



**STATE OF TENNESSEE
TENNESSEE HOUSING DEVELOPMENT AGENCY**

**REQUEST FOR QUALIFICATIONS
FOR
APPROVED MARKET STUDY ANALYSTS LIST**

RFQ # 31620-00261

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1. INTRODUCTION

A market study can help determine the feasibility and need for the proposed housing credit development. THDA recognizes this importance and requests their inclusion with the initial application for award. To properly assess the application, THDA must ensure that market studies contain reliable information presented in a consistent manner. In 2010, after an extensive review of market study requirements published by the National Council of Affordable Housing Market Analysts (“NCAHMA”) and interviews with selected national market analysts, THDA enhanced its market study requirements. Requests for proposals were accepted and THDA established the initial list of Approved Market Study Analysts. At this same time a new set of Market Study Guidelines were prepared for inclusion in the 2011 QAP. During 2011 and 2012, market studies were prepared by approved analysts following the guidelines and order detailed in the respective QAPs. Unfortunately, market study quality, although enhanced was not consistent among analysts on the approved market study analyst list. Several errors/deficiencies were common among the market studies. Market study correction issues were identified in initial application cure letters. The list of common errors from the 2011 and 2012 cure notices were:

1. The market study did not follow the formatting and order as required in the QAP.
2. The narrative did not provide details and/or documentation that supported the final conclusions.
3. The market study provided inconsistent information for the same data fields or items.
4. The market study provided grossly inaccurate information, was a poor quality report or had unreasonable interpretations of data fields or items.

During 2012, internal discussions within THDA led to a policy statement for the list of approved market study analysts. The policy statement defines the size of the list, establishes a method to annually review the approved list making additions to the list if necessary and creates a method to remove market analysts from the approved list based on identification of consistent errors from the cure notices. The policy is drafted with the intent of being transparent to both the market study analysts and the development community.

1.1. Statement of Procurement Purpose

Tennessee Housing Development Agency (THDA) hereby solicits Statements of Qualification for Low-Income Housing Tax Credit (LIHTC) and Tax-Exempt Bond (TEB) market studies with the intention of selecting participants for THDA’s Approved Market Study Analyst List. Provisions of the LIHTC/TEB programs require a market study to be prepared as part of the application process administered by THDA. THDA has chosen to review the qualifications of vendors who wish to participate in this function. A LIHTC/TEB market study covers all issues in a typical market study. In addition, since a portion of the units are leased to households earning up to 60% of the area median household income, additional review is necessary to determine the depth of market for this segment of the population.

THDA will select no less than eight (8) and no more than twelve (12) qualified Vendors for the Approved Market Study Analysts List. Prospective applicants will be free to choose from any Vendor on the list. THDA does not guarantee that each/all Vendors will be chosen by an LIHTC/TEB applicant. Vendors will be collectively responsible for approximately 100 market studies per year. No funding is available from THDA for the provision of these services. LIHTC/TEB applicants interested in procuring a market study will contract directly with the market study firms that are on the Approved Market Study Analysts List as a result of this RFQ.

1.2. Notice of Intent to Respond

Before the Notice of Intent to Respond Deadline detailed in RFQ § 2, Schedule of Events, potential Respondents should submit to the Solicitation Coordinator a Notice of Intent to Respond in the form of a simple e-mail or other written communication. Such notice should include the following information: the business or individual’s name (as appropriate), a contact person’s name and title, the contact person’s mailing address, telephone number, facsimile, number, and e-mail address. Filing a Notice of Intent to Respond is not a prerequisite for submitting a response; however, it is necessary to ensure receipt of notices and communications relating to this RFQ.

2. RFQ SCHEDULE OF EVENTS

The following schedule represents the State's best estimates for this RFQ; however, the State reserves the right, at its sole discretion, to adjust the schedule at any time, or cancel and reissue a similar solicitation. Nothing in this RFQ is intended by the State to create any property rights or expectations of a property right in any Respondent.

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFQ Issued		June 19, 2014
2.	Disability Accommodation Request Deadline	2:00 p.m.	June 24, 2014
3.	Notice of Intent to Respond Deadline	2:00 p.m.	June 25, 2014
4.	Written "Questions & Comments" Deadline	2:00 p.m.	June 30, 2014
5.	State response to written "Questions & Comments"		July 3, 2014
6.	RFQ Technical Response Deadline	2:00 p.m.	July 11, 2014
7.	State Notice of Qualified Respondents Released		August 5, 2014

3. RESPONSE REQUIREMENTS

3.1. **Response Contents:** A response to this RFQ should address the following:

3.1.1. Technical Response - Mandatory Requirements:

- Analysts performing market studies for the Tennessee LIHTC/TEB programs must have, at a minimum, an undergraduate degree in Economics, Business, City and Regional Planning or other relevant course of study.
- Two years of experience as primary author of market studies for affordable housing.
- The analysts or firm must have demonstrated experience in performing affordable housing market studies as lead authors within the last three years. Please mention any of this experience that was for properties in Tennessee.

3.1.2. Technical Response - Documents:

- Supply a cover letter with the firm's identification and contact information; legal status of firm/individual; confirmation that the primary focus of the firm is market study preparation, and other relevant firm governance or organization information including professional memberships and licenses.
 - Provide a work plan with a narrative of no more than 1 page, which identifies the steps, data, and methodology and timeframes used for completion of a study that conforms with the study required by Exhibit 8 of the THDA 2014 LIHTC Qualified Allocation Plan located at: <http://www.thda.org/ArchiveCenter/ViewFile/Item/456>
- Provide resumes of all lead author market analysts and the associated staff who will work on market studies for Tennessee LIHTC/TEB applicants.
- Provide two (2) samples of market studies performed by the market study firm/analysts that were conducted within the past 24 months. Each market study must include an Environmental System Research Institute (ESRI) shapefile (.shp) of the primary market area. At least one sample must be for an affordable housing development. **THDA HAS A STRONG PREFERENCE FOR ALL SAMPLES TO BE FOR AFFORDABLE HOUSING DEVELOPMENTS.**
- Description of relationships
 - Provide a list of clients with whom the firm/analysts have worked in preparation for the 2009-2013 Tennessee LIHTC/TEB application cycles (competitive and non-competitive).
 - Provide certification that agrees to the disclosure of all relationships, past or present, to Tennessee LIHTC/TEB applicants.
 - Provide a description of relationships to THDA board members and/or employees.
- References
 - Provide at least three letters of reference for work done in the last two years (at least one reference must be for work done for an affordable housing development, with a preference for references from another HFA).
- Provide a list of all Tennessee LIHTC/TEB applications that received an allocation for which they have performed a market study.
- Describe and certify firm capacity: number of market studies that can be completed between November 1, 2014 and January 31, 2015.
- THDA has a preference for market study firms that have experience conducting market studies for elderly/special needs developments. Please provide relevant information that may show specialized expertise in performing market studies for elderly or special needs developments.
- Indicate the grand division(s) (e.g. East, Middle, and/or West) in which the Vendor is interested in working and document the Vendors familiarity with the area.

3.1.3. Cost Proposal:

- 3.1.3.1. A Respondent must provide an estimate of costs for a market study performed consistent with the Exhibit 8 of the THDA 2014 LIHTC/TEB Qualified Allocation Plan.
- 3.1.3.2. A Respondent must sign and date the Cost Proposal.
- 3.1.3.3. A Respondent must submit the Cost Proposal to the State in a sealed package separate from the Technical Response.

3.2. **Response Delivery Location**

A Respondent must ensure that the State receives a Response to this RFQ no later than the Response Deadline time and dates detailed in the RFQ § 2, Schedule of Events. No extensions will be allowed except for approved disability accommodations. All responses must be delivered to:

ROBIN HAUSKEN
Tennessee Housing Development Agency
Attention: Operations Division
Andrew Jackson Building, Floor 3
502 Deaderick Street
Nashville, TN 37243
(615) 815-2063
E-mail: RHAUSKEN@THDA.ORG

3.3. **Response Format**

- 3.3.1. A Respondent must ensure that the original response meets all form and content requirements detailed within this RFQ.
- 3.3.2. A Respondent must submit original response documents and copies as specified below.

3.3.2.1. Technical Response

Six (6) identical bound hard copies of Technical Response paper document clearly labeled:

“RFQ #31620-00261 TECHNICAL RESPONSE”

and One (1) copy of the Technical Response in the form of one (1) digital document in “PDF” format properly recorded on its own otherwise blank, standard CD-R recordable disc:

“RFQ #31620-00261 TECHNICAL RESPONSE COPY”

The digital copies should not include copies of sealed customer references or cost information in the general and technical evaluation phase. However, any other discrepancy between the paper response document and digital copies may result in the State rejecting the response as nonresponsive.

3.3.2.2. Cost Proposal:

One (1) original Cost Proposal paper document labeled:

“RFQ #31620-00261 COST PROPOSAL ORIGINAL”

and one (1) copy in the form of a digital document in “XLS” format properly recorded on a separate, blank, standard CD-R recordable disc:

“RFQ #31620-00261 COST PROPOSAL COPY”

In the event of a discrepancy between the original Cost Proposal document and the digital copy, the original, signed document will take precedence.

3.4. **Response Prohibitions:** A response to this RFQ should not:

- 3.4.1. Restrict the rights of the State or otherwise qualify the response to this RFQ;
- 3.4.2. Include, for consideration in this procurement process or subsequent contract negotiations, incorrect information that the Respondent knew or should have known was materially incorrect;
- 3.4.3. Include more than one response, per Respondent, to this RFQ;
- 3.4.4. Include any information concerning costs (in specific dollars or numbers) associated with the Technical Response;
- 3.4.5. Include the respondent's own contract terms and conditions (unless specifically requested by the RFQ); or
- 3.4.6. Include the respondent as a prime contractor while also permitting one or more other respondents to offer the respondent as a subcontractor in their own responses.

3.5. **Response Errors & Revisions**

A Respondent is responsible for any and all errors or omissions in its response to this RFQ. A Respondent will not be allowed to alter or revise its response after the Response Deadline time and dates as detailed in RFQ § 2, Schedule of Events, unless such is formally requested in writing by the State (e.g., through a request for clarification, etc.) and approved by the State, in its sole discretion.

3.6. **Response Withdrawal**

A Respondent may withdraw a response at any time before the Response Deadline time and date as detailed in RFQ § 2, Schedule of Events, by submitting a written signed request by an authorized representative of the Respondent. After withdrawing a response, a Respondent may submit another Response at any time before the Response Deadline time and date as detailed in RFQ § 2, Schedule of Events.

3.7. **Response Preparation Costs**

The State will not pay any costs associated with the preparation, submittal, or presentation of any response. Each Respondent is solely responsible for the costs it incurs in responding to this RFQ.

4. GENERAL INFORMATION & REQUIREMENTS

4.1. Communications

- 4.1.1. Respondents shall reference RFQ #**31620-00261** in all communications relating to this solicitation, and direct any such communications to the following person designated as the Solicitation Coordinator:

ROBIN HAUSKEN
Tennessee Housing Development Agency
Attention: Operations Division
Andrew Jackson Building, Floor 3
502 Deaderick Street
Nashville, TN 37243
(615) 815-2143
E-mail: RHAUSKEN@THDA.ORG

The State will convey all official responses and communications related to this RFQ to the potential respondents from whom the State has received a Notice of Intent to Respond (refer to RFQ Section 1.3.).

- 4.1.2. Potential respondents with a handicap or disability may receive accommodation relating to the communication of this RFQ and participating in the RFQ process. Potential respondents may contact the RFQ Coordinator to request such reasonable accommodation no later than the Disability Accommodation Request Deadline detailed in RFQ § 2, Schedule of Events.
- 4.1.3. **Unauthorized contact about this RFQ with other employees or officials of the State of Tennessee may result in disqualification from consideration for the List of THDA Approved Market Study Analysts.**
- 4.1.4. Notwithstanding the foregoing, potential Respondents may also contact the following as appropriate:
- 4.1.4.1. Staff of the Governor's Office of Diversity Business Enterprise may be contacted for assistance with respect to available minority-owned, woman-owned, Tennessee service-disabled veteran-owned, and small business enterprises as well as general public information relating to this request; or
- 4.1.4.2. The following individual designated by the State to coordinate compliance with the nondiscrimination requirements of the State of Tennessee, Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, and associated federal regulations:
- DONNA DUARTE, Director of Civil Rights Compliance
Tennessee Housing Development Agency
Attention: Multifamily Development Division
Andrew Jackson Building, Floor 3
502 Deaderick Street
Nashville, TN 37243
615.815.2210
dduarte@thda.org

4.2. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a contract pursuant to this solicitation or in the employment practices of the Vendor on the grounds of handicap or disability, age, race, color, religion (subject to *Tennessee Code Annotated*, Sections 4-21-401 and 405), sex, national origin,

or any other classification protected by federal, Tennessee state constitutional, or statutory law. The Vendor pursuant to this solicitation shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

4.3. Conflict of Interest

4.3.1. The State may not consider a proposal from an individual who is, or within the past six (6) months has been, a State employee. For these purposes,

4.3.1.1. An individual shall be deemed a State employee until such time as all compensation for salary, termination pay, and annual leave has been paid;

4.3.1.2. A contract with or a proposal from a company, corporation, or any other contracting entity in which a controlling interest is held by any State employee shall be considered to be a contract with or proposal from the employee; and

4.3.1.3. A contract with or a proposal from a company, corporation, or any other contracting entity that employs an individual who is, or within the past six months has been, a State employee shall not be considered a contract with or a proposal from the employee and shall not constitute a prohibited conflict of interest.

4.3.2. This RFQ is also subject to *Tennessee Code Annotated*, Section 12-4-101.

4.4. Respondent Required Review & Waiver of Objections

4.4.1. Each potential respondent must carefully review this RFQ, including but not limited to, attachments, the RFQ Attachment G “Policy for Maintaining the List of THDA Approved Market Study Analysts,” and any amendments for questions, comments, defects, objections, or any other matter requiring clarification or correction (collectively called “questions and comments”).

4.4.2. Any potential respondent having questions and comments concerning this RFQ must provide such in writing to the State no later than the written “Questions & Comments Deadline” detailed in RFQ § 2, Schedule of Events.

4.4.3. Protests based on any objection shall be considered waived and invalid if the objection has not been brought to the attention of the State, in writing, by the written “Questions & Comments Deadline.”

4.5. Disclosure of Response Contents

4.5.1. All materials submitted to the State in response to this solicitation become property of the State of Tennessee. Selection for award does not affect this right. By submitting a response, a Respondent acknowledges and accepts that the full contents and associated documents submitted in response to this request will become open to public inspection. Refer to RFQ § 2, Schedule of Events.

4.5.2. The RFQ responses will be available for public inspection only after the completion of evaluation of the RFQ or any resulting solicitation which this RFQ becomes a part of, whichever is later.

4.6. Notice of Professional Licensure, Insurance, and Department of Revenue Registration Requirements

4.6.1. All persons, agencies, firms or other entities that provide legal or financial opinions, which a Respondent provides for consideration and evaluation by the State as part of a response to this RFQ, shall be properly licensed to render such opinions.

4.6.2. Before the Approved Market Study List resulting from this RFQ is released, the apparent successful Respondents (and Respondent employees and subcontractors, as applicable) must hold all necessary, appropriate business and professional licenses to provide service as required. The State may require any Respondent to submit evidence of proper licensure.

- 4.6.3. Before the Approved Market Study List resulting from this RFQ is released, the apparent successful Respondents must provide a valid, Certificate of Insurance indicating current insurance coverage meeting minimum requirements as may be specified by the RFQ.
- 4.6.4. Before the Approved Market Study List resulting from this RFP is released, the apparent successful Respondents must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The foregoing is a mandatory requirement pursuant to this solicitation.

4.7. **RFQ Amendments & Cancellation**

- 4.7.1. The State reserves the right to amend this RFQ at any time, provided that it is amended in writing. However, prior to any such amendment, the State will consider whether it would negatively impact the ability of potential respondents to meet the deadlines and revise the RFQ Schedule of Events if deemed appropriate. If a RFQ amendment is issued, the State will convey it to potential respondents who submitted a Notice of Intent to Respond (refer to RFQ § 1.3). A response must respond, as required, to the final RFQ (including its attachments) as may be amended.
- 4.7.2. The State reserves the right, at its sole discretion, to cancel or to cancel and reissue this RFQ in accordance with applicable laws and regulations.

4.8. **State Right of Rejection**

- 4.8.1. Subject to applicable laws and regulations, the State reserves the right to reject, at its sole discretion, any and all proposals.
- 4.8.2. The State may deem as nonresponsive and reject any proposal that does not comply with all terms, conditions, and performance requirements of this RFQ. Notwithstanding the foregoing, the State reserves the right to seek clarifications or to waive, at its sole discretion, a response's minor variances from full compliance with this RFQ. If the State waives variances in a response, such waiver shall not modify the RFQ requirements or excuse the Respondent from full compliance with such, and the State may hold any resulting vendor to strict compliance with this RFQ.
- 4.8.3. The State will review the response evaluation record and any other available information pertinent to whether or not each respondent is responsive and responsible. If the evaluation team identifies any respondent that appears not to meet the responsive and responsible thresholds such that the team would not recommend the respondent for potential contract award, this determination will be fully documented for the record. ("Responsive" is defined as submitting a response that conforms in all material respects to the RFQ. "Responsible" is defined as having the capacity in all respects to perform fully the contract requirements, and the integrity and reliability which will assure good faith performance.)

5. **PROCUREMENT PROCESS & APPROVED MARKET STUDY ANALYSTS LIST**

- 5.1. The complete vendor selection will be a two-part process: (1) Qualification of Technical Responses; and (2) Evaluation of Cost Proposals.
- 5.2. Qualification of Technical Responses: Technical Responses will be short-listed for further evaluation, analysis or negotiation if they are apparently responsive, responsible, and within the competitive range. A Technical Response will be deemed within the competitive range based on the following criterion:

Qualification submittals will be evaluated to determine which vendors demonstrate the highest qualifications to successfully deliver Market Studies.

Consideration of submissions beyond the minimum qualifications include: an assessment of the ability, capacity, skill, reputation, experience and responsiveness of the firm or individual(s) to perform the contract and provide the services required; documentation of proven successful experience, qualifications, and references etc. as outlined in 3.1.2.; familiarity with area; past performance with THDA; and price. Submissions will be evaluated by the selection committee based on the responses to all requested information.

Phase I: The State will evaluate the Mandatory Requirements set forth in RFQ Attachment A on a pass/fail basis.

Phase II: Following the Phase I evaluation, the State will apply a standard equitable evaluation model, which will represent a qualitative assessment of each response. Each response will be scored by Evaluation Team members according to the Technical Response & Evaluation Guides (See RFQ Attachments B & C).

The Solicitation Coordinator will total the average score from the evaluation team for each responsive and responsible Respondent's Technical Response Points for RFQ Attachments B & C to determine which of the Respondents are considered Qualified and within the competitive range.

- 5.3. Cost Proposals: If included as part of this solicitation then only Qualified Respondents, that are responsive and responsible and in the competitive range, will continue onto Part Two, Cost Proposal evaluation. The Cost Proposal containing the lowest cost will receive the maximum number of points per each section. See RFQ Attachment D, Cost Proposal & Evaluation Guide.
- 5.4. Clarifications and Negotiations: The State reserves the right to select Respondents for the Approved Market Study Analysts List on the basis of initial responses received; therefore, each response should contain the respondent's best terms from a technical and cost standpoint. However, the State reserves the right to conduct clarifications or negotiations with respondents. All communications, clarifications, and negotiations shall be conducted in a manner that supports fairness in response improvement.
- 5.4.1. Clarifications: The State may identify areas of a response that may require further clarification or areas in which it is apparent that there may have been miscommunications or misunderstandings as to the State's specifications or requirements. The State may seek to clarify those issues identified during one or multiple clarification round(s). Each clarification sought by the State may be unique to an individual respondent.
- 5.4.2. Negotiations: The State may elect to negotiate with Qualified Respondents, within the competitive range, by requesting revised responses, negotiating costs, or finalizing contract terms and conditions. The State reserves the right to conduct multiple negotiation rounds

5.4.2.1. **Cost Negotiations:** All responsive respondents within the competitive range will be given equivalent information with respect to cost negotiations. All cost negotiations will be documented for the procurement file. Additionally, the State may conduct target pricing and other goods or services level negotiations. Target pricing may be based on considerations such as current pricing, market considerations, benchmarks, budget availability, or other methods that do not reveal individual respondent pricing. During target price negotiations, respondents are not obligated to meet or beat target prices, but will not be allowed to increase prices.

5.4.2.2. If the State determines costs and contract finalization discussions and negotiations are not productive, the State reserves the right to bypass the apparent best evaluated Respondent and enter into contract negotiations with the next apparent best evaluated Respondent.

5.5. Evaluation Guide

The State will consider qualifications, experience, technical approach, and cost (if applicable) in the evaluation of responses and award points in each of the categories detailed below. The maximum evaluation points possible for each category are detailed below.

Evaluation Category	Maximum Points Possible
Mandatory Requirements (refer to RFQ Attachment A)	Pass/Fail
General Qualifications, Experience, Technical Qualifications, Experience & Approach (refer to RFQ Attachment B)	30
Technical Qualifications, Experience & Approach (refer to RFQ Attachment C)	60
Cost Proposal (refer to RFQ Attachment D)	10

5.6. **Selection of Respondents for the Approved Market Study Analyst List.**

After evaluation of all the qualifications submittals received, THDA will contact the qualified vendors and publicize the Approved Market Study Analysts List. Meeting all requirements of this Request for Qualifications does not ensure the Vendor a place on the Approved Market Study Analysts List. THDA reserves the right to make an award without further discussion of any responses.

TECHNICAL RESPONSE & EVALUATION GUIDE

All Respondents must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). All Respondents must also detail the response page number for each item in the appropriate space below.

The Solicitation Coordinator will review all responses to determine if the Mandatory Requirement Items are addressed as required and mark each with pass or fail. For each item that is not addressed as required, the Evaluation Team must review the responses and attach a written determination. In addition to the Mandatory Requirement Items, the Solicitation Coordinator will review each response for compliance with all RFQ requirements.

RESPONDENT LEGAL ENTITY NAME:			
Response Page # (Respondent completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
		The Technical Response must be delivered to the State no later than the Technical Response Deadline specified in the RFQ § 2, Schedule of Events.	
		The Technical Response must not contain cost or pricing information of any type.	
		The Technical Response must not contain any restrictions of the rights of the State or other qualification of the response.	
		A Respondent must not submit alternate responses.	
		A Respondent must not submit multiple responses in different forms (as a prime and a subcontractor).	
	A.1.	Provide the Statement of Certifications and Assurances (RFQ Attachment E) completed and signed by an individual empowered to bind the Respondent to the provisions of this RFQ and any resulting contract. The document must be signed without exception or qualification.	
	A.2.	Provide a statement, based upon reasonable inquiry, of whether the Respondent or any individual who shall perform work has a possible conflict of interest (e.g., employment by the State of Tennessee) and, if so, the nature of that conflict. NOTE: Any questions of conflict of interest shall be solely within the discretion of the State, and the State reserves the right to cancel any award.	
	A.3	Analysts performing market studies for the Tennessee LIHTC/TEB programs must have, at a minimum, an undergraduate degree in Economics, Business, City and Regional Planning or other relevant course of study	
	A.4	The analysts or firm must have demonstrated experience in performing affordable housing market studies as lead authors within the last three years.	
	A.5	The analysts or firm must have two years of experience as primary author of market studies for affordable housing	

RESPONDENT LEGAL ENTITY NAME:			
Response Page # (Respondent completes)	Item Ref.	Section A— Mandatory Requirement Items	Pass/Fail
<i>State Use – RFQ Coordinator Signature, Printed Name & Date:</i>			

TECHNICAL RESPONSE & EVALUATION GUIDE

SECTION B: GENERAL QUALIFICATIONS & EXPERIENCE. The Respondent must address all items detailed below and provide, in sequence, the information and documentation as required (referenced with the associated item references). The Respondent must also detail the response page number for each item in the appropriate space below. Evaluation Team members will independently evaluate and assign one score for all responses to Section B—General Qualifications & Experience Items.

RESPONDENT LEGAL ENTITY NAME:		
Response Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
	B.1.	Detail the name, e-mail address, mailing address, telephone number, and facsimile number of the person the State should contact regarding the response.
	B.2.	Describe the Respondent’s form of business (<i>i.e.</i> , individual, sole proprietor, corporation, non-profit corporation, partnership, limited liability company) and business location (physical location or domicile).
	B.3.	Detail the number of years the Respondent has been in business.
	B.4.	Briefly describe how long the Respondent has been performing the goods or services required by this RFQ.
	B.5.	Describe the Respondent’s number of employees, client base, and location of offices.
	B.6.	Provide a statement of whether the Respondent or, to the Respondent’s knowledge, any of the Respondent’s employees, agents, independent contractors, or subcontractors, proposed to provide work on a contract pursuant to this RFQ, have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony. If so, include an explanation providing relevant details..
	B.7.	Provide resumes of all lead author market analysts and the associated staff who will work on market studies for Tennessee LIHTC/TEB applicants.
	B.8.	Provide Description of relationships: <ul style="list-style-type: none"> • Provide a list of clients with whom the firm/analysts have worked in preparation for the 2009-2013 Tennessee LIHTC/TEB application cycles (competitive and non-competitive). • Provide certification that agrees to the disclosure of all relationships, past or present, to Tennessee LIHTC/TEB applicants. • Provide a description of relationships to THDA board members and/or employees.
	B.9.	Provide a list off all Tennessee LIHTC/TEB applications that received an allocation for which Respondent performed the market study.
	B.10.	Provide documentation of the Respondent’s commitment to diversity as represented by its business strategy, business relationships, and workforce— this documentation should detail <u>all</u> of the following:

RESPONDENT LEGAL ENTITY NAME:		
Response Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
		<p>(a) a description of the Respondent's existing programs and procedures designed to encourage and foster commerce with business enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises;</p> <p>(b) a listing of the Respondent's current contracts with business enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises, including the following information:</p> <ul style="list-style-type: none"> (i) contract description and total value (ii) Contractor name and ownership characteristics (e.g. ethnicity, gender, and service-disabled veteran); and (iii) Contractor contact and telephone number; <p>(c) an estimate of the level of participation by business enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises in a contract awarded to the Respondent pursuant to this RFQ, including the following information:</p> <ul style="list-style-type: none"> (i) participation estimate (expressed as a percent of the total contract value that will be dedicated to business with subcontractors and supply contractors having such ownership characteristics — PERCENTAGES ONLY — DO NOT INCLUDE DOLLAR AMOUNTS) (ii) descriptions of anticipated contracts (iii) names and ownership characteristics (e.g. ethnicity, gender, service-disabled veteran) of anticipated subcontractors and supply contractors anticipated; and <p>(d) the percent of the Respondent's total current employees by ethnicity, gender and Tennessee service-disabled veterans</p> <p>NOTE: Respondents that demonstrate a commitment to diversity will advance State efforts to expand opportunity to do business with the State as contractors and subcontractors. Response evaluations will identify the positive qualifications and experience of a Respondent doing business with enterprises owned by minorities, women, Tennessee service-disabled veterans and small business enterprises and that offers a diverse workforce to meet the needs of the State.</p>
	B.11.	<p>Provide a statement of whether or not the Respondent has any current contracts with the State of Tennessee or has completed any contracts with the State of Tennessee within the previous 5-year period. If so, provide the following information for all current and completed contracts:</p> <ul style="list-style-type: none"> (a) the name, title, telephone number and e-mail address of the State contact responsible for the contract at issue; (b) the name of the procuring State agency; (c) a brief description of the contract's specification for goods or scope of services; (d) the contract term; and (e) the contract number. <p>NOTES:</p> <ul style="list-style-type: none"> ▪ Current or prior contracts with the State are <u>not</u> a prerequisite and are <u>not</u> required for the maximum evaluation score, and the existence of such contracts with the State will <u>not</u> automatically result in the addition or deduction of evaluation points. <p>Each evaluator will generally consider the results of inquiries by the State regarding all contracts responsive to Section B.16 of this RFQ.</p>
	B.12.	<p>Provide Three (3) customer references from individuals (who are <u>not</u> current or former officials or staff of the State of Tennessee) for projects similar to the goods or services sought under this RFQ and which represent:</p>

RESPONDENT LEGAL ENTITY NAME:		
Response Page # (Respondent completes)	Item Ref.	Section B— General Qualifications & Experience Items
		<ul style="list-style-type: none"> ▪ Work done in the last two year ▪ At least one reference must be fore work done for an affordable housing development ▪ A preference for references from another State's Housing Finance Authority <p>All references must be provided in the form of standard reference questionnaires that have been fully completed by the individual providing the reference as required. The standard reference questionnaire, which <u>must</u> be used and completed as required, is detailed at RFQ Attachment F. References that are not completed as required will be considered nonresponsive and will not be considered.</p> <p>The Respondent will be <u>solely</u> responsible for obtaining the fully completed reference questionnaires, and for including them within the Respondent's sealed Technical Response. In order to obtain and submit the completed reference questionnaires, as required, follow the process detailed below:</p> <ol style="list-style-type: none"> (a) "Customize" the standard reference questionnaire at Attachment F by adding the subject Respondent's name, and make exact duplicates for completion by references. (b) Send the customized reference questionnaires to each individual chosen to provide a reference along with a new standard #10 envelope. (c) Instruct the person who will provide a reference for the Respondent to: <ol style="list-style-type: none"> (i) complete the reference questionnaire (on the form provided or prepared, completed, and printed using an exact duplicate of the document); (ii) sign <u>and</u> date the completed, reference questionnaire; (iii) seal the completed, signed, and dated, reference questionnaire within the envelope provided; (iv) sign his or her name in ink across the sealed portion of the envelope; and (v) return the sealed envelope containing the completed reference questionnaire directly to the Respondent (the Respondent may wish to give each reference a deadline, such that the Respondent will be able to collect all required references in time to include them within the sealed Technical Response). (d) <u>Do NOT open the sealed references upon receipt.</u> (e) Enclose all <u>sealed</u> reference envelopes within a larger, labeled envelope for inclusion in the Technical Response as required. <p>NOTES:</p> <ul style="list-style-type: none"> ▪ The State will not accept late references or references submitted by any means other than that which is described above, and each reference questionnaire submitted must be completed as required. ▪ The State will not review more than the number of required references indicated above. ▪ While the State will base its reference check on the contents of the sealed reference envelopes included in the Technical Response package, the State reserves the right to confirm and clarify information detailed in the completed reference questionnaires, and may consider clarification responses in the evaluation of references. <p>The State is under <u>no</u> obligation to clarify any reference information.</p>
SCORE (for <u>all</u> Section B— Qualifications & Experience Items above): (maximum possible score = 30)		
<i>State Use – Evaluator Identification:</i>		

TECHNICAL RESPONSE & EVALUATION GUIDE

SECTION C: TECHNICAL QUALIFICATIONS, EXPERIENCE & APPROACH. The Respondent should explain its approach to providing goods or services to the State. The items listed below represent specific questions the State would request you answer in your response. For ease of review, please annotate your explanation so that it contains references to the items listed below where they are addressed. Respondent should not feel constrained to answer only the specific questions listed below in its explanation and should feel free to provide attachments if necessary in an effort to provide a more thorough response.

The Evaluation Team, made up of three (3) or more State employees, will independently evaluate and score the response to each item. Each evaluator will use the following whole number, raw point scale for scoring each item:

0 = little value 1 = poor 2 = fair 3 = satisfactory 4 = good 5 = excellent

The Solicitation Coordinator will multiply the Item Score by the associated Evaluation Factor (indicating the relative emphasis of the item in the overall evaluation). The resulting product will be the item's raw, weighted score for purposes of calculating the section scores as indicated.

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
	C.1.	Provide a work plan with a narrative of no more than 1 page, which identifies the steps, data, and methodology and timeframes used for completion of a study that conforms with the study required by Exhibit 8 of the THDA 2014 LIHTC Qualified Allocation Plan located at: http://www.thda.org/ArchiveCenter/ViewFile/Item/456		11	
	C.2.	Provide two (2) samples of market studies performed by the market study firm/analysts that were conducted within the past 24 months. Each market study must include an Environmental System Research Institute (ESRI) shapefile (.shp) of the primary market area. At least one sample must be for an affordable housing development. THDA has a strong preference for all samples to be for affordable housing developments.		11	
	C.3.	THDA has a preference for market study firms that have experience conducting market studies for elderly/special needs developments. Please provide relevant information that may show specialized expertise in performing market studies for elderly or special needs developments.		11	
	C.4.	Describe and certify firm capacity: number of market studies that can be completed between November 1, 2014 and January 31, 2015.		11	
	C.5.	Indicated the grand division(s) (e.g. East, Middle, and/or West Tennessee) in which the Vendor is interested in working and document the Vendors familiarity with the area		11	
	C.6.	Proof of appraiser license in the State of Tennessee		5	

RESPONDENT LEGAL ENTITY NAME:					
Response Page # (Respondent completes)	Item Ref.	Section C— Technical Qualifications, Experience & Approach Items	Item Score	Evaluation Factor	Raw Weighted Score
<i>The Solicitation Coordinator will use this sum and the formula below to calculate the section score. All calculations will use and result in numbers rounded to two (2) places to the right of the decimal point.</i>					Total Raw Weighted Score: <i>(sum of Raw Weighted Scores above)</i>
Total Raw Weighted Score					
Maximum Possible Raw Weighted Score <i>(i.e., 5 x the sum of item weights above)</i>					
X 60 <i>(maximum possible score)</i>					
= SCORE:					

Cost Proposal & Evaluation Guide

NOTICE: THIS COST PROPOSAL MUST BE COMPLETED EXACTLY AS REQUIRED

COST PROPOSAL SCHEDULE— The Cost Proposal, detailed below, shall indicate the proposed price for the delivery of specified goods for the entire scope of services including all services defined for a market study performed consistent with Exhibit 8 of the THDA 201_ LIHTC/TEB Qualified Allocation Plan. All monetary amounts shall be in U.S. currency and limited to two (2) places to the right of the decimal point.

NOTICE: Notwithstanding the line item of costs herein the State or Applicants for LIHTC/TEB are under no obligation to request work from the Vendor in any specific dollar amounts or to request any work at all from the Vendor during any period of the Vendor is on the List of THDA Approved Market Study Analysts.”

This Cost Proposal must be signed, in the space below, by an individual empowered to bind the entity responding to the provisions of this RFQ and any contract awarded pursuant thereto. If said individual is not responding in an individual capacity or is the *President* or *Chief Executive Officer*, this document must attach evidence showing the individual’s authority to legally bind the entity responding to this RFQ.

RESPONDENT SIGNATURE:			
PRINTED NAME & TITLE:			
DATE:			
RESPONDNET LEGAL ENTITY NAME:			
Line item of cost Description	Proposed Cost		
Estimate of costs for a market study performed consistent with Exhibit 8 of the THDA 2014 LIHTC/TEB Qualified Allocation Plan http://www.thda.org/ArchiveCenter/ViewFile/Item/456	\$		
$\frac{\text{lowest evaluation cost amount from all responses}}{\text{evaluation cost amount being evaluated}} \times 10$ (maximum section score)	=	SCORE:	
<i>State Use – RFQ Coordinator Signature, Printed Name & Date:</i>			

STATEMENT OF CERTIFICATIONS AND ASSURANCES

An individual responding in his or her individual capacity or legally empowered to contractually bind the Respondent must complete and sign the Statement of Certifications and Assurances below as required, and this signed statement must be included with the response as required by the Request for Qualifications.

The Respondent does, hereby, expressly affirm, declare, confirm, certify, and assure ALL of the following:

1. The Respondent will comply with all of the provisions and requirements of the RFQ.
2. The Respondent will provide all specified goods or services as required by the THDA LITHC/TEB Applications pursuant to this RFQ.
3. The Respondent accepts and agrees to all terms and conditions set out in the Policy for Maintaining the List of THDA Approved Market Study Analysts pursuant to this RFQ.
4. The Respondent will comply, as applicable, with:
 - (a) the laws of the State of Tennessee;
 - (b) Title VI of the federal Civil Rights Act of 1964;
 - (c) Title IX of the federal Education Amendments Act of 1972;
 - (d) the Equal Employment Opportunity Act and the regulations issued there under by the federal government; and,
 - (e) the Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government.
5. To the best of the undersigned's knowledge, information or belief, the information detailed within the Response to the RFQ is accurate.
6. The Response submitted to the RFQ was independently prepared, without collusion, and under penalty of perjury.
7. No amount shall be paid directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Respondent in connection with the request or any potential resulting selection to the List of THDA Approved Market Study Analysts.
8. The Response submitted in response to the RFQ shall remain valid for at least 120 days subsequent to the date of the Response opening and thereafter in accordance with selection to the List of THDA Approved Market Study Analysts pursuant to the RFQ.

By signature below, the signatory certifies legal authority to bind the responding entity to the provisions of this request and any contract awarded pursuant to it. The State may, at its sole discretion and at any time, require evidence documenting the signatory's authority to be personally bound or to legally bind the responding entity.

DO NOT SIGN THIS DOCUMENT IF YOU ARE NOT LEGALLY AUTHORIZED TO DO SO BY THE ENTITY RESPONDING TO THIS RFQ.

SIGNATURE & DATE:

PRINTED NAME & TITLE:

LEGAL ENTITY NAME:

FEIN or SSN:

REFERENCE QUESTIONNAIRE

The standard reference questionnaire provided on the following pages of this attachment MUST be completed by all individuals offering a reference for the Respondent.

The Respondent will be responsible for obtaining completed reference questionnaires as required (refer to RFQ Attachment B, General Qualifications & Experience Items, Item B.12.), and for enclosing the sealed reference envelopes within the Respondent's Technical Proposal.

RFQ # 31620-00261 REFERENCE QUESTIONNAIRE

RESPONDENT NAME: **RESPONDENT NAME** (completed by respondent before reference is requested)

The “respondent name” specified above, intends to submit a response to the State of Tennessee in response to the Request for Qualifications (RFQ) indicated. As a part of such response, the respondent must include a number of completed and sealed reference questionnaires (using this form).

Each individual responding to this reference questionnaire is asked to follow these instructions:

- complete this questionnaire (either using the form provided or an exact duplicate of this document);
 - sign and date the completed questionnaire;
 - seal the completed, signed, and dated questionnaire in a new standard #10 envelope;
 - sign in ink across the sealed portion of the envelope; and
 - return the sealed envelope containing the completed questionnaire directly to the respondent.
-

(1) What is the name of the individual, company, organization, or entity responding to this reference questionnaire?

(2) Please provide the following information about the individual completing this reference questionnaire on behalf of the above-named individual, company, organization, or entity.

NAME:	
TITLE:	
TELEPHONE #	
E-MAIL ADDRESS:	

(3) What goods or services do/did the vendor provide to your company or organization?

(4) What is the level of your overall satisfaction with the vendor of the goods or services described above? *Please respond by circling the appropriate number on the scale below.*

1 2 3 4 5

least satisfied ————|—————|—————|—————|————— most satisfied

If you circled 3 or less above, what could the vendor have done to improve that rating?

- (5) If the goods or services that the vendor provided to your company or organization are completed, were the goods or services completed in compliance with the terms of the contract, on time, and within budget? If not, please explain.

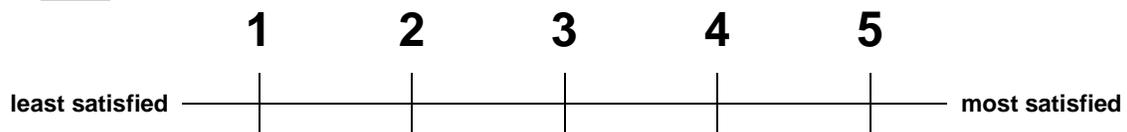
- (6) If the vendor is still providing goods or services to your company or organization, are these goods or services being provided in compliance with the terms of the contract, on time, and within budget? If not, please explain.

- (7) How satisfied are you with the vendor's ability to perform based on your expectations and according to the contractual arrangements?

- (8) In what areas of goods or service delivery do/did the vendor excel?

- (9) In what areas of goods or service delivery do/did the vendor fall short?

- (10) What is the level of your satisfaction with the vendor's project management structures, processes, and personnel? *Please respond by circling the appropriate number on the scale below.*



What, if any, comments do you have regarding the score selected above?

- (11) Considering the staff assigned by the vendor to deliver the goods or services described in response to question 3 above, how satisfied are you with the technical abilities, professionalism, and interpersonal skills of the individuals assigned? *Please respond by circling the appropriate number on the scale below.*

1 2 3 4 5

least satisfied ————|—————|—————|—————|—————|————— most satisfied

What, if any, comments do you have regarding the score selected above?

- (12) Would you contract again with the vendor for the same or similar goods or services? *Please respond by circling the appropriate number on the scale below.*

1 2 3 4 5

least satisfied ————|—————|—————|—————|—————|————— most satisfied

What, if any, comments do you have regarding the score selected above?

REFERENCE SIGNATURE:

(by the individual completing this request for reference information)

_____ (must be the same as the signature across the envelope seal)

DATE:

RFQ # 31620-00261 POLICY FOR MAINTAINING THE LIST OF THDA APPROVED MARKET STUDY ANALYSTS

History:

A market study can help determine the feasibility and need for the proposed housing credit development. THDA recognizes this importance and requests their inclusion with the initial application for award. To properly assess the application, THDA must ensure that market studies contain reliable information presented in a consistent manner. In 2010, after an extensive review of market study requirements published by the National Council of Affordable Housing Market Analysts (“NCAHMA”) and interviews with selected national market analysts, THDA enhanced its market study requirements. Requests for proposals were accepted and THDA established the initial list of Approved Market Study Analysts. At this same time a new set of Market Study Guidelines were prepared for inclusion in the 2011 QAP. During 2011 and 2012, market studies were prepared by approved analysts following the guidelines and order detailed in the respective QAPs. Unfortunately, market study quality, although enhanced was not consistent among analysts on the approved market study analyst list. Several errors/deficiencies were common among the market studies. Market study correction issues were identified in initial application cure letters. The list of common errors from the 2011 and 2012 cure notices were:

1. The market study did not follow the formatting and order as required in the QAP.
2. The narrative did not provide details and/or documentation that supported the final conclusions.
3. The market study provided inconsistent information for the same data fields or items.
4. The market study provided grossly inaccurate information, was a poor quality report or had unreasonable interpretations of data fields or items.

During 2012, internal discussions within THDA led to a policy statement for the list of approved market study analysts. The policy statement defines the size of the list, establishes a method to annually review the approved list making additions to the list if necessary and creates a method to remove market analysts from the approved list based on identification of consistent errors from the cure notices. The policy is drafted with the intent of being transparent to both the market study analysts and the development community.

THDA Approved Market Study Analyst Policy Statement:

The list of THDA Approved Market Study Analysts will be maintained by the Division of Multifamily Development and published on THDA’s webpage. The number of approved Market Study analysts will range between eight (8) and twelve (12) market analysts. An annual review of the Approved Market Study Analyst List will be conducted to ensure compliance with the Policy Statement.

During each funding cycle, market study errors/deficiencies will be noted for correction on the applicant’s initial application cure notice. This same information will be recorded in a THDA database maintained by market study analyst. An occasional market study cure item will not in and of itself endanger the status of the market analyst on the approved market study analyst list. However if an approved market analyst has presented market studies with numerous and repetitive cure items, the market analyst can be removed from the approved list in the sole discretion of THDA. If the market analyst is removed from the approved list, they will be banned from the list for a period of at least three (3) years. All removed analysts will be notified of their removal, the reason(s) why they were removed, and the term of their ban.

PLEASE NOTE: IF A MARKET ANALYST HAS NOT PREPARED AND SUBMITTED A MARKET STUDY FOR A THDA LIHTC APPLICANT OVER THE PAST TWO YEARS, THE MARKET ANALYST WILL BE REMOVED FROM THE APPROVED MARKET ANALYST LIST AND WILL NEED TO

REAPPLY FOR REINSTATEMENT. THE MARKET ANALYSTS WILL BE NOTIFIED OF THEIR REMOVAL AND THEIR ABILITY TO REAPPLY.

ALL DECISIONS TO REMOVE A MARKET STUDY ANALYST ARE WITHIN THE SOLE DISCRETION OF THDA AND ARE NOT APPEALABLE.

Once the list of approved market analysts falls below eight (8) members, a request for proposals will be issued to add new analysts to the market study list. The approved market study analyst list can be expanded to twelve (12) members. All new analysts will be notified of their admittance to the list of approved market analysts. Final publication of the list of approved market study analysts list will be published by October.

ANY ADDITIONS, AND THE DECISIONS ON WHICH APPLICANTS MAY BE ADDED ARE WITHIN THE SOLE DISCRETION OF THDA AND ARE NOT APPEALABLE.