



ERIE METROPOLITAN HOUSING AUTHORITY

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Request for Proposals (RFP) for Housing Development Consulting Services

RFP No. 2025-01 HDC

Issued by: Erie Metropolitan Housing Authority

Date of Issue: June 24, 2025

Submission Deadline: July 31, 2025

Point of Contact: Ralph Chamberlain, Executive Director
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Submit Proposals to: Housing Agency Marketplace
https://ha.internationaleprocurement.com/requests/RFP/view.html?request_id=15390

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I. Introduction

The Erie Metropolitan Housing Authority (EMHA) is soliciting proposals from qualified firms or individuals to provide housing development consulting services. The selected consultant will assist EMHA in analyzing its public housing stock, evaluating community housing conditions, assessing options under the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program, and supporting the necessary documentation

and requirements for the conversion of public housing and/or the development of additional new housing within Erie County, Ohio.

II. Scope of Services

The selected consultant will be responsible for the following services:

- 1. Analysis of Public Housing Stock**
 - Conduct a comprehensive assessment of EMHA's existing public housing properties and vacant land.
 - Evaluate physical and financial conditions, operational efficiency, and capital needs.
- 2. Community Housing Market Assessment**
 - Review of current housing needs assessments within Erie County.
 - Analyze demographic trends, rental housing market conditions, and affordable housing gaps.
 - Work with city, county and community groups on stakeholder engagement.
- 3. Evaluation of HUD's RAD Program Options**
 - Assess feasibility and financial viability of RAD conversion for existing public housing units.
 - Provide recommendations on the most suitable RAD conversion methods (e.g., PBV, PBRA).
 - Assist in obtaining necessary HUD approvals and completing required applications.
- 4. Housing Development Planning and Financing Strategies**
 - Identify opportunities for new affordable housing development.
 - Assist with financing strategies, including tax credits, grants, and private investments.
 - Provide expertise in Low-Income Housing Tax Credits (LIHTC) in Ohio, including structuring deals, application processes, and compliance requirements.
 - Support coordination with stakeholders, including local government agencies and community partners.
 - Prepare potential development timelines.
 - Report findings and recommendations to EMHA and its Board.
- 5. Regulatory Compliance and Documentation Support**
 - Ensure all conversion and development activities comply with HUD regulations and EMHA's procurement policies.
 - Prepare necessary documentation and reports for submission to HUD and other entities.
 - Provide technical assistance in securing approvals and funding.

III. Proposal Requirements

Interested firms or individuals must submit a proposal that includes the following (limit to 15 pages excluding forms):

1. Cover Letter

- Brief introduction summarizing the consultant's qualifications, experience, interest and contact information, as well as legal structure, location, team composition, and MWBE/Section 3 status.

2. Technical Proposal

- Understanding of the project scope.
- Proposed approach and methodology.
- Work plan with timeline for deliverables.

3. Experience and Qualifications

- Description of relevant experience in housing development, RAD conversions, LIHTC, and HUD programs.
- Resumes of key personnel assigned to the project.
- Examples of similar projects successfully completed.

4. Cost Proposal

- Detailed breakdown of fees and expenses.
- Hourly rates, if applicable.
- Cost estimates must comply with EMHA's procurement policies, including cost and price analysis requirements.
- The total contract award is anticipated to be within a budget not to exceed \$90,000 for a one-year period. Proposals should provide a cost breakdown and demonstrate cost-effectiveness in accordance with EMHA's procurement policies

5. References

- At least three references from similar projects, including contact information.

6. Required Attachments

- Attachment A: Certification Regarding Debarment and Suspension
- Attachment B: MWBE/Section 3 Documentation (if applicable)

IV. Submission Instructions

- **Submission Deadline:** July 31, 2025, by 4:00 PM
- **Submission Method:** Proposals must be submitted through the Housing Agency Marketplace

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience and qualifications (30%)
- Understanding of project scope and approach (25%)
- Cost effectiveness of proposal (20%)
- References and past performance (15%)
- Timeline and project delivery plan (10%)

All procurement actions will adhere to EMHA's Procurement Policy, ensuring fair and equitable treatment of all proposers, compliance with HUD requirements, and cost-effectiveness in procurement decisions.

VI. General Conditions

- EMHA reserves the right to accept or reject any or all proposals.
- All costs incurred in the preparation and submission of proposals shall be borne by the proposer.
- This RFP does not commit EMHA to award a contract.
- The contract award process will comply with EMHA's procurement policy, including requirements for competitive proposals and applicable procurement thresholds.

For further inquiries, please contact:

Erie Metropolitan Housing Authority

_____@eriemetrohousing.org

(419) 625-0262

Issued by: Erie Metropolitan Housing Authority [Insert Date]