

REQUEST FOR QUOTATIONS



County of San Mateo Department of Housing

Release Date: December 9, 2020

Responses must be Received
by 5:00 p.m. Pacific Standard Time
on January 7, 2021

REQUEST FOR QUOTATIONS

FOR

Financial Underwriting (“Due Diligence”) of Affordable Housing
Development Funding Applications and Special Projects

Responses must be submitted electronically to
Babs Deffenderfer at bdeffenderfer@smcgov.org

By 5:00 p.m. Pacific Time on January 7, 2021

RESPONSES WILL NOT BE ACCEPTED AFTER THIS DATE AND TIME

Note regarding the Public Records Act:

Government Code Sections 6250 *et seq.*, the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record **without exception**. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

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SECTION I – GENERAL INFORMATION

A. STATEMENT OF INTENT

As outlined in more detail in Section II – Scope of Work, this RFQ seeks responses from any and all qualified agencies or individuals to provide affordable housing financial underwriting (“due diligence”) services. The Department of Housing (“Department”) seeks these services in order to support its financial reviews of proposed affordable housing projects submitted in response to Department Notices of Funding Availability (“NOFAs”) and proposed affordable housing projects located on County-owned land. The tentative target start date and term for the proposed services is January 2021 – December 2023, subject to negotiation of a final agreement.

B. THE REQUEST FOR QUOTATIONS

The Department seeks by way of this RFQ to obtain quotes from all qualified providers who have knowledge and expertise with providing affordable housing financial underwriting services, or similar services, indicated. Agencies or individuals must be able to show that they are capable of performing the services requested. Such evidence includes, but is not limited to, the respondent's demonstrated competency and experience in delivering services of a similar scope and type and local availability of the respondent's personnel.

Respondents must demonstrate the ability to provide services beginning in January 2021, or within reasonable time given start-up needs that are well justified in their quote.

SECTION II – SCOPE OF WORK

A. DESCRIPTION

Tasks will include:

- Performing a due diligence underwriting review of approximately 10 – 12 **Affordable Housing Fund (“AHF”) NOFA** funding applications each year for new construction affordable rental housing projects, re-syndication/rehabilitation projects, and affordable homeownership projects during the application review period that will occur between July - September;
- Performing a due diligence underwriting review of approximately 5 – 7 **CDBG/HOME NOFA** applications each year for affordable housing new construction and/or acquisition/rehab projects, during the application review period that will occur between January – February;
- Performing a due diligence underwriting review for special projects on County-owned land, if applicable; and

- As part of these underwriting reviews, providing the Department with draft due diligence underwriting reports and being available to discuss these reviews with the Department prior to providing a final written review for each applicant's project proposal.

B. ADDITIONAL REQUIREMENTS/CONSIDERATIONS

The Department will provide the agency with: a sample format for a due diligence report, to serve as a general guide; electronic copies of the NOFA guidelines; and all materials submitted by the NOFA applicants in conjunction with their NOFA application. The Department will also assist the agency to obtain any additional information from an applicant that may be helpful to assessing the project.

SECTION III – GENERAL TERMS AND CONDITIONS

Questions and Responses Process. Submit all questions relating to this RFQ to Babs Deffenderfer at bdeffenderfer@smcgov.org.

All questions must be received no later than 5:00 p.m. on December 28, 2020.

Miscellaneous. This RFQ is not a commitment or contract of any kind. The Department reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent's ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of the County.

SECTION IV – REQUEST FOR QUOTATIONS

This section describes the general RFQ procedure used by the County, and the remaining sections of this RFQ list the requirements.

A. TENTATIVE SCHEDULE OF EVENTS

EVENT	DATE
Release Request for Quotations	December 9, 2020
Questions Submitted to Department Deadline	December 28, 2020
RFQ Response Deadline	January 7, 2021
Review of Responses ⁽¹⁾	January 7, 2021 – January 14, 2021

(1) Dates are subject to change

B. SUBMISSION OF RESPONSES

Responses: The RFQ response will be submitted electronically to bdeffenderfer@smcgov.org by 5:00 p.m. Pacific Standard Time on January 7, 2021.

All responses must be received by the stated date and time in order to be considered for review. The Department will not be responsible for and may not accept late responses due to slow internet connection, or for any other electronic failure.

C. RESPONSE REVIEW AND SELECTION

During the review process, the Department may require a respondent's representative to answer specific questions orally and/or in writing.

Responses to this RFQ must adhere to the format detailed in Section V - RESPONSE SUBMISSION REQUIREMENTS. The criteria used as a guideline in the review will include, but not be limited to, the following:

- Firm qualifications and experience, including capability and experience of key personnel and experience with other public or private agencies to provide due diligence financial reviews similar to the requested services
- Familiarity and experience with affordable housing financing and development in the San Francisco Bay Area
- History of successfully performing services for public or private agencies
- Ability to meet any required timelines
- Cost to the Department for the primary services described by this RFQ
- References from other customers who procured services similar to the requested services, particularly references from government housing agencies

SECTION V – RESPONSE SUBMISSION REQUIREMENTS

The response should be submitted in the following format:

A. GENERAL INSTRUCTIONS

All responses should be typewritten or prepared on a computer and have consecutively numbered pages, including any exhibits, charts, and/or other attachments.

All responses should adhere to the specified content and sequence of information described by this RFQ.

Submit one (1) complete electronic (PDF, Microsoft Word document, etc.) version of your response and any required attachments to the Department to Babs Deffenderfer at bdeffenderfer@smcgov.org.

B. COVER LETTER

Provide a one-page cover letter on your letterhead that includes the street address and e-mail address of the contact person or persons. List the name of each person authorized to represent the respondent in negotiations.

C. RESPONSE CONTENT AND FORMAT

1) Signature Authority

The original quote must be signed by an individual with authority to submit quotes on behalf of the agency. Faxed or mailed quotes will not be accepted.

2) Content

Items below contain brief descriptions of material that must be included in this response.

○ Summary of Qualifications

Describe your agency's history, mission, programs, and services it provides; administrative structure; and experience in providing similar services. With the history include length of time in business, and any experience working with public agencies. Include your agency's familiarity and experience with affordable housing financing and development in the San Francisco Bay Area. Attach an organizational chart.

○ Service Methodology

Describe your service model and your approach to working collaboratively with partners.

○ Staffing – Organizational Capacity

Describe proposed staff and their duties, including disciplines and degrees, as appropriate. Describe current and ongoing training and experience of staff to ensure client needs will be addressed. Identify the person who will be overseeing the Department account. Provide the level of education, background and experience that this person has.

○ References

Include three references recently familiar with the quality and reliability of the respondent's work. Include the name, mailing address, contact person, and phone number for each reference.

○ Insurance

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the

contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers' compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may need to be met.

- Cost Analysis and Budget for Primary Services

Provide a detailed explanation for all costs associated with your provision of the requested services.

3) Response Due Date

All responses must be received by **5:00 p.m. January 7, 2021.**