



**RFP # 08-016**

**General Financial Consultant Services**

**Addendum #2**

**Date issued and released, December 9, 2008**

- 1) The deadline for submission of proposals to this Request for Proposal (RFP #08-016) is **extended** to DECEMBER 30, 2008.

**Original Due Date:** Friday, December 12, 2008 at 4:00 PM

**New Due Date:** Tuesday, December 30, 2008 at 4:00 PM

- 2) The following amendment removes certain requirements in the scope of work for this Request for Proposal (RFP #08-016). The scope of work that has been removed will be included in another Request for Proposal (RFP) to be issued at a later date.

PLEASE **DELETE** THE FOLLOWING SCOPE OF WORK:

**Under ‘General Financial Advisory Services’ on page 3 of 10 of the RFP:**

- C. Advise the Housing Authority on approaches for obtaining tax-exempt financing, preparing bid documents for soliciting investors, lenders, underwriters, and/or credit enhancers and assist with negotiations.
- D. Assist in preparing applications for private and public funding from other government agencies.
- G. Advise the Housing Authority regarding proposals received from organizations, developers, investors, underwriters, lenders, etc., including analyzing proposed pro-forma of financial statements, operating statements, and adequacy of reserves and use of Housing Authority property or funds.

**Under ‘Real Estate Transactions’ on page 4 of 10 of the RFP:**

- A.** Provide assistance with negotiation and deal structuring with non-profit affiliates or instrumentalities, developer/partners, property owners, and government agencies.
  
- B.** Advise and counsel the Housing Authority regarding possible disposition process with respect to special financial techniques (mixed-finance/mixed-income tax credits and bonds) that will become available to the portfolio.
  - (1)** “Mixed Finance” and “Mixed Income” is a term of art from HUD.
  
  - (2)** Mixed Finance Development is: the ability to make use of private and/or public financing sources for the purpose of developing housing.
  
  - (3)** Mixed Income Development is: a development that has a combination of public housing, project based Section 8, and other housing units.
  
- C.** Advise the Housing Authority on affordable housing matters including tax law, tax credits, relocation, land use and other specialized low and moderate income housing matters.
  
- D.** Advise the Housing Authority concerning State and Federal securities requirements and State laws and programs applicable to the issuance, sale and delivery of bonds.
  
- E.** Evaluate the interim and permanent financing structure for the different portfolios owned by the Housing Authority or its affiliates, and make funding recommendations.
  
- F.** Advise in the preparation, negotiation, and finalization of:
  - (1)** Real estate agreements such as land leases, easement agreements, development agreements, and other agreements;
  
  - (2)** Formation of limited liability companies, limited partnerships, corporations, and joint venture(s).

- 3) On page 4 of 10 under ‘General Financial Advisory Services’, please revise the following:

**Replace this statement:**

“H. Assist in generating Financial Plans for real estate development or repositioning using state-of-the-art financial structures and financial structures consistent with HUD regulations and requirements as applicable.”

**With the following statement:**

“H. Assist in generating Financial Plans and repositioning of assets using state-of-the-art financial structures and financial structures consistent with HUD regulations and requirements as applicable.”



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**Acknowledgement**

**Bidder hereby acknowledges this addendum:**

**Name of Firm:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Acknowledgement of this Addendum must be included with your proposal.