



Alexandria Redevelopment and Housing Authority

Alexandria Redevelopment & Housing Authority

401 Wythe Street

Alexandria, Virginia 22314

www.arha.us

REQUEST FOR PROPOSAL

**OPEN TO PREVIOUSLY PROCURED &
DESIGNATED ARHA DEVELOPMENT PARTNERS
SAMUEL MADDEN PUBLIC HOUSING COMMUNITY
SOLICITATION # RFP P-03-08-21**

Issue Date: March 08, 2021

Proposal Due Date: JUNE 11, 2021 @ 2:00 P.M EST

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CEO LETTER

March 8, 2021

Dear Bidders:

Congratulations on being selected for the short list of pre-qualified development partners asked to present a proposal for the Samuel Madden public housing community.

ARHA and the residents seek a partner who will assist us to create a mixed income/mixed use community that will fully embrace the sixty-six families who currently call Madden their home.

The Madden site is one of the first neighborhoods in the City of Alexandria that one encounters travelling on Route 1. We view this site as a gateway site into the historic Parker-Gray community, Old Town and beyond. Conversely, traveling on Route 1 in the opposite direction, the Madden site should also symbolize a gateway to new horizons of opportunities for residents and neighbors. As such, the redevelopment should be a tribute to the gateway nature of this site.

Our potential partner will be guided by principles and values that strengthen a well-developed public private partnership where public housing resident participation is at the heart of all future development and where the voices of current Madden residents will be incorporated into the redevelopment of their community.

We challenge you to think creatively outside of the box, and to present a proposal that far exceeds our collective expectations. We invite you to share with us your vision for this site. Thank you for participating in this competition and for being willing to enter into a partnership with the Alexandria Redevelopment & Housing Authority for redevelopment of the Samuel Madden community.

Sincerely,

Keith Pettigrew

Keith Pettigrew
Chief Executive Officer

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INTRODUCTION

The Samuel Madden public housing community is situated at the intersection of Route 1 (North Henry Street) and North Patrick Street. This site comprises two contiguous parcels, which together total approximately 3.44 acres. This parcel is adjacent to a community of townhomes and retail shops with a large mixed income community called James Bland. On the other side, the community is beginning to change its character to a mid-rise community and ground floor retail.

Sixty-six families call Samuel Madden their home. The houses built on this site were post-war construction for growing families. The homes are detached and semi-detached two-story row homes along the perimeter of the two blocks surrounding an internal courtyard that serves as communal drying yards, play area for the children and a large green area for an escape from urban living. The site contains 46 two-bedroom units and 20 three-bedroom units.

The City of Alexandria has consistently been ranked by Walk Score as the second most walkable city in Virginia. The Madden community has a walkability rating of 90 and has been labeled a “Walker’s Paradise”, as residents have easy access to shops, services, restaurants and everything that they will need in their daily lives. The transportation score is 69 as Madden is within walking distance to the Braddock Street Metro and is serviced by numerous buses that transport neighborhood residents to jobs in Crystal City, the Pentagon, and beyond. Moreover, it has a bike score of 82, ranking this section of the city among the most desirable neighborhoods in the city.

The site is located within the Braddock Road Small Area Plan. It is zoned RB and subject to Section 106 historic review process and approval by the Board of Architectural Review. We look forward to creating an income diversified, family focused, mixed use neighborhood that builds upon the site’s current strength.

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RFP INFORMATION AT A GLANCE

[Table No. 2]

<p>ARHA CONTACT PERSONS</p> <p>NOTE: All questions shall be submitted by email to the provided contact persons or through eProcurement. All questions will be replied to as submitted through an addendum posted in eProcurement. No questions will be answered after May 7, 2021.</p>	<p>Mike Angel Department of Finance Senior Contract Manager Cell: 703-585-0006 and Mohammad Muhsen, VCA Department of Finance Procurement Assistant Tel: 703-549-7115 Ext: 232 Fax: 703-823-3252 Email: mmuhsen@arha.us</p>
<p>HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE</p>	<ol style="list-style-type: none">1. Access nahro.economicengine.com (no “www”).2. Click on the “Login” button in the upper left side.3. Follow the listed directions. <p>If you have any problems in accessing or registering on the system, please call customer support at: 1-866-526-9266. Email: larry.t.hancock@gmail.com</p>
<p>DEADLINE FOR RECEIPT OF QUESTIONS VIA EMAIL AND/OR ePROCUREMENT.</p>	<p>May 7, 2021 @ 2:00 PM</p>
<p>DATE OF ADDENDUM FOR REPOSE TO QUESTIONS VIA ePROCUREMENT</p>	<p>May 14,2021</p>
<p>HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL</p>	<p>As instructed within Section 2.3 of the RFP documents, submit five (5) hard copies- one (1) original plus four (4) copies of your response to the RFP to ARHA Procurement Department. See section 2.2 for Proposal Submitted Binding Method.</p> <p>*In addition, all files must be uploaded to the eProcurement*</p> <p>If you have any problems in accessing or uploading on the system, please call customer support at: 1-866-526-9266. Email: larry.t.hancock@gmail.com</p>

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PROPOSAL SUBMITAL DEADLINE	All submissions are due: Monday, June 11, 2021, 2:00 PM EST Procurement Department Alexandria Redevelopment & Housing Authority 401 Wythe Street Alexandria, Virginia 22314 *All files must be uploaded to the eProcurement*
ANTICIPATED COMMENCEMENT OF THE WORK	Goal is to award in September 2021.

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1.0 ARHA'S RESERVATION OF RIGHTS:

1. ARHA reserves the right to reject any or all proposals, to waive any informality in the Request for Proposals (RFP) process, or to terminate the RFP process at any time, if deemed by ARHA to be in its best interests.
2. ARHA reserves the right not to award a contract pursuant to this RFP.
3. ARHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
4. ARHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
5. ARHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer (CO).
6. ARHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete.
7. ARHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
8. ARHA shall reserve the right at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the nahro.economicengine.com Internet System (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and the noted Internet System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by ARHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve ARHA, but not the prospective proposer, of any responsibility pertaining to such issue.

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2.0 SCOPE OF WORK/OBJECTIVES:

The objective of this RFP is for ARHA to select a development partner for the Samuel Madden public housing community from among a short list of previously qualified development partners. A list of pre-qualified development partners was selected from among applicants to solicitation number: Q-20-01. From that RFQ, on October 26, 2020, the ARHA Board of Commissioners, pursuant to Resolution number 696-2020, selected a list of eleven pre-qualified development partners. As outlined in the RFP, from this list ARHA has selected three pre-qualified development partners to seek development proposals pursuant to the ARHA principles and conditions outlined herein.

We seek a development partner who will assist us meet our objectives for the Madden site:

1. **A mixed income community** which reflects a goal of one-third each for low-income, other affordable, and market households; where the public housing units are fully integrated within each building and throughout the community in a seamless manner; and amenities are accessible by all residents.
2. **A mixed-use community** that incorporates ground floor retail, commercial spaces, and/or services for the residents and greater community; and opportunities for local businesses.
3. A commitment to creating an **environmentally sustainable community** by using processes and developing structures that are environmentally responsible and resource-efficient throughout the buildings' life-cycle.
4. A **financially feasible development** deal that is economically beneficial to ARHA and provides for long term financial sustainability to the Housing Authority; and, to the extent feasible, is structured with a ground lease for the ARHA land.
5. Commitment to ensuring that **ARHA residents are the focal point of all redevelopment** efforts by including resident input throughout each component of the project; commitment to funding programs and case management in order to maximize the number of residents returning to the site.
6. Preparing and executing **a relocation plan** for current Madden residents including obtaining financing for relocation, working with residents on a relocation strategy that supports the family and prepares the household to return to a new community, and implementing a case management approach that tracks residents during the period up to relocation back to the newly developed community.

Moreover, the proposed development must be consistent with the City of Alexandria small area plans and/or approved variances from such planning and zoning components. As this site is within the outer limits of the Parker-Gray historic district, the response should incorporate information on how the concept will meet the City's Section 106 process for historic districts. The design and schedule must address the BAR review, the requirement for archeological studies, etc.

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2.1 CONTENT OF PROPOSALS:

In order to be considered for selection, firms must submit a complete response to this RFP. Five hard copies of each proposal along with an electronic copy submitted through an electronic process designated by the ARHA procurement division will be considered.

2.1.1 Cover Letter:

- a) Include the contact person's name, title, phone number and email address.
- b) The Letter must be signed by a principal or authorized officer including a statement that the officer may make legally binding commitments for the entity. In the case of a submission by a joint venture partnership, each developer taking a financial responsibility should sign the letter.

2.1.2 Executive Summary:

- a) Summary of design concept
- b) Housing mix, including housing type, bedroom breakdown, income limits
- c) Types of commercial/retail spaces and reference to any signed LOI or expressions of interest from commercial users
- d) One-page conceptual design including green space
- e) Highlights of sustainability plan
- f) Phasing proposal
- g) Financing projection for each component
- h) Schedule by component and phase
- i) Any other items you deem important in proposal

2.1.3 Team:

The RFQ did not require that all the team members be identified in the response. For this RFP, all team members **MUST** be included in your response. Also include the following:

- a) Team structure in an organization chart and how communication with the VHD team will be handled. Please indicate who will represent your team at public meetings.
- b) Provide one-page resumes for key team members and briefly describe their direct responsibilities for this project.
- c) Identify a point of contact for each firm who may interact regularly with ARHA.
- d) Provide a list of each project that each senior team member is working on, whether construction, planning or design stages; provide location of project, size of project (TDC, number of units, SF of commercial/office), and expected completion of project.

2.1.4 Conceptual Design:

The proposal should state how the team envisions proceeding to the Concept Plan approval by the City of Alexandria and how the team would handle the DSUP process. Also state how the plan would solicit and/or incorporate the community's vision, including the vision of

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Madden residents. Moreover, the plan should incorporate the Team's understanding of the requirements under the City's Section 106 process for properties located within a historic district.

Do not include any drawings or photographs of facades or other features that are not included in your concept or are not being provided by the team. Any features that are shown that are not included in the concept plan should be clearly called out.

Preface the presentation of the concept plan with a discussion of the team's understanding of the small area plan and zoning issues that the proposal will encounter and a plan on how these limitations, opportunities and/or challenges will be addressed. The discussion provides sufficient information that will allow the evaluation panel to evaluate the team's interaction with the city departments and the community concerns that may arise. If the design calls for density bonuses or other potential waivers, highlight them in the concept plan.

Items to address in the conceptual design plan include:

2.1.4 a) Programming:

- Square Footage - A range may be provided for each of the proposed program components depending on income levels
- Bedroom size mix contained in your design, and total number of units and average square foot of each, with a sample floor plan showing units and size of units
- Commercial/Retail component
- Clearly state total building(s) size (GSF), with a breakout for street level commercial, office space, and other retail/community space that is not a building amenity.

2.1.4. b) Parking:

- Explain the parking philosophy and any creative parking strategies that may be utilized for this site considering the close proximity to many transportation modes.
- Include a number of parking spaces for residential, commercial, and on street parking.
- Describe any modern parking management systems or smart technologies that will be used.
- Include accessibility to battery charging stations and incorporation of alternatives to vehicular transportation modalities.

2.1.4. c) Public Space:

- Clearly state the amount of public space dedicated on the site and a distinction between spaces accessible only by residents of the housing
- Discuss how public art will be incorporated into the site.
- State any plans for making this site a destination location and how this will be accomplished

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- Discuss how courtyards in residential buildings will be programmed to allow for resident interaction.

2.1.4. d) Mixed Income Housing:

- Support your proposed mix of uses with any market analysis (which can be marked confidential).
- Include potential unit square footage, projected rental price ranges, how income mixing per building structure will be achieved; and a discussion of your philosophy on how mixed income housing communities function and are sustained.

2.1.4. e) Mixed Use Component:

- Provide at a minimum a Letter of Interest from a commercial user consistent with the small area plan.
- Include potential use (commercial/office/retail/community service) ground square footage of each use, any targeted space uses for minority/women owned and/or local businesses, any targeted arts space use.
- Discuss how mixed-use component will be financed;
- Provide any particular user needs to accommodate mixed use needs (parking, ownership/rental, loading, etc.)

2.1.4. f) Urban Design:

- Incorporating the guidelines established in the small area plan, present renderings and diagrams that support design decisions that include traffic circulation in and around the site; pedestrian circulation in and around the site; building frontage, parking, proposed service and loading zones for residential and commercial; massing and shadow considerations; details, fixtures, and other elements that define the character of the site; any public art or other open space amenities that define the focal points of the design.
- Provide a description of how the proposed site fits into the surrounding context.

2.1.4. g) Component Development:

- If the project is to be phased, both a narrative of the phasing shall be provided along with a site plan depicting the phasing. It is important that the periods of transition between the phasing be explicitly explained.
- Provide a relocation plan that is consistent with the phasing strategy.

2.1.4.h) Resident Relocation Plan and Case Management:

- Provide a relocation methodology that the team has successfully used on previous projects
- Outline the case management approach that will be undertaken by the team for the relocated families, including any software to be used, partners/firms that will participate in tracking residents until units are available at the redeveloped site, and any supportive services that will be provided to relocated residents.

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- Provide a proposed budget for the relocation plan and funding sources that the team has successfully used on similar projects.

2.1.5 Sustainability:

- a) Indicate how the team will address the development objective that states:
Support environmentally sustainable development practices, including innovative storm water management techniques and energy efficient building practices that go beyond code requirements.
- b) What performance metrics will be used to meet the development objective? Will this be a third-party verification?
- c) Explain how the incorporation of sustainability features will impact the pro forma.

2.1.6 Schedule:

- a) Provide a design, entitlement, relocation and construction schedule for each component, including public meetings, city review and concept plan approvals.
- b) Describe the proposed method of collecting community input, taking into consideration any social distancing methods of physical engagement.
- c) How will the project be impacted by the City's Section 106 process.

2.1.7 Financial:

[NOTE: Financial information listed under this section, at your request and so clearly marked, can be made confidential.]

- a) Provide a pro forma financial analysis that demonstrates the feasibility of the proposed project. Please include a breakdown by project components showing the sources and uses of funds. This would include cost and revenue from parking, retail, office, residential, proceeds from any other sources that are identified. Development team should show the rate of return on the project (i.e., IRR, et al.) as well as developer's fee that are associated with the project.
- b) Analysis of potential public funds required to complete the project. Include projected federal, state or city loans and grants assumed in your financial analysis. Include uses for such public funds and a strategy on how these funds will be leveraged and at what ratios.
- c) Analysis of tax credit, RAD, Section 18 or other repositioning strategies for the existing public housing units at Madden.
- d) Analysis of Section 106 process.
- e) Outline the proposed financial structure, including anticipated sources of equity (including whether such equity is on hand or will need to be raised) and debt (if any), and clearly state any requested public financing or other support.

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- f) A discussion of how demolition and hazardous material abatement of existing housing units at Madden will be handled. Indicate whether the developer prefers to do the demolition and what cost savings this would provide.
- g) Outline the estimated benefit to the city of Alexandria. This may include: tax base enhancement, the creation or retention of jobs, the provision of retail goods and services for the area, an estimate of the taxable real estate values upon completion and annual real estate taxes.

2.1.8 ARHA Business Terms:

In the RFQ response, your team provided a summary of the business terms and participation by ARHA in the entire deal. Please expand upon this section and provide specific information relative to the financial structuring of each component, ownership and/or financial benefits to ARHA, and long-term participation by ARHA.

One of ARHA's key development goals, if feasible, is to enter into a ground lease for the Madden site. Please provide as much information on the potential capitalized ground lease including but not limited to methods for calculating the lease, initial payment to ARHA, annual payments, terms, escalation and how calculated, and buyout options. If a ground lease is not to be used, discuss why not and how land would be valued and method of payment to ARHA.

ARHA's goal is to ensure that the affordable and low-income renters are seamlessly integrated into each residential building. Please describe the legal structures that will be created to ensure that LIHTCs are applied to the eligible units and the ARHA participation in such a structure.

2.1.9 Management & Ownership:

Outline the short-term and long-term ownership structure of the project components; including the market, workforce, and LIHTC units, as well as the retail, office and commercial leases and terms. Include percentage ownership of each entity as well as ARHA's continued interest in the project.

Provide a summary of the experience of the property manager to be used. Discuss if a separate site manager will be used for the non-residential components. Provide a summary of projects of similar size and mixed-use complexity that the manager has undertaken over the past seven years. ARHA's property management division has been certified by Virginia Housing as a certified property manager. Please provide a summary on how ARHA employees will be incorporated into the management of the property and the training that will be provided to enhance the ARHA employee's professional development.

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Provide a copy of the signed legal agreement with the minority owned partner which outlines scope of work in partnership, terms and conditions, equity share per project component, and any buyout provisions.

During contract negotiations, ARHA may require audited financial statements of each of the team owners.

Provide a list of projects in the pipeline for each entity in the ownership structure. This includes pending and current projects where each/any of the team members have or will participate on. Include project scope, TDC, units developed, SF office/commercial, and expected duration.

2.1.10 Interviews:

Presentations/interviews will be held with each development team. The presentations will concentrate on Design Concepts, Schedule, Relocation, and Financing. Specific times and dates will be determined after the proposals have been submitted.

[Table No. 3]

RFP Section	Tab No.	Description
2.1.1	1	Cover Letter
2.1.2	2	Executive Summary
2.1.3	3	Team
2.1.4	4	Conceptual Design
2.1.5	5	Sustainability
2.1.6	6	Schedule
2.1.7	7	Financial
2.1.8	8	ARHA Business Terms
2.1.9	9	Management & Ownership
A	10	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This form must be fully completed, executed where provided thereon and

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		submitted under this tab as a part of the proposal submittal.
D	10	Non-Collusive Affidavit – Attachment D
E	10	Equal Employment Opportunity Certification, Form HUD-92010 – Attachment E
F	10	Section III Compliance Clause & Commitment Form – Attachment F
G	10	Certification for Business Concerns Seeking Section 3 Preference in Contracting & Demonstration of Capability – Attachment G
H	10	Eligibility for Preference – Attachment H
I	10	Minority Business & Section III Participation Commitment Form – Attachment I
J	10	Contractor's Certification Regarding Subcontractors - Attachment j
K	10	Client References – Attachment K
L	10	Form W-9 – Request for Taxpayer Identification Number & Certification – Attachment L
O	10	Supplemental Terms and Conditions of the Contract– Attachment O
	12	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist ARHA in its evaluation.

2.2 Proposal Submittal Binding Method:

It is preferable and recommended that the proposer bind the proposal submittals in such a manner that ARHA can, if needed, remove the binding (i.e. “comb-type;” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the proposal submittal to its original condition. See page number 5 Table No.2 for more details.

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2.3 Proposal Submission:

All proposals must be submitted and time-stamped received in the designated ARHA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of five (5) hard copies, one (1) original signature copy (marked "ORIGINAL") and four (4) exact copies (each of the 5 separate proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Alexandria Redevelopment & Housing Authority

Mike Angel

Senior Contract Manager

401 Wythe Street

Alexandria Virginia 22314

Mohammad Muhsen

Virginia Contracting Associate

401 Wythe Street

Alexandria Virginia 22314

The package exterior must clearly denote the above, noted RFP number, and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

All files must be uploaded to the eProcurement. The uploaded files must be identical to the hard copies submitted to ARHA

1. Access nahro.economicengine.com (no "www").
2. Click on the "Login" button in the upper left side.
3. Upload your proposals to eProcurement.

If you have any problems in accessing or uploading on the system, please call customer support at:

1-866-526-9266.

Email: larry.t.hancock@gmail.com

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3.0 Submission Conditions:

DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED

Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to ARHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, ARHA decides that any such entry has not changed the intent of the proposal that ARHA intended to receive, ARHA may accept the proposal and the proposal shall be considered by ARHA as if those additional marks, notations or requirements were not entered on such.

By accessing the noted Internet System, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that ARHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and/or by addendum pertaining to this RFP.

3.1 Submission Responsibilities:

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by ARHA, including the RFP document, the documents listed within the following Section 2.3, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents.

3.2 Proposer's Responsibilities -Contact with ARHA:

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Procurement Manager only. Proposers must not make inquiry or communicate with any other ARHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for ARHA to refuse to consider a proposal submittal received from any proposer who ARHA determines did not abide by this directive.

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3.3 Addenda:

All questions and requests for information must be addressed in writing to the Senior Procurement Manager and/or Procurement Assistant. The Senior Procurement Manager and/or Procurement Assistant will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Senior Procurement Manager and/or Procurement Assistant will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between ARHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers.

This does not mean that prospective proposers may not call the Senior Procurement Manager and/or Procurement Assistant—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Senior Procurement Manager and/or Procurement Assistant may not respond to the prospective proposer’s inquiries. However, the Senior Procurement Manager and/or Procurement Assistant will direct him/her to submit such inquiry in writing so that the Senior Procurement Manager and/or Procurement Assistant may more fairly respond to all prospective proposers in writing by addendum.

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4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors and Criteria:

Teams will be evaluated on the scoring system listed below and on a qualitative feedback section by each Panel member. Evaluation of RFP responses will be based on the following:

[Table No. 5]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	10 points	Project Team	<ul style="list-style-type: none"> a) Team’s approach to facilitating project coordination and delivery b) Project Management and availability c) Proposed public engagement process and demonstrated experience facilitating public improvement processes
2	25 points	Conceptual Design (Technical)	<ul style="list-style-type: none"> a) Degree to which the preliminary development concept and site design meets the Development Objectives b) Market targeted (housing type, mixed income housing, community space, destination focus, commercial/retail, parking, etc.) c) Urban Design and incorporation into the urban fabric of the community d) Sustainability Objectives
3	50 points	Project Financing, Schedule, Ownership	<ul style="list-style-type: none"> a) Demonstrated market viability and long-term commitment to the project b) Demonstrated financial ability to complete the project c) Guarantees provided, ARHA participation in each component, benefits to ARHA d) Ability to meet one-third, one-third, one-third goal of mixed income housing e) Timeline, component description, and schedule f) Creative resident Relocation Plan, financing, resident case management plan
4	10 points	Participation by Communities of Color/Equity/Construction and Permanent Jobs	<ul style="list-style-type: none"> a) Equity percentage in ownership structure b) Percentage of minority and women owned businesses during construction c) Commitment to permanent jobs created on the site
	5 points	Interview/Presentation	<ul style="list-style-type: none"> a) Responsiveness to Board’s goals and objectives b) Presentation materials, organization, clarity
	100 points	100 points	Total Points

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4.2 Evaluation Method:

ARHA's process of evaluation of all proposals according to HUD and Virginia Procurement Act.

4.2.1 Initial Evaluation for Responsiveness:

Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). ARHA reserves the right to reject any proposals deemed by ARHA not minimally responsive (ARHA will notify such firms in writing of any such rejection).

4.2.2 Evaluation Packet:

An evaluation packet will be prepared for each evaluator, including the following documents:

4.2.2.1 Instructions to Evaluators;

4.2.2.2 Proposal Tabulation Form; and

4.2.2.3 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee:

ARHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.3 of this document, the designated Procurement Manager is the only person at ARHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement will cause such proposer(s) to be eliminated from consideration for award.

4.2.4 Evaluation:

The appointed evaluation committee, independent of the Procurement Manager or any other person at ARHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors Nos. 1, 2, 3, and 4. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Procurement Manager.

4.2.5 Determination of Top-ranked Proposer:

The points awarded by the Evaluation Committee shall be the final ranking.

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4.2.6 Award Recommendation:

If the ensuing contract award is **\$100,000.00** or greater, the final ranking will be forwarded to the Board at their next regularly scheduled meeting for approval. The Board will then make its determination as to whether or not to accept the CEO's recommendation. Contract price negotiations may, at ARHA's option, be conducted prior to and/or after the BOC approval.

4.2.7 Notice of Results of Evaluation:

If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.7.1 Which proposer received the award;

4.2.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received; and

4.2.7.3 Each proposer's right to a debriefing.

4.2.8 Restrictions:

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on ARHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on ARHA evaluation committee.

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5.0 CONTRACT AWARD:

5.1 Contract Award Procedure:

If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by ARHA, in hard copy within the proposal,” including the contract clauses already attached as Attachment O Supplemental Terms and Conditions. Accordingly, ARHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by ARHA pursuant to this RFP:

1. Contract Form:

ARHA will not execute a contract on the successful proposer's form. Contracts will only be executed on ARHA form (please see Sample Contract, Attachment O, and by submitting a proposal the successful proposer agrees to do so (please note that ARHA reserves the right to amend this form as ARHA deems necessary).

ARHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by ARHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

- a) Please note that ARHA have no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.3 Right To Negotiate Final Fees:

ARHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at ARHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after ARHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within five (5) business days, ARHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

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ARHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

5.4 Final Selection and Negotiation:

Final selection of the development team will be made upon Board approval. Upon selection of the best and final proposal, ARHA will negotiate final business and performance terms (including financing and ownership structure) with the selected development team. Final approval of the term sheet and/or development agreement will be made by the Board. Agreements addressing business terms, performance benchmarks and legal requirements will be entered between the

parties after the term sheet has been approved.

ARHA reserves the right to cancel negotiations at any point. Commencement of negotiations does not commit ARHA to accept any or all of the terms of the proposal, and negotiations may be terminated at any time, in which case ARHA reserves the right to enter into negotiations with the next highest ranked reviewed proposal.

These negotiations may result in minor or material changes to the proposals, including both to the business terms and the project. Successful negotiations will result in an award recommendation to the ARHA Board of Commissioners. Thereafter, agreements addressing business terms, performance benchmarks and legal requirements will be entered into between the parties.

ARHA reserves the right to reject, in whole or in part, any or all proposals if deemed appropriate to achieve the goals of the development of the site. ARHA reserves the right to reissue the RFP to other pre-qualified development teams if negotiations fail in this round. The terms and conditions of any development agreement and any other contracts or agreements resulting from this RFP progress are subject to ARHA Board approval.

5.5 No Commitment:

This RFP does not commit ARHA to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making the necessary studies for the preparation thereof or to procure or contract for services or supplies. ARHA reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any vendors or other firms in any manner deemed to be in the best interest of ARHA. ARHA reserves the right to reject a proposal that it subsequently discovers contains material misrepresentations; to reject the proposal of any proposer that has previously failed to perform properly or in a timely manner contracts of a similar nature, or a proposer who in the opinion of

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ARHA is not in a position or has the sufficient financial resources to perform each component of the contract.

This invitation contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal and not as an acceptance by ARHA. No contractual relationship will exist except pursuant to a written contract document signed by the successful proposer and ARHA.

5.6 Termination:

Irrespective of any default hereunder, ARHA may at any time in sole discretion (for convenience or cause) terminate the contract in whole or in part, and in such event the consultant shall be entitled to receive equitable compensation for all undisputed work completed and accepted, prior to such termination or cancellation.

5.7 Conflict of interest:

No employee, officer or agent of ARHA shall participate directly or indirectly in the selection or in the award of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in an agency selected for award is held by:

- an employee, officer or agent involved in making the award; or his/her relative including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, domestic partner, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half- brother, or half-sister; or
- his/her business or professional partner; or
- an organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

5.8 Contract Service Standards:

All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

5.9 Withdrawals and Modification:

Proposals may be modified or withdrawn in writing prior to the proposal closing time specified herein. Proposals may not be modified or withdrawn after that time.

ARHA reserves the right to accept or reject any information submitted late.

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5.10 Resources:

City of Alexandria Zoning Tools -

<https://www.alexandriava.gov/housing/info/default.aspx?id=74592#ZoningTools>

Small Area Plans –

<https://www.alexandriava.gov/planning/info/default.aspx?id=44614>

Parker Gray Historic District –

<https://www.alexandriava.gov/planning/info/default.aspx?id=33280>

Resolution 830 (current terms and name)

City of Alexandria Section 106 process