



December 1, 2018

Development Partners,

The Yampa Valley Housing Authority is embarking on an aggressive development plan to create 600 new affordable and attainable units in the Steamboat Springs area by 2030. We are currently seeking proposals from development companies to help us reach our goals.

In the past three years YVHA has established public private partnerships to create 120 new low and moderate income units and has received over \$24,000,000 in Low Income Housing Tax Credits. Building upon this success, YVHA has successfully obtained voter approval of a property tax that will provide approximately \$850,000 annually to support our development goals.

Within our public private partnerships, YVHA can provide gap financing, tax exemptions (where appropriate), local entitlements expertise and land due diligence. We believe that these development services complement the skill sets of professional development companies and create the recipe for a successful development.

Please look over the attached Request for Proposal and consider proposing a project and partnership with YVHA to help us meet our goals. We encourage interested parties to join us in Steamboat Springs for a tour of land options, to discuss YVHA's development resources and explore development and financing concepts.

King Regards,

A handwritten signature in blue ink that reads 'Jason K. Peasley'.

Jason K. Peasley,
Executive Director

**Yampa Valley Housing Authority
Request for Proposals
Development Partner
Proposal Deadline – February 1, 2019**

I. PURPOSE

The Yampa Valley Housing Authority (YVHA) is soliciting proposals from qualified developers to create public-private partnerships to create new Seasonal, Low Income and/or Entry Level housing product.

II. GENERAL INFORMATION

A. YVHA is a multijurisdictional housing authority established through an intergovernmental agreement between the City of Steamboat Springs and Routt County pursuant to CRS § 29-1-204.5. YVHA's mission is:

The YVHA supports the local economy, community and businesses of the Yampa Valley by implementing appropriate housing solutions for local workers, other qualified residents, and their families.

B. YVHA has established a development goal to create 350 Seasonal Beds, 350 Low Income Units and 150 Entry Level units by 2030. To accomplish this goal, YVHA is seeking to establish a public-private partnership or partnerships with qualified developers capable of developing housing project in these market segments.

C. YVHA has received voter approval in 2017 of a property tax to support our efforts to develop new affordable and attainable housing consistent with the goals outlined above. Property tax revenue is anticipate to be \$850,000 annually and intended to be used as gap financing.

D. YVHA brings the following resources to a public-private partnership:

- Local financial resources to be used as part of a project's capital sources where appropriate,
- Property, sales and use tax exemptions authorized under CRS §29-4-226 and CRS §29-4-227 where appropriate,
- Local entitlement expertise, including planning and zoning applications, process coordination and representation at public hearings,
- Research and due diligence on vacant land within the City of Steamboat Springs,
- Local consultation aiding in determining development feasibility and market characteristics

E. Each market segment is defined below to provide a broad outline of the target market to be served by new housing developments:

Seasonal:

A Seasonal Employee is "an employee who is hired into a position for which the customary annual employment is six months or less." "Customary" means an employee who typically works each calendar year in approximately the same part of the year, such as summer or winter. Seasonal Worker is one the employer employed for not more than four months (or 120 days) during the prior calendar year. There are no income targets for Seasonal Housing.

Low Income:

Long term apartment or mobile home rentals, year round residents, up to 60% AMI includes transitional residents, seniors and college students. Federally subsidized housing typically services households making up to 60% of the Area Median Income (AMI).

Entry Level:

Entry-level includes permanent Routt County residents who can afford to purchase homes in the bottom third of the for-sale market, although this segment may also choose to rent. The housing needs of this group can be satisfied with rental units as well as multi-family units, condos, and single-family homes. In terms of Area Median Income, Entry Level Housing targets households making 60% AMI to 120% AMI.

F. For the purpose of this RFP, YVHA Development Goals are as follows:

1. Housing units that meet all or a portion of our development goals
2. Return on YVHA's investment in the form of cash flow and/or property ownership
3. Limiting exposure to risk, including construction, lease-up and operating risk
4. First opportunity to perform property management of the built units with an accompanying management fee
5. Site control by the Developer with site specific plans and designs
6. Sustainable building practices and energy efficiency
7. Healthy living spaces and programed space for tenants
8. Project location within walking distance to transit and commercial services

G. For the purpose of this RFP, YVHA is seeking to leverage our local funds by utilizing the following sources:

1. 4% Low Income Housing Tax Credits (LIHTC)/Tax Exempt Bond,
2. 4% LIHTC and Colorado State Tax Credits,
3. Colorado Division of Housing Grants,
4. Other financing sources that can leverage our local funds to development new housing supply that meets our stated development goals,

Please note that YVHA has received two 9% LIHTC awards in the past three years and will not be submitting a 9% application in 2019 or 2020.

H. YVHA invites all interested parties to visit Steamboat Springs for a tour of available development site and to discuss our development goals and available resources.

III. PROPOSAL REQUIREMENTS

A. Proposal submittals shall include:

1. Cover sheet: The cover sheet shall list the name of the Developer with names, email address and phone numbers of persons who may be contacted to answer questions. Also, the cover sheet shall state who prepared the submittal and how that person(s) can be reached.
2. Qualifications: The Developer qualification information shall include:

- a. A brief history of the firm including organization structure, professional resumes stating qualifications of the firm to develop seasonal, low income and/or entry level housing. Include number of years in business, number of employees, and location of office or offices, names of principals or employees who will complete the service and their resumes and qualifications. Include qualifications/resumes of personnel assigned to perform the work.
 - b. A description of prior housing projects which demonstrates a familiarity with developing seasonal, low income and/or entry level housing products, financing techniques such as Low Income Housing Tax Credits and development in a mountain environment.
 - c. References (three minimum) must be provided identifying each client, a contact person, the client's mailing and email addresses and telephone number for similar projects completed by the personnel proposed for this project.
 3. Development Goals: Provide a narrative describing how the proposal will meet some or all of the YVHA Development Goals.
 4. Project Approach: Describe project approach including target market, product type, architecture, and site design.
 5. Schedule: Provide a project schedule which would bring the development from initial concept phases, through zoning entitlements, financing, construction and occupancy.
 6. Cost Proposal: The cost proposal shall include a design and construction budget, project pro-forma and anticipated rental rates/purchase prices.
 7. YVHA Equity: The cost proposal shall include the amount of YVHA Equity necessary to make each project financially feasible. The proposal shall also include the percent of project ownership and/or developer fee dedicated to YVHA for their participation in the project partnership.
- B. Clarifying Questions shall be submitted to Jason K. Peasley, Executive Director at jpeasley@yvha.org.

IV. INSURANCE REQUIREMENTS

- A. Developer shall provide at his own expense the following insurance for himself and his employees in connection with their work under this project:
1. Worker's Compensation: Statutory
 2. General Liability: \$1,000,000 each occurrence and aggregate
 3. Auto Liability Insurance: \$150,000 each occurrence and \$600,000 aggregate.
- B. The Developer shall indemnify and hold harmless the YVHA against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this development partnership.

V. DEVELOPER SELECTION

A. After receipt of proposals, YVHA will use the following factors in selecting the firm for the project.

1. Resume and qualifications of the firm and assigned personnel.
2. Overall project approach and understanding of seasonal, low income and entry level housing development.
3. Total unit targeted at seasonal, low income and/or entry level market segments and maximum utilization of YVHA financial resources per unit.
4. Conformance with YVHA Development Goals.
5. Schedule for completion.
6. Proposed project budget.
7. References and demonstration of successful experience in developing or providing similar services, with adherence to the statement of services, schedule and budget.

B. YVHA will evaluate responsive proposals and may select two or more Developers to be fully qualified and best suited among those submitting proposals, on the basis of the factors listed above. Further information and negotiations may be requested from all the Developer so selected. Costs and compensation will generally be considered, but is not the sole determining factor. In many cases, other factors, including but not limited to experience, financial and professional capacity, references, service, warranties, proposed approach, etc. are more important than the initial cost.

After the evaluation, information gathering, and further negotiation is completed, YVHA shall select the Developer(s) who, in its opinion, best meets the need of YVHA, and shall enter into a development partnership with that Developer. Should YVHA determine, in its sole discretion that only one Developer is fully qualified, or is clearly more qualified than the others under consideration a partnership agreement may be negotiated and awarded to that vendor.

C. YVHA reserves the right to reject any or all bids and proposals, to waive informalities or irregularities in the proposals received, and to reject non-conforming, non-responsive, conditional or qualified proposals, and to accept the bid/proposal, in whole or in part, which, in YVHA's judgment, best serves the interest of YVHA and its clients.

VI. GENERAL CONDITIONS

A. A Letter of Interest shall be submitted by **5:00 PM, December 20, 2018**. This letter shall express interest in submitting a proposal and will include the primary contact information of the applying party. This information will be used to distribute the answers to Clarifying Questions to all interested parties. Clarifying Questions can be submitted at any time through **5:00 PM, January 14, 2019**. Mail Letters of Interest and/or Clarifying Questions to PO Box 774542, Steamboat Springs, Colorado 80477, email to

jpeasley@yvha.org or deliver to the YVHA Offices at 2100 Elk River Road, Steamboat Springs, Colorado, Attention: Jason Peasley.

B. Proposals must be received by YVHA by **5:00 PM, February 1, 2019**. It is the responsibility of the Developer to ensure that the Proposal arrives at YVHA Offices prior to the time and date indicated above. Mail Proposals to PO Box 774542, Steamboat Springs, Colorado 80477, email to jpeasley@yvha.org or deliver to the YVHA Offices at 2100 Elk River Road, Steamboat Springs, Colorado, Attention: Jason Peasley. Late proposals will be returned unopened.

C. Proposals shall be placed in a separate envelope clearly marked **“Proposal - Development Partner”**

D. Proposals shall be firm for a period of 60 days from submittal.

E. Any person or agency on the US Attorney General’s list of ineligible contractors will not be considered.

F. The Developer certifies by signing this proposal that this proposal is made without prior understanding, agreement or accord with any other person submitting a proposal for the same product or service and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person engaged in the same line of business or commerce. Any false statement hereunder constitutes a felony and can result in a fine and imprisonment as well as civil damages.

F. Proposals shall be considered public information unless advised otherwise by the Developer. Developer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.