

# Template Request for Proposals (RFP) for Developer Partner

## Request for Proposals

[date]

Development of Affordable Housing at

[property]

Respond to

[name]

Via email [email]

Via US Mail at [address]

[phone]

Before [deadline]

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## INTRODUCTION

[Background information on your organization, and goal of development project.]

## PROPERTY DESCRIPTION

[Describe here]

## DEVELOPMENT CONCEPT AND OBJECTIVES

[Describe here]

## MINIMUM QUALIFICATIONS AND EVALUATION CRITERIA

[Organization] seeks a mission-aligned developer with experience in:

- Financing, developing, and operating [kind of development]
- Capacity to secure tax credits and other local, county, state, and federal funding sources, in satisfaction of and compliance with all lender and investor requirements
- Strong community engagement background and experience developing in [locality]
- Established and successful property and asset management functions
- Demonstrated ability to successfully collaborate with nonprofit, mission-driven service provider
- Experience with integrating first-floor commercial or community-serving space

	Points
Development and operations experience with [kind of development]	10
Financial capacity	10
Property management	10
Asset management	10
Collaboration experience with mission-aligned partners	10
Community engagement experience and approach	10
First floor or commercial experience	10
Mission alignment	20
Timeline	10
<b>Total</b>	<b>100</b>

## CITY, COUNTY, STATE OR FEDERAL REQUIREMENTS

[Organization] expects that the developer will be fully cognizant of and compliant with all relevant city, state, or federal requirements for:

- Public financing including bond measures and available allocations
- Tax credits
- Lending and social impact investment funds
- Project based vouchers, veterans' subsidies
- Fair Housing, Neighborhood Preference and Primary Referrer methods to prioritize applications of long-term community residents at risk of displacement and gentrification
- Regulatory requirements related to minimum/prevaling wage and project labor agreements, including small/local business and/or local hire requirements
- Environmental standards at the City/County/State/Federal levels
- Construction efficiencies and innovations including modular construction
- Contractor bonding

## SELECTION PROCESS, AWARD AND NEXT STEPS

[Decision making body] will interview organizations on [date] with a goal of entering into a Memorandum of Understanding [timeline].

## TO RESPOND

[Deadline]

[Contact name]

Via email [email]

Via US Mail at [address]

Hand delivery [address] Attn: [contact] [phone]

## PLEASE INCLUDE:

- 1 Most recent audited financial statements
- 2 List of completed and current projects with basic project info (location, population served, project cost, funding sources, depth of affordability, neighborhood serving and culturally appropriate approaches)
- 3 Description of successful prior collaborations/partnerships with community-based organizations and/or service providers
- 4 Recommendations for joint venture partnerships
- 5 Assigned personnel: project manager, development team

- 6 Approach to vision, pre-development, community engagement, financing construction, operations and management based on qualifications and criteria above. Strategies to explore regarding ownership, developer role/contribution, partnership definition and exit
- 7 Timeline from predevelopment to lease-up for similar project
- 8 Where project fits in your development pipeline
- 9 How your mission aligns to **[organization's mission]**