

**REVISED AND ENLARGED  
REQUEST FOR PROPOSAL  
TO DEVELOP A FIVE YEAR STRATEGIC  
AFFORDABLE HOUSING PLAN  
FOR THE STATE OF MISSOURI**

**Missouri Housing Development Commission**



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**  
DEVELOPMENT COMMISSION

**RESPONSE DEADLINE:**

Due no later than 2:00 p.m. on Thursday, April 11, 2019

**SUBMIT RESPONSES TO:**

Tina Beer  
Missouri Housing Development Commission  
920 Main, Suite 1400  
Kansas City, Missouri 64105  
[tbeer@mhdc.com](mailto:tbeer@mhdc.com)

**SECTION I. INTRODUCTION**

The Missouri Housing Development Commission (“MHDC” or the “Commission”) is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Section 215.030 RSMo.

The purpose of this Request for Proposal (“RFP”) is to obtain Proposals from qualified individuals/entities (“Respondent(s)”) to provide research, consulting services, and development of a strategic plan for affordable housing throughout the State of Missouri (the “State”) for a period of five (5) years commencing from the date the plan is completed.

As set forth in more detail herein, this RFP is an expansion of that certain Request for Proposal to Develop a Five Year Strategic Affordable Housing Plan for the State of Missouri dated December 11, 2018 (the "Prior RFP"). Respondents who applied under the Prior RFP are invited to either submit an entirely new proposal under this RFP or, in such Respondent's sole and absolute discretion, to submit an addendum addressing the expansion items in this RFP. No preference will be given by MHDC for an addendum versus a new proposal for those Respondents who submitted a proposal under the Prior RFP. The same formatting standards and submission requirements will apply to an addendum under the Prior RFP as if the addendum were a new proposal under this RFP. Potential respondents who did not submit a proposal under the Prior RFP are welcome to submit a proposal pursuant to this RFP.

**SECTION II. TERMS AND CONDITIONS GOVERNING THIS RFP**

**A. DEFINITIONS**

**1. AMI**

Area median gross income, adjusted for family size.

**2. Best Value Contracting**

The award of a contract to one or more qualified Respondents that is based not solely on the lowest price, but rather on an analysis of multiple factors including but not limited to price, quality of work, capacity, experience and references.

**3. Commission**

MHDC’s Board of Commissioners.

**4. Consolidated Plan**

The five year planning document, including annual action plans, submitted by the State to HUD pursuant to the requirements of 24 CFR Part 91 providing the State’s comprehensive housing affordability strategy and community development plan as it relates to federal formula grant programs.

**5. Cost Burdened Households**

Households paying more than 30% of their income for housing.

**6. DR-4317 CDBG-DR Disaster Area**

Geographic areas included within zip codes 63935, 63965, 64850, 65616, and 65775 identified by HUD as “most impacted and distressed” by flooding in the spring of 2017.

**7. Final Contract**

Any contract ultimately negotiated and entered into by and between MDHC and a successful Respondent pursuant to an award under this RFP.

**8. HUD**

The United States Department of Housing and Urban Development.

**9. MBE/WBE**

An entity that is certified as a minority-owned business enterprise (MBE) or certified as a woman-owned business enterprise (WBE) by the State of Missouri, City of Kansas City, St. Louis Airport Authority, or other certifying agency as deemed appropriate by MHDC in consultation with the Office of Equal Opportunity for the State of Missouri (OEO).

**10. MHDC**

The Missouri Housing Development Commission.

**11. Opportunity Area for Family Housing**

Communities that provide access to high-performing school systems, transportation and employment as well as being located in a census tract with 15% or lower poverty rate.

**12. Proposal**

Proposal refers to the complete response, including any exhibits or attachments, submitted by a Respondent in response to this RFP.

**13. Quality Affordable Housing**

Rental housing that is decent, safe, sanitary, and in good repair and for which the occupant(s) pay no more than thirty percent (30%) of household income for gross housing costs, including utilities.

**14. Respondent**

Respondent refers to any individual or entity submitting a response to this RFP.

**15. RFP**

This Request for Proposal.

**16. Scope of Work**

Scope of Work refers to the instructions and requirements stated in this RFP or portions thereof and any additional supplementary instructions that are developed, published or distributed in connection with this RFP.

**17. Special Needs**

A person who is (a) physically, emotionally or mentally impaired or is diagnosed with mental illness; or (b) developmentally disabled.

**18. Standards of Conduct**

The Standards of Conduct adopted by the Commission on July 31, 2009 and revised on April 29, 2016, a copy of which is available on MHDC's website at <http://www.mhdc.com/about/commission/policies/index.htm> as may be further modified by the Commission.

**19. State**

The State of Missouri.

## **20. Strategic Affordable Housing Plan**

The plan requested to be developed under this RFP.

## **21. Vulnerable Populations**

A person who is (a) homeless, including survivors of domestic violence and human or sex trafficking; or (b) youth transitioning from foster care.

## **22. Will, Must and Shall**

The use of the terms “must”, “will”, and “shall” indicate mandatory items and instructions with which Respondents are required to comply.

## **B. MHDC STANDARDS OF CONDUCT**

This RFP is considered a “Competitive Matter” as that term is defined in the Standards of Conduct. Further, every Respondent, including, but not limited to, their respective principals, key employees and agents acting on their behalf are considered “Interested Parties” (as defined in the Standards of Conduct). As a result, all Interested Parties under this RFP are obligated to abide by the rules and restrictions imposed by the Standards of Conduct, including the rules governing contact with Commissioners and MHDC employees. The failure of any Interested Party to abide by the rules and restrictions established by the Standards of Conduct may result in the disqualification of the Respondent’s Response. Therefore, Respondents are strongly encouraged to review and ensure compliance with the Standards of Conduct. Because the Prior RFP has been enlarged and expanded pursuant to the terms of this RFP, the Disclosure Period for this matter shall be deemed not to commence until responses are due under this RFP. Thus, Respondents under the Prior RFP may contact MHDC employees without the need to undertake the disclosure protocol outlined in the Standards of Conduct.

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent entity. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers that may be present for any disclosed entity. Notwithstanding the previous sentence, to the extent any Respondent under this RFP is a publicly traded corporation, such a Respondent may limit this disclosure to all board members, officers (and other key employees) and any shareholders owning or controlling ten percent (10%) or more of the corporation. Questions regarding this requirement or any other requirements or restrictions imposed by the Standards of Conduct may be directed to the Commission’s General Counsel, Katherine Jeter-Boldt, by phone at 816-759-6835 or email at [kjeterboldt@mhdc.com](mailto:kjeterboldt@mhdc.com).

## **C. PUBLIC RECORDS DISCLAIMER**

MHDC is subject to Missouri Sunshine Law (RSMo Chapter 610) and is required to disclose public records. Upon conclusion of the RFP process and selection of one or more Respondent(s) in connection with this RFP, all Proposals shall become public record and may be published or otherwise distributed to any individual or entity. No Proposal or associated documentation will be returned to the Respondent(s). Because no determination was made under the Prior RFP and because this RFP is an expansion of the Prior RFP, any proposals submitted under the Prior RFP shall remain closed until this RFP is concluded.

## **D. ADVERTISING AND PUBLICITY**

Respondents may not issue any news release or otherwise seek publicity regarding this RFP. No Respondent shall use the name or logo of MHDC or any adaptation, extension, or abbreviation of such name for advertising, trade display, or other commercial purposes except as specifically approved by MHDC in writing.

## **E. COSTS AND LIABILITY**

This RFP does not commit or obligate MHDC to enter into any negotiations, contractual agreement or Final Contract with any Respondent. Each Respondent will be responsible for costs incurred in preparation of its Proposal. MHDC reserves the right to accept or reject any or all Proposals or offers made in response to this RFP.

## **F. RIGHTS OF MHDC**

MHDC reserves and may exercise one or more of the following rights and options regarding this RFP:

1. Reject any and all Proposals;
2. Seek additional Proposals;
3. Seek clarification or additional information in connection with any Proposal;
4. Select one or more Respondents based on Best Value Contracting;
5. Enter into negotiations with any Respondent;
6. Enter into a Final Contract with the successful Respondent, or enter into multiple Final Contracts with multiple Respondents;
7. Choose not to award any contract under this RFP;
8. Add to, delete, modify, reduce or enlarge this RFP including any specifications and/or the Scope of Work, or terms or conditions;
9. Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP;
10. Cancel or withdraw this RFP without the substitution of another RFP, or alter the terms and conditions of this RFP;
11. Conduct credit checks and investigations as to the qualifications of each Respondent at any time prior to the award of a contract; and/or,
12. Extend deadlines or otherwise modify the required schedule in its sole discretion.

## **G. RFP REVISIONS**

This RFP is a revised and enlarged version of the Prior RFP. In the interest of clarity, the changes and added elements have been incorporated within the language of this RFP. However, in accordance with this section of the Prior RFP:

“In the event MHDC deems it necessary or appropriate to revise or clarify the terms or provisions of this RFP, any such revisions or clarifications will be issued in the form of an addendum. Any such addendum issued by MHDC will also be posted on our web site at [www.mhdc.com/rfp/](http://www.mhdc.com/rfp/).”

An Addendum is attached hereto delineating the changes and added elements required by this RFP. A redline version may be obtained by contacting Tina Beer at [tbeer@mhdc.com](mailto:tbeer@mhdc.com).

In addition, questions and answers related to the Prior RFP have previously been posted. Due to the enlargement and revisions contained in this RFP, some answers have changed. The FAQ document posted will also be updated to reflect appropriate answers corresponding to this RFP. Any changes will be shown in a redline format.

**H. INDEPENDENT AND UNBIASED RESEARCH**

All research and work performed hereunder must be done so in an independent and unbiased manner. Entities or parties having business, personal or social ties to affordable housing will not be precluded from submitting a Proposal in response to this RFP, but all Proposals must be unbiased toward any special interest group, housing variable category, or population demographic. Any connection to a specific group must be disclosed in the Proposal.

**I. OTHER LEGAL CONDITIONS**

**Contractual Arrangement**

By virtue of its signed Proposal to this RFP, the Respondent agrees that, in the event it is selected to develop the Strategic Affordable Housing Plan for MHDC pursuant to this RFP, it will enter into good faith negotiations in pursuit of an acceptable Final Contract. MHDC, at its sole discretion, may incorporate any and all terms and conditions included in this RFP, the Proposal, and any additional provisions required by MHDC into the Final Contract. Any Respondent selected to proceed toward a contract with MHDC will be required to include in the Final Contract, provisions that address issues of liability, indemnification, insurance, payment terms, and such other terms and conditions as are customary for agreements that address the subject matter of this RFP.

Each Respondent must conspicuously state in its Proposal its inability or unwillingness to accept any of the provisions, terms or conditions in this RFP, including any provisions set forth in exhibits, and must include in its Proposal the reason(s) for any such exceptions. The Final Contract shall become effective on the date it is fully executed by MHDC and the successful Respondent(s). The Final Contract and any extensions or modifications thereof shall remain in full force and effect until completion of the Scope of Work and approval of the same by MHDC unless otherwise terminated pursuant to the terms of the Final Contract.

MHDC and Respondent may, at any time after a selection is made under this RFP and before the Scope of Work is completed, agree to extend or expand the requirements for the Strategic Affordable Housing Plan under the Final Contract to include additional services or duties, and/or to provide additional time to complete the Scope of Services, provided that all such amendments to the Final Contract must be agreed to in writing by both MHDC and Respondent.

**Notice Regarding Distribution of Questions and Answers**

**NOTICE:** For the purpose of transparency and in an effort to prevent any real or perceived unfair advantage, all questions or requests for additional information submitted to MHDC regarding this RFP and the corresponding answers will be published on MHDC’s website or otherwise made available to all Respondents.

## Interviews, Discussions and Negotiations

A Proposal, including any proposed personnel and any required proposal documents may be subject to negotiation by MHDC at any time. MHDC may interview none, one, some, or all of the Respondents who submit a Proposal. RFP responses may be evaluated and the award of a Final Contract may be granted with or without discussions and/or negotiations with Respondents. MHDC reserves the right to request additional information from any or all Respondents. Negotiations by MHDC will not be deemed a counteroffer or a rejection of any Proposal.

## Waivers

MHDC may waive requirements when in the best interest of MHDC to grant the waiver. Any such waiver will be granted to any and all Respondents which are awarded a Final Contract.

## SECTION III. INSTRUCTIONS TO RESPONDENT

### A. PROPOSAL SUBMISSIONS

#### 1. Number of Copies, Media, Cover Letter

Each Respondent must submit one copy of its Proposal. In the interest of time and efficiency, the Proposal may be submitted in hard copy or electronically, as determined by the Respondent. Electronic submissions shall be via email, CD Rom and/or flash drive containing the searchable text of its Proposal in Adobe .pdf or Microsoft Word format, as determined by the Respondent. Exhibits may be submitted in Adobe .pdf, Microsoft Word or Microsoft Excel format. In addition, each Respondent must provide a cover letter to its Proposal containing:

1. Respondent's name and address
2. Address, email, and direct telephone contact information for the Respondent's primary contact for purposes of any questions MHDC may have of Respondent, and
3. A summary of the Respondent's price proposal and timeline for performing the Scope of Work.

#### 2. Delivery Instructions/MHDC Point of Contact

Hard copies of Proposals and electronic copies of submitted via CD Rom or flash drive must be delivered to MHDC, 920 Main, Suite 1400, Kansas City, MO 64105. Electronic email copies of Proposals must be submitted to Tina Beer at [tbeer@mhdc.com](mailto:tbeer@mhdc.com) with the subject line of "RFP RESPONSE". MHDC is not responsible for failure of delivery or untimely delivery by UPS, FedEx, USPS, or other delivery or courier service or failure of timely electronic delivery due to interruption of service. Proposals must be delivered to MHDC and received by MHDC by the deadline. ***Proposals must be submitted as outlined herein.***

#### 3. Submission of Questions

All questions and requests for additional information must be submitted in writing via email and should include a subject line of "STRATEGIC PLAN RFP INQUIRY" to [tbeer@mhdc.com](mailto:tbeer@mhdc.com). NOTICE: In order to promote transparency and fairness, no verbal questions will be answered. All questions and inquiries must be in writing. Respondents to the Prior RFP may submit any questions to MHDC as if no proposal had been made under the Prior RFP.

#### 4. Deadline for Submission of Proposal

Each Proposal submitted via email must be received by Tina Beer at [tbeer@mhdc.com](mailto:tbeer@mhdc.com) and each Proposal submitted via CD ROM, flash drive or hard copy must be clearly marked "STRATEGIC HOUSING PLAN RFP PROPOSAL" and must be received by MHDC at its offices at 920 Main, Suite 1400, Kansas City, Missouri 64105 no later than 2:00 PM (Central) on Thursday, April 11, 2019. Proposals received after 2:00 PM (Central) on Thursday, April 11, 2019 will be deemed ineligible and will not be accepted.

***No Respondent may modify or correct its Proposal at any time after the Proposal Due Date, except in direct response to a request from MHDC. As previously stated, Respondents under the Prior RFP may, and are encouraged to, apply under this RFP.***

#### 5. Extensions of Proposal Deadlines

In the event the due date is extended or modified, the new date will be published on the MHDC's website [www.mhdc.com/rfp/](http://www.mhdc.com/rfp/).

#### 6. Anticipated Timetable

Revised and Enlarged RFP Release Date: March 15, 2019  
Final date for submission of requests for additional information: April 3, 2019  
Proposal Due Date: Thursday, April 11, 2019 at 2:00 PM (Central)  
Publication of MHDC selections: May, 2019 or as soon thereafter as possible

### SECTION IV. PROPOSAL PREPARATION

#### A. MANDATORY PROPOSAL SECTIONS

Proposal shall include, at a minimum, the following mandatory, separate sections:

- **Cover Letter**
- **Executive Summary and Conclusions**
- **Proposed Plan for Developing a Five Year Strategic Affordable Housing Plan**
- **Qualifications and Experience**
- **References**
- **Price Proposal and Estimated time to complete**
- **Proposal of Terms, Conditions and Other Requirements**

Respondents are invited to include additional information or sections in the Proposal which they feel would assist MHDC in the evaluation of the proposal.

#### B. SCOPE OF SERVICES

MHDC is seeking consulting and research services to identify the demand for affordable rental housing, assess the supply or availability of Quality Affordable Housing, and identify gaps between supply and demand including an in depth analysis of the gaps related to various categories as described herein. The consulting and research services must result in the development of a Strategic Affordable Housing Plan report that will include data, the results of data analyses, information designed to quantifiably rank housing unit deficiencies in quantity and quality, and alternative plan strategies to address those deficiencies. Specifically, with regard to data and analysis, MHDC is seeking quantifiable data analyses presented in such a manner that multiple cross-section categories of housing gaps or deficiencies will be



numerically indexed in a sortable format for the purpose of identifying and ranking the greatest gaps. With regard to the five year Strategic Affordable Housing Plan, MHDC is seeking alternative strategies to address the task of reducing housing deficiencies or gaps over a five year period by incorporating the best and highest use of limited funding resources.

The Plan must include numerical data based on number of units, percentage calculations as it relates to the gap between supply and demand, and an analytical index that will numerically rank cross-sections of geographic areas with Vulnerable Populations, Special Needs populations or other relevant variables such as cost effectiveness. The data, percentage calculations and indexing should be presented with current calculations upon completion of the plan, but also with projections for each year for the following four years. The Proposal should also include annual updating services for data, percentage calculations and indexing relative to changes occurring as a result of MHDC funded units being approved for construction or placed in service during the year.

The Strategic Affordable Housing Plan must include comprehensive data for each zip code contained within the DR-4317 CDBG-DR Disaster Area and for each county throughout the state of Missouri including an analysis of the gap between demand and supply of Quality Affordable Housing. The index should be developed in such a way that results in a numerically sortable ranking system of identifying the greatest gaps between the demand and supply of Quality Affordable Housing or deficiencies in housing units based on multiple-variable data including, at minimum, the following variables:

1. Geographic location on a zip code by zip code basis for areas within the DR-4317 CDBG-DR Disaster Area and on a county-by-county basis including all 114 counties and the City of St. Louis.
2. Population demographics including, at minimum, Veterans, Elderly, Disabled, Special Needs, Vulnerable Populations, and Families
3. Household income based on 30%, 50% and 60% AMI
4. Poverty and unemployment rates
5. Cost-burdened households
6. Unique circumstances such as communities recovering from recent disasters, communities with unique seasonal or cyclical employment characteristics, communities with high rates of mortgage foreclosure and neighborhood decline, or communities experiencing gentrification
7. Cost effectiveness such as savings to the State through reduced expenditure of State resources (such as Medicaid or low-income housing tax credits) or maintaining or increasing federal funding to the State (such as preservation and improvement of existing housing stock in order to maintain or renew federal rent subsidy resources or availability of block grants such as CDBG, disaster funding or neighborhood development funding)
8. Areas in current need of workforce housing
9. Proactive efficiencies such as areas with large projected future job growth needing workforce housing
10. Opportunity Areas for Family Housing
11. New construction vs. rehabilitation
12. Housing Type such as multi-unit complexes, single family, or independence enabling structures

The index must result in a ranking of geographic areas on a zip code by zip code basis for areas within the DR-4317 CDBG-DR Disaster Area and on a county-by-county basis including all 114 counties and the City of St. Louis. Respondent must include its methodology for developing the index.

MHDC participates in the State's Consolidated Plan, the purpose of which is to (i) serve as the comprehensive housing affordability strategy and community development plan for the jurisdiction submitting it and (ii) serve as the application for funding under any or all of HUD's Community Planning and Development formula grant programs (i.e. the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grants (ESG), Housing Trust Fund (HTF) and Housing Opportunities for Persons with Aids (HOPWA)). HUD's regulations establishing the requirements for the Consolidated Plan are set forth in 24 CFR Part 91, with which the Respondent must be familiar. Each Respondent is expected to fully review all applicable statutes and regulations applicable to the Consolidated Plan and to factor such requirements into its proposed plan and cost structure.

The Strategic Affordable Housing Plan submitted pursuant to the Proposal must include an Analysis of Impediments to Fair Housing (AI) which must be produced in accordance with the requirements imposed upon MHDC under 24 CFR 91.305. The requirements of this regulation which must be covered in the final Strategic Affordable Housing Plan include, but are not limited to, the following:

- a) All categories of persons/families specifically identified under 24 CFR 91.305(b)(1)(i) must be covered;
- b) All summaries required pursuant to 24 CFR 91.305(b)(1)(ii) must be provided;
- c) Any disproportionate needs for specific racial or ethnic groups as specifically described in 24 CFR 91.305(b)(2) must be fully addressed;
- d) The full nature and extent of homelessness within the State must be addressed (as specifically detailed in 24 CFR 91.305(c)); and,
- e) Accurate estimates of all housing supportive needs as specifically detailed in 24 CFR 91.305(d) and all lead-based paint hazards as specifically detailed in 24 CFR 91.305(e).

Respondent must provide a full draft of the AI as well as supporting data and analysis. This data should include an analysis of the percentage of families living below the poverty line and the percentage of households receiving public assistance (poverty index); the distance to nearest transportation stations; a review of prior and current activities associated with fair housing programs in the state; home mortgage disclosure act (HMDA) data; an evaluation of public policies and practices affecting the provisions of fair housing including but not limited to, public services, planning and zoning laws, land use regulations, community development policies and practices; and identification of existing barriers and/or impediments to fair housing within the State. The review must be conducted in accordance with existing requirements imposed by HUD for an AI Study pursuant to HUD's Fair Housing Planning Guide, and any updates to the AI Study regulations as published by HUD, located at <https://www.hud.gov/sites/documents/FHPG.PDF>.

During the course of research and development of the Strategic Affordable Housing Plan, the Respondent must seek public input from public and private organizations, business stakeholders, service providers, and/or citizens of Missouri. Respondent's Proposal should include details regarding the populations or organizations from whom input will be sought as well as the method of obtaining such input.

Once the Strategic Affordable Housing Plan is completed in draft form, the Respondent shall conduct public hearings in at least six (6) locations throughout the state for the purpose of seeking public comment prior to finalization of the plan. The final Strategic Affordable Housing Plan provided to MHDC should be

designed to provide MHDC with clear, accurate and concise data together with conclusions and opportunities that will allow MHDC to proceed with development of Quality Affordable Housing that will strengthen communities and the lives of Missourians through the financing, development and preservation of affordable housing.

Respondent must provide a timeline detailing when major tasks or services pursuant to this RFP will be completed. All tasks and services must be performed and the Strategic Affordable Housing Plan and AI must be completed no later than January 31, 2020.

### C. PROPOSAL DETAILS

Respondents, in responding to this RFP, must provide clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

1. Location and Personnel. Provide the name, address, telephone number, fax number and email address of the Respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement. Identify all individuals anticipated to be involved in the preparation of the Strategic Affordable Housing Plan and the role each is expected to fill. Provide resumes for each individual so identified and/or a brief summary of each individual's qualifications to perform the work in question. To the extent students or third parties will be utilized in preparing the Strategic Affordable Housing Plan describe their roles and anticipated involvement in each project.
2. Organizational Overview and Documentation. Provide an overview of the Respondent's business entity, including legal structure, full legal name, and state of organization. Provide documentation on Respondent's business entity including organizational documents, federal employer identification number and evidence of Respondent's good standing with the State. If Respondent is an MBE/WBE, provide copies of documentation establishing certification as an MBE/WBE. If Respondent is not a certified MBE/WBE, provide information regarding the percentage of the Respondent organization owned by women and/or minorities and also provide information regarding the percentage of persons employed by the Respondent organization that are women and/or minorities.
3. Economic Impact to Missouri. The Respondent must provide information and data concerning the economic impact of any contract entered into pursuant to this RFP. At minimum, the Respondent must provide: a) a description of proposed services that will be performed and/or the proposed products that will be provided by Missourians; b) a description of the economic impact returned to the State of Missouri through tax revenue obligations and otherwise; and c) a description of the Respondent's economic presence within the State of Missouri, including Missouri employee statistics.
4. Unbiased and Independent Work Statement. Provide a disclosure of any business connection or interest in specific populations or connections to affordable housing. For example, if the Respondent is a non-profit organization whose mission is to eliminate homelessness of a certain population demographic, then that connection must be clearly disclosed together with a statement of how the Respondent proposes to ensure that its research and work will remain unbiased and independent.
5. Affiliations and Subcontractors. Respondent must identify and fully explain all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. Respondent must provide documentation regarding the qualification and experience of all third-party firms as a whole, as well as for each staff member proposed to be involved in performing the Scope of Work. In addition, Respondent must clearly delineate the duties and obligations being

assumed by which parties in carrying out the Scope of Work. In identifying any such parties, Respondent must include each party's full legal name, state of organization (in the case of an entity), all contact information (e.g. address, phone/fax numbers, email address, primary point of contact, etc.), and must indicate whether the party is an MBE/WBE and provide copies of documentation establishing that certification as an MBE/WBE. Joint ventures are required to designate a single contracting entity with the authority to negotiate, execute and bind the joint venture to any potential future contract and act as the party responsible to MHDC.

6. Ownership Details. Pursuant to the Standards of Conduct, each Proposal submitted under this RFP must disclose the name of the individual, entity and/or entities having an ownership interest in the Respondent. All entities identified in this disclosure must be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. If a Respondent under this RFP is a publicly held corporation, the disclosure required under this section is limited to disclosure of the names of the members of the Respondent's board of directors, its key employees (including, but not limited to, its chief executive officer, chief financial officer and chief operating officer), and any shareholders owning or controlling ten percent (10%) or more of the corporation. Questions regarding these requirements may be directed to the Commission's General Counsel, Katherine Jeter-Boldt, by phone at 816-759-6835 or email at [kjeterboldt@mhdc.com](mailto:kjeterboldt@mhdc.com).
7. Undocumented Workers. Pursuant to *Mo. Rev. Stat. § 285.530.2*, any Respondent selected pursuant to this RFP must provide MHDC with an affidavit stating that the institution does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the Respondent is enrolled and participates, or who will enroll and participate, in a federal work authorization program with respect to the employees working in connection with the contracted services. A copy of the requisite affidavit is attached hereto as Exhibit "A", an original of which must be signed, acknowledged and submitted by each Respondent as part of its Proposal submitted under this RFP. Prior to execution of any agreement contemplated herein, the Respondent selected under this RFP will be required to provide evidence of participation in a federal work authorization program. Additionally, in the event Respondent is utilizing any third-party to carry out a portion of the Scope of Work (whether via a sub-contract arrangement, joint venture agreement, or otherwise) then each third-party entity must also provide an affidavit to MHDC in the form attached hereto, as well as proof of that entity's enrollment and participation in a federal work authorization program and these workforce requirements must be contained in any agreement between the Respondent and said third-party. Questions regarding this requirement may be directed to the Commission's General Counsel, Katherine Jeter-Boldt, by phone at 816-759-6835 or email at [kjeterboldt@mhdc.com](mailto:kjeterboldt@mhdc.com). In your proposal, please indicate whether your firm is currently enrolled and participating in a federal work authorization program such as E-Verify. If another entity is enrolled in a federal work authorization program such as E-Verify on behalf of Respondent, then Respondent must explain the relationship and submit a WEP Affidavit for the entity that is actually enrolled in the federal work authorization program.
8. Authorization to Do Business in Missouri. Respondent should explain its authorization to do business in Missouri and include a copy of relevant public documents, such as a Missouri certificate of good standing, a foreign business registration, a fictitious name filing, or a copy of filed organizational documents. Likewise, Respondent must explain authorization to do business in Missouri and include like documents for all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. In the event the Respondent or other entities included in the Response is not currently authorized to do business in Missouri, include Respondent's proposed

method and timeline for gaining authorization.

9. Scope of Services. Respondent must describe how it will fulfill all requirements and expectations set forth in the Scope of Services, including the processes and procedures it will use to accomplish all tasks required under this RFP. The responses should be as detailed as possible in addressing how all services are to be provided and by whom. A timeline for completion of major tasks should be included.
10. Institutional Resources. Identify all resources being made available to MHDC by Respondent for the purposes of completing the Scope of Work.
11. MHDC Experience. Describe the Respondent's historical experience in working with or serving MHDC, including descriptions of work previously performed for MHDC.
12. Related Experience. Describe the Respondent's experience in working with other state or federal governmental entities in carrying out tasks similar in nature to preparation of a Strategic Affordable Housing Plan to be conducted under this RFP.
13. Related Qualifications and Knowledge. Describe Respondent's experience and familiarity with HUD's regulations and requirements for development of AI and Consolidated Plans. Describe Respondent's experience and familiarity with housing programs including but not limited to knowledge and experience related to Low-Income Housing Tax Credits, HOME Investment Partnership funding, CDBG, disaster funding, and rental subsidies.
14. References. Respondent must provide MHDC with a minimum of two (2) references from entities for which Respondent has performed research and/or consulting work in the past.
15. Other Information. Detail and discuss any other information not specifically covered or requested by this RFP which Respondent requests MHDC's consideration in selection a Proposal.

## **D. STRUCTURE OF PROPOSALS**

Each Respondent is required to submit a complete Proposal and attest to the accuracy and completeness of its Proposal(s). In all respects, the Respondent must comply with the instructions, formats and stipulations of this RFP including proper submission, proper format, meeting deadlines, inclusion and presentation of pricing information, and the terms and conditions of the proposed Final Contract.

MHDC desires to consider Proposal(s) in a consistent and easily comparable format as established in this RFP. Proposal(s) not organized as set forth in this RFP may, at MHDC's discretion, be considered unresponsive. Do not refer to other parts of your Proposal in lieu of answering a specific question. Do not provide references to filings or forms publicly available in lieu of providing specific information in the Proposal.

Each Proposal must include a letter ("Certification Letter") signed by an authorized representative of the Respondent certifying that:

1. The person executing the letter is authorized execute the Proposal and the Final Contract, on behalf of the Respondent; and
2. The Proposal is a firm offer which will remain valid for a minimum period of one hundred twenty (120) days; and
3. All information in the Proposal is true and correct to the best of his or her knowledge; and

4. No owner, principal or employee of the Respondent gave or will give anything of monetary value including a promise of future employment to an MHDC employee or Commissioner, or a relative of an MHDC employee or Commissioner, in an attempt to influence any decision to award a Final Contract or to influence the decision to modify or negotiate any term contained in any such Final Contract; and
5. No elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the Scope of Work; and
6. Respondent will fully comply with the provisions of RSMo Chapter 105 addressing Conflicts of Interests; and
7. Respondent will fully comply with the provisions of RSMo Chapter 130 addressing Campaign Finance Disclosure Laws; and
8. Respondents will fully comply with MHDC's Standards of Conduct.

Proposal(s) must contain all sections required under Section IV.A. of this RFP and should be organized in the same manner as the individual information requested in Section IV.C. Responses to each numbered question shall be labeled and submitted on a separate page (e.g. answers to Question 1 should begin on a separate page from the response to Question 2).

Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

MHDC may deem any Proposal failing to meet all of these requirements to be unresponsive, resulting in elimination of the Proposal from consideration.

## **E. EVALUATION CRITERIA**

Each Proposal will be evaluated on a variety of factors, including, but not limited to, the following (in no particular order):

1. Experience and expertise of the Respondent and the specific personnel to be assigned to development of the Strategic Affordable Housing Plan;
2. Relevant experience conducting similar research or providing consulting with other state or federal governmental entities;
3. The location, extent and capabilities of the Respondent's offices and number of employees in the State;
4. The economic impact of any contract entered into under this RFP is an important factor. MHDC will consider the Missouri economic impact including proposed services and products that will be provided by Missourians, economic impact returned to Missouri through tax revenue obligations or otherwise, and the Respondent's economic presence within Missouri including Missouri employee statistics.
5. Participation by a public or private university or college as a party conducting the research and preparation of data;
6. Respondent's ability and willingness to carry out the full Scope of Work and demonstrated understanding of the federal and State statutory and all applicable regulatory requirements associated with a Consolidated Plan;
7. Innovative ideas or suggestions reflected in the Respondent's Proposal;
8. MHDC's prior experience, if any, in working with the Respondent and any other factors the MHDC

believes would be in its best interest to consider;

9. Respondent's proposed fees and charges for performing the full Scope of Work;
10. Respondent's ability to meet MHDC's desired timelines specified in this RFP;
11. Respondent's inclusion of the participation of minorities and women, including Respondent's employees and/or any participation with one or more MBE/WBEs; and,
12. Overall level of professionalism displayed in the Respondent's Proposal.

## **F. PRICE PROPOSAL**

Provide a price proposal that delineates the following costs:

1. Total fees Respondent intends to charge for completing the Scope of Work including an itemization of fees to be charged for the initial research and development of the Strategic Affordable Housing Plan and the fees to be charged for each annual update for four years following completion of the plan, and development of the AI; and
2. Itemization of any expenses or other charges (including any reimbursable costs) which Respondent anticipates will be charged separate from the fees covered by 1 above along with a proposed cap on such additional charges.

**Workforce Eligibility Affidavit**

State of \_\_\_\_\_ )  
 ) ss  
County of \_\_\_\_\_ )

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the \_\_\_\_\_[title] of \_\_\_\_\_[Company Name], and as such officer or agent of such entity he/she is duly authorized to make this affidavit on behalf of said entity. On behalf of such entity and pursuant to the authority recited herein, the undersigned does further solemnly swear and affirm and that \_\_\_\_\_[Company Name]:

**CHECK ONE:**

- 1. Is enrolled and actively using the E-Verify system,
- 2. Does not knowingly employ any person who is an unauthorized alien, and
- 3. Certifies that all its employees are lawfully present in the United States;

OR

- 1. Is not an employer and does not have any employees,
- 2. Certifies that any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with the above named MHDC development are properly classified as independent contractors and should not be classified as employees,
- 3. Certifies that any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with the above named MHDC development are not unauthorized aliens and are lawfully present in the United States,
- 4. Certifies that if, at any time, it does employ any employees, it will immediately enroll and begin actively using the E-Verify system and will not knowingly employ any person who is an unauthorized alien and that all such employees it does hire will be lawfully present in the United States.

The undersigned affirms, under penalty of perjury, that all statements made herein are true and correct.

\_\_\_\_\_ [Company Name],  
a \_\_\_\_\_, \_\_\_\_\_

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Print Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

EXHIBIT "A"