

**Mississippi Development Authority
501 North West Street
Jackson, MS 39201**

**Request for Proposal
To Provide
Long Term Work Force Housing (LTW)**

**RFP # 07-09-17
Date: September 17, 2007**

Mississippi Development Authority
501 North West Street
Jackson, MS 39201

INVITATION

Written proposals for providing the activities as described below for the Mississippi Development Authority (MDA), subject to the conditions herein stated and attached hereto, will be received at 501 North West Street, E. T. Woolfolk Building, Suite 600, Jackson, MS 39201 until November 2, 2007, at 2:00 P.M. Central Time.

PROPOSERS CONFERENCE

MDA will host a Proposers Conference for this solicitation, during which Proposers will be afforded the opportunity to meet with State personnel and discuss the content of the Request for Proposal (RFP) and the proposal process. The Conference will be held at 2:00 P.M. on October 4, 2007, at 501 North West Street, E. T. Woolfolk Building, Room 112 (Public Service Commission Hearing Room), Jackson, MS 39201.

DESCRIPTION

MDA is seeking proposals from qualified individuals and non-profit and for-profit entities to develop Long Term Workforce Housing Programs. For consideration, proposals for this program must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed activity. Other additional information required by MDA may be included elsewhere in the solicitation.

The State of Mississippi received approximately \$5.5 billion in Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD). Congress has designated these monies for "necessary expenses related to disaster relief, long-term recovery, and restoration of infrastructure in the most impacted and distressed areas related to Hurricanes Katrina, Rita, or Wilma".

MDA anticipates directing a portion of the allocation of the funds for the development of affordable workforce housing in the impacted areas.

All proposed activities must meet HUD housing and CDBG standards and regulations (including, at a minimum, those listed in this RFP), as well as applicable state and local requirements. MDA will review all proposals to ensure that they are in compliance. Acceptable proposals will be submitted to HUD, either collectively or individually, in the form of an action plan. Upon completion of the public comment period, MDA will submit the action plan to HUD for final approval.

Upon HUD approval, MDA will negotiate a contract/agreement with the Proposer to execute the activity. MDA will fund the proposal through the disaster funding. A commitment of federal assistance will only occur after satisfactory completion of a site-specific environmental review.

TERMS AND CONDITIONS FOR PROPOSALS:

General Statement: MDA is requesting proposals from qualified individuals and non-profit and for-profit entities to develop Long Term Workforce Housing Programs.

Eligible Activities: Single family and multi-family rental and homeownership units available to mixed-income tenants/owners in Hancock, Harrison, Jackson and Pearl River Counties, Mississippi.

A minimum low/mod participation threshold is required on all proposals. CDBG regulations will determine the required minimum threshold for the proposed activities. MDA reserves the right to set aside a portion of the available funds for non-profit entities.

Eligible Proposers: Any person or entity, public or private, for-profit or non-profit, proposing to incentivize the delivery of Work Force Housing in Hancock, Harrison, Jackson, or Pearl River Counties, Mississippi.

MDA strongly encourages non-profit organizations to submit proposals.

The Proposer must be in good standing with federal, state, county and participating municipal governments.

EVALUATION PROCEDURE AND FACTORS TO BE CONSIDERED IN THE EVALUATION PROCESS:

Qualifications of Proposers: Before receiving a notice of intent, the Proposer may be required to show to the complete satisfaction of MDA that it has the necessary facilities, ability, and financial resources to complete the proposed activity in a satisfactory manner. The Proposer may also be required to give a past history and references in order to satisfy MDA in regard to the Proposer's qualifications. MDA may make reasonable investigations deemed necessary and proper to determine the ability of the Proposer to perform the activity, and the Proposer shall furnish to MDA all information for this purpose that may be requested. MDA reserves the right to reject any offer if the evidence submitted by, or investigation of, the Proposer fails to satisfy MDA that the Proposer is properly qualified to carry out the obligations of the contract and to complete the activity described therein. Evaluation of the Proposer's qualifications shall include:

- A. The ability, capacity, skill, financial, and other necessary resources to perform the proposed activity;
- B. The ability of the Proposer to perform the work or provide the activity promptly or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the Proposer; and

D. The quality of performance of previous contracts or activities.

A selection committee appointed by MDA shall review and evaluate all responses. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the activity. MDA reserves the right to accept any proposal as submitted for funding, with or without substantive negotiation. Therefore, all parties are advised to propose their most favorable terms initially.

WRITTEN PROPOSALS SHALL CONTAIN THE FOLLOWING MINIMUM INFORMATION:

All proposals must demonstrate the ability to expend the funds, meaning spend the dollars and place the units in service (as demonstrated by a certificate of occupancy from the jurisdiction in which the project is located and have the units available for occupancy by income-eligible households), within the proposed timeframe.

The proposal package will include the following forms and exhibits prepared by Proposer:

1. Project Description and Detailed Plan Narrative
2. Developer Resume
3. Developer Prior Comparable Experience
4. General Contractor Resume
5. General Contractor Prior Comparable Experience
6. Management Agent's Resume (rental only)
7. Management Agent's Prior Comparable Experience (rental only)
8. Sales Resumes, Experience and Strategy for Homeownership and lease to purchase
9. Architect/Engineer Resume
10. Financial Plan including Uses of Funds, Sources of Funds
11. Detail cost and pricing information to support funding request.
12. Projects involving new construction must also include the following items:
 - Preliminary plans and specifications
 - Preliminary Site Plan
13. Projects involving acquisition and rehabilitation must include the following:
 - Physical Needs Assessment
 - Work write up demonstrating completion of items reflected in physical needs assessment
14. Readiness to Proceed
 - Ability to deliver the proposed Work Force Housing
15. Work Breakdown Schedule (schedule of activities)
 - Timelines, major milestones, and major deliverables
16. Proposals for other types of projects shall require sufficient detail to gauge delivery feasibility and impact.
17. Demonstrate the ability to meet HUD regulations and requirements under CDBG and under allocations made pursuant to Public Law 109-234 and Public Law 109-148.
18. Acknowledgement that the project will follow all applicable HUD, state and local environmental regulations.

Step I: Proposals will be reviewed to assure compliance with the minimum required information listed above. Proposals that do not comply with the minimum specifications will be rejected

immediately, receiving no further consideration. Note that MDA reserves the right to set available funding under this RFP. MDA will provide written notice of all changes to the RFP, including scoring criteria, in the form of an amendment to this RFP prior to response deadlines.

Step II: Proposals that satisfactorily complete Step I will be reviewed and analyzed to determine if the proposal adequately meets the needs of MDA. MDA will use the following factors in reviewing and scoring proposals:

- Feasibility Analysis (Cost Reasonableness) (Scoring Points – 20 points)
 - Ability to leverage other sources of financing in order to complete the project
 - Ability to demonstrate sufficient financial capacity to execute the proposal
- Design/Concept (20 points)
 - Preliminary plans and outline specifications
 - Employment of energy efficiency and conservation principles/appliances
 - Ability to create a mixed-income property that includes households with varied incomes
 - Evidence that the project is located in an MDA-Preferred Location. MDA-Preferred Locations are accessible to some or all of the following community amenities:
 - Defined Downtown Districts
 - Workforce/Employment Centers
 - Schools
 - Public Transportation
 - Hospitals and Healthcare
 - Emergency Response Services such as Fire Department, Police and Ambulance
 - Proximity to power plants, heavy industrial areas, etc. would be unfavorable
- Project Need (15 points)
 - Present need for housing in the community
- Readiness to Proceed (20 points)
 - Ability to deliver proposed product
 - Timelines, major milestones, major deliverables, completion dates, mobilization dates (Work breakdown schedule)
- Development Team Experience and Capacity (10 points)
 - Statements of Applicant’s and General Contractor’s current workload
 - Résumés for all team members (Developer, Management Agent, General Contractor, Architect, Engineer)
 - Evidence of comparable properties, owned, developed, managed or constructed.
- Past Performance (10 points)
 - Satisfactory participation in federal, state and local housing programs
 - References from other lenders of properties owned or developed by applicant
- Local Community Participation (5 points)
 - Support letters such as those from City Council, Planning Commission, or community groups
 - Services such as recreation, transportation, or other resident services

Step III: MDA will contact those Proposers whose proposal best meets MDA’s needs. Each of these Proposers will be required to meet with the selection team at a time to be specified. The proposals will be reviewed in depth with the selection team at that time. After oral presentation, all Proposers

who have been requested to present will be scored again pursuant to the factors and scoring points listed above.

Step IV: Acceptable proposals will be used by MDA as the basis of action plans that will be submitted to HUD for approval. Each action plan will be submitted for public comment, and MDA will incorporate all comments into the final action plan. After HUD approval, MDA will negotiate a contract/agreement with the Proposer to execute the activity. MDA will fund the proposal through the disaster funding.

ALL PROPOSALS SUBMITTED IN RESPONSE TO THIS REQUEST SHALL BE IN WRITING. OFFERORS MAY DESIGNATE THOSE PORTIONS OF THE PROPOSALS WHICH CONTAIN TRADE SECRETS OR OTHER PROPRIETARY DATA WHICH MAY REMAIN CONFIDENTIAL IN ACCORDANCE WITH SECTION 25-61-9 AND 79-23-1 OF THE MISSISSIPPI CODE.

MINIMUM EFFECTIVE PERIOD OF PROPOSAL

All proposals are required to remain in effect for at least 12 months from the date submitted to MDA for review. This should be taken into account during budget preparations.

TYPE OF AWARD

MDA will issue a notice of intent to submit the proposal to HUD in the form of an action plan.

AWARD AND DISBURSEMENT OF FUNDS

Acceptable proposals will be used by MDA as the basis of action plans that will be submitted to HUD for approval. Each action plan will be submitted for public comment, and MDA will incorporate all comments into the final action plan. After HUD approval, MDA will negotiate a contract/agreement with the Proposer to execute the activity. MDA will fund the proposal through the disaster funding.

REJECTION OF PROPOSALS

Proposals that do not conform to the requirements set forth in this RFP may be rejected by MDA. Proposals may be rejected for reasons that include, but are not limited to, the following:

- A. The proposal contains unauthorized amendments to the requirements of the RFP
- B. The proposal is conditional
- C. The proposal is incomplete or contains irregularities which make the proposal indefinite or ambiguous
- D. The proposal is not received by the deadline
- E. The proposal is not signed by an authorized representative of the party
- F. The proposal contains false or misleading statements or references

ACCEPTANCE OF PROPOSALS

MDA reserves the right, in its sole discretion, to waive minor irregularities in proposals. A minor irregularity is a variation of the RFP, which does not affect the funding request, or give one party an

advantage or benefit not enjoyed by other parties, or adversely impact the interest of MDA. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements, if the party is awarded the contract.

DISPOSITION OF PROPOSALS

All submitted proposals become the property of MDA.

RFP DOES NOT CONSTITUTE ACCEPTANCE OF OFFER

The release of the RFP does not constitute an acceptance of any offer, nor does such release in any way obligate MDA to award funds. MDA reserves the rights to accept, reject, or negotiate any or all offers on the basis of the evaluation criteria contained within this document. The final decision to award funds to any party rests solely with MDA.

EXCEPTIONS AND DEVIATIONS

Proposers taking exception to any part or section of the solicitation shall indicate such exceptions on the proposal and shall be fully described. Failure to indicate any exception will be interpreted as the Proposer's intent to comply fully with the requirements as written. Conditional or qualified Proposers, unless specifically allowed, shall be subject to rejection in whole or in part.

NONCONFORMING TERMS AND CONDITIONS

A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. MDA reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its proposal prior to a determination by MDA of non-responsiveness based on the submission of nonconforming terms and conditions.

EXPENSES INCURRED IN PREPARING OFFERS

MDA accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of an offer. Such expenses shall be borne exclusively by the Proposer.

ADDITIONAL INFORMATION

Questions concerning the RFP document must be submitted in writing to Mississippi Development Authority, Attn: Long Term Workforce Housing Program, 501 North West Street, E.T. Woolfolk Building, Suite 600, Jackson, MS 39201 or to PO Box 849, Jackson, MS 39205-0849, via email at longtermworkrfp@mississippi.org or by facsimile to (601) 359-9280. Questions will be received through October 15, 2007, at 12:00 P.M. Central Time. Responses to all questions will be distributed in writing via email or fax to all known Proposers and will be posted to the MDA website (www.mississippi.org) as an amendment by October 19, 2007, at 5:00 P.M. Central Time. Proposers are cautioned that any statements made by the contact person that materially change any portion of the RFP shall not be relied upon unless subsequently ratified by a formal written amendment to this RFP.

ACKNOWLEDGMENT OF AMENDMENTS

Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the proposal, by identifying the amendment number and date in the space provided for this purpose on the proposal form, or by letter. The acknowledgment must be received by MDA by the time and at the place specified for receipt of proposals.

DEBARMENT

By submitting a proposal, the Proposer certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or the Federal government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Mississippi or the Federal government.

PROPOSAL ACCEPTANCE PERIOD

The original and seven (7) copies of the proposal and all attachments (eight (8) copies total) shall be signed and submitted in a sealed envelope or package to Mississippi Development Authority, Attn: Long Term Workforce Housing Program RFP, 501 North West Street, E. T. Woolfolk Building, Suite 600, Jackson, MS 39201 or to P. O. Box 849, Jackson, MS 39205-0849 no later than 2:00 P.M. Central Time on Monday, November 2, 2007. Timely submission of the proposal is the responsibility of the Proposer. Offers received after the specified time shall be rejected and returned to the Proposer unopened. The envelope or package shall be marked "Sealed Proposal Long Term Workforce Housing Program RFP" in the lower left hand corner. Each page of the proposal and all attachments shall be identified with the name of the Proposer.

SUMMARY OF RFP MILESTONES

Milestone	Date
Release of RFP	September 17, 2007
Proposer's Conference	October 4, 2007
Deadline for Proposers to submit written questions to MDA	October 15, 2007
Deadline for MDA to respond to questions submitted by Proposers	October 19, 2007
Deadline for all responses to RFP	November 2, 2007
Oral presentations, scoring, and selection	TBD
Selection of Finalists and notification of intent to submit to HUD as an action plan	TBD
Submission of action plan(s) to HUD and release for public comment	TBD
Submission of final action plan, including public comments, to HUD	TBD
Final HUD approval	TBD
Negotiation of contract/agreement with finalists	TBD

CONTACT INFORMATION

Inquires regarding this Request for must be mailed to:

Mississippi Development Authority
Attn: Long Term Workforce Housing Program
PO Box 849
Jackson, MS 39205-0849

or

501 North West Street
E. T. Woolfolk Building, Suite 600
Jackson, MS 39201

or

Facsimile: (601) 359-9280

or

Email: longtermworkrfp@mississippi.org

Proposals and attachment must be submitted to:

Mississippi Development Authority
Attn: Long Term Workforce Housing Program
PO Box 849
Jackson, MS 39205-0849

or

501 North West Street
E. T. Woolfolk Building, Suite 600
Jackson, MS 39201

**MISSISSIPPI DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSAL
FOR LONG TERM WORK FORCE HOUSING
SUBMISSION FORM**

RFP # 07-09-17

Company _____

Address _____

Contact Person _____

Telephone Number _____

Email _____

NOTE: It is the Proposer's responsibility to provide adequate information in their proposal package to enable MDA to ensure that the proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the proposal.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of MDA, or members of his/her family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

CONFLICTS OF INTEREST

The Proposer [] is [] is not aware (mark one box) of any information bearing on the existence of any potential organizational conflict of interest.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

Signature

Date

Name (Printed)

Title