

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS

DATE OF ISSUE: **June 18, 2008**

TO: Potential Providers of Services

RE: Request for Proposals for **Reviewing market Studies for Affordable Housing Projects in Michigan**

I. Services Sought by Authority:

The Michigan State Housing Development Authority ("Authority") is seeking an individual or firm that is authorized to do business in Michigan to do the following:

- Assist MSHDA Marketing staff in reviewing and approving market studies for affordable housing projects in the Direct Lending, Low Income Housing Tax Credit, Modified Pass-Through and multiple Preservation programs.
- Assist in the evaluation and revision of criteria used as guidelines for market studies submitted to MSHDA for review.
- Conduct research on topics pertaining to the Michigan housing market as needed.
- Provide technical assistance to MSHDA staff on affordable housing markets and related issues, as needed.

A detailed description of the work is described in the Scope of Work, which is attached as Exhibit A to this Request for Proposals.

II. Required Qualifications

The Authority has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The prospective contractor ("Prospective Contractor") must:

- A.** Have experience providing the services described in the Scope of Work or similar services, including:
 1. Experience in reviewing affordable rental housing market studies in Michigan.

2. Experience in understanding and applying MSHDA's Guidelines for Market Studies and knowledge of MSHDA's housing programs.
 3. Knowledge of affordable housing market studies.
 4. Experience conducting and interpreting statistical analysis of demographic, economic, and other trends.
 5. Past experience, education, and professional affiliations that contribute to the ability to complete the work described in this proposal.
- B.** Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
- C.** Have the following certifications:
1. A bachelors degree or higher in an appropriate course of study, such as economics, marketing, geography, business, urban or regional planning, or similar field.
 2. A minimum of three years experience as a reviewer of market studies for affordable housing projects.
- D.** Be a Michigan entity (limited partnership, limited liability company, for profit corporation or non-profit corporation), a firm that is authorized to do business in the State of Michigan, or a division or office of a Michigan municipality. The Prospective Contractor will be required to submit a Certificate of Status issued by the Corporations and Securities Bureau of the Michigan Department of Labor & Economic Growth
- E.** Have an office in the State of Michigan.
- F.** Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow Prospective Contractor to download and upload data and files and receive files and attachments from Authority staff.
- G.** Agree to execute a contract acceptable to the Director of Legal Affairs. For purposes of illustration only, a draft of the proposed contract is attached.

III. Submitting Proposal:

Firms wishing to submit proposals must submit one (1) original and three (3) copies of a proposal to provide the services described in Exhibit A (Scope of Work). Submitted proposals must respond to and address the questions listed in Exhibit B (Proposal Instructions and Selection Criteria).

The due date for the Authority's receipt of the proposals responding to this Request for Proposal ("RFP") is July 10th, 2008 at 4 p.m.

The Authority shall not be liable for any costs that a firm or individual may incur while preparing a proposal. The Authority shall not be liable for any costs that a firm or individual may incur prior to the complete execution of a contract. If the

Authority enters into a contract, the Authority's consideration (payment) shall be limited to the term of the contract.

IV. Communications with Authority Staff Prior to Selection of Proposal

Any questions, raised by Providers concerning the RFP may be submitted, in writing, via mail, email or fax, using the subject line to the attention of:

David Allen
MSHDA
735 East Michigan Ave.
PO Box 30044
Lansing, Michigan 48909

E-mail: allend1@michigan.gov
Fax: (517) 373-7657

To ensure a fair and impartial process, Authority staff will not address non-written questions concerning the RFP. Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Authority staff or Board members except David Allen--all communications with David Allen *must* be received in writing by July 2nd, 2008

MSHDA will answer appropriate questions received in a timely manner (e.g., information not covered/answered in the RFP, interpretation issues, etc.) by email to all Providers on or before July 2nd, 2008. MSHDA will hold no other question sessions or bidders conferences.

If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all recipients of the RFP who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions thereof, and the answers to any written questions.

V. Selection of Proposal:

The Authority's Office of Public Policy and Market Research will select the proposal based on Selection Criteria, which is set forth in Exhibit B (Proposal Instruction and Selection Criteria).

VI. Processing Required Forms & Contract Execution:

The required forms will be submitted to Civil Service for approval, **prior** to Board approval. Contracts that equal or exceed \$25,000 must be Board approved.

Thereafter, a contract will be forwarded to the firm ("Selected Firm") that submitted the selected proposal with instructions to execute and return three copies. Upon receiving the executed copies, the Office of Legal Affairs will submit the executed copies to a duly authorized Authority signatory for execution on behalf of the Authority.

VII. Michigan Freedom of Information Act

Documents submitted to the Authority shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See *MCL 15.243(1)(i)*. Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. See *MCL 15.243(1)(j)*.