



Strategic Housing Finance Corporation of Travis County

Request for Proposal

Strategic Housing Finance Corporation of Travis County (“SHFC”) is issuing this Request for Proposal (“RFP”) to identify and contract for Financial Advisor (“Advisor”) services. All qualified professional service providers (“Respondents”) wishing to apply must submit the materials listed in this RFP in order to be considered.

I. Timeline

SHFC will accept responses until 5:00 PM CDT on Friday, November 3, 2023. SHFC retains the right to extend the submission deadline and selection period.

If selected, Respondents will execute a professional services engagement letter or other agreement with SHFC.

II. Communications with SHFC

All questions and communications concerning the RFP must be submitted to the designated point of contact: Keith Hoffpauir, Asset Manager, via email at Keith.Hoffpauir@traviscountytx.gov.

To protect the integrity of the RFP process, members of SHFC’s Board of Directors (“Board Members”) shall not have contact with potential Respondents regarding issues or questions pertaining to this RFP. This contact limitation period begins when the RFP is made available and continues through the selection process. If a potential Respondent contacts a Board Member with an issue or question pertaining to the RFP, that Board Member shall not discuss the RFP and shall forward the inquiry to the designated point of contact. SHFC reserves the right to disqualify submissions from Respondents that fail to adhere to this contact limitation policy.

III. About SHFC

SHFC is a public instrumentality and nonprofit housing finance corporation that undertakes housing development activities that include the issuance of obligations for real estate development and to promote affordable housing. SHFC partners with developers to own, develop, and finance the construction of multifamily and mixed-use real estate. The primary purpose of SHFC is provide decent, safe, sanitary, accessible and affordable housing to the residents of Travis County. SHFC was created on June 11, 2004, pursuant to the Texas Housing Finance Corporations Act, Texas

Local Government Code, Chapter 394 and an activating resolution of the Travis County Commissioners Court, adopted on June 1, 2004. SHFC is governed by a seven (7)-member Board of Directors appointed by the Travis County Commissioners Court, which includes officer positions of President, Vice President, Secretary and Treasurer. Two (2) persons serving on the Board of Directors must be current or former residents of an affordable housing property in which the Corporation has an ownership interest. The officers of the Issuer are elected by the Issuer, and the Issuer is authorized to employ attorneys, technical experts, and such officers, agents and employees, permanent and temporary, as it may require.

IV. Minimum Requirements

Respondents must have documented experience providing municipal advisory experience and/or real estate development, finance, underwriting, and partnership advice to Texas Housing Finance Corporations, Texas Public Facility Corporations or other similar public instrumentalities.

V. Scope of Services

Services to be provided by Advisor shall include but are not limited to the following (the "Services"):

1. Reviewing applications and memorandums of understanding and providing support and guidance to SHFC staff regarding the structure, terms, and/or security of proposed partnerships, equity/debt structures, workforce transactions and multifamily housing revenue bond issuances;
2. Coordinating the preparation of the notice of sale and bidding instructions, official statement, official bid form and other offering materials;
3. Preparing cash flows for analysis of a particular bond issuance or workforce transaction;
4. Assisting SHFC and Program respondents and/or borrowers, as reasonable, to ensure the successful marketing, sale, and closing of bonds and subsequent matters which may affect bond transactions;
5. Assisting SHFC and its Bond Counsel and Issuer Counsel with the structuring of workforce transactions, bond financings and preparation of transaction documents, including undergoing underwriting in accordance with SHFC's standards;
6. Providing support and comment on all calls and communications regarding partnerships, workforce transactions, bond issuances, bond structures, debt/equity structures, and development planning, as required by SHFC;
7. Attending meetings of the SHFC Board of Directors, the Travis County Commissioners Court and the Texas Bond Review Board, as necessary;
8. Advising SHFC on implementation or use of other funding sources or programs that complement the goals of SHFC and Travis County; and
9. Advising SHFC as requested on other financial matters, such as the following:
 - Affordable housing development, including process and structures;
 - General real estate issues, loan contracts, management agreements, and transactions;
 - Texas land use;
 - Texas government entity regulations;

- Property management agreements; and
- Compliance with state and federal statutes, rules, and regulations governing SHFC.

Any additional services that will be provided within the scope of the fee schedule proposed in the response should also be described.

VI. Review and Selection

SHFC will evaluate Respondents based upon the following:

1. Demonstrated competence, experience, knowledge, and qualifications of Respondents;
2. Reasonableness of the proposed fees for the services to be performed;
3. Ability and commitment to provide options, alternatives, and/or solutions to issues and obstacles that arise in the execution, improvement and/or modification of applicable programs and business;
4. Previous experience and performance with similar organizations;
5. Certification as a Minority- and Women-Owned Business Enterprise;
6. Texas-based respondents;
7. Respondents with staff physically present in Travis County, Texas; and
8. Other pertinent information.

Respondents or Respondent teams not located entirely in Travis County should explain how they plan to maintain the necessary familiarity with the affordable housing market and related development and policy trends in Travis County. Prior experience advising Texas housing finance corporations or Texas public facility corporations is preferred, but Respondents who have not worked with HFCs or PFCs in the past should explain other relevant experience related to the development, ownership, and management of multifamily affordable housing. SHFC requires that Advisor has appropriate general liability and professional liability insurance acceptable to SHFC, and to provide evidence of same.

All things being equal, preference will be given to Respondents with Minority- and Women-Owned Business Enterprise certification, Texas-based Respondents, and Respondents with staff physically present in Travis County, Texas.

SHFC, at its discretion, reserves the right to (a) change or cancel this RFP; (b) conduct interviews with Respondents or ask for modification or clarification of a Respondent's submission in order to properly evaluate a response; (c) determine whether a response fails to meet the requirements of this RFP in some material aspect; (d) obtain references regarding any Respondent's past performance from any source; (e) negotiate with some, all, or none of the Respondents with respect to any term or terms of the responses or contracts; and (f) execute a professional services engagement letter or other agreement with a successful Respondent. SHFC reserves the right to negotiate all elements that comprise the Respondent's submission to ensure that the best possible consideration is afforded to all concerned. Focused responses that specifically address Respondents' ability to provide the Services described above are strongly preferred. Generic responses that do not specifically respond to this RFP will be disregarded.

Neither issuance of this RFP nor evaluation of any responses obligates SHFC to award a contract

from this RFP.

Scoring Criteria

SHFC staff and Board Members will review all responses based upon the below scoring criteria and will make a recommendation to SHFC for approval:

1. Subject matter expertise;
2. Expertise, experience, and location of personnel on Respondent's team;
3. Reasonableness of fees;
4. Experience working with similar organizations; and
5. Historically Underutilized Business, Minority-Owned Business, or Woman-Owned Business participation or female/minority representation on Respondent's team.

VII. Additional Information

This RFP does not commit SHFC to award a contract to any Respondent or to pay any costs incurred by a Respondent to prepare or submit a response or otherwise participate in this RFP process.

Conflict of Interest

Although the Respondent will be an independent contractor for SHFC and not an employee of SHFC, to avoid all possibility of conflicts of interest, all Respondents must certify that none of the owners, officers, partners, members, or shareholders of the company and none of their families are related within the third degree of consanguinity or the second degree of affinity to any SHFC employee or any Board Member. Respondents must also certify that they are not prohibited from representing an instrumentality of Travis County under Chapter 394 of Texas Local Government Code, the Travis County Code, or applicable law.

In the event a Respondent, any family member of a member of the Respondent's team, or any owner, officer, partner, member, or shareholder of a Respondent is a Travis County employee, County officer (as that term is defined by the Travis County Code) or elected official serving a local government body in Travis County, Texas, the Respondent must disclose such relationship in its response.

Release of Submissions and Proprietary Information

If a Respondent submits proprietary information that should not be publicly disclosed, the proprietary information must be clearly identified on each page at the time of submission. SHFC will, to the extent allowed by law, endeavor to protect such information from disclosure. If a Respondent fails to identify proprietary information, all information in the submission will be deemed non-proprietary and will be made available upon request pursuant to the Texas Public Information Act, Government Code Chapter 552 after the review process has been completed. The final decision as to what information must be disclosed lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

Respondents may not mark an entire response as confidential. Should a response be submitted in this manner, SHFC reserves the right to hold no portion of the response as confidential, unless such a portion is determined as exempt from public access by law.

Indemnification

All Respondents must agree to indemnify, defend and hold harmless SHFC, its officers, agents and employees from any and all claims and losses accruing or resulting from the Respondent's performing professional services for SHFC.

Federal, State and Local Requirements

Approved Respondents are responsible for compliance with all laws governing entities doing business in Texas, including both federal and state unemployment insurance coverage and standard workers compensation insurance coverage. Respondents must comply with all federal and state tax laws and withholding requirements. SHFC will not be liable to a Respondent or its employees for any unemployment or workers' compensation coverage or federal and state tax withholding requirements. Respondents shall indemnify SHFC and pay to SHFC any costs, penalties or loss whatsoever occasioned by Respondent's omission or breach of this section.

Minor Deficiencies

SHFC reserves the right to waive minor deficiencies and informalities if, in the judgment of SHFC, its best interest will be served.

VIII. Submission Directions

Respondents must include the following items:

1. General Firm Information
 - a. Provide a brief description of your firm, including but not limited to the following:
 - Name, telephone number, and email address of a representative of the firm authorized to discuss your proposal;
 - Address of the firm's main office;
 - Number of employees of the firm; and
 - Names, locations and resumes of the primary staff who will provide Services to SHFC (see above), including relevant experience of such staff.
2. Experience
 - a. Describe your firm and its abilities and experience related to the Services; and
 - b. Identify any prior work for a Texas housing finance corporation or Texas public facility corporation.
3. References
 - a. Provide at least three client references. Include name, address, telephone number, and email address. SHFC reserves the right to contact and interview references.
4. Fees
 - a. Provide a schedule of fees based on transaction type for providing the Services; and
 - b. Provide the hourly rate, if applicable, for each staff person you propose to perform the Services. Hourly rates must be valid through calendar year 2023.
5. Conflict of Interest
 - a. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm or employees; and
 - b. Describe how your firm will handle actual and or potential conflicts of interest.
6. Include any other information that will be helpful to SHFC in making its decision.

Respondents must submit proposals in this manner:

1. Responses must be submitted electronically via email.
2. All responses must be signed and dated.
3. Proposals that do not comply with these instructions may be rejected. SHFC may also reject a proposal that does not include all requested information.
4. Submission of a response represents Respondent's representation to SHFC that the response complies with the requirements of this RFP.

ALL SUBMISSIONS MUST BE SENT TO:

Keith Hoffpauir, Asset Manager
Strategic Housing Finance Corporation of Travis County
Keith.Hoffpauir@traviscountytexas.gov

DEADLINE TO APPLY:

Friday, November 3, 2023 at 5:00 p.m. CDT

Respondents must warrant and represent, by signing below, that they have read and are familiar with the contractual requirements set forth in the RFP. Furthermore, the submission of a proposal shall constitute an incontrovertible representation by the Respondent of compliance with every requirement of the RFP, and that the RFP documents are sufficient in scope and detail to indicate and convey reasonable understanding of all terms and conditions of performance of the work.

By: _____

Name: _____

Date: _____