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*“Committed to Safe and Affordable Housing”*

**NOTICE REQUEST FOR PROPOSAL**

**DEVELOPMENT CONSULTING SERVICES – YAKIMA WA**

**For The Housing Authority of the City of Yakima**

The Housing Authority of the City of Yakima (YHA) is accepting competitive proposals from qualified professionals for development consulting services associated with the acquisition and rehabilitation of Mabel Swan Manor and Mabel Swan North in Yakima, WA. Competitive proposals must be sent to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org) by 12:00 p.m. on April 11<sup>th</sup>, 2025.

Proposal instructions and specifications may be obtained via email upon request to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org). Questions should also be addressed to Lowel Krueger. Please allow one office day to respond. Office days are Monday through Thursday.

YHA reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the Yakima Housing Authority.

## REQUEST FOR COMPETITIVE PROPOSALS

### **Housing Authority of the City of Yakima DEVELOPMENT CONSULTING SERVICES - YAKIMA, WA Due Friday, April 11<sup>th</sup>, 2025, 12:00 p.m.**

#### **I) SUMMARY**

The Housing Authority of the City of Yakima (YHA) invites development consultants to submit their proposals to assist with the acquisition and rehabilitation of Mabel Swan Manor and Mabel Swan North in Yakima, WA.

YHA intends to hire the lowest most responsible bidder. Please read the request carefully and submit all the information by the due date listed above.

#### **II) PROJECT DETAILS**

YHA is acquiring two elderly housing developments: Mabel Swan Manor and Mabel Swan North located at 10 South 8th Avenue, Yakima WA 98902. Mabel Swan Manor consists of 99 units subsidized under Section 8 Project Based Rental Assistance. The project will undergo substantial rehabilitation financed through an FHA Section 221(d)(4) loan and a Mark up to Market Contract Renewal.

Mabel Swan North consists of 45 units subsidized under a Section 202 Project Rental Assistance Contract (PRAC). The development will undergo substantial rehabilitation financed through FHA Section 221(d)(4) loans. Mabel Swan North will also undergo a Rental Assistance Demonstration for PRAC Conversion to a 20-year Section 8 Project Based Rental Assistance Contract.

#### **III) SCOPE OF SERVICES**

The selected consultant will be responsible for the following tasks:

- Lead Owner (YHA), Architect, Contractor and Relocation team on predevelopment, financing and rehabilitation of two HUD assisted properties
  - Lead the Architect/General Contractor on the preparation of the Budget Based Rent Increase PCNA for North
  - Assist YHA in contract negotiations with Architect and Contractor
  - Assist YHA in evaluation of rehabilitation scope
  - Assist YHA in preparation and management of overall development budget
  - Assist in obtaining necessary permits
  - Monitor construction progress, attend regular site meetings, and maintain construction records
  - Oversee construction closeout
- Function as the point of contact with the HUD Office of Recapitalization and prepare RAD Conversion application for Mable Swan North (a 202 PRAC)
- Function as the point of contact with Washington Department of Commerce on re-subordination of existing funding

- Liaison with YHA counsel on RAD for PRAC Application, 221d4 closing, title and survey
- Liaison with property staff and management agent on tenant notifications, and site visits for third party vendors and any property related due diligence
- Liaison with FHA Lender, Centennial Mortgage
  - Assist with all necessary loan application materials
  - Assist YHA in preparation of construction draws

#### **IV) INFORMATION TO BE INCLUDED IN THE PROPOSAL**

To facilitate the evaluation of the proposals, it is requested that the required information be arranged in the following format:

##### **SECTION I**

##### **TECHNICAL QUALIFICATIONS (40 Points)**

1. Describe the experience with FHA mortgage insurance financing including the application phase, closing, and construction administration.
2. Demonstrate an understanding of HUD requirements for occupied rehabilitation of elderly properties.
3. Describe experience leading OACR team of HUD subsidized and financed properties.
4. Demonstrate an understanding of RAD for PRAC conversion requirements and methods for optimizing the budget-based rent increase for RAD conversions.
5. Describe the experience with property management of Section 8 subsidized properties.

##### **SECTION II**

##### **FIRM ORGANIZATION/LOCAL OFFICE TECHNICAL QUALIFICATIONS (20 Points)**

1. Describe the organization, size, and structure of your firm.
2. State the address of the office which will be conducting the engagement.
3. Affirm that your organization has adequate insurance.

##### **SECTION III**

##### **ENGAGEMENT APPROACH AND EXPERIENCE (30) Points**

Provide descriptions of at least 5 (no more than 8) similar projects within the past 5 years with detailed explanation of how they align with the scope of services outlined above.

##### **SECTION IV**

##### **CLIENT REFERENCE (10) Points**

List the names, addresses, and phone numbers of HUD client references.

##### **SECTION V**

##### **OTHER INFORMATION (20) Points**

Include any other information which may be helpful to the Selection Committee in evaluating your organization's qualifications.

## **SECTION VI**

### **ENGAGEMENT FEE (10) Points**

Include a proposed fee structure with an itemized listing of all other expenses or fees that are anticipated. The proposal should include pay in schedule and list of all reimbursable expenses.

## **VI) SELECTION PROCESS**

### **1. Evaluation and Selection process:**

The Owner will review responses to this RFP and select a contractor based on the scoring criteria listed above. The Owner reserves the right to negotiate terms prior to the final contract.

### **Questions**

Questions must be submitted by email to the Owner by 4:00 p.m., Friday, March 28<sup>th</sup>, 2025.

Email: Lowel Krueger – [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org)

### **Response Delivery Address and Deadline**

All documentation required in this RFP must be received by email no later than Friday, April 11<sup>th</sup>, 2025, 12:00 p.m. to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org)

### **2. YHA Discretion**

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether an award shall be made because of this Solicitation, shall be at the sole and absolute discretion of YHA.

### **3. No Claim Against YHA**

A respondent shall not obtain, by submitting a response to this Solicitation, any claim of any sort against YHA's property because of all or any part of any of the following:

1. Any aspect of this Solicitation;
2. The selection process;
3. The rejection of any or all offers;
4. The acceptance of any offer;
5. Entering into any agreements or the failure to enter into any agreements;
6. Any statements, representations, acts or omissions of the Sponsor to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
7. Any other matters arising out of the foregoing.

4. Cost of the Response

All costs incurred directly or indirectly, in responding to this Request shall be the sole responsibility of the Respondents. All material and documents submitted by Respondents will become the property of YHA and will not be returned. Additionally, any Respondent selected for further negotiations will be responsible for all costs incurred by it during such negotiations.