**HOUSING AUTHORITY OF THE CITY OF**

**WILMINGTON NORTH CAROLINA**

**(WHA)**

***REQUEST FOR PROPOSAL (RFQ)***

**SOLICITATION NO.: WHA24.15**

***FOR***

***RENTAL ASSISTANCE DEMONSTRATION (RAD) ADVISOR AT JERVAY COMMUNITIES***

**SUBMISSION DATE: April 15, 2025**

**SUBMISSION TIME: 4:00 p.m.**

**Prepared By:**

**Housing Authority of the City of Wilmington**

**Procurement and Contracts Department**

**1524 S. 16th Street**

**Wilmington, NC 28401**

REQUEST FOR QUALIFICATIONS

FOR

RENTAL ASSISTANCE DEMONSTRATION (RAD) ADVISOR

The Housing Authority of the City of Wilmington (hereinafter referred to as “the Authority”) requires the services of a qualified individual or firm to provide the Authority with necessary services as RAD advisor relating to finalizing the conversion of 71 public housing units, 29 non-ACC units to the Rental Assistance Demonstration (RAD) Program.

SCOPE OF SERVICES

1. The scope of services will include:
2. Prepare a RAD application.
3. Coordinate the team towards implementation of the RAD conversion transaction.
4. Review operating and development pro formas to ensure compliance with RAD regulations.
5. Prepare site and neighborhood standards submission for HUD.
6. Prepare, revise, and manage all RAD/Section 18 blend financing plan submissions to HUD.
7. Respond to HUD questions and comments regarding RAD/Section 18 blend documentation.
8. Upon receipt of the RAD Conversion Commitment, advise the Client through closing of the RAD conversion and assist the Client and legal counsel in the preparation and review of RAD closing documents.

PROPOSAL REQUIREMENTS

Proposals shall contain a description of the respondent 's qualifications and experience including demonstration of prior experience as advisor relating to involvement in RAD applications. A schedule of hourly billing rates for all categories of staff who will be assigned to perform contract services. If a contract is awarded: other charges, if any, to be billed under the contract.

The description of respondent's qualifications and experience shall evidence/demonstrate possession of the knowledge of law and applicable procedures pertaining to the Scope of Services.

EVALUATION CRITERIA

Proposals will be evaluated based on the degree to which a respondent meets the qualifications and experience requirements and the degree of acceptability of his/her/ its proposed hourly billing rates, other charges. if any, and the total contract fee. A weight of 0% to 90% will be assigned to his/her/its qualifications and experience: and a weight of 0% to 10% will be assigned to his/her/its proposed hourly billing rates, other charges, if any, contract fee, based on the degree of acceptability of same to the Authority.

CONTRACT AWARD

It is the Authority's intent to award a contract for the service required thereunder in accord with competitive proposal procedures which provide for negotiations; however, if the quality of the initial proposal received is such that no purpose would be served by conducting negotiations the Authority will award a contract without discussion/negotiations.

The Authority retains the right to reject any and all proposals or to award a contract to the respondent whose proposal is deemed to be most advantageous to the Authority, taking into consideration the evaluation factors cited above. All proposers will be notified in writing promptly if a contract award is made under this RFQ; such notice will identify the proposal selected.

SUBMISSIONS OF PROPOSALS

Proposals (original and four copies) shall be delivered to the Authority no later than 4:00PM on Tuesday, April 15, 2025. Same shall be addressed as follows:

Wilmington Housing Authority

Attn: Chauntrell Burns

1524 S. 16th Street

Wilmington, NC 28401

Tel: (910) 341-7700 ext. # 247

All proposals shall be submitted in sealed envelopes with the wording "PROPOSAL FOR FINANCIAL ADVISOR SERVICES" on the envelope.

Issued: March 18, 2025

Tyrone Garrett, Executive Director

Wilmington Housing Authority

The Authority's Review and Evaluation Committee will utilize the following firm in the evaluation

process:

1. PROPOSAL WAS RECEIVED BY DUE DATE: \_\_\_\_TRUE \_\_\_\_FALSE

2. RESPONDENT'S NAME DOES NOT APPEAR ON HUD LIST OF DISBARRED,

SUSPENDED OR INELIGIBLE CONTRACTORS:

\_\_\_\_TRUE \_\_\_\_FALSE

3. PROPOSALS SUBMITTED COMPLIES WITH THE PROPOSED REQUIREMENTS SET

FORTH IN THE RFQ: \_\_\_\_TRUE \_\_\_\_FALSE

(COMPLETE THE FOLLOWING IF 1, 2, AND 3 ABOVE ARE TRUE)

PROPOSAL

EVALUATION FACTOR

1. DEGREE TO WHICH

RESPONDENT EVIDENCE

POSSESSION OF DESIRED

QUALIFICATIONS AND

EXPERIENCED

2. DEGREE Of ACCEPTABILITY

or RESPONDENT'S PROPOSED

FEE AND, IF APPLICABLE.

OTHER CHARGES FOR

PERFORMANCE OF THE

SPECIFIED WORK SCOPE

MAXIMUM WEIGHT

TO BE ASSIGNED\*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASSIGNED

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL WEIGHT ASSIGNED

(SUM OF 1 AND 2 ABOVE, SAME CANNOT EXCEED 100%) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: The higher the weight assigned. the more acceptable the proposal.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFQ RATING KEY:

FINANCIAL ADVISOR SERVICES

Factors 1

Excellent 80 points

Very Good 70 points

Good 60 points

Satisfactory 50 points

Unsatisfactory 0 points

Note: Points = % points

Factors 2

1. Lowest Responsible/Reasonable Fee Proposed 20 points
2. Within 5% of 1 above 15 points
3. Within 10% of 1 above 10 points
4. Within 15% of 1 above 5 points
5. Within 20% of 1 above 0 points

NOTE: The higher the overall rating assigned, the more acceptable the proposal is deemed to be.