



Massachusetts Housing Finance Agency

**One Beacon Street
Boston, MA 02108**

REQUEST FOR QUALIFICATIONS

FOR

Development Consultants to Support Small Developers

TABLE OF CONTENTS

Section

- I. STATEMENT OF PURPOSE
- II. BACKGROUND
- III. SCOPE OF WORK
- IV. CONTENT OF SUBMITTALS
 - A. Transmittal Letter/Firm Description/Executive Summary
 - B. Experience and Qualifications
 - C. Diversity, Equity & Inclusion Plan
 - D. References
 - E. Support
 - F. Adverse Actions
 - G. Conflict of Interest
 - H. Pricing
- V. EVALUATION OF SUBMITTALS
- VI. SCHEDULE AND INSTRUCTIONS
 - A. Number of Submittals and Due Dates
 - B. Single Point of Contact
- VII. ADDITIONAL PROVISIONS
 - A. Confidentiality
 - B. Non-Discrimination
 - C. Rights of MassHousing
 - D. Use of Respondent's Submittal
 - E. Respondent Submittal Costs

I. STATEMENT OF PURPOSE

MassHousing is requesting qualifications pursuant to this Request for Qualifications (“RFQ”) to establish a list of development consultants to consult small developers with housing projects in Gateway Cities.

The development consultant’s work will vary depending on the project and needs of the small developer. The development consultant’s work may involve, but is not limited to, evaluating proformas, assisting in permitting, identifying and applying for funding sources, and evaluating potential partnership arrangements.

II. BACKGROUND

MassHousing provides mortgage financing and related services targeting the affordable housing market in Massachusetts. Created in 1966 by an act of the Massachusetts Legislature, MassHousing operates as a self-supporting, independent authority of state government. MassHousing raises mortgage capital through the issuance of taxable and tax-exempt revenue bonds and is organized around six primary business lines: Rental Business Development, Rental Underwriting, and Rental Management, Home Ownership Lending Operations, Home Ownership Productions, Home Ownership Servicing and Operations, and the Mortgage Insurance Fund. Support services such as accounting and financial reporting, legal, and information technology are provided by a group of corporate offices.

MassHousing’s Rental Management business line oversees a portfolio comprised of mortgage loans originated by MassHousing’s Rental Business Development and Rental Underwriting business lines, and this entire portfolio is serviced in-house. MassHousing’s servicing of this portfolio includes regulatory oversight and compliance with requirements stemming from various housing subsidy contracts. Rental Management also provides regulatory and subsidy contract administration services to other entities, principally the United States Department of Housing and Urban Development (“HUD”).

MassHousing’s Home Ownership Servicing and Operations business line oversees a portfolio of single-family mortgage loans to first time homebuyers and other qualified borrowers. These loans were originated by MassHousing-approved lenders across the state under MassHousing’s auspices and then subsequently purchased and serviced by MassHousing.

The Mortgage Insurance Fund (“MIF”) was established to provide an additional source of primary mortgage insurance for certain borrowers. MIF is the primary insurer for single-family loans made by MassHousing and is also an insurer approved by the Federal Home Loan Mortgage Corporation (Freddie Mac), the Federal National Mortgage Association (Fannie Mae) and Massachusetts community banks and credit unions.

MassHousing’s Neighborhood Hub program is designed to provide technical assistance and local capacity building to Gateway Cities to support neighborhood stabilization. To continue supporting neighborhood stabilization and revitalization in Gateway Cities, the Neighborhood Hub is providing funding to small developers to build capacity to support residential

rehabilitation, adaptive reuse, or new construction projects in Gateway Cities. In support of this work, MassHousing will work with development consultants to add to the capacity and expertise of small developers to create viable, community driven housing development in Gateway Cities. You can find out more about the Neighborhood Hub at <https://www.masshousing.com/en/programs-outreach/neighborhood-hub>.

For additional information about MassHousing, please visit our web site at www.MassHousing.com. For a detailed overview of MassHousing, including its financials, please review the most recent MassHousing Information Statement, and Annual Report. Both of these documents as well as others can be found on MassHousing.com website at <https://www.masshousing.com/en/about/investors>.

III. DESCRIPTION OF SERVICES

1. Analyze and evaluate project proformas, offer suggestions, identify missing expenses, analyze project financial feasibility with current financing and funding sources the small developer has identified, including owner equity.
2. Work with small developer to identify potential funding sources, submit applications for potential funding, including communicating with the municipality and funding organization.
3. For projects where potential funding sources involve affordable housing restrictions and monitoring, advise and inform on monitoring affordable housing requirements as well as connect with third-party consultants or local non-profits that may be available to assist in this monitoring.
4. Identify permitting barriers and assist with permitting strategies.
5. Identify potential partners and evaluate partnership scenarios keeping in mind the goal of small developer growth.
6. Inform and support growing and scaling up of the small developer by involving them in all decisions and discussions around pro forma, funding partnership, permitting and any other assistance sought.
7. Provide other small developer development support as may be needed for specific projects.

IV. CONTENT OF SUBMITTALS

This RFQ is designed to elicit all information considered essential to evaluating each submittal. There is no intent to limit the content of the submittals. Respondents may include such additional information as may be appropriate, or offer alternate information, but should not exclude any information requested in this RFQ.

In support of MassHousing's longstanding commitment to confront the housing challenges facing the Commonwealth to improve the lives of its people, MassHousing will prioritize organizations who align with the Agency's values and its commitment to diversity, equity, and inclusion.

All submittals should contain the following information:

A. Transmittal Letter/Firm Description/Executive Summary

Submittals must be accompanied with a transmittal letter on company stationery or letterhead and signed by an individual legally authorized to bind the company. The transmittal letter should identify the individual(s) involved in preparing the submittal, as well as a single point of contact for the company. The transmittal should contain or be accompanied by a detailed description of the firm (including background on the firm's financial stability) as well as a summary of the contents of the submittal.

MassHousing is an equal opportunity employer and seeks to provide procurement, contracting and employment opportunities for minority, women, veterans, LGBT, and persons with disabilities. We encourage responses from entities which describe strategies to actively promote and recruit diverse vendors, workers, and contractors. Responses that describe the benefits of direct, specific, and measurable access to employment and contracting opportunities created by the proposed project will be favorably reviewed.

B. Experience and Qualifications

Submittals should describe the relevant experience of the individual or firm and the key personnel that will be providing the services. Relevant experience includes not only services similar to those being sought by MassHousing but also any past experience with entities similar to MassHousing.

C. Diversity, Equity & Inclusion Plan

Please provide the following information about your organization's commitment to the principles of diversity, equity and inclusion and related activities.

Organizational and Workforce Diversity

1. Describe your organization's activities that reflect your commitment to diversity, equity and inclusion and the impact, if any, it has on your organization's competitive position.
2. Describe the diversity makeup of your Board of Directors and executive leadership team. Please provide the breakdown by gender and ethnicity.
3. Please provide documentation if your company is certified as a diverse business (M/WBE, veteran-owned VBE, LGBT-owned, and/or disability-owned business).

Vendor/Consultant/Supplier Diversity

1. For all vendor/consultant/supplier goods and services purchased in the last three years, what is the dollar volume/percentage paid to M/WBE, veteran-owned VBE, LGBT-owned, and/or disability-owned businesses?

2. What are your proposed partnerships, spending goals and commitments regarding increasing purchases of goods and services from diverse businesses?

D. References

Please provide a list of at least three (3) companies that MassHousing can contact as references for which the respondent has provided similar services within the past three years, including:

1. Name, address, and phone number of each company.
2. General description of the engagement; and
3. Contact name and telephone number(s) of those who can talk knowledgeably about their experience with the respondent and any system issues that arose during the implementation of their project.

E. Support

Please describe whether there is typically an on-going relationship with respondent and its clients after completion of services. Please describe the way respondent communicates with clients after completion of services, whether through industry-related newsletters published by respondent, continuing educational workshops, regular meetings, etc.

F. Adverse Actions

Please include a description of any insurance claim, criminal investigation or material litigation against your firm or members of your firm in the last ten (10) years, any instances in which your firm has been debarred by state or federal government and the circumstances for the debarment, as well as a summary of any formal complaints filed against your firm or members of your firm containing allegations of discrimination in the last ten (10) years.

G. Conflicts of Interest

Please describe any facts you are aware of that would result in a conflict of interest with MassHousing if a contract was awarded to your firm.

H. Pricing

Please provide a detailed pricing structure for delivering the services (use a matrix or chart if necessary).

V. EVALUATION OF SUBMITTALS

Responses submitted in accordance with this RFQ will be evaluated by a selection committee composed of MassHousing staff. All respondents will be notified of the outcome of the review

of their qualifications. Submittals in response to this RFQ will be evaluated pursuant to the following criteria:

- Responsiveness to requirements of RFQ;
- Financial and organizational stability of respondent;
- Technical capabilities (in terms of personnel, equipment, and materials) and management plan (including staffing of key positions, method of assigning work, and procedures for maintaining level of service);
- Diversity, Equity & Inclusion plan;
- Demonstrated experience and qualifications of respondent and respondent's staff assigned to perform the solicited services;
- Ability to provide a cost-effective solution to meet the needs of MassHousing; and
- Demonstrated successful past performance based on references.

VI. SCHEDULE AND INSTRUCTIONS

A. Number of Submittals and Due Dates

Please submit one complete package responding to this RFQ by email to Monica Passeno, Municipal Technical Assistance Manager at mpasseno@masshousing.com by 5:00 pm Eastern Time on March 29, 2024.

Responses to this RFQ received after the response deadline will, at MassHousing's discretion, be returned to sender.

B. Single Point of Contact

All inquiries regarding this RFQ should be directed to:

Monica Passeno

(617) 854-1271

Email: mpasseno@masshousing.com

In order to maintain a fair and impartial competitive process, MassHousing will only answer questions or comments regarding the RFQ that are submitted in accordance with the terms of this section. MassHousing will hold an informational webinar on Wednesday, February 28, 2024 at 11:00 am Eastern Time. Registration for the information webinar is available here: <https://us06web.zoom.us/meeting/register/tZAscu-qpjliH9JD-EovEB88CggPAVyFnGFF>. Any questions submitted before Tuesday, February 27, 2024 at 9:00 am Eastern Time will be reviewed and relevant questions will be answered during this webinar. A recording of this webinar will be available on MassHousing's website. MassHousing will determine, in its sole discretion, whether any inquiry received after Tuesday February 27, 2024 at 9:00 am Eastern Time requires a formal response which, if required, may take the form of an addendum to this RFQ. Respondents who initiate private communications with other MassHousing personnel regarding material issues involving this RFQ may be disqualified.

VII. ADDITIONAL PROVISIONS

A. Confidentiality

By accepting to respond to this RFQ, respondent expressly acknowledges that MassHousing's business procedures, ideas, inventions, plans, financial data, contents of this RFQ, and other MassHousing information are the sole and exclusive property of MassHousing. The Respondent also agrees that it will safeguard such information to the same extent it safeguards its own confidential material or data relating to its own business information that is of a confidential or proprietary nature. Federal and state laws require that MassHousing maintain an information security program to protect certain personal information related to individuals who are customers, business partners, vendors, or employees of MassHousing. This information includes the following: (1) nonpublic personal information protected by the Safeguards Rule of the Gramm-Leach-Bliley Act (15 U.S.C. § 6801 et. seq.) and implementing regulations (16 C.F.R. Part 314); consumer reports protected under the federal Fair Credit Reporting Act, as amended by the 2004 FACT Act (15 U.S.C. § 1681 et. seq.); and any other information pertaining to individuals subject to data security, data security breach notification, and identity theft prevention laws. If MassHousing grants respondent access to its networks or otherwise allows respondent to view personal information related to individuals who are customers, business partners, vendors, or employees of MassHousing, respondent shall comply with all federal and state laws protecting such information while working at MassHousing's facility, while using MassHousing's protected information, and while connected to MassHousing's network. It is MassHousing's policy to employ the services of outside investigative agencies to conduct background checks on individuals with access to its networks. In submitting its submittal, respondent acknowledges that it will be required to submit to such background checks of its impacted employees at MassHousing's request. If awarded the contract, respondent shall comply with MassHousing's information security program by (1) implementing and maintaining measures designed to meet the information security objectives of federal and state laws; (2) using and disclosing customer information solely for the purposes of performing the contract; and (3) providing MassHousing with copies of the results of any internal and external audits or tests of the effectiveness of MassHousing's information security measures.

B. Non-Discrimination

In connection with the performance of work under this contract, the respondent agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, marital status, familial status, sexual orientation, gender identity or expression, pregnancy, genetic information, veteran status, alienage or citizenship status, ancestry, national origin, or any other characteristic protected by applicable federal, state, or local laws. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The respondent further agrees to take affirmative action to ensure equal employment opportunities for those applicants of protected groups referred to above. The respondent agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

C. Rights of MassHousing

MassHousing is soliciting competitive submittals pursuant to a determination that such a process best serves the interests of MassHousing and not because of any legal requirement to do so. MassHousing accordingly reserves the right to accept any submittal; to withdraw or cancel this RFQ; to modify or amend, with the consent of the proponent, any submittal prior to acceptance; to reject any or all submittals or waive any informality and otherwise to affect any agreement that MassHousing in its sole judgment, deems to be in its best interest.

D. Use of Respondent Submittal

All material submitted becomes the property of MassHousing and will not be returned. If the respondent intends to submit confidential or proprietary information as part of the submittal, any limits on the use or distribution of that material should be clearly delineated in writing. Respondent should be aware that MassHousing is a quasi-public governmental agency subject to Massachusetts General Laws, Chapter 66, sections 1-18, therefore, any information submitted to MassHousing (even if marked as confidential or proprietary) may be subject to disclosure under the Massachusetts Public Records Law.

MassHousing reserves the unrestricted right to copy and disseminate the respondent materials for internal review.

E. Respondent Submittal Costs

All respondent submittal related costs, including but not limited to, submittal preparation and presentation, system demonstrations, documentation, site visits, in-depth briefing for MassHousing, and negotiation meetings are entirely the responsibility of the respondent and shall not be chargeable in any manner to MassHousing. MassHousing will bear the costs of sending its own staff to respondent headquarters and respondent client sites if such meetings are required.