



Project: Development of 72 Units at 425 NW 1st Terrace

#RFP2024-1000      Date August 28,2024

Type: Project-Based/Low-Income Tax Credit Housing

Company: Deerfield Beach Housing Authority

### I. Introduction

Deerfield Beach Housing Authority is seeking proposals from qualified consultants to provide comprehensive development services for the construction of 72 senior residential units at 425 NW 1st Terrace. The project will focus on Project-Based/Low-Income Tax Credit (LIHTC) housing. The Deerfield Beach Housing Authority has engaged a project Architect for the development who will act as the Architect of Record through the development process and has started the schematic design process. The project is being developed as an infill development. It will occupy a portion of the existing Palms of Deerfield development that is currently an open green space and detention area. The existing Palms of Deerfield Development consists of 100-unit 4 story affordable senior building and 72-unit two-story affordable family townhomes.

### II. Project Overview

Location: 425 NW 1st Terrace, Deerfield Beach, FL

Units: 72 residential units

Type: Project-Based/Low-Income Tax Credit (LIHTC)

Timeline: Predevelopment Services to Commence in October 2024 with a total project duration of 36 months

Budget: T.B.D.

### III. Scope of Work

The selected consultant will be responsible for:

#### 1. Pre-Development Services:

- - Market analysis and feasibility studies
- - Financial modeling and pro forma development

- - Assistance with securing LIHTC allocations
- - Site analysis and planning

## 2. Development Services:

- Assist Housing Authority's Previous Engaged Architect with Design and architectural services coordination as it relates to funding requirements
- Construction management and oversight as it relates to funding requirements
- Compliance with local, state, and federal regulations, including LIHTC requirements
- Coordination with public agencies for permits and approvals

## 4. SLR HUD Approval Package:

The selected consultant will be responsible for compiling and submitting a comprehensive package for Subsidy Layering Review (SLR) HUD approval, ensuring all necessary documentation, financial models, and compliance materials are included.

## 3. Post-Development Services:

- Leasing strategy for LIHTC units
- Property management plan
- Compliance monitoring and reporting for LIHTC

## IV. Proposal Requirements

Proposals must include the following:

1. Executive Summary:
  - Brief overview of the firm and its qualifications
  - Key team members and their roles
2. Technical Proposal:
  - Detailed approach to meeting the project's scope of work
  - Project timeline with key milestones
3. Experience and References:
  - Relevant experience in LIHTC/HUD projects
  - Case studies or examples of similar projects
  - Contact information for at least three references
4. Financial Proposal:

- Detailed cost estimate, including fee structure
  - Any additional costs or reimbursable expenses
5. Compliance Certifications:
- Proof of licensing and insurance
  - Certifications of compliance with applicable regulations

#### V. Submission Instructions

- Sealed Bids: Must be sent to:

- - Address: 533 South Dixie Hwy, Suite 201, Deerfield Beach, FL
- - Email Submissions: Proposals can also be sent via email to [sjoy@dbhaonline.org](mailto:sjoy@dbhaonline.org)
- - Closing Date: Proposals must be received by September 15, 2024, at 6:00 PM.

#### VI. Evaluation Criteria

Proposals will be evaluated based on the following criteria, with scoring weighted accordingly:

##### 1. Experience and Qualifications (25%)

The consultant's experience in similar Low-Income Housing Tax Credit (LIHTC) and HUD-subsidized projects, including demonstrated success in delivering projects on time, within budget, and in compliance with HUD requirements.

##### 2. Approach and Methodology (20%)

The consultant's approach to fulfilling the project's scope of work, including innovation, clarity of methodology, and the ability to meet project timelines and milestones.

##### 3. SLR HUD Subsidy Compliance (20%)

The consultant's understanding of and ability to ensure compliance with HUD's Subsidy Layering Review (SLR) requirements, including adherence to HUD guidelines, income eligibility, rent restrictions, and the necessary documentation for subsidy layering.

##### 4. Cost Proposal (15%)

The overall cost of services, including the consultant's fee structure, cost-effectiveness, and transparency in the proposed budget.

##### 5. References and Past Performance (10%)

The quality of references and past performance on similar projects, as indicated by client testimonials, case studies, and other relevant documentation.

##### 6. Compliance with RFP Requirements (10%)

The consultant's adherence to the submission requirements of this RFP, including completeness,

accuracy, and the provision of all required certifications and documentation.

#### Consultant's Ability to Perform the Work

The scoring will reflect the consultant's demonstrated ability to perform the work required, including technical competence, experience of the team members, and overall capacity to execute the project successfully. The ability to coordinate with the Housing Authority's previously engaged Architect, comply with local, state, and federal regulations, and ensure compliance with HUD's SLR requirements will be critical in the evaluation process.

Proposals will be evaluated based on the following criteria:

7. Experience and Qualifications
8. Approach and Methodology
9. Cost Proposal
10. Compliance with RFP Requirements
11. References and Past Performance

#### VII. Contract Award

The contract will be awarded on September 30, 2024, to the consultant whose proposal is determined to be the most advantageous to Deerfield Beach Housing Authority, considering all evaluation criteria.

#### VIII. Additional Information

##### 12. Authority Bids Legal Language:

- - This solicitation and any resulting contract are subject to all applicable federal, state, and local laws, regulations, and ordinances, including but not limited to those governing public contracts, procurement, and labor.

##### 13. HUD Compliance:

- The project must adhere to all U.S. Department of Housing and Urban Development (HUD) guidelines, including but not limited to those related to fair housing, environmental review, and Section 3 compliance.
- The consultant must ensure that all aspects of the development meet the requirements of the Low-Income Housing Tax Credit (LIHTC) program, including income eligibility, rent restrictions, and compliance monitoring.

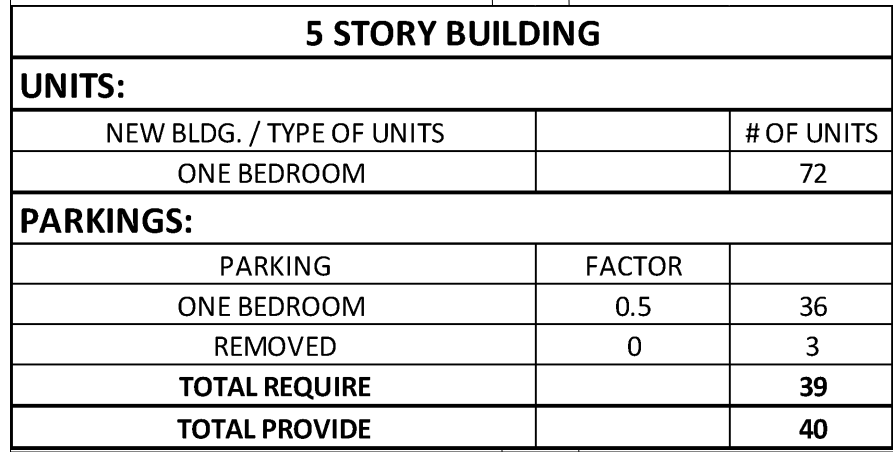
##### 14. 3. Equal Opportunity:

- The Deerfield Beach Housing Authority is committed to providing equal opportunity for all business enterprises to participate in its contracting opportunities and encourages minority-owned, women-owned, and small business enterprises to submit proposals.

#### IX. Contract Questions

General questions regarding the contract can be asked and will be answered through the following channels:

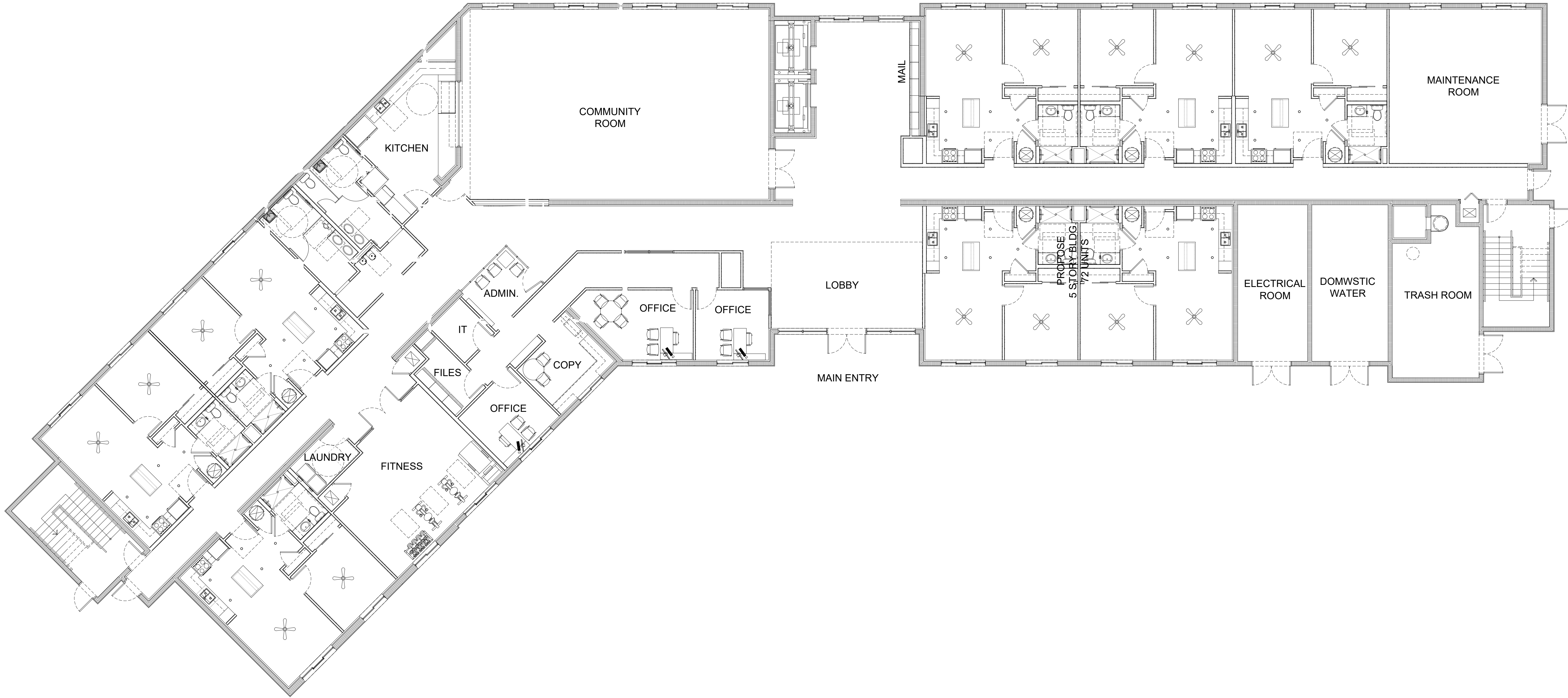
- Email: [sjoy@dbhaonline.org]
- Phone: [731-394-9873]
- All inquiries and responses will be documented and made available to all bidders to maintain fairness in the bidding process.





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A1

FIRST FLOOR PLAN

1" = 30'-0"

0

30'

60'

GHA

GALLO HERBERT ARCHITECTS

1311 W NEWPORT CENTER DRIVE DEERFIELD BEACH, FLORIDA 33442

P.H. 954.794.0300 F.X. 954.794.0301

AA26001731

SEAL

WILLIAM J. GALLO FL AR0008440

WILLIAM J. GALLO FL AR0008440

BRIAN P. HERBERT FL AR0015474

BRIAN P. HERBERT FL AR0015474

PROJECT

PALM OF DEERFIELD SENIOR BUILDING

DEERFIELD, FLORIDA

OWNER

REVISIONS

No.	Description	Date

PROJECT STATUS

SCHEMATIC DESIGN

DATE

09-12-2023

PROJECT NUMBER

78-2023

SCALE

AS SHOWN

DRAWN BY

CMR

CHECKED BY

BPH

DRAWING TITLE

FIRST FLOOR PLAN

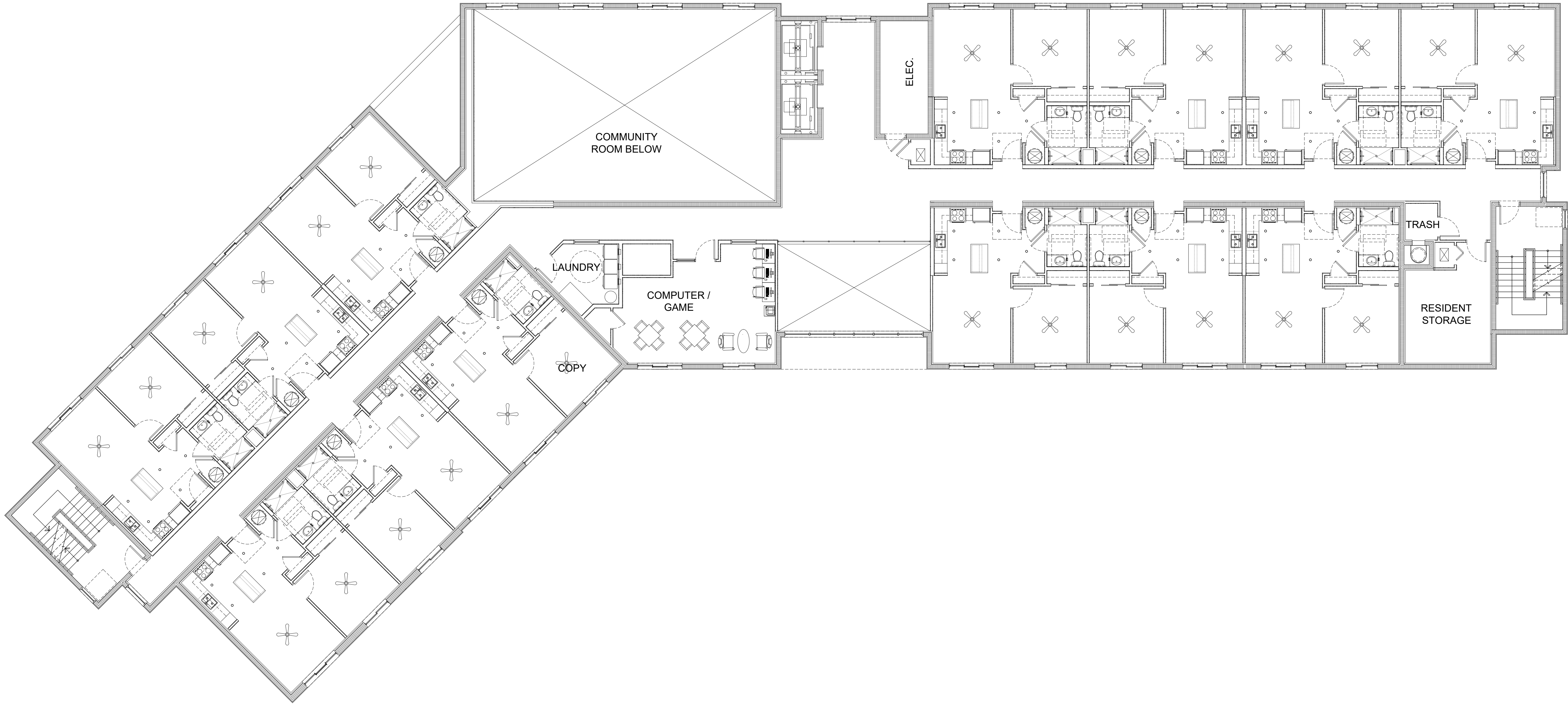
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**A1 SECOND FLOOR PLAN**  
1" = 30'-0"  
0 30' 60'



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[SEAL]  
WILLIAM J. GALLO FL AR0008440



BRIAN P. HERBERT FL AR0015474  
[PROJECT]

**PALM OF  
DEERFIELD  
SENIOR BUILDING**

DEERFIELD, FLORIDA  
[OWNER]

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No.	Description	Date

[PROJECT STATUS]  
**SCHEMATIC DESIGN**  
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**SECOND FLOOR  
PLAN**

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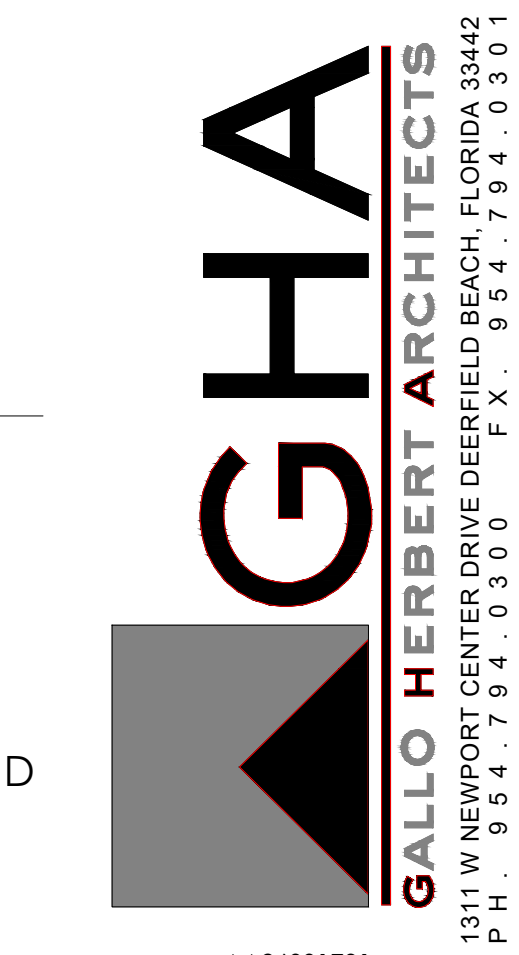
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**A1** THIRD THRU FIFTH FLOOR PLAN

1" = 30'-0"

0 30' 60'



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SENIOR BUILDING**

DEERFIELD, FLORIDA  
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FLOOR PLAN**

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