11, 2023, by 5:00 PM,
- Questions and responses received throughout this event will be published as an addendum on Zengine.

HOST Participants: Renee Gallegos, Lana Dalton, Adam Lyons, Jillyn Lubenow, Nicole Givens

# Schedule of Events:

<b>RFP Issued</b>	March 24, 2023	10:00 AM
<b>Virtual Pre-Proposal Conference/General Information Meeting</b>	March 31, 2023	11:00 AM
<b>Deadline to Submit Additional Questions</b>	April 7, 2023	5:00 PM
<b>Response to Written Questions</b>	April 11, 2023	5:00 PM
<b>Proposal Due Date</b>	April 21, 2023	5:00 PM
<b>Evaluation Period (Tentative)</b>	April 21 – May 8, 2023	
<b>Award Date (Tentative)</b>	May 15, 2023	

# Acquisition RFQ Purpose

The purpose of this Request for Qualifications (“RFQ”) is to identify and connect qualified partner(s) to acquisition opportunities that would support the Department of Housing Stability’s strategic plan to house those experiencing homelessness, specifically targeting those experiencing unsheltered homelessness.

The City is in process of identifying a short-list of available properties of interest and intends to negotiate and execute letters of intent or purchase and sale agreements which may be assigned to a qualified nonprofit partner(s) to complete financial closing on purchase costs, own and operate. After the City enters into an Agreement with the respective sellers of the Properties, qualified partners identified by this RFQ in the order of deemed qualification may be offered the opportunity to be assigned the Agreement or relayed negotiations for the acquisition of a Property.

# Acquisition RFQ

The expectation is that the selected partner(s) will complete financial closing with their own equity and bridge financing and be reimbursed for most acquisition costs. The selected partner(s) will maintain and operate the Properties in accordance with terms agreed upon by the City. The lead Respondent and future property ownership entity must be a nonprofit organization per the CDOH NOFA requirements (described below). Qualified respondent teams may also include development consultants, if applicable, and supportive housing or Bridge Housing service providers, which may be for-profit or nonprofit organizations. A partnership team, comprising a nonprofit owner, operators, and service providers may apply for one or multiple property types.

# Acquisition Property Types

The four Property use types will be:

- 1) Supportive Housing for Families,
- 2) Supportive Housing for Individuals/Couples,
- 3) Bridge Housing and Rehousing Services for Families, or
- 4) Bridge Housing and Rehousing Services for-  
Individuals/Couples.

Note that properties may include a mix of Bridge Housing and Supportive Housing. The intent of these Properties is to serve unsheltered households, targeting to provide up to 600 units of Bridge Housing and Supportive Housing, combined with rehousing and supportive services.

# Partner Expectations

The focus of this solicitation is encampment resolution. Therefore, the priority population the City intends to serve with these investments is unsheltered households.

To support connectivity and tenant selection between unsheltered households and available units, specific housing-focused outreach team(s) will be working with the people who are unsheltered at encampments to prepare them for Bridge Housing and Supportive Housing. With this effort being collaborative in nature, the selected team for these projects will be expected to work directly with the assigned outreach team(s) for these projects.

# Acquisition RFQ Requirements

- The lead Respondent and future property ownership entity must be a nonprofit organization per the CDOH NOFA requirements. Qualified respondent teams may also include development consultants, if applicable, and Supportive Housing or Bridge Housing service providers, which may be for-profit or nonprofit organizations
- Respondents must provide evidence of and respond to inquiry about their expertise in the delivery of Supportive Housing and/or Bridge Housing and services to high acuity unsheltered homeless individuals and families.
- Respondent teams must also have experience owning and developing real estate and delivering services.

Respondent(s) are requested to take ownership of the Properties before December 31, 2023 to ensure access to funding from HOST and CDOH.



# Bridge Loan Takeout

For bridge loan takeout, the Respondent is expected to apply for ARPA funds from the City using the standard HOST Development Project Application, and the CDOH NOFA. Please note that the maximum CDOH application amount per project under NOFA 1: Transformational Affordable Housing, Homeownership, and Workforce Housing Grant Program is \$10,000,000 and under NOFA 2: Transformational Homelessness Response Grant Program is \$5,000,000. It is expected that the Respondent will receive a conditional approval of credit letter (“CAC”) from the City affirming conditional commitment of City funds and a CDOH award letter to the Respondent for the Offered Property within three months. To obtain the CAC, the Respondent will submit a full application for HOST underwriting within 14 calendar days of the Accepted Date.

# Program Requirements

**The program standards & requirements are extensive. Please read the RFQ carefully to ensure respondents and respondent teams fully understand the required tasks and undertaking. Different Property types have different requirements including but not limited to tenant eligibility, benchmarks, data and reporting requirements.**



# Minimum Financial Requirements

Respondents must have a positive or stable/consistent 3-year trailing trend of income, or a reasonable one-time event(s) interrupting this trend and must have a reasonable amount of contingent liabilities, with a low history of payout on construction guarantees. The City may consider balance sheet commitments from other Respondent Team members, depending on the partnership structure detailed in the submitted MOU.

# Other Minimum Qualifications

The Respondent Team owner, operator, and service providers must have experience closing financing and managing at least one comparable project in the State of Colorado serving the desired target population (or have experience with two comparable projects elsewhere in the United States outside of Colorado).

The Respondent Team is expected to commit to minimizing barriers to accessing Bridge Housing, and Supportive Housing in their policies and procedures and is barred from discriminating based on race, ethnicity, family composition or marriage status, gender identity, sexual orientation, or religious affiliation.

The Respondent Team must also have a willingness to serve unsheltered households.

# Acquisition RFQ Data Requirements

Contracted Respondent agrees to report data and information on Supportive Housing and Bridge Housing and outcomes in the Homeless Management Information System (“HMIS”). Contracted Respondent also agrees to fully comply with the rules and regulations, as may be amended, required by the U.S. Department of Housing and Urban Development (“HUD”) which govern the HMIS.

Contracted Respondent, in addition to the HUD requirements, must conform to the HMIS policies and procedures established and adopted, and as may be amended or updated, by the MDHI Continuum of Care. The current policies and procedures are outlined in the COHMIS Policies and Procedures, and the COHMIS Security, Privacy and Data Quality Plan.

Reporting periods vary depending on the programs, please read these requirements carefully.

# Contract Requirements

## Required Certificate of Insurance provisions:

- Where loan proceeds are disbursed for construction, Builders Risk Insurance or an Installation Floater in the amount of the value of the Property as improved and renovated, with the City and County of Denver named as loss payee.
- Commercial General Liability Insurance covering all operations by or on behalf of Borrower, on an occurrence basis with limits not less than \$1,000,000 per occurrence, \$2,000,000 products and completed operations aggregate, and \$2,000,000 policy aggregate. Borrower's contractor shall include all subcontractors as insureds under its policy or shall furnish separate certificates of insurance for each subcontractor.

# Insurance Requirements Continued

- Worker's Compensation and Employer's Liability Insurance at statutory limits and otherwise sufficient to ensure the responsibilities of Borrower and its contractor under Colorado law.
- Property insurance in the amount of the value of the property subject to the Deed of Trust and Covenant, with the City named as loss payee.

# Technical Requirements

In addition to responses to the questions, Respondents must provide the following documentation

1. Diversity and Inclusiveness
2. Suspension and Debarment – SAM Certificate
3. Audit
4. Secretary of State Certificate of Good Standing



# RFP Evaluation Criteria

- Areas of review:
  - A. Respondent team Capacity & Experience
  - B. Diversity and Equity
  - C. Response to the City's proposed questions
  - D. Technical review of proposal requirements
  - E. Past and current financials
  - F. Other Requirements (as applicable)

**No weighting relative importance of criteria is intended or implied by the list**

# Questions

- Questions will be accepted until the deadline of April 7, 2023 by 5:00 P.M. MST. All questions and answers will be posted in an addendum.
- Submission of proposals for this solicitation may only be done electronically through Zengine. Proposals must be submitted at:
- [https://webportalapp.com/sp/acquisition\\_partner\\_rfq](https://webportalapp.com/sp/acquisition_partner_rfq)

# Questions and Answers?



For the time remaining in this event, you may type your questions in the **chat function**. The City will attempt to respond them. This feature can be found at the top right of your screen.

These questions and answers will be made available on the bid site.

[HOSTProcurements@denvergov.org](mailto:HOSTProcurements@denvergov.org) – to submit additional questions

Any change(s) to the RFQ and/or its scope will be posted in an addendum. Do not rely on any oral interpretation.