



Request for Qualifications (RFQ) to Own and Operate An Affordable Housing Unit

Section 1 – Introduction

The City of Mobile, Alabama’s Community and Housing Development (CHD) Department is seeking a nonprofit partner to own and operate an affordable housing unit located at **1219 Next Street, Mobile, AL 36617**. The property is a 3 bedroom, 1 bathroom single family house which is approximately 1218 square feet. The property is unfurnished, but it does include a stove, dishwasher, refrigerator, washer, and dryer.

The City intends to donate the property to the selected nonprofit organization which must operate the unit as an affordable rental unit for a minimum of 15 years for households whose income is at or below 50% of the area median income (AMI). The City will place a mortgage on the property, but no debt service will be required during the 15-year affordability period. Assuming compliance during the affordability period, the mortgage will be released after 15 years, and all restrictions on the property will be removed.

Nothing in this RFQ shall be construed to create any legal obligation on the part of CHD or any respondents. CHD reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue the RFQ in whole or in part, at any stage. In no event shall CHD be liable to respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ. No respondent shall be entitled to repayment from CHD for any costs, expenses, or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the sole property of CHD. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

This RFQ is being emailed to prospective partners, will be posted on the City of Mobile website (www.cityofmobile.org), and will be advertised in the Mobile Press Register. CHD encourages qualified organizations to apply.

Section 2 – Submission Deadline

All statements of qualifications must be received by **September 19, 2014 by 4:00 pm** at the address below. Please submit 2 copies of your statement of qualifications with all requested

attachments. Packages must be submitted in a sealed envelope and shall be labeled, "Proposal to Own and Operate 1219 Next Street."

Nigel Roberts, Director
City of Mobile, CHD Department
205 Government Street
5th Floor South Tower, Suite 514
Mobile, AL 36602

THERE WILL BE A MANDATORY SITE VISIT AT THE PROPERTY ON FRIDAY, SEPTEMBER 5TH AT 11:00 A.M. ALL INTERESTED PARTIES WILL BE ABLE TO WALK THROUGH THE PROPERTY.

All respondents will be required to certify that they are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected nonprofit partner will also have to provide evidence of required insurance and enrollment in the E-Verify program.

Section 3 – Proposal Requirements

All proposals shall include the following information at a minimum:

A. Contact Information

Name, address, phone number, and email of the nonprofit organization. Key staff should also be identified, including the name and title of the individual authorized to negotiate contract terms and make binding commitments on behalf of the organization.

B. Experience

Description of the mission of the organization along with a brief history of its operations. Respondents should also include a description of experience owning and operating affordable rental housing, including number of units and funding sources utilized. Compliance staff should be identified who will be responsible for reporting annually to the City and coordinating any monitoring site visits during the affordability period.

C. Organizational Documents and Financial Soundness

Provide a copy of the organization's Articles of Incorporation, By Laws, and a copy of the IRS Determination Letter confirming 501(c)(3) status. Respondents should also provide a copy of the most recent audited financial statements of the organization. If not available, provide a current balance sheet and recent operating statement. Identify key financial personnel who will be responsible for assembling and submitting any financial reports to CHD.

D. Operating Budget

Provide a complete operating budget for the property. This should include all maintenance, insurance, owner-paid utilities, a management fee, and any other standard operating expenses. Also provide a utility allowance breakdown for tenant-paid utilities.

After statements of qualifications have been reviewed, discussions with prospective owners may or may not be required to clarify any portions of the proposal. Each respondent should visit the site of the property and fully acquaint themselves with the existing conditions and the neighborhood.

Section 4 – Rent and Income Limits

Throughout the 15-year affordability period, the unit must be rented at or below the “Low HOME Rent Limit,” and it must be rented to a household at or below 50 % AMI. These rent and income limits are updated on an annual basis by the U.S. Department of Housing and Urban Development. Current limits are shown below:

Low HOME Rent Limit (3-bedroom unit): \$701 (includes tenant-paid utilities)

Household Annual Income Limits (50% AMI):

1 Person	\$18,900		5 Person	\$29,150
2 Person	\$21,600		6 Person	\$31,300
3 Person	\$24,300		7 Person	\$33,450
4 Person	\$26,950		8 Person	\$35,600

Section 5 – Anticipated Schedule

The statements of qualifications received will be fully reviewed by an evaluation team, with primary consideration given to experience with affordable rental housing, working with federal programs, and serving low and moderate-income clients.

CHD reserves the right to negotiate with the selected owner to ensure compliance with City of Mobile building codes and cost considerations of the NSP Program. CHD shall make an award in the best interest of the project.

This RFQ will be governed by the following schedule:

Proposals Due	September 19, 2014 by 4:00 pm
Notification of Award	October 3, 2014 (anticipated)
Approval by City Council	October 14, 2014 (anticipated)
Closing	October 24, 2014

Proposals must be submitted in accordance with the instructions in Section 2 of this RFQ. Incomplete proposals and proposals received after the deadline will not be considered.

Photos of the Property (1219 Next Street, Mobile, AL 36617)

