

**Addendum #1
City of Tampa – RFP Workshop
Underwriting Services
June 2, 2011 - 11:00am**

The **Multi-Family Housing Development Underwriting Services** RFP workshop was held on Friday June 10, 2011 at 2105 N. Nebraska Ave. The workshop began at 3:00 PM pursuant to the notice. Applications were distributed on June 3, 2011 to all interested parties via e-mail and Demand-Star. Applications are due no later than July 5, 2011 at 3:30 pm to the City's Purchasing office located on the 2nd floor of the City Administration building located at 306 E. Jackson Street. Late submittals will not be accepted.

This addendum to the RFP will include questions received in writing prior to and questions asked during the workshop. This addendum will be posted to the City's Housing & Community Development website.

http://www.tampagov.net/dept_housing_and_community_development/Programs_and_Services/request_for_proposals.asp (Underwriting Services)

Changes to the RFP Text:

Page 9.

4. EVALUATION OF PROPOSALS

4.1 The Proposal Evaluation Committee will be established and will first review each proposal for compliance with the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal.

4.2 The Proposal Evaluation Committee will evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided and other evaluation criteria as set forth in this RFP. All Proposals submitted will be evaluated by the Committee and will be ranked by the criteria provided in this RFP, including, but not limited to the following:

- 4.2.1 **(15 points).** Cost to the City. The appropriateness of the Proposers fee structure for services being provided.
- 4.2.2 **(30 points).** Responsiveness of the Proposal to the scope of work. Proposer's ability to provide services to address all requirements of proposal scope of work.
- 4.2.3 **(25 points).** Ability, capacity, and skill of the Proposer to perform the scope of work.
- 4.2.4 **(20 points).** Experience of the business and individual members of the business in accomplishing proposal scope of work or other similar type services.
- 4.2.5 **(10 points)** Responses of the client references.

Total (100 points)

Discussion Items:

- Services will be required for all Multi-family proposal review for State, Local and Federally funded projects.
- Provider will be asked to provide recommendations on loan/grant terms
- Provider will provide opinion as to cost reasonableness of proposals
- Provider will provide City with financial viability analysis of funded projects to determine what program income (if any) is generated.
- Provider will provide loan servicing for all non-paying loans and interest bearing loans
- Provider will review construction costs, Sources and Uses, profit margin, financial health, operating costs, etc for all projects
- Provider shall perform HOME subsidy layering analysis for all projects involving HOME funds
- Proposer shall provide fee structure for underwriting as it will be passed on to the organizations requesting funds for multi-family projects
- Proposer shall provide fee structure for annual financial viability analyses
- Proposer shall provide fee structure for loan servicing
- Winning provider will be under contract with the City for a period of 1 year with 2 possible 1 year extensions. Fee structure is binding with same terms and conditions if mutually agreed to extend.
- Please sign all documents/forms
- Please provide 1 original and 3 complete copies and 1 electronic copy.

No Questions From the Meeting

No Questions sent via e-mail.