

# VIRGIN ISLANDS HOUSING AUTHORITY ADDENDUM #1

*RFQ #2011-013 Developer Partner for St. Thomas  
Affordable Senior Housing Development*

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**ISSUE DATE: November 10, 2011**

## **NOTICE TO ALL RESPONDENTS**

This Addendum, including all articles and corrections listed below, shall become a part of the original Request for Qualifications package and shall be taken into account in preparing your quote response.

In order to ensure that all firms are given an equal opportunity to submit a competitive response, the following are responses to questions and/or requests for clarification concerning this solicitation.

### **Question/Request #1:**

**Can you tell us more about the Master Planning process and outcome for the Sugar Estate represented in Attachment A (Master Planning Concept.)**

#### ***Answer:***

Through HUD's development advisory consultant, the VIHA worked with a design team to develop a preliminary analysis and master plan for the site. One charrette was held with community stakeholders on December 1, 2010, to discuss constructing a senior building at this location and general architectural elements. There was significant community support for the project concept. The Development Partner will lead the master planning process steps and may use the design sketch book included in the development partner RFQ package as a preliminary design. The concept details may change through this process.

### **Question/Request #2:**

**Do the Master Plan designers have a role in the development moving forward?**

#### ***Answer:***

The master plan designers' scope was to complete a preliminary design. The design firm is not under contract to complete further design work, but could be further used by the development team if desired.

### **Question/Request #3:**

**Is this the final concept plan, program, approach that the Authority wishes to proceed with?**

#### ***Answer:***

In order to get the HUD acquisition approval process started and to start engaging community stakeholders, the VIHA worked with HUD's development advisory consultant's design firm to complete a preliminary concept. The VIHA is, however, open to considering alternative concepts. The Developer Partner selected will assemble the design team and lead community charettes to discuss the concept plan, program, and approach as it evolves. After further analysis and due diligence activities, the final plan, program, and approach will be determined by the Development Partner and the VIHA

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#### **Question/Request #4:**

**How many sites does VIHA envision this MDA to include?**

#### **Answer:**

It is anticipated that this Master Development Agreement would include one site. Offsite construction as part of this development project is not currently included in the VIHA's most recent Annual Plan.

#### **Question/Request #5:**

**Our Company is interested in submitting a proposal for purchase of the LIHTCs for the St. Thomas Senior development. Where do I find the financial information for the transaction?**

#### **Answer:**

The Virgin Islands Housing Authority (VIHA) issued the Development Partner for St. Thomas Affordable Senior Housing Development Request for Qualifications on Monday, October 17, 2011. Responses are due by Tuesday, November 29, 2011. The VIHA anticipates selecting a Developer Partner after receiving and reviewing the submittals. The development project due diligence and project program determination will be completed by the Development Partner in coordination with the VIHA. Financial information will then be available for the project and an application for Low-Income Housing Tax Credits will be submitted to the Virgin Islands Housing Finance Authority.

Once the tax credits are requested and awarded, the Development Partner and the VIHA will conduct a competitive tax credit investor solicitation process.

#### **Question/Request #6:**

**Role of the VIHA: Provider of Funding for Leverage Purposes – Does the VIHA have a designated amount of funds allocated, and unrestricted, for this RFQ – Senior Affordable Housing Community.**

#### **Answer:**

Sugar Estate is a priority project for the VIHA that will likely require funding from multiple sources. The Developer Partner would assist the VIHA in conducting due diligence activities and applying for funding from a variety of sources as described on Page 2 of Exhibit A - Scope of Services. The VIHA intends to commit program income funds to the project and expects the developer to aggressively pursue additional funds to provide a signature community with the highest level of amenities possible.

#### **Question/Request #7:**

Please clarify where the "Fee Proposal Form" can be found. The RFQ makes reference to the Fee Proposal Form in section A on page 11, number 19.

#### **Answer:**

There is no fee proposal form. It should read Proposal Response.

#### **Question/Request #8:**

Please clarify whether or not the "Mandatory Submittals" in Section C, number 1, page 13 must be completed and submitted at the same time the RFQ response is submitted.

#### **Answer:**

The Mandatory Submittals must be completed and submitted at the same time the RFQ response is submitted.

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### **Question/Request #9:**

In addition, please clarify how many references are needed. Page 13, section C.1 (Mandatory Submittals) states three (3) reference release forms must be submitted, but page 9, section A.5.VI.c, states that five (5) references are needed.

### **Answer:**

It should be five (5) references.

### **Question/Request #10:**

What sections of Exhibit P: "Reference Release Form" do respondents complete?

### **Answer:**

Respondents should complete the section of the form below:

I, being \_\_\_\_\_ John Smith \_\_\_\_\_ of \_\_\_\_\_ Snowcone Development \_\_\_\_\_

give VIHA authorization to check our company's previous performance.

AUTHORIZING SIGNATURE: *John Smith*

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<b>SOLICITATION NUMBER AND TITLE:</b> RFQ#2011-013- Developer Partner for St. Thomas Affordable Senior
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REFERENCE Housing Development
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COMPANY NAME: Georgia Pacific
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COMPANY ADDRESS: 000 Peachtree Road, Atlanta, GA 00000
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CONTACT PERSON: Joe Best
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PHONE/FAX NUMBERS: 555-555-1212
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### **Question/Request #11:**

If an applicant has done developments with the Virgin Islands Housing Authority in the past, but does not have any financial interests in Sugar Estate which section of Exhibit G (Financial or Personal Interest Disclosure Statement or Full Disclosure) should be completed?

### **Answer:**

If you are submitting a proposal the entire form should be completed and submitted with your package.

### **Question/Request #12:**

Will VIHA be posting everyone's questions and answers on your website?

### **Answer:**

Yes, all questions submitted to the VIHA by the Monday, November 14, 2011, 2 pm local AST deadline are included in Addendum #1.

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### **Question/Request #13:**

It is our understanding that there is a Pre-Bid for the above RFQ on November 8<sup>th</sup>, 2011. Can you confirm? And if so, where?

### **Answer:**

The VIHA did not schedule a pre-bid conference for November 8<sup>th</sup>, 2011. There is no pre-bid conference scheduled in relation to the Development Partner for St. Thomas Affordable Senior Housing Development Request for Qualifications.