

Request for Proposals

Kent County Brownfield Housing TIF Affordability Monitoring Policies & Procedures

I. BACKGROUND

Housing Next is an initiative that is dedicated to removing barriers to the creation of housing at all price points. While Housing Next's primary focus has been within Kent and Ottawa counties, the organization recently received designation, along with the Urban League and the Right Place, to lead the West Michigan Regional Housing Partnership (WMRHP). As a lead for the WMRHP, Housing Next assists in implementing MSHDA's Statewide Housing Plan encompassing Allegan, Barry, Ionia, Kent, Lake, Mason, Mecosta, Montcalm, Muskegon, Newaygo, Oceana, Osceola, and Ottawa counties. Through their work, Housing Next is helping communities throughout West Michigan to increase housing supply to address the growing housing shortage.

Michigan's Brownfield Redevelopment Financing Act, Public Act 381 (Act 381), as amended, enables brownfield redevelopment in the State of Michigan and the establishment of county-wide brownfield redevelopment authorities (BRA). Act 381 further provides BRAs with tools to facilitate redevelopment, including tax increment financing (TIF), to support eligible brownfield expenses incurred through development of housing properties and/or the reuse of a contaminated, blighted, historic, and/or functionally obsolete property, as defined under Act 381. On February 22, 2024, the Kent County Board of Commissioners voted to formally establish the Kent County Brownfield Redevelopment Authority (KCBRA) in accordance with Act 381, as amended. In addition to the KCBRA, there are 14 other local units of government within Kent County that administer a local BRA.

II. SCOPE OF REQUEST

Housing Next and local BRAs have begun to engage with developers interested in using TIF to support affordable housing development. Under Sections 13b(7)(a)(i) and 15(10)(h) of Act 381, BRAs that approve TIF incentives for housing development activities are required to have procedures in place to ensure that the affordability of supported units is monitored. Within the non-profit and for-profit developer community there is a level of uncertainty around how the affordability thresholds set by local BRAs will be monitored over the term of development agreements. This uncertainty is shared by the public and private sectors and must be addressed through an inclusive process in which all stakeholders are engaged.

Housing Next is partnering with the KCBRA, City of Grand Rapids, City of Walker, and Plainfield Township to develop uniform policies and procedures for affordability monitoring, providing clarity and certainty to developers as they plan housing projects in our communities. An experienced consulting firm will be selected to facilitate the development of affordability monitoring policies and procedures. The final document will include, but may not be limited to, the following:

- Clearly defined roles of BRAs and developers
- Process for annual determination that rents are set at a rate affordable for households within the target AMI
- Process and methodology for screening potential renters/buyers including, but not limited to, process for documenting income eligibility (i.e., list of documents/information that can be collected to verify income)
- Timing of monitoring and reporting activities
- Audit process to ensure compliance
- Process for addressing non-compliance
- Methods to address expected scenarios that could impact affordability compliance (e.g., existing tenants increase income above the target AMI and plan to renew their lease)
- Identify how local BRA monitoring processes interact with other entities to which the developers may be reporting

When complete, this document will be presented to the boards of each participating BRA for approval and adoption. Our goal is to provide developers with uniform standards that cross jurisdictions and, in doing so, make Kent County communities more attractive for housing development.

III. TIMELINE

- Release of Request for Proposals (RFP): February 24
- Deadline for questions: March 14
- Deadline for RFP Responses: April 4
- Review Proposals: April 14-April 18
- Respondent Interviews: April 21-April 25
- Selection of Winning Bidder: April 28
- Finalization of Contract for Services: May 8
- Work Begins: May 12

IV. INQUIRIES

Questions regarding the RFP can be submitted until 5:00 p.m. on March 14 by email to Brooke Oosterman at brooke@housingnext.org.

V. REQUEST FOR PROPOSAL SUBMISSION

Complete submissions must be received on or before the due date/time specified in Section III. Late, submissions will NOT be considered. Submissions may be submitted by email to Brooke Oosterman at brooke@housingnext.org. Respondent must include one complete, non-password protected proposal as a PDF document. Respondent assumes all risks associated with electronic submission, including technological difficulties, and deems Housing Next harmless and without fault.

Submissions must include the following information:

Executive Summary – One (1) page maximum

An overview of the experience of the firm or firms responding to the opportunity, focusing on experience relevant to the project.

Business Organization – One (1) page maximum

State the full names, addresses, phone numbers, emails, and websites of any parties and their prospective roles.

Recommendation – Ten (10) pages maximum

Provide a recommendation focusing on the scope of work. Emphasize clarity and detail. Sales and Marketing material will not be used to determine the award.

Timeline & Expectations – Two (2) pages maximum

Provide a detailed schedule to implement the recommendation efficiently and effectively with emphasis on key deliverables and milestones. Disclose necessary Housing Next resources, staffing and/or other requirements to implement each phase of the recommendation.

Pricing Methodology – Two (2) pages maximum

Provide a detailed pricing methodology for an all-inclusive, implemented recommendation including payment terms, unit costs, billable costs, and all other expenses.

Project Staffing – One (1) page maximum plus resumes

Provide a chart with the staff committed to the recommendation. Show lines of authority and provide a brief role description with responsibilities as they relate to the recommendation. If there are multiple firms included in the team responding, the main point-of-contact must be responsible for coordinating all services provided. Include only relevant resumes.

References – One (1) page maximum

Provide 3 relevant references for projects of similar scope and complexity (prefer references for projects completed in the last 5 years). Include the organization, contact person, current telephone number, email address, description, and dates of service and total cost. Do not include any current/past Kent County employees as a reference.

Page number maximums are strongly recommended but not compulsorily disqualifying. Housing Next is not liable for costs incurred prior to award. A submission constitutes an irrevocable offer for a period of 45 days from the due date/time. In the event the notification of award is not made within 45 days from the due date/time, the Respondent may withdraw or provide a written extension of their submission.