



**Real Estate Development Consultant
RFP GA-011-2024-03**

Addendum No. 1 – Questions/Answers

1. **Question: Will the City of Decatur consider extending the response due date by 2 weeks?**
 - *Answer: Not at this time.*
2. **Question: Can you provide clarity to the overall goals for the real estate development projects listed in the RFP?**
 - *Answer: These LIHTC projects provide affordable housing in the City of Decatur. The projects need to be completed on time and on budget.*
3. **Question: What are the key performance indicators (KPIs) for the consultant's role in these projects?**
 - *Answer: As the relative skills of the DHA team and the Development Consultant are not known currently, it is not possible to determine the specific KPIs that are relevant to this work. The parties will determine these, as necessary.*
4. **Question: Regarding the preparation of RFP/RFQs, what specific project professionals are you seeking?**
 - *Answer: The professionals have not been defined at this time. This is a future activity that would involve discussions with the Development Consultant. There could be a need for an architect, engineer, environmental consultant, historic preservation specialist, or other related professionals. The Development Consultant must be able to prepare an RFP or RFQ as required.*

5. Question: What specific financial modeling tools or software does DHA currently use for financial projections?

- *Answer: DHA currently uses an Excel model.*

6. Question: Can you provide more details on the types of debt and equity financing sources that you anticipate will be pursued?

- *Answer: DHA is seeking written proposals from a qualified professional or firm having extensive experience working directly with housing authorities (PHAs) to provide consultation and administrative services related to the redevelopment of properties owned by DHA using the Low-Income Tax Credit (LIHTC) Program and/or Tax-Exempt Bonds as the primary financing sources. The Development Consultant will also be responsible for locating other innovative financing sources that will be utilized, and respondents should incorporate experience with these other methods in their response.*

7. Question: What is the timeline for the completion of the projects mentioned in the RFP, particularly for the Village at Legacy – Phase II?

- *Decatur East – 80 units of senior housing under construction in Decatur. DHA is Co-Developer with Columbia Residential. DHA is providing project funding from OPB and 24 Project Based Vouchers. Project construction will be completed in the summer of 2025.*
- *Village at Legacy – Phase I – 66 units of LIHTC housing under construction. DHA is the developer, owner, and manager of this project. There are 40 PBV Units assigned to this project. Project completion expected to be in the Fall of 2025.*
- *Village at Legacy – Phase II – 66 units of LIHTC housing planned for closing in fall of 2024. There are 20 PBV units assigned to this project. DHA is the developer, owner, and manager of this project. Project completion is planned for Spring of 2026.*

Question 7 (cont.)

- *Philips Tower – DHA is issuing multifamily housing bonds in the amount not to exceed \$35 million for the acquisition, rehabilitation, and operation of Philips Tower located at 218 East Trinity Place, Decatur, GA 30030. Philips Tower, originally built in 1971, consist of 219 one-bedroom units. Completion is anticipated in the Spring of 2026.*
- *Calvin Court – DHA is issuing multifamily housing bonds in an amount not to exceed \$35 million. The apartments, originally built in 1970, consist of 116 efficiency units, and 121 one-bedroom units for a total of 237 apartment units. 92 units (53 studios, 39 one-bedrooms) are covered by a HAP Section 8 contract. Completion is anticipated in the Spring of 2026.*
- *New Projects – DHA is actively seeking real estate development opportunities, including development or consulting for third parties with PHAs and others, within the State of Georgia. This activity will be a future development effort.*

8. Question: Can you elaborate on the expected role of the consultant during the transition from construction to management for the LIHTC projects?

- *Answer: The Development Consultant must be familiar with the lease-up process, place in-service dates, transition of utilities, occupancy of buildings on an active construction site, and related issues.*

9. Question: How does DHA currently manage compliance with LIHTC requirements, and what specific challenges do you foresee?

- *Answer: DHA has a Compliance Manager on staff.*

10. Question: What mechanisms are in place for coordinating with other consultants and attorneys during the development process?

- *Answer: Project meetings are held every two weeks.*

11. Question: How does DHA envision the consultant's involvement in meeting local building and zoning requirements?

- *Answer: The Development Consultant needs to be aware of local requirements to help guide the DHA staff and other professionals to successfully completing the project.*

12. Question: What are the expectations for communication between the consultant and the Executive Director?

- *Answer: Communication must be clear and concise. Emails, phone calls, and participation in project meetings will assist in successful communication.*

13. Question: How frequently are updates and reports expected to be submitted during the construction and management phases?

- *Answer: Written reports are required monthly during the active development process until full lease-up. More regular reports as issues develop.*

14. Question: What is the budget range for consultant services for each of the projects listed?

- *Answer: These are services that are billed directly to DHA as overhead.*

15. Question: Can you clarify the process for the preparation and submission of monthly draws and how budget monitoring is handled?

- *Answer: This information would be provided to the selected Development Consultant.*

16. Question: What criteria will DHA use to evaluate proposals and select the Consultant?

- *Answer: Please see Section 7.0 in the RFP document for the evaluation factors that will be used in the selection process.*

17. Question: Are there specific qualifications or experiences you are looking for in a consultant regarding LIHTC and bond financing?

- *Answer: A broad range of relevant experience is required to successfully complete the work as a Development Consultant.*

18. Question: Could you elaborate on the potential for contract renewal and what performance metrics would influence that decision?

- *Answer: Annually, DHA would determine whether the Development Consultant has performed the work accurately, communicated successfully, and moved the projects forward.*

19. Question: What is the expected level of involvement of DHA staff versus the consultant during the various phases of development?

- *Answer: This is an interplay of the day-to-day work and the skills of the participants. The Development Consultant and DHA will determine these roles as the projects move forward. This can be variable based on the workload and related matter.*

20. Question: Are there any anticipated challenges or obstacles in the upcoming projects that the consultant should be aware of?

- *Answer: The development projects will be reviewed with the selected Development Consultant.*

21. Question: Provide the name of the Incumbent.

- *Answer: DHA is currently seeking a Development Director, and that role is currently filled by Sara Patenaude.*

22. Question: What is the anticipated value of the contract?

- *Answer: No minimum hours are guaranteed by this RFP.*