

Audit and Accountability Committee



Pre Solicitation Briefing for Homeownership Housing Development Funding

Date: August 30, 2019

Presented by: Verónica R. Soto, AICP, NHSD Director

Project & Solicitation Overview

Solicitation Type

- Request for Applications (RFA)

Proposed Term

- Terms are based on development deal
- Restrictive Covenant Imposed

Estimated Value

- \$3 Million (CDBG and HOME)

Current Contract Status

- Not Applicable

Solicitation Overview

Outreach

NIGP Codes Identified	NIGP code(s) and description <ul style="list-style-type: none">• 909-23: BUILDING CONSTRUCTION, RESIDENTIAL• 911-15: C.I.P., CONSTRUCTION/REHABILITATION• 910-65: BUILDING REMODELING AND ALTERATION SERVICES
Number of Vendors to be Notified	Central Vendor Registry: 228 Veteran Owned Small Business (SBA): 4,039 Targeted Vendor Outreach: 81
Advertising	<ul style="list-style-type: none">• TVSA Channel 21• COSA Bidding Opportunities website• Express News• Conduct Public Participation Campaign

Homeownership Housing Development Project Evaluation Committee

Voting Members	Advisory Members
Lori Houston, Assistant City Manager	Edith Merla, NHSD Contracts Manager
Verónica Soto, AICP, NHSD Director	William Taylor, NHSD Senior Analyst
Mike Etienne, PHD, NHSD Assistant Director	
Laura Salinas-Martinez, NHSD Grants Administrator	
Melanie S. Keeton, Assistant Finance Director	

Solicitation Requirements

Evaluation Criteria	Experience & Capacity: 15 points Project Readiness: 20 points Project Site Characteristics and Amenities: 25 points HUD Regulatory Conditions: 5 points Efficient Use of Funds: 5 points Underwriting: 30 points
Additional Requirements	SBEDA Program: Not Applicable Local Preference Program: Not Applicable Veteran Owned Small Business Preference Program: Not Applicable Audited Financial Statements: Required

Project Timeline: Homeownership

Pre-Solicitation	Solicitation	Post – Solicitation	Finalization
<p>Goal Setting Committee:</p> <ul style="list-style-type: none">▪ Not Applicable <p>Audit Committee Pre Solicitation Briefing:</p> <ul style="list-style-type: none">▪ August 30, 2019 <p>Release Date:</p> <ul style="list-style-type: none">▪ September 13, 2019	<p>Pre-Submittal Conference:</p> <ul style="list-style-type: none">▪ September 20, 2019 <p>Deadline for Questions:</p> <ul style="list-style-type: none">▪ September 24, 2019 <p>Due Date:</p> <ul style="list-style-type: none">▪ October 28, 2019	<p>Evaluation Complete:</p> <ul style="list-style-type: none">▪ Week of November 4 <p>Contract Negotiated:</p> <ul style="list-style-type: none">▪ TBA <p>Audit Committee Briefing:</p> <ul style="list-style-type: none">▪ November 19, 2019	<p>City Council Consideration:</p> <ul style="list-style-type: none">▪ December 5, 2019 <p>Contract Start Date:</p> <ul style="list-style-type: none">▪ To be negotiated upon award

Audit and Accountability Committee



Pre Solicitation Briefing for Rental Housing Development Funding

Date: August 30, 2019

Presented by: Verónica R. Soto, AICP, NHSD Director

Project & Solicitation Overview

Solicitation Type

- Request for Applications (RFA)

Proposed Term

- Terms are based on development deal
- Restrictive Covenant Imposed

Estimated Value

- \$4.5 Million (CDBG and HOME)

Current Contract Status

- Not Applicable

Solicitation Overview

Outreach

NIGP Codes Identified	<p>NIGP code(s) and description</p> <ul style="list-style-type: none">• 909-23: BUILDING CONSTRUCTION, RESIDENTIAL• 911-15: C.I.P., CONSTRUCTION/REHABILITATION• 910-65: BUILDING REMODELING AND ALTERATION SERVICES
Number of Vendors to be Notified	<ul style="list-style-type: none">• Central Vendor Registry: 228• Veteran Owned Small Business (SBA): 4,039• Targeted Vendor Outreach: 81
Advertising	<ul style="list-style-type: none">• TVSA Channel 21• COSA Bidding Opportunities website• Express News• Conduct Public Participation Campaign

Rental Housing Development Project Evaluation Committee

Voting Members	Advisory Members
Lori Houston, Assistant City Manager	Edith Merla, NHSD Contracts Manager
Verónica Soto, AICP, NHSD Director	William Taylor, NHSD Senior Analyst
Mike Etienne, PHD, NHSD Assistant Director	
Laura Salinas-Martinez, NHSD Grants Administrator	
Melanie S. Keeton, Assistant Finance Director	

Solicitation Requirements

Evaluation Criteria	Experience & Capacity: 15 points Project Readiness: 20 points Project Site Characteristics and Amenities: 25 points HUD Regulatory Conditions: 5 points Efficient Use of Funds: 5 points Underwriting: 30 points
Additional Requirements	SBEDA Program: Not Applicable Local Preference Program: Not Applicable Veteran Owned Small Business Preference Program: Not Applicable Audited Financial Statements: Required

Project Timeline: Rental Housing

Pre-Solicitation	Solicitation	Post – Solicitation	Finalization
Goal Setting Committee: <ul style="list-style-type: none">▪ Not applicable Audit Committee Pre Solicitation Briefing: <ul style="list-style-type: none">▪ August 30, 2019 Release Date: <ul style="list-style-type: none">▪ September 13, 2019	Pre-Submittal Conference: <ul style="list-style-type: none">▪ September 20, 2019 Deadline for Questions: <ul style="list-style-type: none">▪ September 24, 2019 Due Date: <ul style="list-style-type: none">▪ October 28, 2019	Evaluation Complete: <ul style="list-style-type: none">▪ Week of November 4th Contract Negotiated: <ul style="list-style-type: none">▪ TBA Audit Committee Post Solicitation Briefing: <ul style="list-style-type: none">▪ November 19, 2019	City Council Consideration: <ul style="list-style-type: none">▪ December 5, 2019 Contract Start Date: <ul style="list-style-type: none">▪ Negotiated based on development deal