



Request for Quotes

Trustee – Ollie Court

Proposals Due

Wednesday, May 1, 2024 at 5:00 p.m.

Contract Administrator

Matt Salazar

PH: (541) 682-2528

Email: msalazar@homesforgood.org



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411



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BASIC OVERVIEW

RFP Release Date	4/22/2024
Submission Due Date & Time	5/1/2024 – 5:00 pm
Evaluation Date	5/2/2024
Selection of Firm	5/6/2024
Submission Methods	Email msalazar@homesforgood.org
Agency Contact	Matt Salazar msalazar@homesforgood.org (541)682-2528

Ollie Court is a collaborative project led by Homes for Good Housing Agency to address two critical shortages impacting our community: the shortage of affordable housing and the shortage of affordable childcare. Ollie Court will address both shortages by developing a new 81-unit community with an Early Learning Center on the ground floor large enough to serve up to 80 children.

Ollie Court will provide 15 one-bedroom units, 50 two-bedroom units, and 16 three-bedroom units in two four-story buildings. One-third of units (24 total) will be restricted to those with incomes at or below 30% of Area Median Income and two-thirds (56 total) will be restricted to those with incomes at or below 50% of Area Median Income. One additional two-bedroom unit will be reserved for an onsite manager and will not be income restricted. The range of bedroom sizes will make this community ideal for low-income renters, families with children, and seniors. Ollie Court is a mixed-use project with the Early Learning Center comprising the entirety of the only commercial space. There will be a condominium ownership structure to separate the commercial and residential ownership and financing.

Ollie Court is a Local Innovation and Fast Track (LIFT) and 4% LIHTC/Bond Financed project through Oregon Housing and Community Services (OHCS). Bond financing will be used for both short-term construction financing and long-term perm financing. Other project funding sources include: City of Eugene HOME, City of Eugene Fee Assistance, Oregon Lottery Bond funds (for the Early Learning Center), and City of Eugene System Development Charge exemptions.

Homes for Good has secured project-based vouchers (PBVs) for rental subsidy, which will cover most of the operating expenses.

Ollie Court Project Schedule:

Close Financing/Begin Construction	06/27/2024
Complete Construction/Begin Lease-up	09/08/2025
Complete Lease-up	02/01/2026



HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is the public housing authority for the City of Eugene, City of Springfield, and all of Lane County. Previously known as the Housing and Community Service Agency of Lane County, the agency's primary mission is to provide affordable housing to low and moderate-income families and households. The Homes for Good Board of Commissioners deeply supports affordable housing development and operation as essential functions in carrying out its mission. In July 2022, Homes for Good changed its governance structure to increase board diversity. The nine-member Board consists of two (2) members of the Lane County Board of Commissioners, two (2) appointed commissioners both of whom are residents from Homes for Good's Public Housing program, and five (5) appointed commissioners from the Lane County community.

The Agency operates 32 affordable family and seniors' projects throughout its service area of the following types:

- 864 Public and assisted housing units
- 150 Affordable housing units for people with special needs
- 497 Affordable housing units developed and owned in whole or in part with partners
- 124 Affordable housing units funded by USDA-Rural Development

Additionally, the Agency administers 3,108 Section 8 Rental Assistance Vouchers, 211 Veteran's Affairs Supportive Housing Vouchers and 80 Shelter Plus Care Vouchers.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County



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AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization.



Scope of Work

Homes for Good Housing Agency is seeking proposals from qualified professional Bond Trustee for Bond Trustee services for the issuance of conduit revenue bonds through Oregon Housing and Community Services related to the development of Ollie Court, a new affordable housing development to be located at approximately 1520 W. 13th Avenue in Eugene, Oregon.

- ❖ Homes for Good, at its sole discretion, reserves the right to award this contract to more than one firm if it is determined a demand exists.
- ❖ General Conditions and Specifications of work apply to all work done on this contract.
- ❖ All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.
- ❖ All questions should be directed to the Contract Administrator.

Proposals shall be sent in the format provided (no fax), by **May 1, 2024 – 5:00 pm** and can be sent by email to the solicitation coordinator at msalazar@homesforgood.org.

See forms for any additional instructions.



Submission Requirements

The intent of the Request for Proposals is to select a firm to enter into a Contract (including the fee) to provide the services as described in the above Scope of Work. Qualified and experienced professionals are invited to submit a proposal for the scope of work outlined above.

The proposal should include the following:

1. Experience of the firm with OHCS bond financings, and financings of similar size, types and structures, including financings in the same state. Experience and approach with applicable federal securities law and regulations.
2. Identify each person, including the primary contact person, who will be assigned to work on each project, their role in the assignment, and include a resume of their experience and qualifications, as well as the number of years' experience for each person. Indicate the ability of team members to meet Homes for Good's proposed schedules for each project, and/or provide comments or concerns you may have with that schedule.
3. Level of malpractice insurance carried, including the deductible amount, to cover errors and omissions, improper judgments, or negligence.
4. Proposed fee structure and expenses. Indicate whether your proposal is for a fixed fee or for hourly billing with or without a cap. For hourly billing proposals, please include the hourly rates of your team members and estimate of your total fees based on the complexity of the projects as described earlier in this RFP. Please provide a separate fee estimate for each project.

In addition to the information requested in this RFP, provide any feedback, concerns and/or suggested alternatives your firm may have regarding the proposed financing structures, anticipated project timing, and/or scope of work.

Homes for Good shall evaluate the proposals and shall offer the award to the firm providing the lowest acceptable quotation, unless justified in writing based on price and other factors as outlined in this document. Homes for Good may schedule interviews (phone or in-person) with proposers as part of the selection process.

Requests for additional information should be directed to the RFQ Contact. The entire proposal must be submitted via email to the RFQ Contact no later than **5:00 PM on May 1, 2024**. Late proposals will not be accepted.



Expectations & Timeline

Additional Work

During the awarded contract period, Homes for Good may request additional work and the Contractor will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded contractor and reserves the right to use another Contractor.

Insurance Coverage Requirements

At signing of contract, the awarded Contractor is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under this contract. Contractors shall not cancel, materially change, or not renew insurance coverages during the period of this contract. Any insurance bearing any adequacy of performance shall be maintained after completion of the contract for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from the Contractor's operation under a contract with Homes for Good.

General Contractor's General Liability

- ❖ **General Liability Insurance** no less than \$2,000,000 per occurrence and an aggregate limit of no less than \$4,000,000
- ❖ **Professional Indemnity Insurance (Errors & Omissions)** of \$1,000,000
- ❖ **Umbrella/Excess Coverage** no less than \$1,000,000
- ❖ **Workers' Compensation Insurance** for Contractor's employees no less than statutory limits
- ❖ **Automobile Insurance** with liability coverage at no less than statutory limits

The General Contractor's General Liability policy shall name the Agency as *Additional Insured* for this project, with an attached Endorsement Page, showing the additional insured as:

[Homes for Good Housing Agency
100 West 13th Avenue
Eugene, OR 97401]

Payment

Agency will review Contractor's invoice and within ten (10) days of receipt notify Contractor in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.



TIMELINE:

Prospective proposers may contact Matt Salazar by email at msalazar@homesforgood.org for further information regarding this process or to request clarification.

