1. **Overview**

The Housing Authority of the City of Aurora (AHA) is soliciting proposals from qualified Market Analysts to assist AHA in the market and demand analysis for a proposed new construction, family rental development of approximately 90 units. The development will be the second phase of AHA’s Peoria Crossing, located at Peoria and 30th Street in the Morris Heights Neighborhood.

Responses to this Request for Proposal (RFP) are due to AHA no later than February 15, 2019 at 4:00 PM.

2. **Background on the Housing Authority of the City of Aurora**

Since 1975, the Housing Authority of the City of Aurora (AHA) has worked to provide affordable housing in the community. AHA manages several housing programs that ensure that low- and moderate-income residents of Aurora have safe, decent, and affordable housing. AHA owns and manages over 800 rental housing units and is the administrator for over 1,800 Housing Choice Vouchers for the City of Aurora.

AHA is governed by a seven-member Board of Commissioners appointed to five-year terms by the Mayor of Aurora. The programs operated by AHA are funded through the U.S. Department of Housing and Urban Development (HUD), local and state grants, and rental income. Additional information can be found at AHA’s website at [www.aurorahousing.org](http://www.aurorahousing.org).

3. **Owner**

Peoria Crossing, Phase 2 will be owned by a to-be-created Limited Liability Limited Partnership with AHA serving as General Partner of the Partnership. AHA will be using Low Income Housing Tax Credits in the development of Peoria Crossing, Phase II as well as commercial permanent financing and grants.

4. **Background**

AHA owns a five acre parcel at Peoria and 30th Streets in Aurora. Phase One is currently under construction and will be completed by September 2019. The development includes 82 units of family housing serving households at 30, 40 and 60 percent of the Area Medium Income (AMI). Phase One was funded using a combination of four (4) percent federal low income housing tax credits and state tax credits. The entire parcel is zoned “Sustainable Infill and Redevelopment (SIR).” AHA desires to complete the campus by constructing a phase two that mirrors the existing building with a similar housing type (family), unit mix (one, two and three bedrooms) and income distribution.
5. **Purpose of the Study**

The purpose of this RFP is to gain expert assistance in analyzing the market conditions and determine the need in the community for family, affordable, rental housing. The final product should:

- Identify demand for family rental housing in primary market area;
- Suggest an appropriate bedroom mix to meet existing demand for family housing;
- Analyze existing amenities currently available in the study area (including but not limited to commercial enterprises, gathering places, educational or health centers, major employers, and cultural resources);
- Propose unit sizes and amenities that will attract and retain residents;
- Evaluate the site and its location for project marketability; and
- Identify competing products (existing and proposed) in the primary market area, including vacancy rates and contract rents being received in the market.

6. **Scope of Work**

   a. Provide a draft comprehensive market study conforming to the requirements provided in the CHFA [2019 QAP](https://www.chfa.state.co.us/).  
   b. Provide a final report to AHA in time for the June 3, 2019 LIHTC application.

7. **Submittal Process and Requirements**

   Please submit an electronic version via email of the proposal no later than:

   **Friday, February 15, 2019 by 4:00 PM** to:

   dashleyoehm@aurorahousing.org

   Please include email contact information with your submission.

   Completed proposals must include the following information:

   1. Qualifications: Proposal must describe the analyst’s (and any key members’) qualifications, including experience with multi-family rental housing.
   2. Narrative addressing the respondent’s understanding of the assignment and proposed plan for accomplishing the work. The plan shall include a proposed schedule of tasks, a list of key milestones for the project and a list of proposed components or deliverables.
   3. A total, all-inclusive maximum proposal price to contain all direct and indirect costs, including all out-of-pocket expenses, plus hourly rate for any additional services.
   4. References: Please provide contact names, phone numbers, and email address for at least three (3) references for which similar work has been completed.

Applicants are responsible for checking the AHA website for updates or addenda to the RFP.

Any company/team selected for final consideration will be required to provide a W-9 form, evidence of appropriate insurance, DUNS number, and current registration with the System for Award Management (SAM).
8. Selection and Evaluation

Proposals will be reviewed by a team of AHA staff. Final selection will be made no later than February 25, at 4:00 PM.

The primary criteria for evaluations are each assigned a point value based on relative importance. These criteria include:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weighting (Max Points)</th>
</tr>
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<tbody>
<tr>
<td>1 Analysts’ qualifications including other proposed key team members, if any</td>
<td>40</td>
</tr>
<tr>
<td>2 Analysts’ proposed plan (Narrative) and timeline for implementing Scope of Work</td>
<td>20</td>
</tr>
<tr>
<td>3 Proposed fee structure</td>
<td>30</td>
</tr>
<tr>
<td>4 References: Quality and direct applicability</td>
<td>10</td>
</tr>
<tr>
<td><strong>Maximum Total Points</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>

9. Costs

The issuance of the solicitation does not obligate AHA to pay any costs incurred by a Respondent in connection with:

1. Preparation and presentation of an Offer; or
2. Any supplemental or modification of this solicitation; or
3. Negotiation with AHA or other parties arising out of or relating to this solicitation or the subject matter of this solicitation.

10. Insurance Requirements

The awarded Respondent must obtain the minimum insurance requirements and show evidence of such coverage before a contract will be executed. The minimum limits and types of insurance required are:

<table>
<thead>
<tr>
<th>Insurance Requirement</th>
<th>Minimum Limit</th>
</tr>
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<tbody>
<tr>
<td>General Aggregate</td>
<td>$1,200,000</td>
</tr>
<tr>
<td>Product-comp/op Aggregate</td>
<td>$600,000</td>
</tr>
<tr>
<td>Personal and ADV Injury</td>
<td>$500,000</td>
</tr>
<tr>
<td>Each Occurrence</td>
<td>$500,000</td>
</tr>
<tr>
<td>Fire Damage (any fire)</td>
<td>$250,000</td>
</tr>
<tr>
<td>Medical Expenses (one person)</td>
<td>$10,000</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>As per Colorado State requirements</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>Business Auto Policies are required to have coverage for “Any Auto” or “ Owned, Non-Owned and Hired Automobile” with the following minimum limits of liability: o Bodily Injury and Property $1,000,000 each Accident Damage; including Combined Single Limit For a Personal Auto Policy (PAP) the following minimum limits are required:</td>
</tr>
</tbody>
</table>
Bodily Injury $100,000 each Person
Bodily Injury $300,000 each Accident
Property Damage $100,000

On a Personal Auto Policy a Business Use Endorsement is required

11. **Award of Contract**

AHA reserves the right to make as many awards as it sees fit. Notwithstanding any other provision of the RFP, AHA reserves the right to:

- Waive any immaterial defect or informality; or
- Reject any or all bids or proposals, or portions thereof; or
- Reissue the RFP

12. **Timeline for Review:**

January 30, 2019 - Issuance of RFP
February 6, 2019 by 4:00 pm - Questions about RFP due to Dayna Ashley-Oehm by email.
Responses will be posted to the AHA website.
February 15, 2019 by 4:00 pm – Final Proposals due to AHA
February 25, 2019 – AHA selection of Market Analyst