

REQUEST FOR PROPOSALS
INITIAL REVIEW DATE: AUGUST 5, 2024

MASTER DEVELOPER FOR HOUSING SUBDIVISION



CITY OF MOBILE
NEIGHBORHOOD DEVELOPMENT DEPARTMENT

City of Mobile
Neighborhood Development
Government Plaza
205 Government Street
Mobile, AL 36602
www.cityofmobile.org



REQUEST FOR PROPOSALS (RFP)
Affordable Housing Development
City of Mobile
Neighborhood Development Department

PROPERTY AND FUNDING AVAILABILITY

The City of Mobile has acquired the property formerly known as Arlington School (see attached map) for the purpose of providing affordable housing. The City is requesting proposals from qualified master developers for the purpose of installing a subdivision on this site. The subdivision shall include at minimum 20 individual single family dwelling units with modern amenities and a standard size road that services the lots. It is anticipated that after completion the City would accept the road as a public road. The City encourages master developers that are submitting responses to utilize multiple small builders and developers to assist with building the houses on the site and will consider those submissions willing to provide access to at least 4 small builders and developers. Final selection of any small builders and developers would be the master developer's decision as those contracts would be between the two entities and not directly involve the City.

The City of Mobile is a recipient of American Rescue Plan (ARP) funds from the U.S. Department of Treasury, Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD), and HOME Investment Partnership Program (HOME) funds also from HUD. Proposals will be accepted from for-profit and not-for-profit organizations to develop the referenced property. Time frame for substantial completion is 24 months with contracts estimated to be signed by the end of 2024. All City funds must be expended by November 30, 2026. The City is open to development structure, but the current planned implementation is that the property will be assigned to the master developer and a mortgage placed on the property until such time that it is subdivided and a road installed. At that point the full remaining mortgage amount would be broken up equally between the housing parcels for development. Individual lots would be allowed to be assigned to small builders and developers so that they can build houses. Prior to construction completion for any house, preference to purchase the property would be given to approved participants in the City's Homeownership Provides Equity (HoPE) Program. The City typically provides direct financing through its equity in a property to HoPE Program participants. Should HoPE program participants not be available or choose not to purchase, it would be the developer's responsibility to market the property for sale to those residents and potential residents who qualify for the property using current income limitations as provided by the City. The City intends to retain any sale proceeds for future projects after developer and buyer subsidies have been paid.

SMALL BUILDER/DEVELOPER INTEREST IN SUBCONTRACTING WITH MASTER DEVELOPER

Also included within this RFP is a request for small builders and developers to submit an interest form and individual housing cost estimates to the City. These documents would be shared with the selected master developer for potential selection into the final project. As final development team selection is subject to master developer approval, there is no guarantee that submitting this information will conclude with a contract to build housing for the project. To be included with the City's sharing of information to the master developer, any small builder or developer interested should fill out and submit a copy of the Interest Form (Attachment A) and an Estimated Cost Breakdown (Attachment B) for a single family house. Further documentation may be required of the small builder or developer by the master developer prior to any engagement from the master developer for services. Interest Forms and Estimated Cost

Breakdowns from companies or individuals seeking to be considered for this section should be submitted no later than October 11, 2024. **Those interested in only this section should not fill out Attachment C of the RFP.**

MASTER DEVELOPER SUBMISSION FORMAT, REQUIREMENTS, AND DEADLINES

With all proposals, the City of Mobile's Neighborhood Development Department will conduct an underwriting review, assess developer capacity and fiscal soundness, and examine neighborhood market conditions to ensure adequate need for each project. It is anticipated that only one master developer will be selected.

The applicant is required to comply with all applicable City, County, State, and HUD/Federal requirements including environmental reviews, Section 3 and the Davis Bacon Act as applicable.

For questions or more information, interested parties may contact Ken Knox at (251) 208-6294 or ken.knox@cityofmobile.org

Initial review of proposals will begin on August 5, 2024 and can be submitted at the following address:

Hand Delivery:

*Jamey Roberts, Senior Director
Government Plaza, Suite 508
205 Government Street
Mobile, AL 36602*

By Mail:

*Jamey Roberts, Senior Director
Neighborhood Development
P.O. Box 1827
Mobile, AL 36633*

Faxed applications will NOT be accepted. Incomplete proposals will not be considered.

All proposals should be submitted utilizing the application that can be found on the Neighborhood Development website for Affordable Housing Development. A copy of all attachments are included in the online publication of this RFP.

Evaluation and Anticipated Schedule:

The proposals received will be fully reviewed by an evaluation team, and responses will be considered in the following categories:

(1) Responsiveness 15%

Quality of the information submitted in the proposal based on completeness, relevance, conciseness, and organization of material presented.

(2) Experience 35%

Respondent has experience with not only affordable housing development, but also working with municipalities and federal funding. References also report positive experience.

(3) Proposed Cost 25%

Analysis of cost competitiveness, including leveraged funds.

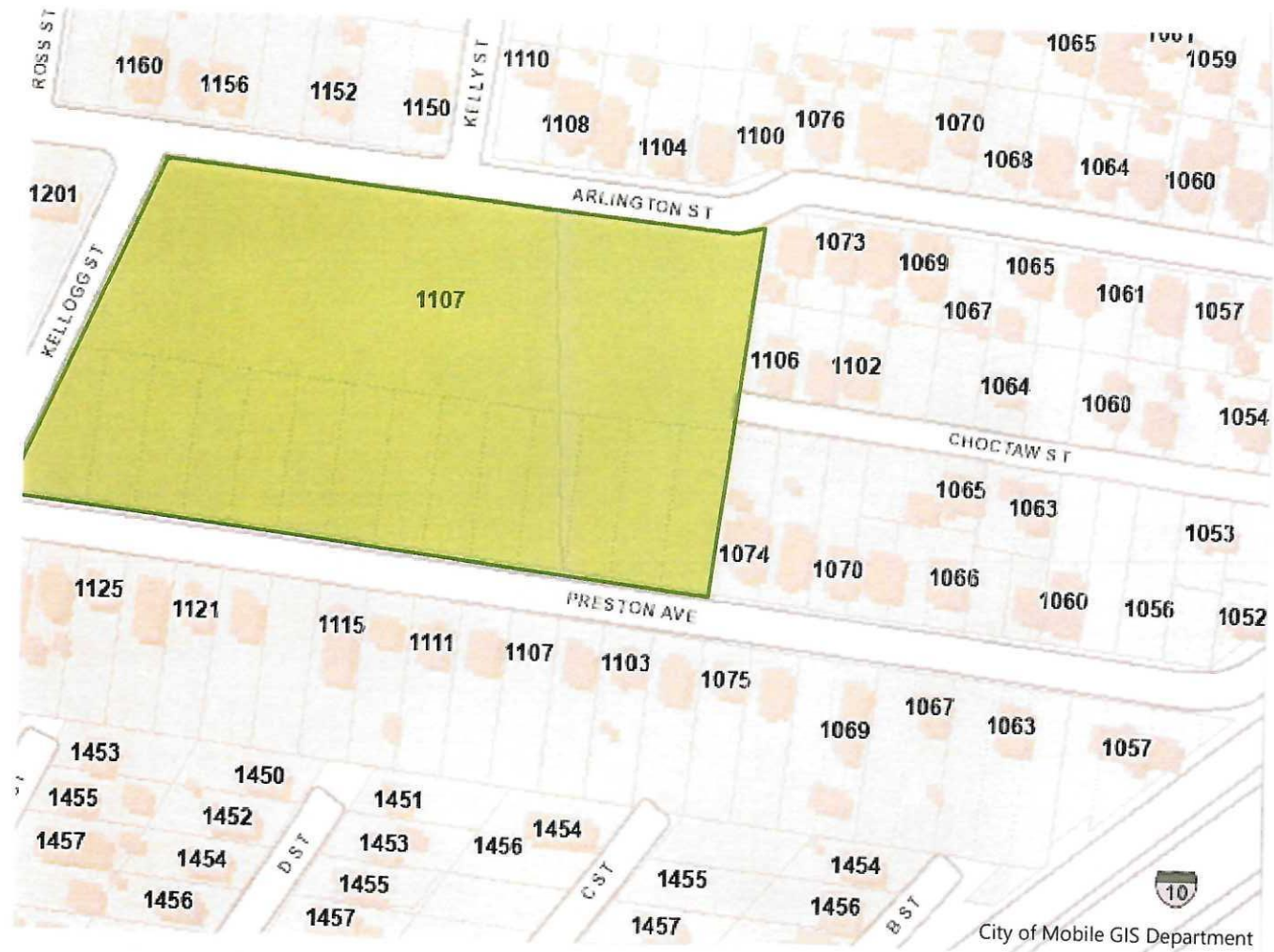
(4) Schedule 25%

Availability and compatibility of schedule.

After written proposals have been reviewed, discussions with prospective master developers may or may not be required to clarify any portions of the proposal. Incomplete proposals will not be considered. The City reserves the right to reject any and all proposals.

The City is issuing this RFP for a period of at least one year and may continue to accept and award proposals during that time for this or other related housing development within the City until funding has been exhausted through commitments.

Exhibit 1



ATTACHMENT A



CITY OF MOBILE SMALL BUILDER/DEVELOPER INTEREST FORM

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY PHONE: _____

COMPANY EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

AUTHORIZED REPRESENTATIVE PHONE: _____

AUTHORIZED REPRESENTATIVE EMAIL: _____

AMOUNT OF ASSISTANCE REQUESTED: _____

COMPANY YEARS OF EXPERIENCE BUILDING HOUSING:

INTEREST OF COMPANY TO PARTICIPATE:

I, _____, as Authorized Representative for _____, am interested in providing my services to build quality housing in the City of Mobile. I understand that any information submitted through this process may be forwarded to a master developer for their choosing of builders and developers within potential developments funded by the City of Mobile.

Signed by: _____

Print Name: _____

Date: _____

ATTACHMENT B
SMALL BUILDER/DEVELOPER
Single-Family Development Budget

Uses

Construction Costs:

Total cost to build		
Contingency	5%	
Total Construction:		

Holding/Disposition Costs:

Carrying Costs - Real Estate Taxes	
Carrying Costs - Utilities	
Carrying Costs - Site Security	
Carrying Costs - Grounds Maintenance	
Appraisal	
Title Search & Title Insurance	
Legal and Recording Costs	
Other Closing/Transfer Costs	
Total Holding/Disposition Costs:	

Total Development Cost:	
--------------------------------	--

Builder Fee		
-------------	--	--

TOTAL DEVELOPMENT BUDGET:

Sources

- Owner/Investor Equity
- Bank construction loan / line of credit
- Other funds (describe) _____
- Gap Funding Need

Total Development Sources (including gap):	
---	--

ATTACHMENT C

MASTER DEVELOPER PROPOSAL FOR FUNDING FORMAT



CITY OF MOBILE **COMMUNITY & HOUSING DEVELOPMENT DEPARTMENT**

AFFORDABLE HOUSING DEVELOPMENT

FUNDING APPLICATION

2024

City of Mobile
Community & Housing Development Department
205 Government Street, South Tower, 5th Floor, Room 508, Mobile, AL 36602
Phone: (251) 208 - 6290 ◇ Fax: (251) 208 - 6296
www.cityofmobile.org





CITY OF MOBILE AFFORDABLE HOUSING PROGRAM DEVELOPMENT APPLICATION COVER SHEET

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE: _____

APPLICANT EMAIL: _____

NAME OF AUTHORIZED REPRESENTATIVE: _____

AUTHORIZED REPRESENTATIVE PHONE: _____

AUTHORIZED REPRESENTATIVE EMAIL: _____

AMOUNT OF ASSISTANCE REQUESTED: _____

CERTIFICATION OF AUTHORIZED REPRESENTATIVE:

I, _____, as Authorized Representative for _____, hereby certify that all materials submitted in this proposal as noted on the checklist below are true and correct to the best of my knowledge and belief. I understand that any attempt to falsify information in this application shall result in disqualification. Further, I hereby consent to requests that the City of Mobile may make of third-parties for information to substantiate information provided in this proposal, and I authorize third parties to release such information to the City of Mobile.

Signed by: _____

Print Name: _____

Date: _____

APPLICATION CHECKLIST:

The materials listed below must be submitted with this application. Materials must be organized according to the tab numbers below. If appropriate, provide an explanation for why any item is not applicable. Applicants should note that additional due diligence items may be required pursuant to Program regulations and requirements prior to the City's final commitment of funds.

Project Application

- Tab 1: Complete Response to Request for Proposals including all required certifications and attachments. (NOTE: If application is not in response to a specific advertised Request for Proposals, then Tab 1 should be marked as "Not Applicable/General Application" and skip to Tab 2.)
- Tab 2: Project Summary containing a brief synopsis of the proposed development and number of units with location. The Summary should also have a brief description of the proposed homes (frontal elevation and floor plan), amenities, and accessibility/adaptability provisions.

Developer Capacity & Fiscal Soundness

- Tab 3: Developer Examples of Work and Project Staff
 - Recently completed comparable projects with pictures
 - All projects underway and/or pending
 - Staff assigned to this project and their roles and experience
 - Disclosure of any identity of interest purchasing/contracting relationships
- Tab 4: Individual resumes, copies of appropriate licenses and/or professional certifications
- Tab 5: Current statement of financial condition
- Tab 6: Most recent corporate audit or reviewed financial statements
- Tab 7: Most recent tax returns (990s for nonprofit developers)

Site and Product

- Tab 8: Location of project site
- Tab 9: Drawings of proposed product, if available

Underwriting/Financial Projections

- Tab 10: Estimated project proforma showing all project costs, construction sources, and estimated sales proceeds, to include estimates/documentation of professional services and soft costs (e.g. architectural fees, construction period taxes/insurance, marketing expenses, realtor listing agreement, etc.). Be sure to include all sources and uses, including requested City funding
- Tab 11: Commitments for other financing, both permanent and construction loan sources (if available)

Market Study, Data & Analysis, Marketing Plan

- Tab 12: Sales & Marketing plan outlining
 - Description of primary market and outreach strategies
 - Availability of homebuyer counseling services and appropriate referral plan

- Availability of appropriate first mortgage products

Certifications

- Tab 13: Signed and notarized certification statement (found in Appendix A to this application)

CERTIFICATIONS

CERTIFICATION REGARDING CONFLICT OF INTEREST

The undersigned certifies to the City of Mobile that it and its principals are in compliance with the Conflict of Interest provision of the Program:

In all cases not governed by those rules, conflicts of interest are not permitted. The following applies:

If a person is:

An employee, agent, consultant, officer, elected official or appointed official of a Grantee, PJ, State recipient, or sub recipient,

AND have project-related responsibilities or access to inside information.

That person may NOT:

Obtain a financial benefit or interest from any HOME or CDBG activity for themselves or those with whom they have family or business ties during their tenure or for two years thereafter.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

1. The undersigned certifies to the City of Mobile that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntarily excluded from any transactions or construction projects involving the use of Federal funds;
 - (b) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract, violation of Federal or State antitrust statutes or of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this certification had one or more public projects (Federal, State or local) terminated for cause of default.

2. Where the undersigned is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this certification.

CERTIFICATION REGARDING DISPLACEMENT, RELOCATION AND ACQUISITION

The undersigned hereby certifies to the City of Mobile that if its application is selected for funding, the project will not result in the displacement of persons (families, individuals, businesses, nonprofit organizations, and farms).

CERTIFICATION REGARDING PROHIBITION OF THE USE OF FEDERAL FUNDS FOR LOBBYING AND BRIBES

The undersigned certifies to the City of Mobile, for itself and its principals that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the Owner, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Owner will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (3) The Owner shall require that this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

CERTIFICATION REGARDING AFFIRMATIVE MARKETING PROCEDURES AND EQUAL OPPORTUNITY

The undersigned applicant certifies to the City of Mobile that it will continue to further Equal Opportunity and Fair Housing by:

1. Establishing affirmative marketing procedures to be utilized so that no person shall, on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or part with funds made available under The City of Mobile's HOME or CDBG Program.
2. Complying with the requirements of the Fair Housing Act and the Age Discrimination Act of 1975.
3. Displaying the Fair Housing logo on its advertisements for those units and at the leasing or sales office. At a minimum, a Fair Housing poster will be displayed at the leasing or sales office.

4. Submitting in writing to the City its plans to solicit applications from persons in the community who are unlikely to apply without special outreach.
5. Maintaining a list of the characteristics of the tenants renting assisted units and will assess and report annually the results of these efforts to the City.

Signature of Authorized Certifying Official:

Title:

Applicant Organization:

Date:

STATE OF ALABAMA)
COUNTY OF MOBILE)

I, the undersigned Notary Public in and for the State of Alabama at Large, hereby certify that _____, whose name as _____ of _____ is signed to the foregoing certifications and who is known to me, acknowledged before me on this date that, being informed of the contents of the certifications, he/she, as such officer and with full authority, signed the same voluntarily for and as the act of said corporation.

GIVEN UNDER my hand and official seal this the _____ day of _____, 20____.

Notary Public
State of Alabama at Large
My Commission Expires:_____