



Date: February 14, 2018

Housing Authority of Travis County

REQUEST FOR PROPOSALS

FOR

GENERAL HOUSING DEVELOPMENT CONSULTANT SERVICES

SOLICITATION NO. HATC-01-2018

Issue Date: March 12, 2018

Proposal Due Date: March 9, 2018 –2:00PM (CST)

INVITATION TO SUBMIT PROPOSALS

The Housing Authority of Travis County, Texas (HATC) herewith requests proposals for General Housing Development Consultant Services.

This invitation is restricted to services for the HATC only, and proposals with respect to other agencies or projects shall not be submitted. Proposals are invited from qualified individuals or firms that can comply with all requirements of applicable HUD regulations, and with the objectives of the HATC.

This Request for Proposal (RFP) contains specific submission requirements, general scope of service requirements, as well as terms, conditions, and other pertinent information necessary for submitting a proposal. Questions and inquiries can be directed to Patrick Howard, CEO and Executive Director, 502 East Highland Mall Boulevard, Suite 106B, Austin, TX 78752, by email at: Patrick.b.howard@traviscountytx.gov, or by FAX to (512) 854-1899. Proposals must be received by the HATC on or before March 9, 2018 at 2:00pm (CST).

All proposals shall be labeled as follows:

Proposal for General Housing Development Consultant Services.

RFP No. 01-2018

Patrick B. Howard, CEO and Executive Director

HOUSING AUTHORITY OF TRAVIS COUNTY

502 East Highland Mall Boulevard, Suite 106B

Austin, TX 78752

For more information, see our website at www.HATCTX.com

PHA MISSION AND DESCRIPTION

The Housing Authority of Travis County is committed to providing HATC Facts:

- Name: *Housing Authority of Travis County, Texas*
- Established by: *Resolution on July 1, 1975 by Travis County Commissioners Court*
- Mission: *Preserving and developing affordable housing and vibrant communities to enhance the quality of life for all.*
- Vision: *Travis County has inclusive and diverse affordable housing communities where children thrive, families flourish, and all can achieve their full potential.*
- Units of Section 8 Project Based Rental Assistance (formerly public housing): 105 (3 family developments, duplex-style units)
 - 75 units (2 of the 3 developments) currently undergoing rehabilitation via the use of Low Income Housing Tax Credits
- Units of (non-subsidized) Affordable Housing: 49 (33-unit Senior building and 16 family, duplex-style units)
- Housing Choice Vouchers: 568
- Housing Choice Vouchers (average) via Portability: 77
- VASH (Veterans Affairs Supportive Housing) Vouchers: 15
- Continuum of Care Vouchers (for homeless persons): 103 (approximate)

SCOPE OF SERVICES

HATC is seeking qualifications from individuals and firms interested in providing housing development and loan portfolio consulting services on a wide variety of affordable and market-rate housing development finance issues and standard practices of the real estate lending industry, including public-purpose lending. More specifically, in calendar year 2018, the consultant is expected to complete the *City of Austin* Rental Housing Development Assistance (RHDA) Application for Rental Development Financing, and the *Federal Home Loan Bank of Dallas* application for its Affordable Housing Program funding.

HATC will award a contract to a successful respondent for the provision of these services for a one-year period, with the option of renewing for three successive one-year periods. HATC intends to allocate up to \$10,000 for these services per fiscal year.

Real Estate Development activities will include, but are not limited to: the structuring of real estate transactions and developing project budgets, operating projections, proposing and negotiating financing.

Financing activities will include but are not limited to identification of potential funding from both private and public sources, raising of project equity and debt, analysis of project leverage recommendation of financing structures, disposition advisory, and limited partnership negotiations.

SUBMISSION PROCESS AND REQUIREMENTS

SUBMISSION DEADLINE

Project must be received by HATC on or before March 9, 2018 at 2pm CST. Faxed proposals will not be considered.

PLACE OF SUBMISSION

One (1) unbound original and three (3) copies of the complete proposal package is preferred, but electronic transmittal is also an acceptable form of submission. Package should be in an envelope, sealed and labeled "General Housing Development Consultant Services" and submitted to:

Patrick B. Howard, CEO/Executive Director
HOUSING AUTHORITY OF TRAVIS COUNTY
502 East Highland Mall Blvd., Suite 106B
Austin, TX 78752