

## REQUEST FOR STATEMENT OF QUALIFICATIONS

### Housing Consulting Services

The Council of the City of New Orleans is soliciting statements of qualifications from consultants who can provide assistance to the Council and its staff in reviewing and evaluating proposals for public participation in housing developments. This includes evaluation of a long range renovation/redevelopment plan to be prepared by the Housing Authority of New Orleans (HANO) under a Cooperative Endeavor Agreement between HANO and the City, as more fully described below.

**Background** From time to time, the City Council receives proposals for City participation in housing developments. In late 2003, the Housing Authority of New Orleans requested significant financial participation by the City in redevelopment of three priority housing developments within the City: Fischer, Guste, and Florida. The Council notes that these plans are not coordinated with an overall plan for redevelopment/renovation of all major HANO properties in the City, nor is there a long range plan for maintenance and renovation of scattered site units throughout the City. Because of the lack of an overall strategy, the Council is very much concerned that, following commitment of funds to these priority redevelopments, adequate resources may not be available to address the needs of other housing properties in a timely manner. It has therefore required HANO to develop a long range renovation/redevelopment strategy as a condition for receipt of funds for phases 2 and 3 of the priority developments.

It is anticipated that the long range plan will be developed over a period of several months, with completion anticipated in March, 2005, and that it will be based upon numerous previous evaluations of HANO properties. Elements of the plans may include, but may not be limited to, the following: assessment of existing conditions; development of a preliminary site plan for each major property, with a supporting development cost budget; preparation of financing strategies and a phased implementation schedule; preparation of refined site plans, reflecting budget realities; strategies for addressing scattered site properties; and property by property management plans.

**Scope of work** Phase 1. A multidisciplinary approach will be required to review and evaluate each element of the HANO long range plan as it is developed and provide recommendations to the Council. The Cooperative Endeavor Agreement (CEA) describes the plan as follows: "a five to seven year plan that shall include (i) a capital budget for Renovation and/or Redevelopment of each HANO property, (ii) an operating budget for each HANO property using a standard chart of HUD accounts, (iii) a time period to produce a plan for the management of each Major Development, including a transition plan to site based management and maintenance that is not inconsistent with applicable housing regulations, guidelines and notices, (iv) an assessment of resources projected to be available from HUD for Renovation and/or Redevelopment, (v) an assessment of resources projected to be available from a combination of other federal, state, local, and private sources and (vi) an agreement with an experienced urban designer to develop



appropriate site plans to be approved by the City for each Major Development not inconsistent with the approved Long Range Plan and to submit such site plans to the City and City Council by not later than march 15, 2005". The consulting team may be asked to evaluate the following:

- 1) is the optimum configuration of HANO properties for each major development appropriate to its surrounding community and to the needs of public housing residents;
- 2) are the capital budgets for the redevelopment projects realistic and consistent with the need to apply financial resources in the most efficient and effective manner throughout the City's major properties;
- 3) does the projection of resources take maximum advantage of potentially available funding sources, including privately developed commercial elements, economic development funds and tax benefits, federal grants, private financing, and housing related tax benefits;
- 4) do the budget pro formas reflect current and anticipated levels of federal funding and anticipated size of HANO's staff; do they provide adequate resources to maintain the properties and supervise their operations; do they fairly apportion available resources among the properties;
- 5) does the strategy for scattered site properties provide for operation and/or disposition of properties in a manner appropriate for the neighborhoods in which they are located; is the budget realistic, given the condition of the properties and anticipated funding levels?

When the site plans are provided to the City in March, 2005, the consultant will review them for appropriateness to the surrounding community, considering design, density, incorporation of commercial uses if appropriate, income mix, and other criteria considered appropriate by the consultant.

Phase 2 If the long range plan is approved and appropriate funding sources identified, the Council may appropriate additional city funds for phases two and three of the redevelopment of the priority properties - Guste, Fischer, and Florida. If this appropriation is made, the Council MAY wish to retain the consultants selected through this RFQ process to monitor HANO's implementation of phases 2 and 3 and/or the implementation of the long range plan.

**Statement of Qualifications** Concise responses are encouraged. The Statement of Qualifications submitted in response to this solicitation should include the following elements:

- 1) A description of the professional training and relevant experience within the past five years of each professional who will be involved in the provision of services.
- 2) Designation of the principal consultant, with contact information including name, title,



address, phone and fax numbers. If the respondent is a partnership or joint venture, a description of the legal relationship among the parties and information on previous experience which the parties have had working together.

3) Provide an hourly fee, including overhead, for each professional. For each component of the evaluation to be performed for Phase 1 of this project, estimate the percentage of the work to be performed by each professional.

4) Four references for whom work has been performed within the past five years, with contact information.

5) If any members of the professional group have had a contractual relationship with public agencies or with private sector clients providing services to public agencies since January 1, 1998, disclose the nature of the contractual relationship and the time period involved.

6) If any members of the professional group are domiciled in New Orleans, have offices in New Orleans, or are members of disadvantaged groups, please identify those members.

#### **Conflict of Interest**

Any firm or individual providing a response to the RFQ shall provide a clear and unambiguous indication of any potential or real conflicts of interest it may have with respect to performing work on behalf of the City Council.

For any such work performed, the respondent shall indicate the scope of the engagement, the time frame, the amount of compensation received and why the respondent deems such work to be or not to be in conflict with the interests of advising or representing the Council. The Council shall make the final decision as to whether any conflict of interest exists.

#### **Questions and Due Date**

All questions relating to this RFQ shall be in writing delivered by U.S. Mail, via facsimile, or by e-mail and must be received to the attention of Suzanne N. Mague, Council Fiscal Officer, City Hall, Room 1E06, 1300 Perdido Street, New Orleans, LA 70112 (fax 504-565-7746; e-mail, Suzannem@new-orleans.la.us ) no later than August 11, 2004. All responses will be provided in writing. During this selection process, no written or oral communications from potential respondents regarding this RFQ shall be made to any Councilmember or City employee other than as provided for herein.

Fifteen (15) copies of the Statement of Qualifications must be received by 4:00 p.m. on Tuesday, August 24, in the City Council Fiscal Office, Attn: Suzanne N. Mague, Room 1E06, City Hall, 1300 Perdido St., New Orleans, LA 70112. Statements received after the deadline will not be considered.

### **Evaluation Criteria**

Upon receipt by the due date of responses to this RFQ by qualified firms, the Council's staff Selection Review Committee will evaluate all responses received based upon the criteria listed in Council Rule 45, a copy of which is attached. Particular emphasis will be placed on the following criteria:

- 1) Relevant professional training and experience, with emphasis on knowledge of affordable and public housing programs and knowledge of the City of New Orleans.
- 2) Availability of sufficient professional capacity to assure continuity of services in the event of the illness or resignation of one or more of the principals.
- 3) Participation of disadvantaged individuals and persons who are domiciled in or have businesses located in New Orleans.
- 4) Cost

The Selection Review Committee may recommend up to five respondents for consideration by the Council Budget/Audit/BoR Committee. The Committee members are Councilmember Gusman, Chair, Councilmembers Gill Pratt and Willard-Lewis, members, and Councilmembers Clarkson and Thomas, Alternates. The Committee may interview selected respondents. The Committee may make a recommendation to the City Council; a final decision of the Council would be made by Council Motion. It is anticipated that the selection process will be completed during September and that the Council will retain the successful respondent for a one-year period with service commencing immediately upon selection. The contract may be renewed for additional periods to permit completion of the scope of work, assuming mutual satisfaction.

### **Additional Information**

The City of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the statement of qualifications, interview, or other pre-contract activity are the responsibility of the respondent. All submissions become the property of the City and, as such, are public information.

The City Council reserves the right to accept or reject any and all responses submitted, to amend the requirements of this R.F.Q., upon timely notice of not less than five (5) days prior to the due date, and to cancel the R.F.Q., in whole or in part, for any reason, in its sole judgment.

It is anticipated that the contractor will invoice the City monthly, when billable activities have occurred within the month.



Professional staff may be substituted for those listed in the Statement of Qualifications only with the approval of the Chairman of the Council's Budget/Audit/BoR Committee and only if the replacement staff provide qualifications and experience at least equal to those staff members being replaced.

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