



CITY OF TAMPA

Pam Iorio, Mayor

Growth Management and Development
Services Department

Cynthia Miller, Director

May 18, 2009

REQUEST FOR PROPOSALS (RFP) FOR AFFORDABLE HOUSING DEVELOPMENT PROJECTS

Sealed proposals for **AFFORDABLE HOUSING DEVELOPMENT PROJECTS**, shall be received by the City of Tampa's Housing and Community Development Division of the Growth Management and Development Services Department, until **4:30 PM, June 18, 2009**.

A **PRE-PROPOSAL CONFERENCE** shall be held at **10:00 AM, MAY 26, 2009**, at the German American Club, 2nd Floor Conference Room, 2105 North Nebraska Avenue, Tampa, FL 33602. The purpose of this conference is to answer questions that may arise from these proposal documents. If you are unable to attend the pre-proposal conference, questions must be submitted to Sharon West, via email to Sharon.West@tampagov.net within 24 hours of the pre-proposal conference.

Attached are important instructions and specifications regarding responses to this Request for Proposal. Failure to follow these instructions could result in Proposer disqualification.

Questions regarding this proposal should be referred to: **Sharon West, Manager, HCD**. In order to document all communications related to this proposal, all questions shall be submitted by email to sharon.west@tampagov.net.

Submission of proposal responses by mail, hand delivery or express mail, must be in a sealed envelope with the Proposer's name and return address indicated. Type or print RFP title on the carrier envelope.

Proposals may be mailed, express mailed or hand delivered to:

City of Tampa
Housing and Community Development Division
2105 N. Nebraska Ave. 1st Floor
Tampa, FL 33602

STATEMENT OF NO PROPOSAL

If you do not intend to submit a proposal, please complete the information below and return this form to the address above with the proposal number and title clearly marked on the front of the envelope no later than the opening date indicated above.

We decline to submit a proposal for the following reasons:

- Insufficient time to respond; schedule will not permit us to perform.
- Unable to meet specifications; we do not offer this product or an equivalent.
- Unable to meet Bond or Insurance requirements.
- Unable to meet Affirmative Action requirements.
- Specifications unclear, too tight, or other reason.
- Reason for declining on attached sheet.

Company Name: _____ Date: _____

Telephone: Number: _____ Signature: _____

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SECTION I. SCOPE OF SERVICES

1. PURPOSE

The City of Tampa's (City) Housing and Community Development Department (HCD) is now accepting proposals for eligible Affordable Housing Developments. Developments may be either new construction or rehabilitation projects. The City shall make \$200,000 available for subsidy financing from Federal HOME Investment Partnership funds.

2. BACKGROUND

The City's Affordable Housing Programs continue to be carried out through a partnership of public, private and non-profit organizations. This partnership provides resources to construct new housing or rehabilitation of existing housing for very low, low and moderate-income households. Through the combination of the public, private and non-profit sectors, the City has realized the benefits of this cooperative effort by effectively combining all available resources and cost-savings measures to substantially reduce the cost of housing for income qualified residents. The City's affordable housing efforts are successful because this combination of resources encourages active partnerships between government sectors, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups, to produce affordable housing and provide related services.

The City of Tampa receives annual allocations of HOME Investment Partnership (HOME) funds. The City shall utilize a portion of these annual allocations to assist Proposers seeking to provide quality affordable housing developments in the City. The proposed developments shall provide long-term, affordable housing to a mix of eligible households, including low-and very low-income. When utilizing these funds, the Proposer agrees to adhere to all federal, state, and local requirements associated with these funds.

2.1 HOME FUNDED PROJECTS.

Applicants seeking HOME funds must be either a private for-profit corporation or a public or private non-profit entity, incorporated by the State of Florida and have a tax ruling from the Internal Revenue Service under Section 501(c) of the Internal Revenue Code.

Eligible activities include: development and support of affordable rental housing and home ownership affordability through the acquisition, new construction, reconstruction, or moderate or substantial rehabilitation of non-luxury housing. The housing must be permanent housing (with leases of no less than one year), and includes permanent housing for disabled persons, homeless persons, and single-room occupancy housing.

The City of Tampa may invest HOME funds as equity investments, interest-bearing loans, non-interest-bearing loans, interest subsidies, deferred payment loans, or grants. The City reserves the right to establish the terms of assistance based on the needs of the individual project and the recommendation from an accredited underwriting entity following an underwriting analysis, including a HOME subsidy layering analysis.

The minimum amount of HOME funds that must be invested in a project is \$1,000 times the number of HOME-assisted units in the project. HOME also has maximum rents and maximum HOME investment amounts. Minimum years project must be affordable. The following rent limits apply to rental property that has utilized HOME or CHDO funding.

2009 HUD RENT LIMITS

	Efficiency	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Low Rent	\$517	\$555	\$666	\$769	\$858	\$946	\$1036
High Rent	\$654	\$702	\$844	\$967	\$1,059	\$1,150	\$1,242

The maximum allowable HOME rents must be reduced if the tenant pays for any utilities, with the exception of telephone. Utility allowances provide a mechanism for reducing the maximum allowable HOME rents when some or all utilities are paid by the tenant. The utility allowances prepared by Tampa Housing Authority (THA) may be used when adjusting rents. THA's current utility allowances can be found at <http://www.thafl.com/utilities.html>.

Rental projects subsidized by the HOME Program must comply with the Program Funds Rule and the Project Rule, as established by the U.S. Department of Housing and Urban Development. The Program Funds Rule states that 90% of total households assisted (HOME subsidized units) must have incomes that do not exceed 60% of the Area Median Income (AMI). The Project Rule specifies the occupancy of units in each rental project. In projects of 5 or more HOME-assisted units, at least 20% of the HOME assisted units must be occupied by families who have annual incomes that are 50% or less of the AMI (Low Home Rent Units). Projects with fewer than 5 HOME-assisted units do not have to restrict any units to Low HOME Rents or limit occupancy to tenants at 50% percent or below of the AMI.

These affordable units may either be floating or fixed, with an affordability period determined by the level of subsidy and project type (i.e. new construction or rehabilitation).

<u>HOME Investment Per Unit</u>	<u>Length of Affordability Period</u>
Less than \$15,000 (Rehab)	5 Years
\$15,000 - \$40,000 (Rehab)	10 Years
More than \$40,000 (Rehab)	15 Years
New Construction of Rental Housing	20 Years

The City of Tampa HOME Program requires leveraging in each affordable housing unit developed by the successful applicant. "Leveraging" is defined as providing financial resources in the form of loans, grants, donations, land, services and other items of value that contribute to a rehabilitated or newly constructed rental or homeowner affordable housing unit. Examples include; first mortgages on rental property; loans/grants from other non-profit organizations; and applicant equity.

Multi-family rental projects shall be required to provide units that are affordable using HOME Low Rent and HOME High Rent affordability guidelines. These guidelines are adjusted annually by HUD and vary according to the number of individuals per household. Income levels of each household occupying a HOME-designated affordable unit shall earn no more than 50% (Low Rent) and 80% (High Rent) of the Area Median Income (AMI) per unit. Current rent and income levels are:

2009 HOME Income Limits by Household Size								
	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
50% AMI	\$20,700	\$23,700	\$26,650	\$29,600	\$31,950	\$34,350	\$36,700	\$39,050
80% AMI	\$33,150	\$37,900	\$42,600	\$47,350	\$51,150	\$54,950	\$58,700	\$62,500

Other federal regulations that are applicable when receiving HOME funds include, but are not limited, to the encouragement of minority and women's business enterprises in connection with funded activities, Section 3, ADA compliance, labor regulations, and lead based paint regulations. A brief overview of each item is provided below.

- MINORITY AND WOMEN'S BUSINESS ENTERPRISES.** The requirements of Executive Orders 11625, 12432, 12138 and 24 CFR 85.36(e) apply to grants under this part. Consistent with HUD's responsibilities under these Orders and with the City's Ordinance No. 26.5 Part 2, the Proposer must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities.
- SECTION 3.** The purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) is to ensure that employment and other economic opportunities generated by HUD financial assistance (greater than \$100,000) shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.
- ADA COMPLIANCE.** The Proposer shall comply with the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101-12213) and assist the City with complying with the implementing regulations at 28 CFR part 35. All new construction housing developments receiving HOME subsidies with 5 or more units must design and construct 5 percent of the dwelling units, or at least one unit, whichever is greater, to be accessible for persons with mobility disabilities. These units must be constructed in accordance with the Uniform Federal Accessibility Standards (UFAS) or a standard that is equivalent or stricter. An additional 2% of the dwelling units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.

For more information on the accessibility requirements for Federally assisted new construction and substantial alterations of existing Federally assisted housing, see Section 504: Disability Rights in HUD Programs.

- LABOR REGULATIONS.** The Proposer agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Proposer agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Proposer shall maintain documentation that demonstrates compliance with hour and wage requirements of this part.

Such documentation shall be made available to the City for review upon request. The Proposer agrees that, except with respect to the rehabilitation or construction of residential property containing less than 8 units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract shall comply with Federal requirements adopted by the City pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers, provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Proposer of its obligation, if any, to require payment of the higher wage. The Proposer shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

- **LEAD BASED PAINT.** The Proposer agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG and HOME-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

3. GOAL

The overall goal of providing this development subsidy is to ensure housing affordability in a market that is quickly becoming unattainable for the average working family. These funds shall expand the supply of decent, affordable housing for low- and very low-income families, and maintain these affordable units for future residents of the City of Tampa.

4. OBJECTIVES

The primary objectives of the project are to:

- 4.1 Increase the overall quality and quantity of affordable housing in the City of Tampa.
- 4.2 Address the affordable housing needs of large families. This is inclusive of three bedroom units or larger in new construction, multi-family rental projects.
- 4.3 Assist with the comprehensive efforts for redevelopment in Tampa's most distressed neighborhoods.
- 4.4 Involve local nonprofit agencies with the continued support of affordable housing.

5. PROJECT REQUIREMENTS

The following major activities are necessary to meet the project goals:

- 5.1 Projects shall meet minimum HOME program guidelines.
- 5.2 Proposer shall provide a copy of an affirmative project underwriting analysis and subsidy layering review, completed by a City approved underwriting entity. The underwriting analysis shall be completed and returned with this proposal prior to the deadline of this RFP. All cost to complete the underwriting analysis shall be the sole responsibility of the proposer.
- 5.3 The Successful Proposer shall invite the City to attend all construction progress and management meetings involving the project.
- 5.4 The Successful Proposer shall work with the City during the initial occupancy phase for affirmative marketing and tenant income verification prior to lease signing. Only approved leases shall be used for subsidized units.
- 5.5 The Successful Proposer shall work with the City for monitoring efforts and continued program compliance.
- 5.6 For new construction, multi-family rental projects, the Successful Proposer(s) will maintain property insurance to cover the assessed value of the property at all times.

6. PROPOSER REQUIREMENTS

The Proposer shall provide a highly qualified and experienced individual to be the Developer/Project Manager/Liaison for this project. The Developer/Project Manager/Liaison must have the necessary authorization and approval to act capably as a contact between the City and Proposer. The City prior to award of the contract shall approve the Developer/Project Manager/Liaison. The City shall approve any staff change of the Developer/Project Management/Liaison during the term of the contract.

7. PROPOSER SUBMITTALS

7.1 Proposers shall submit a cover letter that certifies the Proposer has read, understands, and agrees to comply with applicable federal regulations governing the HOME program, including, but not limited to 24 CFR Part 92 (HOME).

7.2 Proposers shall provide all documents requested in Section II, 3. Content of Proposals.

8. QUALIFICATIONS

The City reserves the right to investigate the qualifications and accomplishments of all Proposers under consideration. The City may require additional evidence of technical capabilities and other representations made in conjunction with responses to this RFP. This additional evidence may include, but it not limited to, references from Proposer's clients who received similar services.

9. MANAGEMENT

9.1 The City's Designee shall be the primary contact on this project. A review team may be established to review and revise recommendations from the Successful Proposer's findings.

9.2 If, during the course of the project, the Successful Proposer makes personnel changes, the City has the right to review, accept, and/or reject proposed substitute(s). The proposal assessment and related approval to proceed with this work shall be based on the quality and experience of the proposed team and the verification of favorable references.

10. ADDITIONAL PROVISIONS

The City shall have the right to access the Successful Proposer's financial records, profit and loss statements and work papers for the purpose of a review audit.

End of Section I

SECTION II. GENERAL CONDITIONS

1. GENERAL INFORMATION

1.1 Proposal Due Date. Sealed proposals (one original, five complete copies and one electronic copy) shall be received no later than **4:30 PM, JUNE 18, 2009**. Proposals shall not be accepted after this time.

The City is not required to seek proposals for this service; it has chosen to do so in its best interest. In so doing, however, the City is not bound to award to the lowest monetary Proposer. The City reserves the right to seek new proposals when such is reasonably in the best interest of the City.

1.2 Addendum and Amendment to RFP. If it becomes necessary to revise or amend any part of this RFP, the City shall furnish a revision by written Addendum to all prospective Proposers who received an original RFP.

It shall be the responsibility of the Proposer to contact the HCD Division prior to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return the executed addenda with the proposal.

1.3 Florida Public Records Law. In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by other applicable State and Federal Laws, all Proposers should be aware that the RFP and the responses thereto are in the public domain and are available for public inspection. The Proposers are requested, however, to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this RFP shall become the property of the City of Tampa and shall not be returned. In the event of an award, all documentation produced as part of the award shall become the exclusive property of the City.

1.4 City Of Tampa Ethics Code. The Bidder shall comply with all applicable governmental and city rules and regulations including the City's Ethics Code, which is available on the City's Website. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-522)

Moreover, each Bidder responding to this Invitation to Bid or Request for Proposal acknowledges and understands that the City's Charter and Ethics Code prohibit any City employee from receiving any substantial benefit or profit out of any contract or obligation entered into with the City, or from having any direct or indirect financial interest in effecting any such contract or obligation. The Successful Proposer shall ensure that no City employee receives any such benefit or interest as a result of the award of this Invitation to Bid or Request for Proposal. (City of Tampa Code, Chapter 2, Article VIII. - Section 2-514(d))

Please note that the City's Ethics Code may be accessed on the Internet by utilizing the web link below: http://www.tampagov.net/appl_Message_Center/external.asp?strServiceID=246

Tampa's municipal codes are published online by the Municipal Code Corporation. Printed copies of the Ethics Code can be obtained from the City Clerk's Office for a fee of \$0.15 cents a page.

1.5 Hold Harmless. The Successful Proposer shall agree to release, indemnify and hold harmless the City of Tampa from and against any and all liabilities, claims, suits, damages, charges or expenses (including attorneys' fees, whether at trial or appeal) which the City may suffer, sustain, incur or in any way be subjected to by reason of or as a result of any act, negligence or omission on the part of the Successful Proposer, its agent or employees, in the execution or performance of the obligations assumed under, or incidental to, the contract into which the Successful Proposer and the City shall enter, except when caused solely by the fault, failure or negligence of the City, its agents or employees.

1.6 Incurred Expenses. The City is not responsible for any expenses which Proposers may incur in the preparation and submittal of proposals requested by this RFP, including but not limited to, costs associated with travel, accommodations, interviews or presentations of proposals.

1.7 Proposals Binding. All proposals submitted shall be binding for 120 calendar days following the opening.

1.8 Affirmative Action. The City of Tampa requires that all awards/contracts exceeding or that can be reasonably expected to exceed a total of \$10,000.00 over any period, when the Bidder has fifteen or more employees; and/or all awards/contracts exceeding or that can be reasonably expected to exceed a total amount of \$50,000.00 over any period and regardless of the number of employees, must comply with the City's Equal Employment Opportunity and Affirmative Action Ordinance.

An Affirmative Action Program means a written, results-oriented program meeting the requirements of all applicable regulations, whereby an Awardee/Contractor or Subcontractor makes a good-faith effort to employ women and minorities at all levels of employment, and to treat employees equally without regard to their status as a woman or as a minority.

An Affirmative Action Plan is defined as a written narrative plan designed to remedy the effects of underutilization and past discrimination and to assist an employer to achieve its employment goals for women and minorities through good-faith efforts in all areas of employment and contracting.

Affirmative Action Programs are reviewed and approved by the City's Minority Business Development Office. Upon approval of an Affirmative Action program, a certificate of approval, valid for two years, shall be issued to the Awardee/Contractor.

EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS. During the period of this award/contract, said Awardee/Contractor agrees as follows:

(a) The Awardee/Contractor shall not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, national origin, sexual orientation, age, disability, familial status, or marital status. As used herein, the words "shall not discriminate" shall mean and include without limitation the following:

Recruited, whether by advertising or other means; compensated, whether in the form of rates of pay, or other forms of compensation; selected for training, including apprenticeship; promoted; upgraded; demoted; downgraded; transferred; laid off; and terminated.

The Awardee/Contractor agrees to, and shall post in conspicuous places available to employees and applicants for employment, notices to be provided by the awarding/contracting officers setting forth the provisions of the EEO clause.

(b) The Awardee/Contractor shall, in all solicitations or advertisements for employees, placed by or on behalf of the Awardee/Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, religion, color, sex, national origin, sexual orientation, age, disability, familial status, or marital status.

(c) The Awardee/Contractor shall send to each labor union or representative of workers with which Awardee/Contractor may have a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representatives of the Awardee/Contractor's commitments under the City's equal employment opportunity and affirmative action ordinance and other City code or ordinance, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Awardee/Contractor shall register all workers in the skilled trades who are below the journeyman level with the U.S. Bureau of Apprenticeship and Training.

(d) The Awardee/Contractor shall furnish all information and reports required by the City and shall permit access to the books, records and accounts of the Awardee/Contractor during normal business hours for the purpose of investigation so as to ascertain compliance with the equal employment opportunity and affirmative action ordinance and program.

(e) The Awardee/Contractor shall, specifically or by reference, include the provisions of paragraphs (a) through (h) of this equal employment opportunity clause in every subcontract or purchase order so that such provisions shall be binding upon each Subcontractor or Vendor.

(f) The Awardee/Contractor and its Subcontractors, if any, shall file compliance reports at reasonable times and intervals with the City in the form and to the extent prescribed. Compliance reports filed at such times directed shall contain information as to employment practices, policies, programs and statistics of the Awardee/Contractor and its Subcontractors.

(g) The Awardee/Contractor shall take such action with respect to any Subcontractor as the City may direct as a means of enforcing the provisions of paragraph (a) through (h) herein, including penalties and sanctions for noncompliance.

(h) A finding, as hereinafter provided, that a refusal by the Awardee/Contractor or the Subcontractor to comply with any portions of this program, as herein provided and described, may subject the offending party to the penalties provided in Sections 26.5-141 and 26.5-178 of the City Code.

AFFIRMATIVE ACTION REQUIREMENTS

No applicable award/contract shall be made/executed on behalf of the City unless at least one of the following requirements is met:

(a) The workforce reflects local labor pool demographics. The Awardee/Contractor has demonstrated that its workforce reflects the demographic characteristics of the available pool of labor skills normally utilized by the Awardee/Contractor, based on the United States Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance Program (OFCCP) guidelines, as they may be amended, and that each applicable Subcontractor has met one of the requirements of this section. If an Awardee/Contractor or Subcontractor has the applicable Tampa-area workforce, it shall meet this requirement if its Tampa-area workforce reflects local demographic characteristics of the available pool of labor skills.

(b) Equal employment opportunity clause and affirmative action program. The Awardee/Contractor has demonstrated good-faith efforts to comply with section 25.6-176 of the ordinance and has an existing affirmative action program to be submitted to and approved by the City. The Awardee/Contractor must demonstrate that each Subcontractor has met one of the requirements of this section. An affirmative action program shall be approved if it is pursuant to an order of a federal court with jurisdiction over the Awardee's/Contractor's employment practices, or if it meets the standard of the EEOC and OFCCP guidelines, as they may be amended.

OTHER REQUIREMENTS. Each Bidder shall submit any information required by the ordinance in duplicate to the Director of Purchasing as part of the bid documents. Each Bidder shall file, as part of the documents of such award/contract, employment information in such form as may be required by the City and shall ensure that each Subcontractor, if applicable, also files such information.

A determination by the City that the Bidder, Awardee, Contractor, Subcontractor, offeror or vendor fails to comply with the provisions of the Ordinance shall subject the offending party to any or all of the following penalties.

- (a) Declare the Bidder's bid non-responsive and ineligible to receive the involved award/contract.
- (b) Withhold from the Awardee/Contractor in violation ten percent of all future payments under the involved award until it is determined that the Awardee/Contractor is in compliance.
- (c) Withhold from the Awardee/Contractor in violation of all future payments under the involved award/contract until it is determined that the Awardee/Contractor is in compliance.
- (d) Exclusion from submitting a bid for any future procurement by the City until such time as the Awardee/Contractor demonstrates that it shall comply with all of the provisions of the ordinance.
- (e) Termination, by the City, of the award/contract.

For additional information concerning Affirmative Action Programs, contact the Minority Business Development Office at 813/274-5543 or 813/274-5522.

2. QUESTIONS REGARDING SPECIFICATIONS OR PROPOSAL PROCESS.

2.1 To ensure fair consideration for all Proposers, the City prohibits prospective Proposer's communication with any department or employee during the submission process. All Questions relative to the interpretation of specifications or the proposal process shall be addressed to the City's Housing and Community Development Division. **Questions can be directed to Sharon West, Manager, Housing and Community Development via email to Sharon.West@tampagov.net.**

Additionally, the City prohibits communications initiated by a Proposer with any City official or employee evaluating or considering the proposals prior to the time an award decision has been made, except as initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal. Communications so initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.

3. CONTENT OF PROPOSALS

3.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to fulfill the requirements of the proposal. **Failure to follow these instructions could result in your proposal being disqualified.**

In order to insure a uniform review process and to obtain the maximum degree of comparability, it is required that proposals be organized and submitted in the following manner and identified with tabs:

- **Title Page.** Type the name of Proposer's agency/firm, address, telephone number, name of contact person, date, and the title of the RFP.
- **Table of Contents.** Include a clear identification of the written material by section and by page number.
- **Tab 1. Application Form.** Incomplete applications shall not be reviewed or considered.
- **Tab 2. Evidence of Site Control.** An Agreement of Sale, Deed, Option or other formal interest in land, including a legal description must be provided. If an Agreement of Sale, Option, etc. is provided as evidence of site control, evidence of ownership (in the form of a deed or other formal instrument) must also be provided to verify that the party conveying the land has the authority to do so. Evidence of organizational documents to support the ownership entity for site control must also be submitted.
- **Tab 3. Scope of Work.** A description of the nature and scope of the proposed construction or renovation, including a preliminary construction cost estimate, must be submitted with this application.
- **Tab 4. Schematic Plans.** Site Plan, including location of utilities; Ground/Entrance Floor Plan(s); and Typical Floor Plans.
- **Tab 5. Location Map and Photographs.** The Location Map must identify the site and show the surrounding neighborhood. Indicate the location of existing employment centers, community facilities, educational facilities, recreation facilities, public transportation routes, etc. Submit photographs of the subject site from a minimum of four perspectives (north, south, east and west). If there are existing buildings on the site, include photographs of the primary facades of these buildings. All photographs must be labeled.
- **Tab 6. Zoning / Municipal Regulations.** Submit a letter from the appropriate local zoning official indicating the present zoning of the site and its applicable uses, even if the current zoning is not the proper zoning classification. If a zoning variance or exception is required, the zoning officer must delineate the procedure and time schedule for obtaining the variance or exception. Identify and submit any additional municipal regulations affecting the use and development of the site.
- **Tab 7. Environmental Assessment.** Provide a properly completed and executed Verification of Environmental Safety – Phase I Site Assessment Form, and, if applicable, Phase II Form.
- **Tab 8. Housing Experience of Development Team.** Previous experience in housing development must be identified. List the previous housing development experience of the principals of the organization that comprise the Development Team. For each project include the name, number of units, type of financing and whether subsidized or unsubsidized. (If the Development Team has no previous experience, please indicate.) The involvement of minorities and/or females on the Development Team is strongly encouraged.

- **Tab 9. Management Plan.** Provide a detailed management plan and a summary of the experience the Management Team has regarding affordable housing (i.e. HOME units, SHIP units, Housing Tax Credit properties, etc.).
- **Tab 10. Nonprofit Participation.** Proposers are encouraged to partner with nonprofit entities in their affordable housing developments. The City feels that this partnership shall result in the projects' continued success in addressing Tampa's long-term affordable housing needs. If the Proposer intends to partner with a local nonprofit for this Proposal, describe its proposed role and relative experience in serving in that capacity.
- **Tab 11. Utilities.** Submit letters from the sewer and water authorities and electric and gas companies indicating that the proposed project can be accommodated within the current capacity of systems, availability of service and location of existing sewer, water, electric and gas lines. Utility letters must include the current rate structure.
- **Tab 12. Support Services.** Proposers are encouraged to provide supportive services for their tenants. Provide a narrative defining the services to be provided to tenants. In addition to highlighting services, identify how, where and by whom these services shall be delivered and funded.
- **Tab 13. Organizational Documents.** Submit copies of the following documents, if available: (1) partnership organizational documents including Limited Partnership Agreement and Certificate of Limited Partnership (recorded with the Secretary of State) OR (2) Corporate Organizational Documents including Bylaws and Articles of Incorporation. Include 501(c)(3) determination, if applicable.
- **Tab 14. Tenant Relocation Notices.** If your project is currently occupied, you must comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), Final Rule dated January 4, 2005, effective February 3, 2005. The Proposer must provide each current occupant (individual or business) of the proposed project with an advisory notice prior to submission of your application to the City of Tampa. Sample advisory notices and guidance can be found at <http://www.hud.gov/offices/cpd/library/relocation/policyandguidance/handbook1378.cfm>. One notice must be provided to tenants who shall not be displaced. The other advisory notice is to be provided to tenants who shall be displaced. The sample notices should be revised and adapted to conform to your particular project. The sample notices are to be adapted and used for residential tenants, businesses, nonprofit organizations and farms that occupy the property you plan to develop. Retain copies of all notices in your files with documentation confirming the manner in which the notices were delivered (e.g., personally served or certified mail, return receipt requested) and the date of delivery. With your application, you must submit a copy of any letters sent and documentation confirming the manner in which the notices were delivered and the date of delivery to the tenant(s). If funding is approved for your project, additional notices may be necessary to comply with applicable displacement and relocation requirements. You shall be informed of additional notification responsibilities as the processing of your application progresses.
- **Tab 15. Other Funding Sources.** Provide documentation evidencing interest or commitment from other funding sources (including terms and conditions). A letter of interest from potential equity investors for the purchase of Federal Low Income Housing Tax Credits must also be submitted, if applicable.
- **Tab 16. Bidder's Affirmation and Declaration.** Complete and have notarized the Bidder's Affirmation and Declaration form provided in the RFP Package. This form must be signed by an authorized representative of the firm as defined below.
- **Tab 17. Proposal Signature Form.** Complete the Proposal Signature form provided in the RFP Package. This form must be signed by an authorized representative of the firm as defined below:

When Proposer is a corporation, the president or vice president signing shall set out the corporate name in full beneath which he/she shall sign his/her name and give the title of his/her office. The proposal shall also bear the seal of the corporation attested by its corporate secretary.

When the Proposer is a partnership, the proposal shall be signed in the name of the partnership by a general partner or other person duly authorized to bind the partnership. The capacity and authority of the person signing shall also be given.

When the Proposer is an individual or sole proprietorship, the proposal shall be signed by the individual owner, stating name and style under which the Proposer is doing business.

If the Proposer is doing business under a fictitious name, the Proposer must submit a copy of Certificate of Registration with the Florida Secretary of State.

When the Proposer is a joint venture, each joint venturer must sign the proposal as hereinabove indicated.

- **Tab 18. Addenda.** Include a copy of the addendum, or addenda associated with the RFP, if applicable. **Proposals that do not include a copy of all executed addenda related to this RFP shall not be considered.**
- **Tab 19. W/MBE Participation Goal.** See Section III. W/MBE Participation and submit Attachments A, B and C.

4. EVALUATION OF PROPOSALS

4.1 A Proposal Evaluation Committee shall be established to review and evaluate all proposals submitted in response to this RFP. The Committee shall conduct a preliminary evaluation of all proposals to ensure they are complete and meet the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal.

4.2 Upon project eligibility determination, the Evaluation Committee shall review and rank each proposal based upon the evaluation criteria as set forth in this RFP. All Proposals submitted shall be evaluated by the Committee and shall be ranked by the criteria provided in this RFP, including the following:

4.2.1 Underwriting Analysis (50 points). An independent third-party underwriter shall perform an analysis of the proposal based upon financial documentation provided in the proposal, as well as any other information they request from the Proposer. The underwriting analysis shall include a HOME subsidy layering analysis. The underwriter shall assign a score to each proposal, ranging from 1 to 50 points, based upon factors such as the soundness of the investment and the feasibility of the project based upon the numbers provided in the proposal. Proposals must be awarded a minimum of 35 out of 50 points for the underwriting analysis in order to be considered for funding. The Proposer is required to include the underwriting analysis with the proposal.

4.2.2 Post-Underwriting Evaluation (50 points). For projects that receive a minimum of 35 out of 50 points for the Underwriting Analysis, the Evaluation Committee shall review and assign points for the following subcriteria:

- **Location of the Project (10 points).** Projects located in CRA Districts or the West Tampa Economic Development Area shall receive 5 points and projects that are not shall receive no points. Proposals that are located in these designated areas shall receive additional points ranging from 0 to 5 points for other location criteria including the relative density of nearby multi-family housing developments and available services (i.e. public transportation), as compared to other proposals received.
- **Nonprofit Partnerships (10 points).** Projects without nonprofit partnerships shall receive 0 points. Projects with nonprofit partnerships shall receive a score ranging from 1 to 10 points, depending upon the how significant and meaningful the nonprofit partnership is. The most significant partnership would occur with equity ownership. Examples of limited partnerships include, but are not limited to, nonprofits providing property management, social services, and marketing.
- **Number of Affordable Units Proposed as Compared to Funding Requested (5 points).** Proposals shall be scored based upon the level of funding requested per unit, as compared to other proposals received.
- **Size of Affordable Units Proposed (5 points).** Emphasis shall be placed on projects that provide affordable housing for larger families. Proposals shall be ranked based upon the average bedroom size for proposed affordable units, as compared to other proposals.

- **Amenities and Design Standards (5 points).** Proposer(s) shall receive scores ranging from 0 to 5 points based upon who will offer a greater number of amenities and community facilities, as compared to other proposals received. Information presented in the Application Form, Section 3. Development Description, Items 3-F and 3-H, shall be analyzed for this score.
- **Experience of the Development Team (5 points).** Proposer(s) shall receive scores ranging from 0 to 5 points based upon the relative experience of the development team (including the applicant, owner, attorney, contractor, architect, and management agent) with similar projects.
- **Past Performance (5 points).** Proposer(s) shall receive scores ranging from 0 to 5 points for the quality of past performance with regards to tax credit or bond financed projects. Proposer(s) with no experience shall receive no points and Proposer(s) with multiple projects and relatively few issues shall receive 5 points. The greater number of development projects with a record of good performance a Proposer has completed, the greater number of points they shall be awarded.
- **Project Readiness (5 points).** Developers that demonstrate they are ready to proceed within 6 months of the proposal due date shall be awarded 5 points; 3 points shall be awarded to developers who can demonstrate they shall be ready to proceed within 10 months of the proposal due date; and 1 point shall be awarded to developers who can demonstrate they shall be ready to proceed within 1 year of the proposal due date. Evidence of readiness to proceed includes, but is not limited to, site control, zoning, environmental assessment, and funding sources.

4.3 The City reserves the following rights to:

4.3.1 Conduct pre-award discussion and/or pre-award negotiations with any or all responsive and responsible Proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all Proposers prior to selection; and make investigations of the qualifications of the Proposer as it deems appropriate, including, but not limited to, a background investigation conducted by the Tampa Police Department or any other law enforcement agency.

4.3.2 Request that the Proposer(s) modify their proposal to more fully meet the needs of the City or to furnish additional information as the City may reasonably require.

4.3.3 Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.

4.3.4 Negotiate any modifications to a proposal that it deems acceptable, waive minor irregularities in the procedures, and reject any and all proposals.

4.3.5 Process the selection of the Successful Proposer without further discussion.

4.3.6 Waive any irregularity in any proposal, or reject any and all proposals, should it be deemed in its best interest to do so. The City shall be the sole judge of Proposers' qualifications and reserves the right to verify all information submitted by the Proposers. The proposal selected shall be that proposal which is judged to be the most beneficial to the City.

4.4 Financial Statements. The City reserves the right to request that Proposers submit their annual financial statements for the last three fiscal years, including company financial statement summaries, certified by a Certified Public Accountant. Unless otherwise stated, such requests would be made after the submission of the proposals and prior to award.

5. CONTRACT REQUIREMENTS

5.1 Basis of Commitment. A commitment shall be made to responsible and responsive Proposers whose proposals meets the needs of the City. The City's commitment is conditional and is intended to provide Proposers the ability to submit an application for housing tax credits to the Florida Housing Finance Corporation (FHFC) for the 2009 Universal Application Cycle. The City commitment is contingent upon FHFC approval of the project application and the award of tax credits.

5.2 Contract Term. Upon successfully completing the FHFC tax credit application process, the City will the terms and period of the contract shall be negotiated prior to entering into an Agreement with the City of Tampa.

5.3 Non-Appropriation of Funds. In the event no funds or insufficient funds are appropriated for expenditures under these commitments, the City shall notify the Successful Proposal in writing of such occurrence and the commitments shall terminate without penalty or expense to the City on the last day of the fiscal year in which sufficient funds have been appropriated.

5.4 Commitment Termination. When deemed to be in the best interest of the City, the City may cancel any commitment resulting from this specification by the following means:

- 10-day written notice with cause; or
- 30-day written notice without cause.

5.5 Addition/Deletion. The City reserves the right to add to or delete any service/item from this proposal or resulting agreements when deemed to be in the best interest of the City.

5.6 Assignment. No Proposer shall assign his proposal or any rights or obligations thereunder without the written consent of the City. In the event of such approved subcontracting, the Successful Proposer agrees to provide the City with written documentation relative to the subcontractor(s) employed in this award, including but not limited to the subcontractor's W/MBE and Equal Employment Opportunity/Affirmative Action status.

5.7 Proposal Prices. Prices quoted in the proposal shall include any and all shipping costs, shipped F.O.B. Tampa, FL, or to the facility location specified by the requestor or the purchase order. All taxes of any kind and character payable on account of the work done and materials furnished under the award shall be paid by the Successful Proposer and shall be deemed to be included in the proposal. The Laws of the State of Florida provide that sales tax and use taxes are payable by the Successful Proposer upon the tangible personal property incorporated in the work and such taxes shall be paid by the Successful Proposer and shall be deemed to have been included in the proposal. The City is exempt from all State and Federal sales, use and transportation taxes.

Proposal prices include all royalties and costs arising from patents, trademarks and copyrights in any way involved in the work. Whenever the Successful Proposer is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Successful Proposer shall indemnify and save harmless the City, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, tool, material, equipment or process, to be performed under the award, and shall indemnify the City, its officers, agents, and employees for any costs, including litigation costs and attorneys' fees through the appellate process, expenses and damages which may be incurred by reason of any infringement at any time during the prosecution or after the completion of work.

5.8 Convicted Vendor List (Public Entity Crime). A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (\$10,000.00 and greater) for a period of 36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2)(a)]

6. INSURANCE REQUIREMENTS

During the life of the award/contract the Awardee/Contractor shall provide, pay for, and maintain insurance with companies authorized to do business in Florida, with an A.M. Best rating of B+ (or better) Class VI (or higher), or otherwise be acceptable to the City if not rated by A.M. Best. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. All liability policies shall provide that the City is an additional insured as to the operations of the Awardee/Contractor under the award/contract including the Additional Insured endorsement, the Waiver of Subrogation endorsement, and the Severability of Interest Provision. In lieu of the additional named insured requirement, if the Awardee/Contractor's company has a declared existing policy which precludes it from including additional insureds, the City may permit the Contractor to purchase an Owners and Contractors Protective Liability policy. Such policy shall be written in the name of the City at the same limit as is required for General Liability coverage. The policy shall be evidenced on an insurance binder which must be effective from the date of issue until such time as a policy is in existence and shall be submitted to the City in the manner described below as applicable to certificates of insurance. The insurance coverages, limits, and endorsements required must be evidenced by a properly executed Acord 25 Certificate of Insurance form. Each

Certificate must be manually signed by the Authorized Representative of the insurance company shown in the Certificate with proof that he/she is an authorized representative thereof. Thirty days' written notice must be given to the City of any cancellation, intent not to renew, or reduction in the policy coverages, except in the application of the aggregate liability limits provisions. Should any aggregate limit of liability coverage be reduced, it shall be immediately increased back to the limit required by the award/contract. The insurance coverages required herein are to be primary to any insurance carried by the City or any self-insurance program thereof.

Within ten working days of receipt of notification of intent to award, the successful Bidder/Proposer shall provide the City of Tampa Purchasing Department the required Acord 25 Certificate of Insurance form. Failure to furnish by the 10th working day may disqualify Bidder/Proposer as non-responsible, unless the due date is extended by the Director of Purchasing or the Designee.

The City may waive any or all of these requirements based on the specific nature of goods or services to be provided under the award/contract.

The Awardee/Contractor will be required to provide and pay for the following:

Insurance: Organizations (and all partners/team members) approved for funding will be required to obtain the following insurance coverage (if applicable), each of which shall contain a provision which forbids any cancellation, changes or material alterations without prior notice to the City at least thirty (30) days in advance. The insurance coverage shall be evidenced by an original Certificate of Insurance provided to the City prior to the execution of the agreement. The required insurance is as follows:

- a. Commercial General Liability Insurance - shall be written on Insurance Services Office (ISO) form or its equivalent form to cover liability arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 each occurrence and a \$2,000,000 general aggregate. This insurance shall not exclude coverage for sexual molestation.
- b. Automobile Liability Insurance - shall be maintained in accordance with the laws of the State of Florida as to the ownership, maintenance, and use of all owned, non-owned, leased, or hired vehicles used. For Agreements with less than \$100,000 in total grant funds, the minimum limit shall be \$500,000 combined single limit for bodily injury and property. The minimum limit for Agreements with \$100,000 or more of a NSP award allocated shall be \$1,000,000 combined single limit for bodily injury and property.
- c. Workers' Compensation/Liability Insurance - shall cover all employees engaged in work for the agency in accordance with the laws of the State of Florida. The minimum employer's liability limit shall be \$1,000,000 disease each employee, \$1,000,000 disease aggregate, and \$1,000,000 each accident.
- d. Professional Liability Insurance - shall cover any act or omission in rendering of professional services pursuant to the contract and the insurance coverage shall be in the amount of no less than \$1,000,000 per claim/incident.

These amounts apply except as otherwise exempt by Florida State Statute.

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End of Section II

SECTION III. W/MBE PARTICIPATION

1. W/MBE MINORITY PARTICIPATION GOAL

The City has determined that subcontracting goals shall be set for City certified W/MBE firms to participate in the services as specified herein. **The goal set for subcontracting to City certified W/MBE firms is a total of 25% of the subsidized funding from the City to the Successful Proposer(s). It is the Proposer's responsibility to select economically feasible portions of work to be performed by W/MBEs by segmenting the entire project into various categories and soliciting all City certified W/MBE firms under the category in the W/MBE Directory to participate in this project.**

The current listing of certified W/MBE firms registered with the City of Tampa can be found on the City's website, www.tampagov.net, select Inside City Gov't, select Minority Business Development, select Publications, select W/MBE Certified Companies Directory Listed by Type of Services. Once you select categories and the available minority firms, go to W/MBE Certified Companies Directory Listed by Name to get contact information.

The Proposer shall submit documentation of good faith efforts to subcontract services with City certified W/MBEs and include letters of intent with its proposal (complete and submit Attachments A, B and C).

Questions regarding W/MBE Participation shall be directed to Sharon West via email at Sharon.west@tampagov.net .

2. GOAL PARTICIPATION AND GOOD FAITH EFFORTS REQUIREMENTS

2.1 GENERAL REQUIREMENTS

All Proposers who propose to subcontract with W/MBE's, or enter into joint ventures, are required to complete and submit, as part of their RFP package, the following:

- 2.1.1 Schedule of certified W/MBE's solicited;
- 2.1.2 Letter(s) of intent;
- 2.1.3 Schedule of participating certified W/MBE subcontractors or joint ventures.

2.2 Proposed changes to the designated participation of Woman, Black or Hispanic business enterprises in a Proposer's proposal, on any project, after submission of proposals including during performance of a contract, must be submitted to the user department and the W/MBE director. Proposers must make every effort to replace a Woman, Black or Hispanic business enterprise subcontractor or joint venturer with another certified Woman, Black or Hispanic business enterprise, based on said enterprises' availability. All substitutes for Woman, Black or Hispanic business enterprise subcontractors or joint venturers require prior approval by the W/MBE director, not to be unreasonably withheld; and said approval may be granted for reasons including, but not be limited to, the following:

- 2.2.1 Subcontractor or joint venturer requests that its subcontractor or joint venture agreement with the Successful Proposer be voided;
- 2.2.2 Subcontractor or joint venturer is unable to perform the work;
- 2.2.3 Subcontractor or joint venturer has consistently performed unacceptable work.

3.3 The Recommended Proposer(s) on any service must submit copies of all executed subcontractors or joint venture agreements, including the subcontracts or agreements with W/MBEs, within 10 business days of receipt of notification of intent to award.

3.4 A Proposer's failure to submit any information required by Chapter 26.5 of the City Code or by City W/MBE program procedures may render the proposal non-responsive and ineligible for consideration.

4. GOOD FAITH EFFORTS

4.1 Any Proposer submitting a proposal on this RFP which does not meet participation goals established must provide, in its proposal, documentation of good faith efforts to achieve said goals. Documentation of good faith efforts will include, but not be limited to, the following:

4.1.1 Attendance at pre-proposal conference, if held;

4.1.2 Copies of written notification sent to all City certified W/MBEs that perform the type of work to be subcontracted, in sufficient time to allow said W/MBEs to participate effectively, soliciting said W/MBEs' interest in working on the project and advising the W/MBEs:

- (A)** Of the specific work the Proposer intends to subcontract;
- (B)** That their interest in the project is being solicited; and
- (C)** How to obtain information for the review and inspection, specification and requirements.

4.1.3 A written statement that economically feasible portions of work were selected to be performed by W/MBEs including, where appropriate, segmenting elements of work or combining elements of work into economically feasible units. The ability of the Proposer to perform the work with its own work force will not in itself excuse the Proposer from making good faith efforts to meet participation goals.

4.1.4 A statement of the efforts made to negotiate with W/MBEs;

4.1.5 The names, addresses and telephone numbers of W/MBEs who were contacted;

4.1.6 The date negotiations took place;

4.1.7 A statement that the Proposer submitted all quotations received from W/MBEs and, for those quotations not accepted, a statement of the reasons why the W/MBE will not be used to work on the project.

4.2 The determination of whether a Proposer has made good faith effort will be made by the W/MBE Director during the evaluation process.

End of Section III

SECTION IV. BIDDER'S AFFIRMATION AND DECLARATION AND PROPOSAL SIGNATURE FORMS

BIDDER'S AFFIRMATION AND DECLARATION

Before me, the undersigned authority who is duly authorized by law to administer oaths and take acknowledgements, personally appeared

AFFIANT'S NAME

Who, after being duly cautioned and sworn (or who is unsworn if that be the case) and being fully aware of the penalties of perjury, does hereby state and declare, on his own behalf or on behalf of a partnership or corporation, whoever or whichever is the Bidder in the matter at hand, as follows:

1. That the Bidder, if an individual, is of lawful age.
2. That if the Bidder is a partnership or a corporation, it has been formed legally; if a Florida corporation, it has filed its Articles of Incorporation with the Florida Secretary of State; if a corporation incorporated under the laws of a state other than Florida, it is duly authorized to do business in the State of Florida.
3. That if the Bidder is using a fictitious name, he/she/it has complied with the Fictitious Name Statute of the State of Florida.
4. That the Bidder has not submitted a rigged Bid, nor engaged in collusive bidding or collusive bidding arrangement or fraudulent bidding, or entered into a conspiracy relative to this bid, with any other person, partnership, or corporation making a bid for the same purpose. The Bidder is aware that "Any understanding between persons where one or more agree not to bid, and any agreement fixing the prices to be bid so that the awarding of any contract is thereby controlled or affected, is in violation of a requirement for competitive bidding and renders a contract let under such circumstances invalid." [See McQuillian, Municipal Corporations, §26.69].
5. That the Bidder is not in arrears to the City of Tampa upon debt or contract and is not a defaulter, as surety or otherwise, upon any obligation to the City.
6. That no officer or employee of the City, either individual or through any firm, corporation or business of which he/she is a stockholder or holds office, shall receive any substantial benefit or profit out of the contract or obligation entered into between the City of Tampa and this Bidder or awarded to this Bidder; nor shall any City officer or employee have any financial interest in assisting the Bidder to obtain, or in any other way effecting, the award of the contract or obligation of this Bidder.
7. That, by submitting this bid, the Bidder certifies that he/she has fully read and understands the bid method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

FURTHER BIDDER SAYETH NOT.

Bidder: Complete the applicable Acknowledgement for An Individual Acting In His Own Right, A Partnership or A Corporation, according to your firm type.

FOR AN INDIVIDUAL ACTING IN HIS OWN RIGHT

State of _____
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____
20__, by _____, who is personally known to me or who has produced identification and who did (did not) take an oath.

Signature of Notary Public

Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

FOR A PARTNERSHIP

State of _____
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____
20__, by _____, who is a partner on behalf of _____, a
partnership. He/She is personally known to me or has produced identification and did (did not) take an oath.

Signature of Notary Public

Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

Printed, typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant

FOR A CORPORATION

State of _____
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20____, by _____,
_____ who

is _____ (Title)
Of _____

(Corporation Name)
a corporation under the laws of the State of _____, on behalf of the said corporation.
He/She is personally known to me or who has produced identification and who did (did not) take an oath.

Signature of Notary Public

Signature of Affiant

Notary Public
State of: _____
My Commission
Expires: _____

typed or stamped
Commissioned name of notary public

Printed or typed name of Affiant _____ Printed,

**PROPOSAL SIGNATURE FORM
FOR
AFFORDABLE HOUSING DEVELOPMENT PROJECTS**

In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to provide **AFFORDABLE HOUSING DEVELOPMENT PROJECTS**, in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature form must be submitted with the Proposer's written proposal and shall become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative as defined in the RFP. **If the Proposal Signature Form is not signed by an authorized representative and submitted with the proposal, the proposal is considered non-responsive.**

Please type or print:

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Telephone No.: _____ Fax No.: _____ Email: _____

Type Organization: Individual Small Business Nonprofit
 Partnership Corporation Joint Venture

Attach copies of all such licenses, permits or certificates issued to the business entity.

Business is licensed, (unless exempt by applicable law) permitted or certified to do business in the State of Florida:

Yes No. License # _____

State of FL Corporation ID# (from Sec'y of State): _____

State of FL Fictitious Name Reg.# (from Sec'y of State): _____

Federal I.D. #: _____

Authorized Signature: _____ Date: _____

Minority Business Status: Black Hispanic Woman

Is your business certified as a minority business with any government agency? Yes No. If yes, please list below:

Agency Name	Certification Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

AFFIRMATIVE ACTION. This section applies only to bids over \$10,000.00. In order to comply with the City of Tampa Equal Employment Opportunity and Affirmative Action Ordinance, said company (**please check the appropriate box**):

is submitting with this bid has submitted prior to this bid

to the City of Tampa Purchasing Department one of the following: (Please check the appropriate box below and attach the appropriate documents.)

An Affirmative Action Program to be approved by the City.

Proof of Certification of Compliance stating that said company already has a governmental (Federal, State, City of Tampa, etc.) approved or federally court ordered Affirmative Action Program.

Appropriate documentation that the company's workforce reflects the local labor pool demographics.

Said company is exempted, because the bid is \$50,000.00 or less and the company employs fewer than 15 employees. Please submit a UCT-6W (Quarterly Wage and Earning Report) or a computerized wage statement.

Contact Person for questions concerning Affirmative Action:

Name: _____ Telephone Number: _____

Number of Employees: _____ Fax Number: _____

Authorized Signature: _____ Date: _____

SECTION V: APPLICATION FORM

I. APPLICANT/ORGANIZATION NAME AND ADDRESS

Name:		
Address:		
City:	State:	Zip:
Federal Tax ID:		

II. CONTACT INFORMATION

Name:	Title:
Phone:	Fax:
E-Mail:	Signature:

III. APPLICATION TYPE (check all that apply)

Home Project
 CHDO Project
 CHDO Certification / Recertification

IV. PROJECT TYPE (check all that apply)

<input type="checkbox"/> Single Family	<input type="checkbox"/> Duplex or Triplex	<input type="checkbox"/> Multi-Family (4 or more units)
<input type="checkbox"/> Acquisition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Rehabilitation
<input type="checkbox"/> Rental	<input type="checkbox"/> Homeownership	<input type="checkbox"/> Town homes

V. PROJECT SUMMARY

Project Name	_____
Total Units	_____
# of HOME Units (Affordable)	_____
Project Location	_____
Census Tract/Block Group	_____
HOME Funding Requested	\$ _____
Other Public Funds	\$ _____
Applicant Funding (Leverage/Match)	\$ _____
Total Project Cost	\$ _____

VI. PROJECT DESCRIPTION: (1 PAGE) Briefly describe the project intent and its beneficiaries as it relates to the HOME program requirements.

VII. PAST PERFORMANCE / EXPERIENCE

	Yes	No
Do any unsatisfied judgments exist against the applicant/developer or any related party?		
Are there any homeowners or tenant complaints against the applicant unresolved arising from the development of housing units assisted with federal HOME /CHDO funds?		
<i>If "Yes" has been answered in any of the above questions, please explain:</i>		

Total number of single family projects developed to date:	
Total number of rental projects developed to date:	
Total number of multifamily projects developed to date:	
Total number of units:	
Type of units: (i.e. Family, Elderly, Special needs):	

Provide a brief narrative below of prior housing experience and success with other similar projects as it relates to housing development in this application (i.e. if applicant has been a recipient of HOME funds, explain timeframe to complete construction project). Provide references if available.

VIII. INCOME OF POPULATION TO BE SERVED

Please indicate below the population this project will serve.

- At least 20% of the rental residential units in this development will be rent-restricted and occupied by individuals whose income is 50% or less of area median income as adjusted by family size and published annually by HUD. (Projects with 5 or more units)
- At least 90% of the rental residential units in this development will be rent-restricted and occupied by individuals whose income is 60% or less of area median income as adjusted by family size and published annually by HUD.
- Single-family residential units will serve individuals whose income is 80% or less of area median income.

IX. SPONSOR ORGANIZATION DATA (if applicable)

Sponsor Organizations must also sign the initial application

- | | |
|--|--|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Non-Profit Corporation |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Liability Company (LLC) |

Sponsored address must be a valid mailing address. All development correspondence will be mailed to the ownership entity.

Address:		
City:	State:	Zip Code:
County:	Phone #	
Contact Person:	Fax #:	
Federal Tax ID#:		
Principle purpose of organization:		

Name of general partner(s), managing LLC member(s), principals or contact person:

	Phone #:	% Ownership:
	Phone #:	% Ownership:
	Phone #:	% Ownership:

X. AREA NEEDS

A. Describe applicant's process for securing input from low-income persons in your project area. In addition, provide dates and location of all public meetings/forums held in your project area within the last twelve (12) months. Provide evidence of community support (i.e. a letter of support from businesses, neighborhood associations, community development corporations or groups in your target area). (1/2 PAGE)

B. Please provide a copy of the Project's market study or neighborhood needs assessment (if available) Summarize below. (½ Page) You may also address the area needs as determined in the city's Consolidated plan.

XI. DEVELOPMENT TEAM INFORMATION

GENERAL PARTNER / MANAGING ORGANIZATION

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

GENERAL CONTRACTOR

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

DESIGN ARCHITECT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

SUPERVISORY ARCHITECT AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:

RENTAL MANAGEMENT ENTITY (if applicable)

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of rental management experience:		
Total number of projects currently under management:	Total Units:	

REAL ESTATE BROKERAGE FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Years of single family sales experience:		
Total number of units sold Low Income:		Total Units:

ATTORNEY AND FIRM

Name:		
Address:		
City:	State:	Zip:
Contact Person:	Phone #:	Fax #:
Does an identity of interest or business association exist between the Applicant, Applicant's Board, Developer, Developer's Board or Owner, Owner's Board and any other member of the development team? If members of the development team are related or associated in any way, please indicate the nature of the relationship. Examples of such overlapping interests or relationships include: family relationships; acting as a director, officer or owning stock in corporations; being partners (general or limited) or principals in a partnership; members in a limited liability company; or managing, advising or directing other corporate or business entities.		
If there is an identity of interest, please describe.		
Provide the names of those development team members which have been determined, including sponsoring organization, consultant, tax accountant, and any others involved in the development team.		

List any direct or indirect, financial or other interest a member of the above team may have with another member of the team for this development. List "none" if there are no identities of interest.

XII. DEVELOPMENT TIMELINE

Activity		Date of Scheduled Completion or Completion
(month _____ & year _____)		
A.	Site Control:	
	Option	
	Site acquisition/Purchase	
B.	Financing:	
	1. Construction loan	
	Conditional commitment	
	Loan closing	
	2. Permanent loan	
	Conditional commitment	
	Loan closing	
C.	Plans and Specifications	
	Preliminary drawings	
	Initial working drawings	
	Working drawings & specifications	
D.	Closing and Transfer of Property	
E.	Construction Starts	
F.	Completion of Construction	
G.	Lease-up Period	From:
		To:
H.	First Building to be Placed in Service	
I.	Last Building to be Placed in Service	

**XIII. SITE INFORMATION -Property Address _____
Folio Number _____**

Is site currently under control for the development? Yes No

If yes, control is in the form of:

Deed Option
 Purchase contract Other: _____

Expiration date of contract or option: (mo, day, yr) _____

V. Site Control documentation must include map and a complete legal description of the property.

Total Cost of land:	\$	
Exact area of site: (circle one: acres or square feet)		
Seller:		
Address:		
City:	State:	Zip Code:

Present zoning classification: _____
 Is a conditional use permit required? _____
 When is approval for it expected? _____

Was property acquired with HOME or CDBG funds? Yes No
 If yes, provide Contract Number: _____ Funding Year: _____

Provide Appraisal or Property Assessment from Tax Assessor's Office on each property

Are all utilities presently available to the site? Yes No

Site currently used for:	
Prior site uses:	

ADJOINING LAND USES

Describe adjoining land uses:	
North	
South	
East	
West	

XIV. ACQUISITION OF EXISTING BUILDING(S)*

How many residential buildings will be acquired for the development? _____

Are all the buildings currently under site control for the development? Yes No

Address of Building	Type of Control: Ownership, Option, Prior HOME / CHDO funding or Purchase Contract	Expiration Date of Control Document (month, date & year) or Prior HOME / CHDO Contract #	Number of Units	Acquisition Cost of Building
1.				\$
2.				\$
3.				\$
4.				\$

XV. RELOCATION INFORMATION

Does this development involve any relocation or dislocation of tenants? Yes No

If Yes, describe relocation plan and assistance.

XVI. EXISTING BUILDING(S) OCCUPANCY

How many residential units are occupied: _____

Has a Uniform Relocation Act General Information Notice been sent to the residential tenants: Yes No

Tenant Name	Apt. #	Family Size

Attach separate sheet(s) for continuous information

XVII. GENERAL SCOPE OF WORK – REHABILITATION PROJECT

(Provide separate sheet for each Rehabilitation Project)

	Cost Estimate	Describe (Attach additional description if necessary)	Energy Star
Lead Testing	\$		
Lead Abatement	\$		
Interior	\$		
Exterior	\$		
Plumbing	\$		
Electric	\$		
Heating System	\$		
Roof	\$		
Appliance	\$		
Landscaping	\$		
Windows	\$		
Kitchen Cabinets	\$		
Exterior Doors	\$		
Interior Doors	\$		
Fence	\$		
	\$		
	\$		
	\$		
Other	\$		
Other			
TOTAL	\$		

W.

Neighborhood Name:		
Project Address:		
City:	Census Tract:	Zip:
Appraisal "AS IS "Amount:	Appraisal Amount After Rehab:	

XVIII. DEVELOPMENT COSTS – NEW CONSTRUCTION ONLY

(New Development must include Preliminary drawing of house)

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
A. To Purchase Land and Buildings				
Land	\$	\$	\$	\$
Existing structures	\$	\$	\$	\$
Demolition	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
B. For Site Work				
Site Work	\$	\$	\$	\$
Off-site Improvements	\$	\$	\$	\$
Landscaping	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
C. For Rehabilitation and New Construction**				
New Building	\$	\$	\$	\$
Rehabilitation	\$	\$	\$	\$
Accessory buildings (garage, etc.)	\$	\$	\$	\$
General requirements***	\$	\$	\$	\$
Contractor overhead***	\$	\$	\$	\$
Contractor profit***	\$	\$	\$	\$
Construction Supervision:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
D. For Contingency				
	\$	\$	\$	\$
Construction Contingency	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
Construction Cost Subtotal (Categories A-D)				
	\$	\$	\$	\$
E. For Architectural and Engineering Fees				
Architect fee-design	\$	\$	\$	\$
Architect fee-supervision	\$	\$	\$	\$
Real estate attorney	\$	\$	\$	\$
Consultant/processing agent*	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
F. For Interim/Construction Costs				
Construction insurance	\$	\$	\$	\$
Construction interest	\$	\$	\$	\$
Construction loan				
Origination fee** (only if construction lender is not permanent lender)	\$	\$	\$	\$
Credit enhancement	\$	\$	\$	\$
Real estate taxes	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
G. For Financing Fees and Expenses				
Bond premium	\$	\$	\$	\$
Credit report	\$	\$	\$ NA	\$ NA
Permanent loan				
Origination fee	\$	\$	\$ NA	\$ NA
Credit enhancement	\$	\$	\$ NA	\$ NA
Underwriter's discount	\$	\$	\$	\$
Title and recording	\$	\$	\$	\$
Counsel's fee	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
H. For Soft Costs				
Property appraisal (feasibility)	\$	\$	\$	\$
Market Study	\$	\$	\$	\$
Environmental reports	\$	\$	\$	\$
Tax credit fees	\$	\$	\$	\$
Rent-up Marketing	\$	\$	\$ NA	\$ NA
Consultants*	\$	\$	\$	\$
Cost Certification	\$	\$	\$	\$
Letter of Credit	\$	\$	\$ NA	\$ NA
Relocation Costs	\$	\$	\$ NA	\$ NA
Common Area Furniture & Fixtures	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$

Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
I. For Syndication Costs				
Organization (partnership)	\$	\$	\$ NA	\$ NA
Bridge loan fees & expenses	\$	\$	\$ NA	\$ NA
Tax opinion	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Category Subtotal	\$	\$	\$ NA	\$ NA
J. For Developer's Fees*				
Developer's overhead	\$	\$	\$	\$
Developer's fee	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Category Subtotal	\$	\$	\$	\$
K. For Development Reserves				
Rent-up reserve	\$	\$	\$ NA	\$ NA
Operating reserve	\$	\$	\$ NA	\$ NA
Escrows	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Other:	\$	\$	\$ NA	\$ NA
Category Subtotal		\$	\$ NA	\$ NA
Intermediary Cost Subtotal (Categories E-K)	\$	\$	\$	\$

****Construction supervision, consultant fees, developer's fees and developer's overhead are limited to a combined 12% of total development costs.**

Development Cost Summary				
Itemized Cost	Total Cost	Non HOME Fund Cost	HOME Fund Cost	Per Unit Cost
Construction Cost Subtotal (Categories A thru D))	\$	\$	\$	\$
Intermediary Cost Subtotal (Categories E thru K)	\$	\$	\$	\$
Total Development Cost	\$	\$	\$	\$

Provide commitment letter/s and identify all none HOME funding sources for the proposed housing development.

HOME / CHDO Subsidy amount requested is \$ _____ per unit.

XIX. SYNDICATION OR EQUITY INFORMATION - Multi-Family Rental Only

Gross Equity Proceeds*	\$
Less Historic Rehabilitation Tax Credit Proceeds	(\$)
Less Expenses (describe below):	(\$)
	(\$)
	(\$)
Total Net Proceed	\$
Expected Value Per Credit Dollar*	\$

When are these net proceeds to be available? _____

If investor equity is required to meet construction financing needs, enclose a copy of the investor commitment showing when it will occur, the amount, and under what terms it will be provided.

Type of offering: Public

Type of investors: Individuals Corporations

Name of fund:		
Syndicator:		
Address:	Phone:	
City:	State:	Zip Code:

XX. DEVELOPMENT SUBSIDY INFORMATION - Multi-Family Rental Only

Do/Will any low-income units receive rental assistance? Yes No

If Yes, check the type of rental assistance:

Section 8 New Construction/Substantial Rehab Section 8 Project Based Assistance

	Section 8 Moderate Rehabilitation
	Section 8 Certificates
	Other: _____

	Tenant Based Rental Assistance – HOME
	Section 8 Vouchers

Number of units receiving assistance: _____

Number of years of rental assistance contract: _____

Include conditional or firm commitment that documents number of units receiving assistance.

XXI. DEVELOPMENT RENTS - Rental Only

(See Rent Limits for Tampa, Program / Project Guidance Section)

Unit Type	# of Units	# of Baths	Average Sq Footage per Unit	Proposed Monthly Rent (Per Unit)	HOME Utility Allowance (Per Unit)	Gross Monthly Rent (Per Unit)	Gross Annual Rent (All Units)
0 BR Market Rate							
0 BR Low HOME							
0 BR High HOME							
1 BR Market Rate							
1 BR Low HOME							
1 BR High HOME							
2 BR Market Rate							
2 BR Low HOME							
2 BR High HOME							
3 BR Market Rate							
3 BR Low HOME							
3 BR High HOME							
4 BR Market Rate							
4 BR Low HOME							
4 BR High HOME							
5 BR Market Rate							
5 BR Low HOME							
5 BR High HOME							

A. Available Net Monthly Rental Income—Low-income: \$
B. Available Net Monthly Rental Income-Market: \$
C. Total Gross Monthly Rental Income (A+B): \$
D. Total Annual Gross Rental Income (Cx12): \$
Estimated annual percentage increase in annual income: %

XXII. ANNUAL DEVELOPMENT EXPENSE INFORMATION (Rental Only)

Provide the following information for all units. Expenses must be itemized in the listed categories. Development expenses are expected to be reasonable and appropriate. Provide documentation to support any unusual operating expense.

GROSS POTENTIAL INCOME (GPI)		ANNUAL INCOME TOTAL DEVELOPMENT
(Rental Only)		
	Total Gross Rental Income	\$ _____
1	Laundry	\$ _____
2	Parking	\$ _____
3	Commercial	\$ _____
4	Interest Income	\$ _____
5	Support Service Income (Attach separate page with specific details if applicable)	\$ _____
6	Other Income: Describe	\$ _____
7	Other Income: Describe	\$ _____
8	Other Income: Describe	\$ _____
9	Total Gross Potential Income	\$ _____
10	Less Rental Vacancy (_____ %)	\$ _____
11	Less Parking Vacancy (_____ %)	\$ _____
12	Less Commercial Vacancy (_____ %)	\$ _____
13	Less Other Vacancy (_____ %)	\$ _____
14	Less Other Vacancy (_____ %)	\$ _____
15	Total Vacancy Loss	\$ _____
16	EFFECTIVE GROSS INCOME (EGI)	\$ _____
	GPI (line 9) less Total Vacancy Loss (line 15)	

Administrative Expenses of Rental Property Only		
Advertising	\$ _____	
Management (_____ % of EGI)	\$ _____	
Legal/Partnership	\$ _____	
Accounting/Audit	\$ _____	
Compliance Fees	\$ _____	
Other:	\$ _____	
Total Administrative		
Maintenance		

Administrative Expenses of Rental Property Only		
Decorating	\$	
Repairs	\$	
Exterminating	\$	
Grounds	\$	
Other:	\$	
Total Maintenance		\$
Operating		
Elevator	\$	
Fuel (heating & hot water)	\$	
Lighting & misc. power	\$	
Water/Sewer	\$	
Gas	\$	
Trash removal	\$	
Payroll/Payroll Taxes	\$	
Hazard insurance	\$	
Common area electric*	\$	
Supplies	\$	
Support Service Expenses (Attach description)	\$	
Other:	\$	
Total Operating Cost		\$
Real Estate Taxes		\$
Total Annual Expenses		\$
Annual Replacement Reserve		\$

X. Estimated annual percentage increase in annual expenses: _____%

XXIII. ANNUAL DEVELOPMENT CASH FLOW ANALYSIS SUMMARY (Rental Only)

Annual Gross Income		\$	
Less Vacancy & collection loss Factor @ %		(\$)	
Net rental income		\$	
Plus Net non-rental income		\$	
Annual Effective Gross Income			\$
Annual Operating Expenses			
Less total annual expenses		(\$)	
Less annual replacement reserve		(\$)	
Annual Net Operating Income Available for debt service and return on equity			\$
Less Annual Debt Service Costs			
	Amount	Annual Debt Service	
Estimated First Mortgage	\$	(\$)	
Servicing Fee First Mortgage	\$	(\$)	
Subordinate Mortgage	\$	(\$)	
Servicing Fee Subordinate Mortgage	\$	(\$)	
Estimated Excess Cash Flow Available for Return on Equity			\$

Identify and calculate other estimated income sources (i.e. parking, laundry, commercial space, etc.) below:

XXIV. ENERGY AND AMENITIES INFORMATION (All Development)

Energy Equipment System & Fuel Type (forced air, gas, hot water, etc.)

Heating: _____

Air Conditioner: _____

Domestic hot water: _____

**Check Amenities Included with (Low-Income Units)
Double-Check if Energy Star**

<input type="checkbox"/>	Common Laundry	<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Security Systems
<input type="checkbox"/>	Play Area	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Unit Amenities <i>(Check all that apply)</i>					
<input type="checkbox"/>	Range/oven	<input type="checkbox"/>	Hood Fan	<input type="checkbox"/>	Disposal
<input type="checkbox"/>	Washer & dryer	<input type="checkbox"/>	Laundry hookup only	<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Patio/Balcony
<input type="checkbox"/>	Blinds/Shades	<input type="checkbox"/>	Drapes	<input type="checkbox"/>	Cable TV Hookup
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>	Carpet
<input type="checkbox"/>	Central A/C	<input type="checkbox"/>	Sleeve and A/C unit	<input type="checkbox"/>	A/C Sleeve Only
<input type="checkbox"/>	Trash Compactor	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

**Check Amenities Included with (Market-Rate Units)
Double-Check if Energy Star**

<input type="checkbox"/>	Common Laundry	<input type="checkbox"/>	Community Room	<input type="checkbox"/>	Security Systems
<input type="checkbox"/>	Play Area	<input type="checkbox"/>	Other	<input type="checkbox"/>	
Unit Amenities <i>(Check all that apply)</i>					
<input type="checkbox"/>	Range/oven	<input type="checkbox"/>	Hood Fan	<input type="checkbox"/>	Disposal
<input type="checkbox"/>	Washer & dryer	<input type="checkbox"/>	Laundry hookup only	<input type="checkbox"/>	Dishwasher
<input type="checkbox"/>	Microwave	<input type="checkbox"/>	Refrigerator	<input type="checkbox"/>	Patio/Balcony
<input type="checkbox"/>	Blinds/Shades	<input type="checkbox"/>	Drapes	<input type="checkbox"/>	Cable TV Hookup
<input type="checkbox"/>	Sheet Vinyl	<input type="checkbox"/>	Ceramic Tile	<input type="checkbox"/>	Carpet
<input type="checkbox"/>	Central A/C	<input type="checkbox"/>	Sleeve and A/C unit	<input type="checkbox"/>	A/C Sleeve Only
<input type="checkbox"/>	Trash Compactor	<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

XXV. SOURCES OF CONSTRUCTION & PERMANENT FINANCING FUNDS

Construction Financing:

Construction financing funds must be adequate to meet construction expenses. Provide all commitments of funds to meet construction-financing needs including investor commitments if necessary.

Source of funds	Interest Rate	Amount of Funds to be used for this Project only
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
Total Amount of Construction Financing		\$

Permanent Financing (Grants, Foundations, Banks Loans or Equity Investment etc.)

A copy of the permanent financing documents must be submitted with final application.

Name of Lender or Source of Funds	Amount of Funds	Annual Debt Service Cost	Interest Rate	Amortization Period	Term of Loan
1.			%		
2.			%		
3.			%		
4.			%		

Total Amount of Permanent Financing: \$ _____

Will the permanent financing have any type of credit enhancement? Yes No

If yes, attach a description of the credit enhancement.

XXVI. DEVELOPMENT BUDGET (Source of funds)

List all other sources of funds to be provided to the development. Accurately designate which funds will be used for each category of the Development. Commitment letters must be submitted with this application and must state term, interest rate, and repayment requirements, if any. Include investor commitment if required for construction financing. In the "Other" column please identify the source of funds to be used.

	Total Cost	CHDO set -aside	HOME	State	Local	Private	In Kind
Acquisition Cost							
Purchase Price							

	Total Cost	CHDO set -aside	HOME	State	Local	Private	In Kind
Acquisition Cost							
Closing, Title, Recording Costs							
Other: _____							
SUBTOTAL							
Basic Construction Contract							
Bond Premium							
Infrastructure Improvements							
Environmental							
Lead Abatement							
Contingency (10%)							
Inspections							
Escalation (3%)							
SUBTOTAL							
Appraisal							
Architect							
Engineer							
Survey							
Legal							
Developer Fee							
Project Mgmt.							
Other: _____							
SUBTOTAL							

	Total Cost	CHDO set-aside	HOME	State	Local	Private	In Kind
Real Estate Tax							
Insurance							
Relocation							
Permits, Fees							
Hookups							
Construction Loan Fees							
Construction Interest							
Accounting/Audit							
Operating Reserves							
Other:							

SUBTOTAL							
Total Development Cost:							

Will Federal/State Historic Tax Credits be used for this project?

Yes No

a) Estimated total credit amount:

\$ _____

b) Estimated equity raised for project:

\$ _____

c) Is this building(s) currently on the historic register?

Yes No

XXVII. PROFIT AND LOSS STATEMENT

Provide a profit and loss statement outlining all revenue, construction costs, financing costs, and profit / loss. Include any developer's subsidy that is being requested.

XXVIII. ENVIRONMENTAL ASSESSMENT

GENERAL INFORMATION

Is any part of the site within or near (within 1/4 mile) of the following: <i>(If "Yes", please provide written explanation)</i>			
	Yes	No	Unknown
Environmental Corridor <i>(Check with County or Regional Plan Commission)</i>			
100-year Flood Plan			
Historic Site/District			
Designated Wetland			
Prior Land Fill/Dump Site			
Known Point of Archaeological Interest			
Industrial Area			
Railway Corridor			
Airport Traffic Zone			
Attach Phase 1 and Phase 2 Environmental Report Summaries if available			

ENVIRONMENTAL RISKS

This section is intended to summarize your knowledge or information regarding conditions at the property or building that may present environmental risks or potential hazards if any. For each potential hazard or condition listed in the left column please indicate your knowledge or information of its current or historic presence by checking one of the three columns on the right portion on the page. A site review is required by applicant and this section must be filled out.

1. If you know of or suspect the evidence or the presence of a potential hazard or condition, please place a check in the **YES** column.
2. If you are neither aware of nor suspect any evidence of a potential hazard or condition, please place a check in the **NO** column.
3. If you are unsure of the presence of a potential hazard or condition, please place a check in the **UNKNOWN** column.

PRESENCE OF POTENTIAL HAZARDS OR CONDITIONS <i>(Check appropriate box)</i>	Yes	No	Unknown
Has a Hazardous or Toxic Substance discharge occurred at the property?			
Are any Hazardous or Toxic Substances stored at the property?			
Are Underground Storage Tanks* present at the property?			
Are Aboveground Storage Tanks* present at the property?			
Are there Pipeline Discharges at or from the property?			
Surface Contamination, Stained soils/Pavement, Stressed Vegetation present?			
Suspicious Containers or Drums present at the property.			
Empty paints cans present?			
PCB's (Polychlorinated Biphenyls).			
Electrical Transformers, Capacitors or Fluorescent Light Ballast present.			
Are there Old White Goods (i.e., refrigeration equipment) present?			

Are any Waste Disposal Areas present on the property?			
Any evidence of Pesticides?			
Is any Scrap Metal Piles on the property?			
Potable or monitoring Wells?			
Septic Systems?			
Holding Tanks.			
Any Hazardous Thermal Insulating Materials (Area Formaldehyde) present.			
Asbestos Containing Materials (ACM)?			
Lead Piping in Domestic Water System?			
Lead-based Paint (Lead Concentrations)?			
Building Code Violations?			
Structural Deficiencies?			
Termites, Pests, Rodents?			

** If underground or aboveground storage tanks have been removed or closed, please attach tank closure report and tank registration or inventory forms in accordance with WDNR guidelines.*

A Phase I Environmental Audit will be required and must be submitted as requested during the approval process. Please provide if currently available.

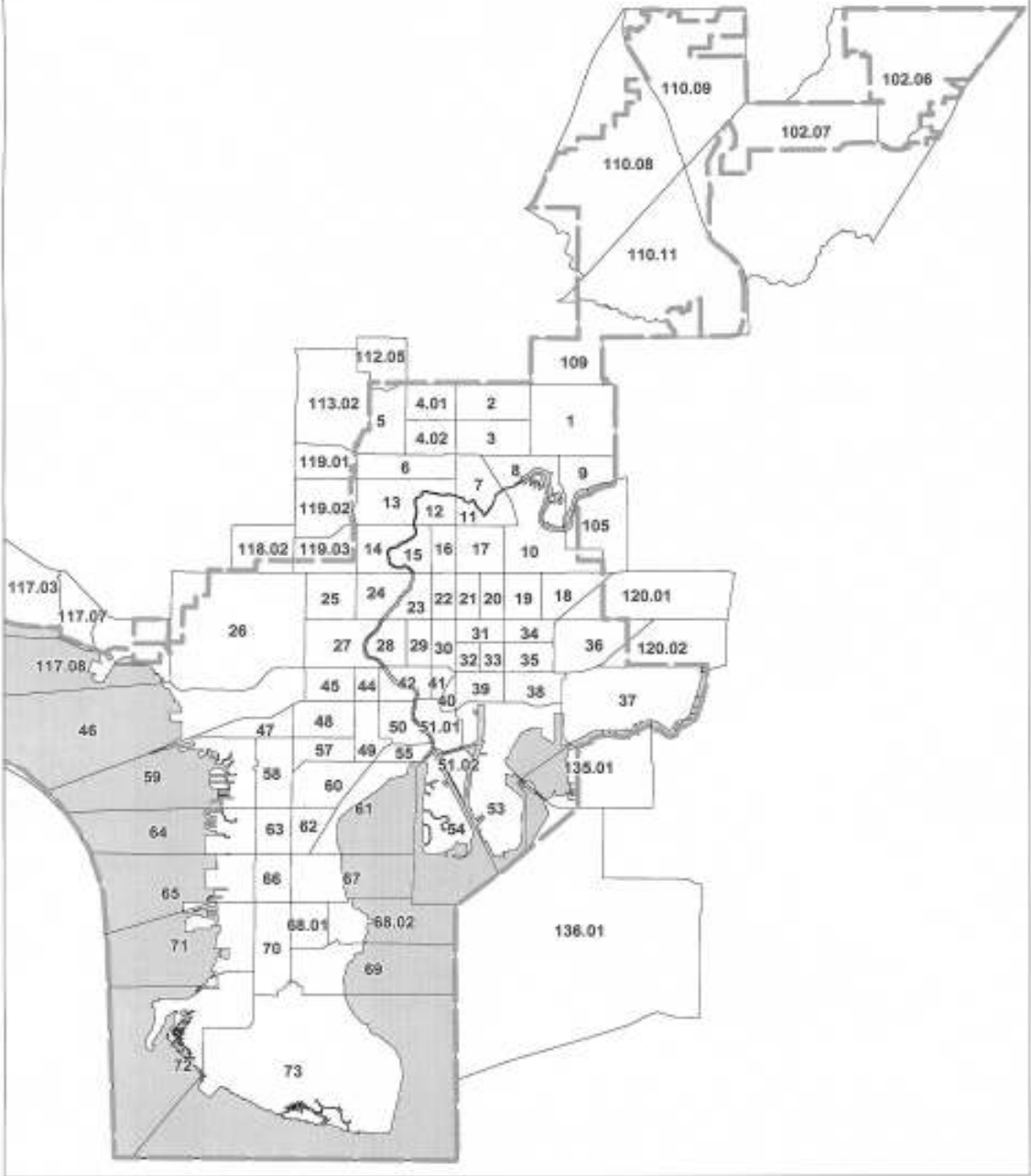
XXIX. LINKAGES AND SERVICES

NAME AND DISTANCE TO NEAREST:

	Name	Distance
Grocery Store		
Hospital		
Post Office		
Banks		
Day Care Center		
Elementary School		
Middle School		
High School		
Bus Stop		
Special Transit Services		

End of Section V

City of Tampa Census Tracts 2000



SECTION VI. TAMPA CENSUS TRACT AREA MAP

End of Section VI

ATTACHMENT A - W/MBE SCHEDULE OF SUBCONTRACTORS SOLICITED
(Submit with Proposal)

Firm Name/Address	Service Description	Sex/Race	Date
_____	_____	_____	_____

_____	_____	_____	_____

_____	_____	_____	_____

_____	_____	_____	_____

_____	_____	_____	_____

Proposer's Name: _____ **Date:** _____

RFP Title: _____

(Please Use Additional Sheets as Needed)

ATTACHMENT B - SCHEDULE OF PARTICIPATING CERTIFIED W/MBE SUBCONTRACTORS
 (Submit with Proposal)

Firm Name/Address	Type of Service	W/MBE Group Women/Black Hispanic	\$ Amount	% of Total Proposal
1. _____ _____ _____	_____	_____	_____	_____
2. _____ _____ _____	_____	_____	_____	_____
3. _____ _____ _____	_____	_____	_____	_____
4. _____ _____ _____	_____	_____	_____	_____
5. _____ _____ _____	_____	_____	_____	_____
6. _____ _____ _____	_____	_____	_____	_____

Total participation percentages: WBE _____; BBE _____; HBE _____;

- Note:
1. Attach Letters of Intent to this form.
 2. If total participation percentages stated above do not meet those established for this RFP, the Proposer must include as part of its proposal documentation of good faith efforts.

Proposer's Name: _____ Date: _____

RFP Title: _____

**ATTACHMENT C - LETTER OF INTENT
(SAMPLE)**

DATE:

COMPANY'S NAME

RE: RFP NAME AND NUMBER

Dear Sir/Madam:

Contingent upon our firm being awarded the City of Tampa Contract for the above referenced Request for Proposal (RFP), we will contract with your firm for the following specific services:

(LIST SERVICES TO BE PROVIDED BY THE SUBCONTRACTOR)

The compensation for your work shall be:

(PLACE DOLLAR AMOUNT AGREED UPON)

Sincerely,

(YOUR COMPANY NAME)

cc: file