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chfa request for proposal

Colorado Housing and Finance Authority Request for Proposal (RFP)

Colorado Housing and Finance Authority
1981 Blake Street
Denver, CO 80202

Request for Proposal:

Colorado Affordable Housing Developer's Guide

POSTED: September 8, 2020

PROPOSALS DUE: September 28, 2020

Colorado Housing and Finance Authority (CHFA) is a body corporate and political subdivision of the State of Colorado, established by the Colorado General Assembly for the purpose of increasing the supply of decent, safe and sanitary housing for low and moderate income families; and to promote sound economic development by supporting business enterprises.

CHFA strongly values diversity and inclusion among our customers, employees, vendors and partners.

Further information about CHFA can be found at <http://www.chfainfo.com/>.

Scope of Services

Facilitating affordable housing development is critical to CHFA's mission. The purpose of this RFP is to select an organization to develop an affordable housing development guide for Colorado, including a general overview of the affordable housing development process, phases of the development process and tasks within each phase. CHFA anticipates that the guide will cover the following topics but would expect to work with the selected organization to finalize inclusions.

- Affordable Housing Development Overview
- Organizational Considerations
- Housing Development Models, Team and Roles
- Engaging the Community
- Predevelopment
- Market Feasibility



- Financial Feasibility
- Project Construction
- Project Operations and Compliance
- Case Studies and Worksheets
- Glossary and Acronyms

The selected entity will collaborate with the project team, including CHFA and State of Colorado Division of Housing staff, to finalize the table of contents, formats and inclusions. The selected vendor may also collaborate with other entities such as affordable housing developers or other stakeholders.

The final deliverable will be the guide in electronic format including all chapters, case studies, worksheets, glossary, and appendices. Any guide produced will be expected to reside on the internet and take advantage of web-based capabilities, with the ability to print hard copies. In addition, attached is a proposed guide outline and similar guide previously produced, that can be used as a baseline.

Proposal Requirements

All Proposals must include responses to the information found on Appendix A.

CHFA will consider all of the following criteria in evaluating the proposals:

- Years of experience
- Demonstrated commitment to diversity and inclusion practices, including diverse members of the transaction team
- Number of similar consulting and project engagements
- Experience with and knowledge of Colorado markets, including presence in Colorado and/or support for Colorado and our local communities
- Dedicated team resources
- Sample work product(s)
- Methodology and approach in working collaboratively with CHFA
- References
- Cost and timing

Submission Requirements

Process Timeline

Posting of Request for Proposal:	September 8, 2020, by 5:00pm MT
Questions on RFP to CHFA:	September 18, 2020, by 5:00pm MT
CHFA Responses to Questions Posted:	September 22, 2020, by 5:00pm MT
Deadline for Proposal Submission:	September 28, 2020, by 5:00pm MT
Interviews with Finalists:	October 5 - 8, 2020
Anticipated Decision Date:	The week of October 12, 2020



Requests for additional information and/or questions and requests for clarification may be sent, via email, to Caroline Trani at ctrani@chfainfo.com. **All such communications must be received by 5:00pm, Mountain Time, on September 18, 2020.**

All questions, as well as responses, will be posted in the Requests for Proposal section of CHFA's website, <http://www.chfainfo.com/Pages/rfps.aspx>.

Electronic responses to this request for proposal must be received by CHFA no later than 5:00pm, Mountain Time, on September 28, 2020 to Caroline Trani at the following email address: ctrani@chfainfo.com.

Note: The email Subject line must be "RFP for Developer's Guide."

Additional Conditions

1. CHFA and the selected entity will enter into a contract, describing the terms and conditions of the services to be performed, including vendor compensation.
2. All submitted proposals become the sole and exclusive property of CHFA.
3. As a political subdivision of the State of Colorado, CHFA is subject to the Colorado Open Records Act (CORA) C.R.S. §§ 24-72-201, et seq., which requires CHFA to permit inspection and copying of certain public records. Responders to this RFP (each a "Respondent") acknowledge and agree that, notwithstanding anything contained therein or in any transmittal, all documents submitted to CHFA pursuant to this RFP are not considered confidential or proprietary in any way and may be subject to inspection by the public. By submitting a proposal, Respondents expressly authorize CHFA to disclose such proposals and any related information at CHFA's sole discretion. Respondents should not include any information deemed privileged or confidential in their responses.
4. CHFA is subject to C.R.S. 8-17.5-102, which provides that, unless there is an applicable exclusion, Colorado state agencies and political subdivisions may not enter into, or renew, a contract for services (labor, time or effort, not involving a specific product) with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien. Therefore, if a contract is a public contract for services, the vendor must certify that the vendor does not knowingly employ or contract with an illegal alien; and that the vendor participates in either the Department of Homeland Security/Social Security Administration E-Verify Program or the State of Colorado Department of Labor and Employment Program. Further, there are required contract provisions relating to the vendor's agreement to not knowingly employ or contract with any illegal aliens.
5. Additional information that is reasonably necessary for CHFA to fairly and comprehensively evaluate proposals may be enclosed with a proposal, as long as such information clarifies or substantiates written responses.

6. During the evaluation and decision process, CHFA may request additional information or clarifications from responders. At its discretion, CHFA may request certain responders to make oral presentations.
7. CHFA shall not be liable for any expenses, including travel expenses related to preparation of the proposal, any due diligence by the responder and/or CHFA, and the contract negotiation process.
8. CHFA reserves the right to reject any or all proposals after reviewing all responses to this RFP. CHFA is not required by law to conduct this RFP and reserves the right to cancel or withdraw this RFP at any time and for any reason and to accept or reject any item or combination of items in any proposal.. CHFA reserves the right to reissue a new RFP for the same or similar services or to postpone proposal deadlines for its own convenience. Any proposal received by CHFA must be valid and binding for a period of thirty (30) days beyond the submission deadline.
9. CHFA is committed to diversity and inclusion with its suppliers to meet the growing needs of its customer base. CHFA staff understands that the purchasing decisions that we, and our vendors make, can impact the community we serve through People, Planet, Purpose, and Price. The four “P” (4P) procurement standards are embedded in our vendor diversity standards to ensure we are reducing the environmental impact of our purchasing decisions and expanding our diversity outreach, while maximizing the purchasing value of our funds.
10. This RFP and the resulting contract shall be governed by the laws of the State of Colorado and venues for any actions shall lie exclusively in Denver, Colorado. By submitting a response to this RFP, Respondent irrevocably submits to the exclusive personal jurisdiction of the courts located in the City and County of Denver.
11. Written approval from CHFA must be obtained for any media releases regarding an award of the contract by CHFA.
12. By submitting a proposal, Respondent agrees to waive any claim(s) it has or may have against CHFA and/or any of the current or former CHFA directors, officers, board members, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any proposal (2) waiver of any requirement under this RFP, (3) acceptance or rejection of any proposal, and (4) award of the contract.



Appendix A - Proposal Response Format

1.01	Company name	
1.02	Company website	
1.03	Company address	
1.04	Company contact name and contact information, include name, title, address, email and phone	
1.05	Company size	
1.06	Company origin/longevity	
1.07	Summarize your Colorado affordable housing development and/or consulting experience, including with nonprofit, private, or public entities, and any rural, urban development or small-scale housing expertise.	
1.08	Please provide at least three (3) professional references. Please include the company name, contact name, title, phone, and email address.	
1.09	Please provide at least (3) three samples of similar work product as examples, in Colorado if available.	
1.10	Please describe your process and timeline for completion of this Developer’s Guide.	
1.11	Describe your firm’s approach to pricing. Please estimate a total Developer’s Guide production cost or provide a cost range, or describe what needs to be known in order to provide such an estimate. Differentiate between the cost to write the guide itself and to develop web-based functionality.	
1.12	Other comments vendor may deem relevant	