



**REQUEST FOR PROPOSALS**

**FOR**

**DEVELOPMENT OF ELDERLY HOUSING USING  
PROJECT BASED VOUCHERS**

**FOR**

**DECATUR HOUSING AUTHORITY**  
1808 EAST LOCUST STREET  
DECATUR, IL 62521  
[www.decaurhousing.com](http://www.decaurhousing.com)

PH. (217)423-7711

January 2, 2017



REQUEST FOR PROPOSALS  
FOR  
DEVELOPMENT OF ELDERLY HOUSING  
USING PROJECT BASED VOUCHERS

The Decatur Housing Authority seeks proposals from developers to place up to twenty-five project based vouchers into service in newly constructed multi-family units for person 62 years or older.

Sealed proposals must be received by the Decatur Housing Authority by 2:00 p.m. on January 18, 2017. Envelopes containing proposals shall be addressed to the Board of Commissioners, Decatur Housing Authority, 1808 East Locust Street, Decatur IL 62521 and shall be clearly labeled "Proposal for Elderly Project Based Voucher Allocations."

All proposals must contain detailed information as contained in the Request for Proposal (RFP). Copies of the RFP may be obtained from the Decatur Housing Authority by calling Diane Hackert at (217)423-7711.

The Decatur Housing Authority reserves the right to reject any and all proposals as may be in the best interest of the Decatur Housing Authority.

Dated this 2nd day of January 2017.

BOARD OF COMMISSIONERS  
DECATUR HOUSING AUTHORITY  
DECATUR, IL

s/Lisa Campbell-Hein  
Chairperson of the Board

s/ James E. Alpi  
Executive Director

# REQUEST FOR PROPOSALS

January 2017

The Decatur Housing Authority seeks proposals from developers of elderly multi-family new construction developments to utilize up to 25 project based vouchers. All proposals must be in writing and must conform to all State and Federal requirements including but not limited to regulations contained in 24 CFR 983.

Developers may propose using Project Based Vouchers at only one site per proposal. Developers may submit multiple proposals for different sites located within Macon County, Illinois. (Total vouchers will not exceed 25.) Proposals will be evaluated and scored against the following criteria:

- 1) Site: Describe location and neighborhood amenities.
  - a) Census tract poverty level listed as a percent. (If greater than 20% explain 5 year trend.)
  - b) Zoning – Is site properly zoned? If not, what is status of rezoning?
  - c) Does the site meet Illinois Housing Development Authority criteria for Low Income Housing Tax Credits? If so, list score if available.
  - d) Is property located in an enterprise zone, renewal area, or economic community.
- 2) Design/Buildings/Units
  - a) List number of units to be constructed by bedroom size.
  - b) List number of units to be assisted living if any.
  - c) List any requirements or qualifications for residents to live at the property.
  - d) Submit designs of units and buildings if available.
- 3) Developer Experience
  - a) List properties developed in past 5 years utilizing Project Based Vouchers (Provide location, size, number of vouchers, and management agent contact information.)
  - b) List other elderly properties developed within last 5 years not utilizing Project Based Vouchers.
  - c) List all defaults, debarments, and bankruptcies of the development company, any of its owners, or owners of other companies.
  - d) List number of developments/projects currently in progress, planning through completion, but not occupied.
- 4) Relocation
  - a) Is the proposed site occupied?
  - b) Will relocation be required?
  - c) If yes, please describe experience implementing federal relocation programs.

- d) How will relocation be paid for, and what is the estimated cost?
- 5) Environmental
  - a) Has an environmental review of the site meeting HUD requirements been performed?
  - b) If no, what were the results?
  - c) If not, describe prior experience obtaining HUD environmental reviews.
  - d) Who will pay for utilities in the Project Based Voucher Units? Be specific as to any tenant paid utilities.
- 6) Financing
  - a) Detail estimated project cost and hard costs and soft costs.
  - b) Describe approach to financing.
  - c) Describe prior experience utilizing 9% Low Income Housing Tax Credits.
  - d) Provide evidence of developer's financial capacity to complete this project.
- 7) Property Management
  - a) Provide name of property manager if identified.
  - b) List experience of property manager managing elderly properties with Project Based Vouchers.
  - c) List property manager's LIHTC experience.
  - d) Identify and list units being managed by property manager, (i.e. elderly, PBV, or other). Specify quantities of each.
- 8) Project Based Vouchers
  - a) Describe how many Project Based Vouchers you are requesting by bedroom size and the percent of total units to be Project Based Vouchers.
  - b) When do you anticipate construction completion and start of HAP Contract
  - c) How long do you propose the HAP Contract run? (10 years to 15 years)
  - d) What is the proposed amount of gross rent per month per Project Based Voucher
- 9) Housing Authority Participation - DHA has a non-profit instrumentality named Decatur Pilot NFP. Please describe any opportunities you will consider Decatur Pilot to participate in.
  - a) Fee consultant to provide training on Project Based Voucher processing at Decatur Housing Authority.
  - b) Equity participation
  - c) Property Management
  - d) Project Based Voucher Management

Proposals will be evaluated, scored, and ranked against the above criteria. Each topic is worth up to 20 points with each sub-topic worth up to 5 points.

ALL PROPOSALS SHALL INCLUDE:

- 1) The identity of the owner and other project principals and names of officers and principal member, shareholders, investors, and other parties having a substantial interest.
- 2) Certification showing that the above mentioned parties are not on the U.S. General Services Administration's list of parties excluded from federal procurement and non-procurement programs
- 3) A disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement of the HAP contract.
- 4) Information on the qualifications and experience of the principal participants. Information concerning any participant who is not known at the time of the owner's submission must be provided to the Authority as soon as the participant is known.

All participants must comply with equal opportunity requirements under federal law and regulation and in accordance with 24 CFR 5.105 (a), and civil rights and affirmatively furthering fair housing certification in accordance with 24 CFR 903.7 (o).

Proposals must be submitted in a sealed envelope addressed to the Decatur Housing Authority Board of Commissioners, 1808 East Locust Street, Decatur, IL 62521. The envelope shall be clearly labeled "PROPOSALS FOR DEVELOPMENT OF EDLERLY HOUSING USING PROJECT BASED VOUCHERS".

All proposals must be received in the Authority's office by 2:00 p.m. CST, January 18, 2017. Proposals received after that time will not be considered. The Decatur Housing Authority reserves the right to reject any or all proposals as may be in the best interest of the Authority.

Address all requests for information or clarification in writing to Jim Alpi at the Decatur Housing Authority at 1808 East Locust Street, Decatur IL 62521.