



Neighborhood & Business Services Division

Request for Qualifications

Development and Management of a Community Land Trust

Due Date

August 7, 2018

No later than 1:00 PM

City of Spokane
Attn: Alicia Ayars
808 W. Spokane Falls Blvd.
Spokane WA 99201

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1. Introduction

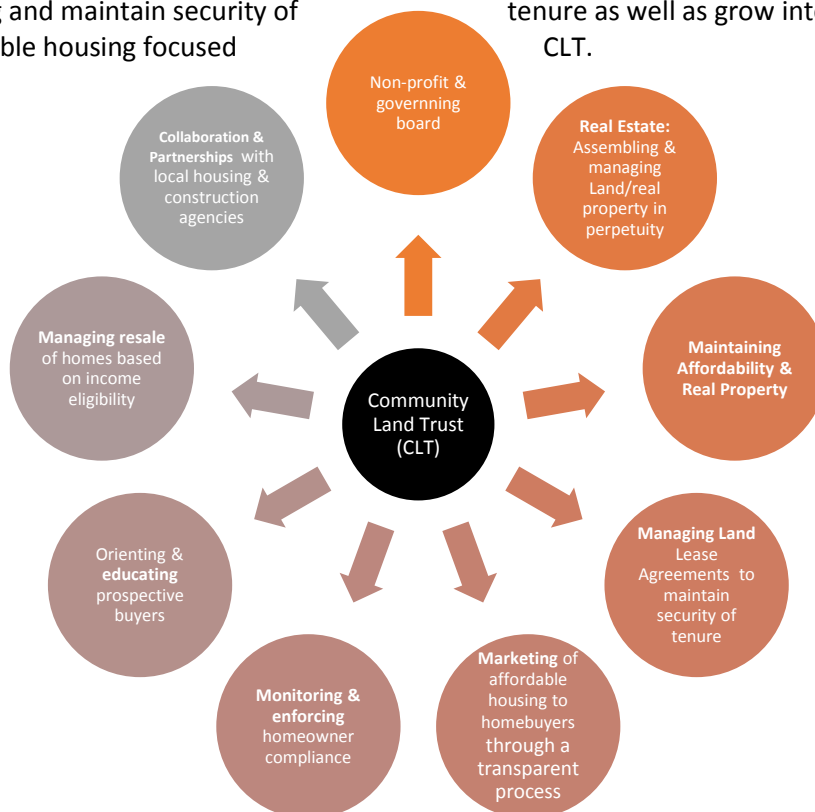
1.1. Background and Purpose

The City of Spokane, through its Neighborhood & Business Services Division (hereinafter “City”) is initiating this Request for Qualifications (RFQ) to solicit Proposals from agencies interested in developing and managing a Community Land Trust (hereinafter “CLT”).

While there are many CLT’s in Washington State and nationwide there are no CLT’s which exist in the City of Spokane. The cities intent is establishing a CLT nonprofit corporation that develops and stewards affordable housing in Spokane with the potential to take the program county wide. The CLT would balance the needs of individuals to access affordable housing and maintain security of tenure.

The purpose of this RFQ is to solicit an agency to establish a governing non-profit agency and board who would work in partnership with the City of Spokane to develop a city-wide CLT program. Initial startup funding of \$1.3 million is available for this program and subject to negotiations prior to releasing any funds.

The awarded agency/organization would hold a non-profit status with the State of Washington or register as a non-profit subsidiary as a branch of a for profit agency. The non-profit would create and establish a governing board to develop and manage the CLT. The agency will develop a work program to demonstrate their vision of a self-sustaining CLT within the City of Spokane with the potential to expand the program to be county wide in the future. The agency will be required to provide all staffing, organizational support, marketing, collaboration, cultivating partnerships and resources required to operate the CLT. In alignment with community needs the CLT would provide a healthy mix of housing types, sizes and affordable price ranges. The CLT will balance the needs of individuals to access affordable housing and maintain security of tenure as well as grow into a self-sustaining, affordable housing focused CLT.



1.2 Minimum Requirements

Each scored item in the RFQ Evaluation Criteria must be addressed. Organize responses in the same order as the items are shown in the RFQ.

Responses will contain, in the following order:

1. CLT Proposal.
2. Experience.
3. Capacity.
4. Proposed Budget.
5. Proposed Budget Narrative.

The Applicant Information & Risk Assessment attached to this RFQ is required and should be submitted with the minimum requirement materials. This information will not be scored however, it will be evaluated in order to help in determining the successful candidate.

1.3 Funding

Once selection of successful agency has been made the City of Spokane will enter into negotiations with the agency. Funding availability is based on negotiations, the City of Spokane anticipates allocating up to \$1.3 million to assist in the creation and establishment of a CLT. Funding should primarily be utilized in the purchase and acquisition of housing/property. Administrative expenditures should be kept as low as possible. Proposers are to submit a budget overview demonstrating the use of funds along with a written budget narrative.

1.4 Period of Performance

Funds are expected to become available during the fourth quarter of 2018 and should be expended by December 31, 2019.

1.5 RFQ Timeline

Issue Request for Qualifications	July 23, 2018
Question & Answer Period	July 24-August 3, 2018
RFQ Proposals Due	August 7, 2018, 1:00 PM
Committee to Evaluate Proposals	August 9-30, 2018
Announce Apparent Successful Agency	September 6, 2018, 1:00 PM
Negotiate agreement(s), terms and conditions.	September-October
City Council Approval of agreement(s)	November-January 2019
Begin Work	January 2019

2. General Information

2.1 RFQ Coordinator

The RFQ Coordinator is the sole point of contact in the City for this procurement. All communication between the Proposer and the City upon receipt of this RFQ shall be with the RFQ Coordinator, as follows:

Name	Alicia Ayars
Address	808 W. Spokane Falls Blvd.
City, State, Zip Code	Spokane, WA 99201
Phone Number	509-625-6780
Fax Number	509-625-6802
E-Mail Address	Aayars@spokanecity.org

Any other communication will be considered unofficial and non-binding on the City. Firms are to rely on written statements issued by Addendum. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the Agency.

2.2 Revisions to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be provided to all potential known proposers.

The City also reserves the right to cancel or reissue the RFQ in whole or in part, prior to entering into a final agreement

2.3 Responsiveness

The Proposer is specifically notified that failure to comply with any part of the RFQ may result in rejection of its Proposal as non-responsive.

The City also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.4 Most Favorable Terms

The City reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the Proposal should be submitted initially with the most favorable terms that can be proposed. There will be no best and final offer procedure. The City reserves the right to contact a Proposer for clarification of its Proposal.

The Proposer should be prepared to accept this RFQ for incorporation into an agreement resulting from this RFQ. Agreement negotiations may incorporate some or all of the Proposal.

2.5 Costs to Propose

The City will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFQ, in conduct of a presentation, or any other activities related to responding to this RFQ.

2.6 No Obligation to Contract

This RFQ does not obligate the City to contract for services specified herein.

2.7 Rejection of Proposals

The City reserves the right at its sole discretion to reject any and all Proposals received without penalty and to not issue a contract as a result of this RFQ.

3. Proposal Contents

3.1 Proposal Submission Requirements

Responses will be prepared simply and economically, providing a straightforward and concise, yet complete and detailed description of your ability to meet the requirements outlined in this document. Emphasis will be on the completeness of content. Single spacing is allowed. Fancy bindings, colored displays, and promotional materials are not desired. Please submit two-sided copies.

The response must use standard size type of business font (i.e., Times New Roman, Arial, Calibri and a font size of no less/more than 12 points) and must be on 8.5 X 11-inch white paper, pages must be numbered.

Applicants must submit one (1) hard copy of the completed and signed submission and one (1) electronic copy of all required information on a USB Flash, Jump or Thumb Drive in Microsoft Office 2003 or later. Ensure USB Flash, Jump or Thumb Drive is labeled with date, RFQ title, RFQ number and Bidder's name. Postmarks are not acceptable. Copies may be delivered or mailed to:

City of Spokane
Attn: Alicia Ayars
808 W. Spokane Falls Boulevard
Spokane, WA 99201

It is the responsibility of the Proposer to be sure its Proposal is sent sufficiently ahead of time to be received no later than 1:00 PM on **August 7, 2018**.

3.2 Letter of Submittal

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Firm to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor of a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Firm and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom agreement would be written;
2. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.);
3. Location of the facility from which the Firm would operate;
4. Identify any current or former City employees employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months; and
5. Acknowledgement that the Firm will comply with all terms and conditions set forth in the Request for Qualifications, unless otherwise agreed by the City.

4. Proposal Evaluation

4.1 RFQ Response Evaluation Criteria Points

A total of 285 points will be awarded for the written response to the RFQ in the following categories:

1. CLT Proposal 65 points
2. Experience 50 points
3. Capacity 50 points
4. Proposed Budget 60 points
5. Proposed Budget Narrative 60 points

4.2 RFQ Evaluation Criteria

1. CLT Proposal
 - a. Provide a written model that outlines your vision for creating and establishing the CLT over a 5 year timeframe with the expectation that the program will be self-sustaining well into the future.
2. Experience
 - a. Describe the makeup of the governing board of representatives who will oversee the CLT.
 - b. Describe your agencies experience managing housing projects, land acquisition and/or leases agreements?
 - c. Do you have experience working with the low-moderate income populations (60% annual median income or more)? Have you ever worked with this population to achieve home ownership?
 - i. Give examples of current or past initiatives which administer affordable housing opportunities.
 - ii. If your agency has not administered affordable housing opportunities before then what initiatives do you envision creating?
 - d. Does your organization/entity have experience managing grant funds, loans or other types of financial assistance? List the type of funds managed (Federal, State, Local, donation or Foundation) and how many years managing each type.
 - e. Describe your agencies experience with marketing. What is your vision for marketing the CLT program?
 - f. Describe your agencies experience working in the real estate industry.
 - i. If you do not have current experience in this industry explain how your agency will adapt to include this sector.
 - g. Describe your experience working with other affordable housing agencies in Spokane.
 - i. How will/could these relationships contribute to this project?
 - ii. If you do not have experience working with this sector explain how you plan to engage this sector.
 - h. Describe your experience working with local housing developers and/or non-profits whose mission is to construct and/or rehabilitate housing.
 - i. If you do not have experience in this area then describe how you envision engaging partnerships in this industry.
3. Capacity
 - i. Explain how the capacity of your agency may change in order to develop and manage the CLT?
 - i. How will current staffing change?

- j. Provide a plan/outline for how your agency will develop external collaborative relationships/partnerships and this will offset staffing needs.
 - k. Organizational chart.
 - i. If applicable, demonstrate how the CLT organizational chart integrates with your current staffing model.
 - ii. Draft job summaries of positions supported by this request.
 - l. If CLT will be governed under agencies existing board then please provide list of current Board of Directors (include affiliations with other agencies, company's, organizations, etc.)
2. Proposed Budget
 - a. Provide budget for the CLT.
 - i. Propose funding need for administrative oversight.
 - b. Demonstrate appropriate fiscal controls to effectively manage public funding.
 3. Proposed Budget Narrative
 - a. Provide narrative of use of funds, staffing and expected breakdown of funding to initiate CLT.

4.3 Optional Interview

If a selection cannot be made based on the written RFI evaluation and the agency performance rating alone, the City shall elect to interview the top two or more Agencies. Interviews will be worth 10 points. If interviews are conducted, the final award would be based upon the total points awarded for the written evaluation, agency performance and the oral interview.

4.4 Award

This RFQ does not obligate the City to award a contract or enter into any agreement.

Selection of successful proposal respondent will be made based on the proposal most favorable to the City taking into consideration the evaluation factors.

5. RFQ Attachments

- 5.1. Applicant Information & Risk Assessment** – complete and include with evaluation proposal materials.