

# **REQUEST FOR QUALIFICATIONS (RFQ) FOR AFFORDABLE HOUSING**

The City of Conway is seeking proposals for an affordable housing development located on land within a Community Development Block Grant (CDBG) improvement district.

The type of project being requested is described as:

*Affordable housing dwellings located in the area known as The Pine Street neighborhood. Specifically to include tracts of land owned by the City of Conway identified for single family and multi-family housing. Housing proposals should focus on affordable housing opportunities specifically for families with incomes at or below 60% of area median income. Proposals may incorporate mixed dwelling ideas on city land and/or combined with privately acquired locations. Housing proposals should be placed in service for occupancy no later than spring 2019 to ensure a timely performance of funds and to address the immediate need for new housing.*

## **PART ONE: SCOPE OF SERVICES**

The City of Conway is soliciting proposals for an affordable housing development to assist the City of Conway with meeting the national objective of affordable housing in compliance with the US Housing and Urban Development (HUD) Community Development Block Grant (CDBG) requirements. The agreement will be on a lump sum, fixed price basis (or donation for the acquisition of land “not to exceed” basis), with payment terms to be negotiated with the selected Respondent. Reimbursement for services will be contingent on the City of Conway receiving funding from HUD or from current allocations available. The maximum amount of assistance that can be paid with CDBG funds will be determined by HUD and may require adjustments in the proposed contract amount.

Proposal should include, but not be limited to:

1. Pre-design plans
2. Number of housing units being provided
3. Design, Development, and Construction timelines
4. Targeted demographic of intended housing and method of ensuring target is met
5. Timeframe that housing shall be restricted by covenant for intended demographic
6. Experience of proposed developer

## **PART TWO: REQUEST FOR QUALIFICATION STATEMENTS**

The following information should be included under the title “Request for Qualification Statements for Affordable Housing for the “Pine Street Neighborhood” Project:

1. Name of Respondent.
2. Respondent address.
3. Respondent telephone number.
4. Respondent federal tax identification number.
5. Name, title, address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent.

## **Contents of Qualifications Submittal**

Respondents should letter and number responses exactly as the questions are presented above under "PART ONE: SCOPE OF SERVICES".

### **PART THREE: SELECTION CRITERIA**

The City of Conway shall evaluate each potential respondent in terms on its:

1. Professional qualifications necessary for satisfactory performance of required services;
2. Specialized experience and technical competence in the type of work required;
3. Capacity to accomplish the work in the required time;
4. Past performance on contract with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;

Suggested rating points

Respondents will be evaluated on the basis of the written material submitted and according to the following factors:

1. Experience of the firm with this particular type of construction project(s) as described in Part One. 30pts.
2. Experience of the firm with other type of federally compliant construction projects. 20pts.
3. Current capacity to accomplish the work in the required time. 20pts.
4. MBE/WBE 10pts

In the event of a tie, oral interviews will be held with those firms. As a result of the interviews, the City of Conway will determine which firm will be selected to enter into contract negotiations. Unsuccessful firms will be notified as soon as possible.

Questions should be addressed to Scott Grummer, Project Manager at [scott.grummer@cityofconway.org](mailto:scott.grummer@cityofconway.org) or 501-450-6105. Responses to this RFQ should be hand-delivered or mailed to Felicia Rogers, Executive Assistant to the Mayor at the City of Conway, 1201 Oak Street, Conway, AR 72032.

Responses to this RFQ must be received no later than March 17<sup>th</sup>, 2017 @ 2:00pm

# CITY OF CONWAY CDBG OWNED PARCELS AVAILABLE FOR DEVELOPMENT

