



Request for Qualifications and Proposals

Rent Comparability Services

Required by the
Missouri Housing Development Commission

RESPONSE DEADLINE:
Due no later than 3:00 p.m. on Friday, January 31, 2025

SUBMIT RESPONSES TO:
Scott Hanak
Missouri Housing Development Commission
505 N. 7th Street, 20th Floor, Ste. 2000
St. Louis, Missouri 63101
shanak@mhdc.com

Section I. Introduction

The Missouri Housing Development Commission (“MHDC” or the “Commission”) was established in 1969 in order to increase the availability of decent, safe and sanitary housing at prices within the means of low and moderate-income persons. The Commission is a governmental instrumentality of the State of Missouri and a body corporate and politic. The Commission’s authority is derived from Section 215.030, et seq., of the Revised Statutes of Missouri, as amended and supplemented.

PURPOSE OF THE REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFP)

The purpose of this Request for Qualifications and Proposals (“RFP”) is to obtain proposals for Rent Comparability Study Services from qualified individuals/entities (“Respondent(s)”) to provide review and approval pursuant to U.S. Department of Housing and Urban Development (HUD) requirements for its Performance Based Contract Administration Program (PBCA).

DEFINITIONS

1. Best Value Contracting

The award of a contract to one or more qualified Respondents that is based not solely on the lowest price, but rather on an analysis of multiple factors, including but not limited to price, quality of work, capacity, experience, and references.

2. Commission

The Missouri Housing Development Commission.

3. Development

Any housing property that is the subject matter of any anticipated work product to be produced pursuant to a Final Contract issued in connection with this RFP.

4. Final Contract

Any contract ultimately negotiated and entered into by and between MDHC and a successful Respondent pursuant to an award under this RFP.

5. HUD

The United States Department of Housing and Urban Development.

6. MHDC

The Missouri Housing Development Commission.

7. Proposal

Proposal refers to the complete response, including any exhibits or attachments, submitted by a Respondent in response to this RFP.

8. Respondent

Respondent refers to any individual or entity submitting a response to this RFP.

9. RFP

This Request for Qualifications and Proposals.

10. Scope of Work

Scope of Work refers to the instructions and requirements stated in this RFP or portions thereof and any additional supplementary instructions that are developed, published or distributed in connection with this RFP.

11. Standards of Conduct

The Standards of Conduct adopted by the Commission on July 31, 2009, and revised on April 29, 2016, a copy of which is available on MHDC's website at <https://mhdc.com/about-us/policies/> as may be further modified by the Commission.

12. State

The State of Missouri.

13. Will, Must and Shall

The use of the terms "must", "will", and "shall" indicate mandatory items and instructions with which Respondents are required to comply.

14. Work Order

A set of instructions and reports issued by MHDC for review and completion including but not limited to Appendix 9-5-2 Detailed Screening Checklist, Appendix 9-5-3 Rent Grid Analysis Checklist, Appendix 9-5-5 Certification of Substantive Reviewer, and the Completed Memorandum from Initial Reviewer in connection with an anticipated work product to be produced pursuant to a Final Contract issued in connection with this RFP. Refer to Appendix A.

SCOPE OF SERVICES

The Commission is looking for the Respondent(s) to provide Rent Comparability Study (RCS) analysis on each assigned development. In performing the services, the qualified Respondent(s) must:

1. Perform RCS reviews that are reasonable, consistent with facts and standard appraisal practice, and in conformance with the Uniform Standards of Professional Appraisal Practice, applicable Codes of Professional Ethics, and in compliance with most current applicable guidance from HUD, including, but not limited to Chapter 9 of the Section 8 Policy Renewal Guide;
2. For each Development, the Respondent must complete all relevant documentation and reports in the Work Order package issued by MHDC requested for the review;
3. Coordinate and communicate with the Development's RCS appraiser as necessary and appropriate;
4. Perform market rent analysis and develop market rent estimates when determined that the RCS requires additional verification;
5. Travel to the Development when the RCS requires a more detailed review or additional verification to substantiate the rents provided on the RCS including but not limited to verifying unit size, amenities, rent, neighborhood conditions, and nearby comparables;
6. Submit RCS reviews to MHDC to review the statements, assumptions, limiting conditions, and or

other conditions;

7. Submit additional information as requested by MHDC, including but not limited to correspondence related to RCS review, computations, photos, notes, etc. that may assist MHDC in coordinating with Development or HUD;
8. Complete reviews within 10 days from the date that MHDC issues its Work Order package, and notify MHDC when reviews take longer than the typical review time of two to three days;
9. In the event that no agreement is reached on the rents between the Development and Respondent and an appeal to HUD is requested, provide the RCS review to MHDC to facilitate the appeal process, but with the understanding that the Respondent may need to respond to additional questions on the RCS review related to the appeals process and perform tasks that ultimately complete the RCS review process; and,
10. Perform appeals in accordance with Chapter 9 of the Section 8 Policy Renewal Guide.

TERM OF SERVICE

It is anticipated that the selected individual/entities will be retained by the Commission for one year commencing March 1, 2025 and ending February 28, 2026, or until any outstanding Work Order Packages are completed, whichever is later. At its option, the Commission may, in its sole discretion, elect to extend the contract for three additional one-year periods.

MHDC reserves the right, at its sole discretion, to end the term of service or change the status and role for any Respondent selected pursuant to this RFP, at any time prior to the expiration of the stated term of service. This right reserved to MHDC to add or remove one or more firms is a unilateral right in the sole discretion of MHDC and may be undertaken at any time with or without cause. Selection of firms to be added at such time may be made from among respondents to this RFP or pursuant to such other selection process as MHDC shall determine.

ANTICIPATED TIMETABLE FOR RFP AND PROPOSALS

Release RFP	January 10, 2025
Proposals Due	January 31, 2025, 3:00pm Central Time
Evaluation Committee Recommendation	February 14, 2025

Section II. GUIDELINES AND INSTRUCTIONS

FORM OF RESPONSE

The Commission desires to consider responses to this RFP in a consistent and easily-comparable format. Proposals not organized in the manner set forth in this RFP may be considered, at the Commission's sole

discretion, as unresponsive. Respondents should not refer to other parts of their proposal, to information that may be publicly available elsewhere, or to the submitting entity’s website or another website in lieu of answering a specific question. The proposal must be accompanied by a cover letter stating that: (a) the information submitted in and with the proposal is true and accurate, and (b) the person signing the letter is authorized to submit the proposal on behalf of the firm. Interested firms are requested to submit proposals that contain information submitted in the order of Section IV below.

PROPOSAL SUBMISSION

Completed proposals must be submitted electronically by email to shanak@mhdc.com in searchable PDF file format. The “Subject” line of the email should state “[insert firm name] Proposal for Rent Comparability Study Services.”

Proposal Due Date	Friday, January 31, 2025, 3:00pm Central Time
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INQUIRIES

The Commission will provide responses to inquiries submitted by Respondents to the Commission’s contact person, Scott Hanak, Director of Asset Management. All questions must be submitted in writing via email to Mr. Hanak at shanak@mhdc.com and received no later than Friday, January 17, 2025, 3:00 p.m. CT. The “Subject” line of the email should be, “RFP for Rent Comparability Study Services Questions.” Questions submitted after the deadline will not receive a response. Responses will be provided by January 24, 2025, 5:00 p.m. CT to all interested bidders that have provided an email address to Mr. Hanak prior to the above deadline for the submission of questions.

All inquiries must be submitted by email, citing the particular RFP section and paragraph number, if applicable. Respondents should note that all clarifications and exceptions are to be resolved prior to submission of the proposal.

MHDC STANDARDS OF CONDUCT

This RFP is considered a “Competitive Matter” as that term is defined in the Standards of Conduct. Further, every Respondent, including, but not limited to, their respective principals, key employees, and agents acting on their behalf are considered “Interested Parties” (as defined in the Standards of Conduct). As a result, all Interested Parties under this RFP are obligated to abide by the rules and restrictions imposed by the Standards of Conduct, including the policies governing contact with Commissioners and MHDC employees and the policies regulating the actions of employees, commissioners, and former employees or commissioners. The failure of any Interested Party to abide by the rules and restrictions established by the Standards of Conduct may result in the disqualification of the Respondent’s Response. Therefore, Respondents are strongly encouraged to review and ensure compliance with the Standards of Conduct. As provided in MHDC’s Standards of Conduct, once the RFP is submitted and the deadline has passed, the proposer is an “interested party” in the “disclosure period” and subject to disclosure protocol. The disclosure period extends until seven days prior to a scheduled MHDC decision on the RFP, which is when the “quiet period” begins. Interested parties are prohibited from contacting commissioners and staff members during the quiet period.

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity, and/or entities having ownership interests in the Respondent entity. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers that may be present for any disclosed entity. Notwithstanding the previous sentence, to the extent any Respondent under this RFP is a publicly traded corporation, such a Respondent may limit this disclosure to all board members, officers (and other key employees), and any shareholders owning or controlling ten percent or more of the corporation. Questions regarding this requirement or any other requirements or restrictions imposed by the Standards of Conduct may be directed to the Commission's General Counsel, Anne Powell, by phone at 314-877-1373 or email at APowell@mhdc.com.

PUBLIC RECORDS DISCLAIMER

MHDC is subject to Missouri Sunshine Law (RSMo Chapter 610) and is required to disclose public records. Upon conclusion of the RFP process and selection of one or more Respondent(s) in connection with this RFP, all Proposals shall become public record and may be published or otherwise distributed to any individual or entity. No Proposal or associated documentation will be returned to the Respondent(s).

ADVERTISING AND PUBLICITY

Respondents may not issue any news release or otherwise seek publicity regarding this RFP. No Respondent shall use the name or logo of MHDC or any adaptation, extension, or abbreviation of such name for advertising, trade display, or other commercial purposes except as specifically approved by MHDC in writing.

MODIFICATIONS TO PROPOSALS

Respondents may not modify or correct its Proposal any time after the Proposal Due Date, except in direct response to a request from the Commission for clarification.

RFP REVISIONS

In the event MHDC deems it necessary or appropriate to revise or clarify the terms or provisions of this RFP, any such revisions or clarifications will be issued in the form of an addendum. Any such addendum issued by MHDC will also be posted on our website at: <https://mhdc.com/about-us/request-for-proposals-rfp/>.

INTERVIEWS, DISCUSSIONS, AND NEGOTIATIONS

A Proposal, including any proposed personnel and any required Proposal documents, may be subject to negotiation by MHDC at any time. MHDC may interview none, one, some, or all Respondents who submit a Proposal. RFP responses may be evaluated, and the award of a Final Contract may be granted with or without discussions and/or negotiations with Respondents. MHDC reserves the right to request additional information from any or all Respondents. Negotiations by MHDC will not be deemed a counteroffer or a rejection of any Proposal.

INDEPENDENT AND UNBIASED RESEARCH

All research and work performed hereunder must be done in an independent and unbiased manner. Entities or parties having business, personal, or social ties to affordable housing will not be precluded from submitting a Proposal in response to this RFP, but all Proposals must be unbiased toward any special interest group, housing variable category, or population demographic. Any connection to a specific group must be disclosed in the Proposal.

WAIVERS

MHDC may waive requirements when in the best interest of MHDC to grant a waiver. Any such waiver will be granted to all Respondents who are awarded a Final Contract.

COSTS AND LIABILITY

This RFP does not commit or obligate MHDC to enter into any negotiations, contractual agreement or Final Contract with any Respondent. Each Respondent will be responsible for costs incurred in preparation of its Proposal. MHDC reserves the right to accept or reject any or all Proposals or offers made in response to this RFP.

RIGHTS OF MHDC

MHDC reserves and may exercise one or more of the following rights and options regarding this RFP:

1. Reject any and all Proposals;
2. Seek additional Proposals;
3. Seek clarification or additional information in connection with any Proposal;
4. Select one or more Respondents based on Best Value Contracting;
5. Enter into negotiations with any Respondent;
6. Enter into a Final Contract with the successful Respondent, or enter into multiple Final Contracts with multiple Respondents;
7. Choose not to award any contract under this RFP;
8. Add to, delete, modify, reduce or enlarge this RFP including any specifications and/or the Scope of Work, or terms or conditions;
9. Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP;
10. Cancel or withdraw this RFP without the substitution of another RFP, or alter the terms and conditions of this RFP;
11. Conduct credit checks and investigations as to the qualifications of each Respondent at any time prior to the award of a contract;
12. Extend deadlines or otherwise modify the required schedule in its sole discretion; and/or,
13. To accept additional applications after the deadline and after selections have been made to add additional vendors.

Section III. Minimum Qualifications of Respondent

The Respondent must:

1. Be a certified appraiser in the State of Missouri;
2. Be generally certified in their home state of operations and have the capacity to be granted a temporary license by the Missouri Real Estate Appraiser's Commission if necessary to perform appraisal services in the State of Missouri;
3. Have the ability to write a report that, at a minimum, clearly shows the methodology used to arrive at intermediate and final conclusions and follow the U.S. Department of Housing and Urban Development, including, but not limited to Chapter 9 of the Section 8 Policy Renewal Guide Guidelines;
4. Not have any violations of record with the Appraisal Subcommittee ("ASC") of the Federal Financial Institutions Examination Council;
5. Not have any violations of record with the U.S. Department of Housing and Urban Development ("HUD") or any other state housing finance agency;
6. Be able to work under tight deadlines;
7. If the Respondent is a corporate entity, it must either be organized under the laws of the State of Missouri or it must be authorized to do business within the State of Missouri prior to submitting any market study to MHDC. Out of-state Respondents may submit a Proposal prior to obtaining authorization to do business in Missouri, but must register prior to doing business in Missouri if selected pursuant to this RFP; and,
8. Have substantial knowledge and experience with the Low Income Housing Tax Credit and U.S. Department of Housing and Urban Development programs.

Section IV. Structure of Proposal

Each Respondent is required to submit a complete Proposal and attest to the accuracy and completeness of its Proposal(s). In all respects, the Respondent must comply with the instructions, formats and stipulations of this RFP including proper submission, proper format, meeting deadlines, inclusion and presentation of pricing information, and the terms and conditions of the proposed Final Contract.

MHDC desires to consider Proposal(s) in a consistent and easily comparable format as established in this RFP. Proposal(s) not organized as set forth in this RFP may, at MHDC's discretion, be considered unresponsive. Do not refer to other parts of your Proposal in lieu of answering a specific question. Do not provide references to filings or forms publicly available in lieu of providing specific information in the Proposal.

MANDATORY PROPOSAL SECTIONS

- A. Certification Letter
- B. Proposed Details
- C. Price Proposal and Estimated time to complete
- D. Proposal of Terms, Conditions and Other Requirements

A. Certification Letter

Each Proposal must include a letter (“Certification Letter”) signed by an authorized representative of the Respondent certifying that:

1. The person executing the letter is authorized execute the Proposal and the Final Contract, on behalf of the Respondent; and
2. The Proposal is a firm offer which will remain valid for a minimum period of one hundred twenty (120) days; and
3. All information in the Proposal is true and correct to the best of his or her knowledge; and
4. No owner, principal or employee of the Respondent gave or will give anything of monetary value including a promise of future employment to an MHDC employee or Commissioner, or a relative of an MHDC employee or Commissioner, in an attempt to influence any decision to award a Final Contract or to influence the decision to modify or negotiate any term contained in any such Final Contract; and
5. No elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the Scope of Work; and
6. Respondent will fully comply with the provisions of RSMo Chapter 105 addressing Conflicts of Interests; and
7. Respondent will fully comply with the provisions of RSMo Chapter 130 addressing Campaign Finance Disclosure Laws; and
8. Respondents will fully comply with MHDC’s Standards of Conduct.
9. Respondents will fully comply with all HUD requirements.

Proposal(s) must contain all sections required under Section IV A-D. of this RFP and should be organized in the same manner as the individual information requested in Section IV. Responses to each numbered question shall be labeled and submitted on a separate page (e.g., answers to Question 1 should begin on a separate page from the response to Question 2).

Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

MHDC may deem any Proposal failing to meet all of these requirements to be unresponsive, resulting in elimination of the Proposal from consideration.

Proposal shall include, at a minimum, the following mandatory, separate sections:

Respondents are invited to include additional information or sections in the Proposal which they feel

would assist MHDC in the evaluation of the proposal.

B. Proposed Details

Respondents, in responding to this RFP, must provide clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

1. Profile of the Firm. Describe your firm and its areas of expertise. State whether your firm is local, regional or national. Give the location of the office from which the work is to be performed, and the number of partners, managers, supervisors, and other professional staff employed at that office. Describe how your firm meets the minimum qualifications listed in Section III.
2. Contact Person and Staffing. Provide the name, address, phone number, fax number and email address of the primary contact person of the Respondent. Identify the key personnel to be assigned the Commission's engagement, including supervisory personnel. Resumes for each supervisory person to be assigned to the appraisal should be included, and specific experience should be indicated. The resumes may be included as an appendix. Describe your policy regarding notification of changes in key engagement personnel and expectations regarding staff continuity.
3. Organizational Overview and Documentation. Provide an overview of the Respondent's business entity, including legal structure, full legal name, and the state in which the organization resides, as well as status as a Veteran-owned business. Provide documentation on the Respondent's business entity, including organizational documents, federal employer identification number, and evidence of the Respondent's good standing with the state.
4. Economic Impact to Missouri. The Respondent must provide information and data concerning the economic impact of any contract entered into pursuant to this RFP. At a minimum, the Respondent must provide:
 - A description of proposed services that will be performed and/or the proposed products that will be provided by Missourians.
 - A description of the economic impact returned to the State of Missouri through tax revenue obligations and otherwise.
 - A description of the Respondent's economic presence within the State of Missouri, including Missouri employee statistics.
5. Unbiased and Independent Work Statement. Provide disclosure of any business connection or interest in specific populations or connections to affordable housing. For example, if the Respondent is a non-profit organization whose mission is to eliminate homelessness of a certain population demographic, then that connection must be clearly disclosed together with a statement of how the Respondent proposes to ensure that its research and work will remain unbiased and independent.
6. Affiliations and Subcontractors. The Respondent must identify and fully explain all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. The Respondent must provide documentation regarding the qualifications and experience of all third-party firms. In addition, the Respondent must clearly delineate the duties and obligations being assumed by which parties in carrying out the Scope of Work. In identifying any such parties, Respondent must include each party's full legal name, state of organization (in the case of an entity), all contact information (e.g., address, phone numbers, email address, primary point of contact, etc.), including status as a Veteran-owned business.

7. Ownership Details. Pursuant to the Standards of Conduct, each Proposal submitted under this RFP must disclose the name of the individual, entity, and/or entities having an ownership interest in the Respondent. All entities identified in this disclosure must be reduced to their human being level, irrespective of the number of entity layers that may be present for any disclosed entity. If a Respondent under this RFP is a publicly held corporation, the disclosure required under this section is limited to disclosure of the names of the members of the Respondent's board of directors, its key employees (including, but not limited to its chief executive officer, chief financial officer, and chief operating officer), and any shareholders owning or controlling ten percent or more of the corporation. Questions regarding these requirements may be directed to the Commission's General Counsel, Anne Powell, by phone at 314-877-1373 or email at APowell@mhdc.com.
8. Federal Work Authorization Program. Pursuant to *Mo. Rev. Stat. § 285.530.2*, any Respondent selected pursuant to this RFP must provide MHDC with an affidavit stating that the institution does not employ any person who is an unauthorized alien in conjunction with the contracted services and that the Respondent is enrolled and participates, or who will enroll and participate, in a federal work authorization program with respect to the employees working in connection with the contracted services. A copy of the requisite affidavit is attached hereto as Exhibit "A", an original of which must be signed, acknowledged, and submitted by each Respondent as part of its Proposal submitted under this RFP. Prior to the execution of any agreement contemplated herein, the Respondent selected under this RFP will be required to provide evidence of participation in a federal work authorization program.

Additionally, in the event Respondent is utilizing any third-party to carry out a portion of the Scope of Work (whether via a sub-contract arrangement, joint venture agreement, or otherwise), then each third-party entity must also provide an affidavit to MHDC in the form attached hereto, as well as proof of that entity's enrollment and participation in a federal work authorization program and these workforce requirements must be contained in any agreement between the Respondent and said third-party. Questions regarding this requirement may be directed to the Commission's General Counsel, Anne Powell, by phone at 314-877-1373 or email at APowell@mhdc.com. In your Proposal, please indicate whether your firm is currently enrolled and participating in a federal work authorization program such as E-Verify. If another entity is enrolled in a federal work authorization program such as E-Verify on behalf of Respondent, then Respondent must explain the relationship and submit a WEP Affidavit for the entity that is enrolled in the federal work authorization program.

9. Authorization to Do Business in Missouri. Respondent should explain its authorization to do business in Missouri and include a copy of relevant public documents, such as a Missouri certificate of good standing, a foreign business registration, a fictitious name filing, or a copy of filed organizational documents. Likewise, Respondent must explain authorization to do business in Missouri and include like documents for all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. In the event the Respondent or other entities included in the Response are not currently authorized to do business in Missouri, include the Respondent's proposed method and timeline for gaining authorization.
10. Prohibition to Boycott Israel. Pursuant to *Mo. Rev. Stat. §34.600*, MHDC shall not enter into a contract with any firm that boycotts Israel. In your proposal, state whether your firm is or is not currently engaged in a boycott of (i) goods or services from the State of Israel; (ii) companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or (iii) persons or entities doing business in the State of Israel. "Boycott" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict

economic harm on, or limit commercial relations, but does not include an action made for ordinary business purposes.

11. Scope of Services. Respondent must describe how it will fulfill all requirements and expectations set forth in Section I: Scope of Services, including the processes and procedures it will use to accomplish all tasks required under this RFP. The responses should be as detailed as possible in addressing how all services are to be provided and by whom. A timeline for completion of major tasks should be included.
12. MHDC Experience. Describe the Respondent's historical experience in working with or serving MHDC, including descriptions of work previously performed for MHDC.
13. Related Qualifications, Knowledge and Experience. Describe the Respondent's experience in working with other state or federal governmental entities in carrying out tasks similar in nature to preparation of Rent Comparability Studies (RCS) for U.S. Department of Housing and Urban Development, including, but not limited to Chapter 9 of the Section 8 Policy Renewal Guide Guidelines to be conducted under this RFP.
14. Litigation, Investigations and Regulatory Proceedings. Describe any pending investigation, litigation, recent settlements or regulatory sanctions in performing appraisal and analysis. Give sufficient detail for evaluation.
15. References. Provide the names, contact person(s) and phone numbers for any governmental entity for which Rent Comparability Studies have been reviewed within the past 12 months (January 1, 2024 to December 31, 2024). In addition, provide three client references for which multifamily appraisals have been developed, if applicable.

C. Price Proposal

Provide a price proposal that delineates the following costs:

1. A per review cost as well as a total not-to-exceed cost for an unspecified number of reviews that the Respondent intends to charge for completing the RCS;
2. A per review cost if the first RCS was rejected and an additional review is needed;
3. A per review cost to perform 1st level appeal in accordance with Chapter 9 of the Section 8 Policy Renewal Guide; and
4. Direct Travel fees; Note: travel could at times be necessary if the Respondent determines a more detailed review is needed. Respondent must receive MHDC permission prior to travel.

D. Proposal of Terms, Conditions and Other Requirements

Detail and discuss any other information not specifically covered or requested by this RFP which Respondent requests MHDC's consideration in selection a Proposal.

Section V. EVALUATION CRITERIA

The qualifications of the Respondents submitting proposals will be reviewed by the RCS Committee and it is possible that several of the Respondents may be invited to make presentations to the Committee. The principal factor in the selection of a RCS analyst is the Respondent's ability to develop a RCS for MHDC on time with conclusions that are well supported. MHDC expects that conclusions in the RCS will not contain bias in any direction.

Each Proposal will be evaluated on a variety of factors, including, but not limited to, the following (in no particular order):

1. Experience and expertise of the Respondent and the specific personnel to be assigned to development of the RCS;
2. Relevant experience conducting similar studies or providing consulting with other state or federal governmental entities;
3. The location, extent and capabilities of the Respondent's offices and number of employees in the State;
4. The economic impact of any contract entered into under this RFP is an important factor. MHDC will consider the Missouri economic impact including proposed services and products that will be provided by Missourians, economic impact returned to Missouri through tax revenue obligations or otherwise, and the Respondent's economic presence within Missouri including Missouri employee statistics.
5. Respondent's ability and willingness to carry out the full Scope of Work and demonstrated understanding of the federal and state statutory and all applicable regulatory requirements associated with a RCS;
6. Feedback obtained from references;
7. MHDC's prior experience, if any, in working with the Respondent and any other factors the MHDC believes would be in its best interest to consider;
8. Respondent's proposed fees and charges for performing the full Scope of Work;
9. Demonstrate understanding of the requirements of the Commission in order to present work product of excellent quality in the desired timeframe;
10. The respondent's rationale as to why the Respondent should be selected; and,
11. Overall level of professionalism displayed in the Respondent's Proposal.

There is no additional information requested. Thank you for reviewing this RFP. We look forward to your response.

Exhibit A

Affidavit of Worker Eligibly

Workforce Eligibility Affidavit

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the _____ of _____ and as such officer or agent of such entity I am duly authorized to make this affidavit on behalf of said entity. On behalf of such entity and pursuant to the authority recited herein, the undersigned does further solemnly swear and affirm and that said entity:

CHECK ONE:

1. *Choose one:*
 - Is enrolled and actively using the E-Verify system **or**
 - has entered an agreement with _____, and said entity is enrolled or actively using the E-Verify System **pursuant to the attached agreement;** and
2. Does not knowingly employ any person who is an unauthorized alien, and
3. Certifies that all its employees are lawfully present in the United States;

OR

1. Is not an employer and does not have any employees,
2. Certifies that for the duration of the contract with the Missouri Housing Development Commission, any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with such contract are properly classified as independent contractors and should not be classified as employees,
3. Certifies that for the duration of the contract with the Missouri Housing Development Commission, any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with such contract are not unauthorized aliens and are lawfully present in the United States,
4. Certifies that if, at any time, it does employ any employees, it will immediately enroll and begin actively using the E-Verify system and will not knowingly employ any person who is an unauthorized alien and that all such employees it does hire will be lawfully present in the United States.

The undersigned affirms, under penalty of perjury, that all statements made herein are true and correct.¹

¹ Once fully executed and notarized, a scanned version of this document may be submitted electronically to MHDC via email. If submitted as such, the undersigned agrees that the signature is to be treated as an original signature and the document (in the form of a photocopy, PDF, or other electronic form) is to be treated as an original document with the same legal effect and enforceability as the original signed document. Regardless, MHDC in its sole and absolute discretion reserves the right to request an original signed hard copy of the document as it deems necessary. The undersigned is responsible for retaining an original signed hard copy in his/her files.

By: _____
Printed Name: _____
Title: _____

State of _____)
) ss
County of _____)

On this _____ day of _____, 20 _____, before me, the undersigned notary, personally appeared _____, personally known to me, or proved to me through identification documents, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her knowledge and belief.

Notary Public

(SEAL)

ATTACH E-VERIFY Memorandum of Understanding, and third party agreement, if applicable.

Appendix A

Work Order Instructions

Appendix A

MHDC St. Louis Office

Asset Management Department

Memo

To: RCS Analyst
From: MHDC
CC:
Date: Month day, Year
Re: Project (xxxx-xxxx-xxx)

Enclosed is a copy of the Rent Comparability Study (RCS) for the referenced development. The initial screening, in accordance with Section 9-16 of the Section 8 Renewal Policy Guidebook, has been completed. There were no deficiencies found in the RCS preparation except as noted below:

Please complete the substantive review of this RCS and forward a response with your comments at your earliest opportunity.

Unit Type	Current Rent
3 BR	\$xxx
4 BR	\$xxx

Appendix 9-5-2: HUD's Detailed Screening Checklist for RCS

Date when complete RCS package received from Owner	MM/DD/YYYY
Due date for HUD/CA to respond to Owner	auto-populates
Date when Detailed Screening started	MM/DD/YYYY

Part A. Scope of Work

1) Inspection of Subject Property

RCS Appraiser provides date of inspection of subject	Yes/No
RCS Appraiser conducted a physical inspection of the subject	Yes/No
RCS Appraiser provides information on how unit size(s) were verified	Yes/No
Are units being renewed located on scattered sites	Yes/No
Does the subject property have any non-section 8 (unassisted) units	Yes/No
Do the entries on the subject's characteristics match information on the Rent Grid	Yes/No

Type notes here.....

2) Data Collection for Comparable

RCS Appraiser provides information on how rent, condition and amenity data on comparables were collected and verified	Yes/No
Type of inspection performed on comparables by the RCS appraiser	

Type notes here.....

3) Data Collection Issues

RCS Appraiser provides type of assistance received from assistant appraisers, if applicable	Yes/No
RCS Appraiser provides details on any data that was unobtainable or estimated, and all efforts to obtain that data	Yes/No

Type notes here.....

Part B. Description of Subject Property

4) Site Characteristics & Improvements

Includes details on # of buildings, design, construction material, structure type, topography, access to site, etc.	Yes/No
---	--------

Type notes here.....

5) Unit Mix of All Units

Includes details on unit mix for <i>all</i> revenue-producing units in the project, not just Section 8 units	Yes/No
--	--------

Type notes here.....

6) Condition of Subject Property

Includes information on age of property, state of repair, any recent/planned rehab or refurbishing	Yes/No
Includes 3-5 labeled, color photos of exterior and interior of subject property	Yes/No

Type notes here.....

7) Tenant Profile

Population or Occupancy group targeted for this Project	dropdown
If "Other", enter the type of occupancy group here	
Comparables selected are relevant and appropriate given tenant profile?	Yes/No

Type notes here.....

8) Unit Design and Amenities

RCS Appraiser provides a summary of unit design and amenities	Yes/No
---	--------

Type notes here.....

9) Utilities

Utilities included in Rent?	Yes/No/Some
-----------------------------	-------------

List utilities available, and/or included.....

Appendix 9-5-2: HUD's Detailed Screening Checklist for RCS

10) Project Service/Site Amenities

RCS Appraiser identifies amenities offered at the subject property	Yes/No/NA
RCS Appraiser identifies which amenities included in the rent or charged for separately	Yes/No/NA
Project includes non-shelter services (service coordination, neighborhood networks, call systems, transportation, meals, etc.)	Yes/No
List services/amenities provided such as parking, storage, recreational facilities, community areas, security, neighborhood networks, transportation, meal services, social or educational activities, emergency call systems, laundry, or housekeeping, and any other amenities for elderly or disabled.	

Part C. Identification of Subject's Market Area & Neighborhood

11) Subject's Market Area

RCS Appraiser identifies the geographic area for Subject's target market	Yes/No
RCS Appraiser's definition of market appropriately described in detail	Yes/No
Type notes here.....	

12) Neighborhood

RCS Appraiser provides information on demographics, accessibility, property uses, employment drivers, social outlets, and civil uses	Yes/No
RCS Appraiser provides information on access to schools, recreation, transportation, shopping, medical, employment centers, etc.	Yes/No
RCS Appraiser provides information on nuisance (street noise), crime rates or other factors affecting quality of neighborhood	Yes/No
Type notes here.....	

Part D. Selection of Comparables

13) Process for Selection

RCS Appraiser provides a detailed explanation of the process or methodology used for selecting the comparables	Yes/No
Did the subject property have non-section 8 (unassisted units with same # of bedrooms) that were not used as comparables	Yes/No/NA
Does the RCS appraiser provide adequate explanation for the reasons to exclude certain comparables or unit types in the selection process	Yes/No
If applicable, RCS appraiser selected comparables for each primary unit type	Yes/No/NA
Type notes here.....	

14) Comparables Selected

All comparables selected meet the six-point criteria as provided under Section 9-10 of Chapter Nine	Yes/No
<i>If selected comparables do not meet the six-point criteria, answer the following questions:</i>	
RCS Appraiser selected less than 5 comparables	Yes/No
RCS Appraiser selected comparables that are significantly dissimilar to subject (e.g. # of bedrooms, services, building structure)	Yes/No
RCS Appraiser selected comparables that are outside the subject's market area	Yes/No
If comparables are from outside the market, RCS appraiser compared rent levels in the alternate market with those of the subject's market	Yes/No/NA
RCS Appraiser used rent restricted units as comparables	Yes/No
Did RCS Appraiser use any comparables with an identity-of-interest with the Owner or Agent of subject property	Yes/No
Type notes here.....	

15) Locator Map

Locator map identifies subject property and each comparable	Yes/No
Map clearly marks major roadways and natural or man-made barriers (e.g. rivers, freeways, railways, etc.)	Yes/No/NA
Type notes here.....	

16) Comparable Property Profiles

Profile includes name and contact information with whom the appraiser verified or collected information on comparables	Yes/No
Profile includes a rent/unit mix table that shows all units at the comparable grouped by major types, and indicates those used in rent grid	Yes/No
Profile shows project-wide occupancy	Yes/No
Profile notes any additional charges that tenants pay in addition to rent	Yes/No/NA
Profile describes any rent/income/use restrictions or tenant rent subsidies (vouchers, state payments, certificates etc.) at the comparable	Yes/No/NA
Do the entries for comparables in the Rent Grid match information on the Comparables' Property Profile	Yes/No
Type notes here.....	

Appendix 9-5-2: HUD's Detailed Screening Checklist for RCS

Part E. Substantive Reviewer Information

Detailed Screening Completed by:

First name	
Last Name	
Title	
Telephone Number	
Email Address	
Date when Detailed Screening completed	MM/DD/YYYY

Additional Comments:

type notes here.....

Detailed Screening Checklist

Date when complete RCS package received from Owner	MM/DD/YYYY
Due date for HUD/CA to respond to Owner	auto-populates
Date when Rent Grid Analysis started	MM/DD/YYYY
Is the Substantive Reviewer a RCS Review Appraiser (state certified)?	Yes/No
If the Substantive Reviewer is a non-appraiser HUD Staff, does he/she meet the requirements of Section 9-14.A.2.	Yes/No

Appendix 9-5-3: Rent Grid Analysis Checklist

Refer to Second Review Triggers (Appendix 9-5-4), applicable to non-appraiser HUD staff completing a substantive review.

Line Item	Subject	Trigger for Second Review, if applicable	Second Review Required?	Second Reviewer Sign-off	Reviewer Comments
1	\$ Last Rent/Restricted	RCS uses rent-restricted properties as comparable. Or the RCS uses independent or assisted living facilities or master-planned retirement communities, that offer daily meal(s) included in the monthly rent.	N/A		Type notes here...
2	Date Last leased		N/A		Type notes here...
3	Rent Concessions	Adjustment amount is not equal to the difference between Nominal Rent and Effective Rent.	N/A		Type notes here...
4	Occupancy Rate		N/A		Type notes here...
6	Structure / Stories		N/A		Type notes here...
7	Year Built / Year Renovated	Adjustment amount exceeds \$5 or 1% of comparable's unadjusted rent, whichever is larger, for each year of age difference.	N/A		Type notes here...
8	Condition / Street Appeal	Adjustment amount exceeds \$20 or 4% of comparable's unadjusted rent, whichever is larger, for each level of difference in ratings; Or if the RCS also shows an adjustment for Line 7, the trigger for Line 8 is the larger of \$15 or 3% of comparable's unadjusted rent, for each level of rating difference.	N/A		Type notes here...
9	Neighborhood	Adjustment amount exceeds \$20 or 4% of comparable's unadjusted rent, whichever is larger, for each level of difference in ratings.	N/A		Type notes here...
10	Same Market		N/A		Type notes here...
11-13	# of Bedrooms / Bathrooms / Unit Interior Square Feet	Unit size adjustment for size difference of less than 10 square feet.	N/A		Type notes here...

Appendix 9-5-3: Rent Grid Analysis Checklist

Refer to Second Review Triggers (Appendix 9-5-4), applicable to non-appraiser HUD staff completing a substantive review.

Line Item	Subject	Trigger for Second Review, if applicable	Second Review Required?	Second Reviewer Sign-off	Reviewer Comments
14	Balcony/Patio		N/A		Type notes here...
15	AC / central vs. wall		N/A		Type notes here...
16	Range / Refrigerator		N/A		Type notes here...
17	Microwave / Dishwasher		N/A		Type notes here...
18	Washer / Dryer		N/A		Type notes here...
19	Floor Coverings		N/A		Type notes here...
20	Window Coverings		N/A		Type notes here...
21	Cable / Satellite / Internet		N/A		Type notes here...
22	Special Features		N/A		Type notes here...
24	Parking		N/A		Type notes here...

Appendix 9-5-3: Rent Grid Analysis Checklist

Refer to Second Review Triggers (Appendix 9-5-4), applicable to non-appraiser HUD staff completing a substantive review.

Line Item	Subject	Trigger for Second Review, if applicable	Second Review Required?	Second Reviewer Sign-off	Reviewer Comments
25	Extra Storage		N/A		Type notes here...
26	Security		N/A		Type notes here...
27	Clubhouse / Meeting Rooms		N/A		Type notes here...
28	Pool / Recreation Areas		N/A		Type notes here...
29-31	Business / Center / Service Coordination / Non-Shelter Services	Total net adjustment for Lines 29 - 31 exceeds \$50 or 5% of comparable's unadjusted rent, whichever is larger.	N/A		Type notes here...
33-39	Utilities	Adjustment amount for a utility category exceeds the respective published allowance.	N/A		Type notes here...
46	Estimated Market Rent		N/A		Type notes here...

Reviewer Information	
Rent Grid Analysis Reviewed by:	
First name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Telephone Number	<input type="text"/>
Email Address	<input type="text"/>
Date when Rent Grid Analysis completed	<input type="text" value="MM/DD/YYYY"/>
Additional Comments:	
type notes here..... 	
<p>After completing the 'Detailed Screening' and 'Rent Grid Analysis', the Substantive Reviewer must complete the Certification and/or Issues Memo if applicable.</p>	

Appendix 9-5-5: Certification of Substantive Reviewer

Part A: RCS Information	
Name of Subject Property	<input style="width: 90%;" type="text"/>
Section 8 Contract Number	<input style="width: 90%;" type="text"/>
Date complete RCS package received	<input style="width: 90%;" type="text" value="MM/DD/YYYY"/>
Due date for HUD/CA to respond to Owner	auto-populates
Date when Detailed Screening Completed	<input style="width: 90%;" type="text" value="MM/DD/YYYY"/>
Date when Rent Grid Analysis Completed	<input style="width: 90%;" type="text" value="MM/DD/YYYY"/>
Second Review required for any line item(s)	<input style="width: 90%;" type="text" value="Yes/No"/>
Date Second Review completed for line item(s) <input style="width: 100px;" type="text" value="MM/DD/YYYY"/>	

Part B: Certification of Substantive Reviewer	
<p>This is to confirm that I have performed a Substantive Review (comprising of 'Detailed Screening' and 'Rent Grid Analysis') of the aforementioned RCS. Submitted herein is my Substantive Review documentation.</p> <p>I Certify, to the best of my knowledge and believe:</p>	
1) The facts and data reported and used in the review process are true and correct.	<input style="width: 90%;" type="text" value="Yes/No"/>
2) The analyses, opinions and conclusions in this review are limited only by the assumptions and limiting conditions stated in this review report, and are my personal, impartial and unbiased professional analyses, opinions and conclusions.	<input style="width: 90%;" type="text" value="Yes/No"/>
3) I have no present or prospective interest in the subject property, and no personal interest with respect to the parties involved. I have not performed services, as an appraiser or in another capacity, regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.	<input style="width: 90%;" type="text" value="Yes/No"/>
4) I have no bias with respect to the subject property or to the parties involved with this assignment.	<input style="width: 90%;" type="text" value="Yes/No"/>
5) My engagement in this assignment is not contingent upon developing or reporting pre-determined results.	<input style="width: 90%;" type="text" value="Yes/No"/>
6) My engagement in this assignment is not contingent on an action or event resulting from the analyses, opinions, or conclusions in this review, or from its use.	<input style="width: 90%;" type="text" value="Yes/No"/>
7) My analyses, opinions and conclusions were developed, and the Substantive Review has been performed, in conformity with the Uniform Standards of Professional Appraisal Practice.	<input style="width: 90%;" type="text" value="Yes/No"/>
8) I personally inspected the subject property. [If applicable, provide date of inspection in notes below].	<input style="width: 90%;" type="text" value="Yes/No"/>
9) I personally inspected the comparable(s). [If applicable, provide name of comparable(s) inspected below].	<input style="width: 90%;" type="text" value="Yes/No"/>
10) No one provided me with significant professional assistance in completing this review. [If applicable, provide details on type of assistance received below].	<input style="width: 90%;" type="text" value="Yes/No"/>
Substantive Review was completed within 30 calendar days of receipt of a complete RCS package from the Owner	<input style="width: 90%;" type="text" value="Yes/No"/>
<p>Based on my review, I Accept / Reject the RCS for use by HUD</p>	

Part C: Substantive Reviewer Information	
First name	<input style="width: 90%;" type="text"/>
Last Name	<input style="width: 90%;" type="text"/>
Title	<input style="width: 90%;" type="text"/>
Telephone Number	<input style="width: 90%;" type="text"/>
Email Address	<input style="width: 90%;" type="text"/>
Date when Substantive Review completed	<input style="width: 90%;" type="text" value="MM/DD/YYYY"/>
Reserved	<input style="width: 90%;" type="text"/>
State Certification Number (if applicable)	<input style="width: 90%;" type="text"/> <i>if a certified RCS review appraiser</i>
<p>Next Steps (to be filled only if applicable)</p>	
Issues Memo prepared and submitted to HUD's Regional Director (or equivalent) for approval	<input style="width: 90%;" type="text" value="Yes/No"/>
Recommend a HUD-commissioned RCS due to significant issues in the RCS	<input style="width: 90%;" type="text" value="Yes/No"/>
<input style="width: 90%;" type="text" value="If Other reasons, type here....."/>	<input style="width: 90%;" type="text" value="Yes/No"/>