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Request for Proposals	
<b>Solicitation name and number</b>	Debt and Equity Qualifications RFP Q2308
<b>Upload responses by</b>	11:00 a.m. on 11/08/22
<b>Upload your responses (<i>as one document</i>) to</b>	<a href="https://vrapp.vendorregistry.com/Account/LogOn">https://vrapp.vendorregistry.com/Account/LogOn</a> (Can also be accessed via KCDC's webpage)
<b>Questions about this solicitation</b>	<b>KCDC will not accept questions via telephone.</b> Submit questions to <a href="mailto:procurementinfo@kcdc.org">procurementinfo@kcdc.org</a> by 6:00 p.m. on 11/04/22
<b>Opening</b>	There is no public opening since this is a request for proposals solicitation. However, the scoring tabulation is posted to KCDC's webpage shortly after an award decision is made.
<b>Award results</b>	KCDC posts the award decision to its web page at: <a href="http://www.kcdc.org/procurement/">http://www.kcdc.org/procurement/</a> .
<b>Open Records/Public Access to Documents</b>	All document provided to KCDC are subject to the Tennessee Open Meetings Act (TCA 8-44-101) and open records requirements.
<b>Check KCDC's webpage for addenda and changes before submitting your response</b>	



## General Information

### 1. Background and Intent

- a. KCDC was created under Tennessee State enabling statutes in 1936. KCDC is the public housing and redevelopment agency for the City of Knoxville and for Knox County in Tennessee. KCDC's housing property portfolio includes 27 properties with approximately 3,600 dwelling units. KCDC also administers approximately 4,000 Section 8 Vouchers, 82 Moderate Rehabilitation units.
- b. Over the last several years, KCDC has focused on converting its portfolio of public housing properties through the Rental Assistance Demonstration (RAD) program. Through this process, KCDC has extensively renovated or redeveloped most of its properties within its portfolio. To facilitate these capital projects, KCDC has leveraged various funding sources such as low-income housing tax credits and various types of debt financing. Over the last ten years, KCDC has closed nine tax credit partnerships including five 9% LIHTC projects and four 4% projects. KCDC has closed two 223(f) HUD-insured loans, three Fanny Mae loans, and numerous Community Investment Tax Credit Loans. KCDC has extensive experience with the development, construction and renovation of affordable housing and other community-based developments such as community and early childhood learning centers. KCDC has served as developer or co-developer on all its redevelopment and renovation projects and currently has \$70M (hard costs) under construction or in predevelopment. As the redevelopment agent for the City of Knoxville, KCDC also plays an active role in facilitating tax increment financing (TIF) for new development projects in Knoxville. KCDC intends to continue to utilize TIF to leverage quality, private investment in Knoxville as well as to provide new public infrastructure improvements within the City.
- c. KCDC anticipates using debt and equity services for the foreseeable future to enable the development of new, affordable and mixed-income housing, community facilities and public infrastructure. KCDC also seeks to establish a pool of TIF lenders to provide TIF loans for various types of new developments. KCDC intends to use this RFP process to establish a pool of qualified firms from which KCDC may quickly solicit proposals in the future for additional needs without issuing another formal RFP. However, KCDC may issue additional RFPs in the future, if so desired.
- d. KCDC will accept qualifications statements for debt or equity or both services.
- e. KCDC reserves the right to engage from the roster of selected firms as may be required during said period but does not guarantee any minimum or maximum services to be ordered during the period specified from any from any given firm. Task order assignments shall be at KCDC's sole discretion.
- f. When services are needed, KCDC will have the ability to choose and negotiate specific task orders from the roster of firms for specific projects.

## 2. **Changes after Award**

It is possible that after award KCDC will need to revise the requirements specified herein. KCDC reserves the right to make such changes after consultation with the supplier.

Should additional costs arise, the supplier must document increased costs. KCDC reserves the right to accept or reject and negotiate these charges.

## 3. **Contact Policy**

Only contact KCDC's Procurement Division about this solicitation from the issuance of this solicitation until award. Information obtained from an unauthorized officer, agent, or employee will not affect the risks or obligations assumed by the supplier or relieve the supplier from fulfilling any of the conditions of the resulting award for the purpose of this project. Such contact can disqualify the supplier from the solicitation process.

## 4. **Evaluation**

- a. KCDC alone determines (using NIGP's definition and other relevant sources as appropriate) the firm's "responsive" and "responsible" status prior to award. Responsible means a business with the financial and technical capacity to perform the requirements of the solicitation and subsequent contract. A responsive proposal is one that fully conforms in all material respects to the solicitation document and its requirements, including all form and substance.
- b. KCDC reserves the right to request additional information to assist in the evaluation process.
- c. KCDC will review all proposals and reserves the right to request necessary modifications, waive minor technicalities, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to KCDC's best interests. KCDC further reserves the right to adjust its evaluation scenario if that is in KCDC's best interest and consistent with good business practices.
- d. KCDC will evaluate submittals on a "Pass/Fail" model and those that "pass" will be added to the resulting roster. The evaluation team will evaluate the information provided against the information requested in this document to determine whether a submittal passes or not.
- e. For KCDC's evaluation team to evaluate each proposer's qualifications and be added to the resulting roster pursuant to section 4(d) above, each proposer must provide the requested information below.
  - Provide a brief summary of your firm's experience with providing debt and/or equity to organizations such as KCDC to facilitate the construction or renovation of affordable housing or community-based facilities.
  - Provide contact information for the appropriate individuals at your firm for debt and/or equity services that would be the point of contact for future communication with KCDC.

- Provide a short biography on each of those individuals highlighting their relevant experience.
- Indicate which services your firm wishes to be prequalified for: debt provider, equity provider, TIF lender or all.

**5. General Instructions to Suppliers**

KCDC’s General Instructions to Suppliers are at [www.kcdc.org](http://www.kcdc.org) . Click on “Procurement” and the link to the instructions. The supplier’s submittal means acceptance of the terms and conditions found in KCDC’s “General Instructions to Suppliers.” The following paragraphs in the General Instructions to Suppliers do not apply: 1, 4, 10, 11, 15, 16, 18, 24, 25, 29, 33, 39, 41, 42, 43, 44, 49, 50, 55, 57, 63, 64, 65, 67, 69, 70.

**6. Insurance**

Upon the award of a specific project, the proposer agrees to obtain and maintain at its sole expense during the term of this agreement insurance coverages and limits in accordance with the firm’s standard business practices and acceptable to KCDC. Upon request, the firm shall provide KCDC with Certificates of Insurance evidencing such insurance.

**7. Licenses**

The proposers shall maintain all licenses necessary to conduct business in the State of Tennessee.

**8. Roster’s Effective Length**

The roster will remain in place for up to sixty months.

**9. Submittal Instructions**

Submit your information in the order indicated below. **Do not vary from this structure.**

<b>Document Number</b>	<b>Title</b>
Solicitation Document A	General Information about the Supplier
Solicitation Document B	Affidavits
Solicitation Document C	Required Common Elements (4e) Include a statement concerning which types of services you wish to provide.
Solicitation Document D	Biographies (4e)

**This and the previous pages do not need to be returned.**

<b>Solicitation Document A</b>	<b>General Information about the Supplier</b>
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**Note: Complete all cells even if the answer is "Does not apply"**

<b>Sign Your Name to the Right of the Arrow</b>	
If completing this document in Adobe, an electronic signature is acceptable to KCDC.	
Your signature indicates you read and agree to "KCDC's General Instructions to Suppliers" ( <a href="http://www.kcdc.org">www.kcdc.org</a> ) and that you are authorized to bind the supplier or are submitting the response on behalf of and at the direction of the suppliers' representative authorized to contractually bind the supplier. I represent that the supplier or its applicable representative(s) has reviewed the information contained in this Solicitation Package and that the information submitted is accurate.	
<b>Printed Name and Title</b>	
<b>Legal Corporate Name</b>	
<b>Street Address</b>	
<b>City/State/Zip</b>	
<b>Contact Person (Please Print Clearly)</b>	
<b>Telephone Number</b>	
<b>Cell Number</b>	
<b>Supplier's E-Mail Address</b>	

**Addenda**

Addenda are at [www.kcdc.org](http://www.kcdc.org). Click on "Procurement" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a proposal.

Acknowledge addenda have been issued by checking below as appropriate:

None <input type="checkbox"/>	Addendum 1 <input type="checkbox"/>	Addendum 2 <input type="checkbox"/>	Addendum 3 <input type="checkbox"/>	Addendum 4 <input type="checkbox"/>	Addendum 5 <input type="checkbox"/>
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**Statistical Information (Check a box in each of the next four lines)**

1. This business is at least 51% owned and operated by a woman	Yes <input type="checkbox"/> No <input type="checkbox"/>														
2. This business qualifies as a small business by the State of Tennessee <i>Total gross receipts of not more than \$10,000,000 average over a three-year period OR employs no more than 99 persons on a full-time basis</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>														
3. This business is at least 51% owned and operated by a veteran	Yes <input type="checkbox"/> No <input type="checkbox"/>														
4. This business is owned & operated by persons at least 51% of the following ethnic background:															
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">Asian/Pacific</td> <td style="width: 12.5%;">Black</td> <td style="width: 12.5%;">Hasidic Jew</td> <td style="width: 12.5%;">Hispanic</td> <td style="width: 12.5%;">Native American</td> <td style="width: 12.5%;">White</td> <td style="width: 12.5%;">Publicly Owned</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Asian/Pacific	Black	Hasidic Jew	Hispanic	Native American	White	Publicly Owned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Asian/Pacific	Black	Hasidic Jew	Hispanic	Native American	White	Publicly Owned									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

**Conflict of Interest**

1. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the award or the supplier providing goods or services.
2. No employee, officer or agent of the grantee or sub-grantee will participate in selection, or in the award or administration of an award supported by federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the supplier selected for award.
3. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from suppliers, potential suppliers, or parties to sub-agreements.
4. By submission of this form, the supplier is certifying that no conflicts of interest exist.

**Eligibility**

5. The supplier is eligible for employment on public contracts because no convictions or guilty pleas or pleas of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award from the State of Tennessee or any political subdivision thereof have occurred.

**General**

6. Supplier fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer.
7. Such offer is genuine and is not a sham offer.

**Iran Divestment Act**

8. Concerning the Iran Divestment Act (TCA 12-12-101 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not on the list created pursuant to § 12-12-106.

**Accuracy of Electronic Copies**

9. If the supplier provides electronic copies of the bid/proposal/quote to KCDC, the supplier certifies that the information provided on paper and in the electronic format is identical unless specifically noted otherwise.

**General**

- 10. Neither the said supplier nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, supplier, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other supplier, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other supplier, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement.
  
- 11. The prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the supplier or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



**No Contact/No Advocacy Affidavit**

- 12. Any contact initiated by any supplier with any KCDC representative concerning this solicitation is strictly prohibited-except for communication with the Procurement Division. My signature signifies that no unauthorized contact occurred.
  
- 13. To ensure the integrity of the review and evaluation process, respondents to this solicitation nor any firm representing them, may not lobby or advocate to KCDC staff or Board members. My signature signifies that no unauthorized advocacy occurred.

**Non-Boycott of Israel Affidavit**

- 14. Concerning the Non-Boycott of Israel Act (TCA 12-4-1 et seq.), by submission of this bid/quote/proposal, each supplier and each person signing on behalf of any supplier certifies, and in the case of a joint bid/quote/proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each supplier is not boycotting Israel pursuant to § 12-4-1 and will not during the term of any award. Note: Applicable only to contracts of \$250,000 or more and to suppliers with 10 or more employees.

The undersigned hereby acknowledges receipt of these affidavits and certifies that the submittal in response to this solicitation is in full compliance with the listed requirements. Failure to properly acknowledge issues concerning the above is grounds for bid rejection and may subject the signer to penalties as directed by the appropriate laws.

<b>Signed by</b>		
<b>Printed Name</b>		
<b>Title</b>	