



FEDERAL HOUSING POLICY CONSULTANT REQUEST FOR PROPOSAL

This RFP is for consulting services to support the New York City Housing Development Corporation's (HDC) efforts to ensure sound federal housing policies, programs, and funding for the creation and preservation of affordable housing.

Send any questions and proposals to: jfacciponti@nychdc.com

RFP & Project Timeline:

- **RFP Sent:** Friday, September 27, 2024
- **Responses Due:** Monday, October 14, 2024 by C.O.B.
- **Finalists interviewed:** October 15-18, 2024
- **Winner Selected & Contacted:** by Monday, October 21, 2024
- **Contract Begins:** Tuesday, November 1, 2024
- **Contract duration:** Two year with an option to renew

To Whom It May Concern:

You are invited to bid your best price to provide consulting services for strategic planning and coordination related to federal housing matters that are critical to HDC's mission of increasing the supply of multi-family housing, stimulating economic growth, and revitalizing neighborhoods through the financing of affordable housing.

HDC Overview

The New York City Housing Development Corporation (HDC) is the nation's largest municipal Housing Finance Agency and is charged with helping to finance the creation or preservation of affordable housing for New Yorkers. HDC also serves as a key financing partner helping to refinance the City's aging public housing stock, while ensuring lasting affordability and tenant protections for public housing residents. Through this work, HDC will play a critical in the implementation of the **Housing our Neighbors: A Blueprint for Housing and Homelessness**, a comprehensive, interagency plan to tackle the city's many housing issues.

Current Challenges & Priorities

HDC's ability to finance the construction of new affordable housing and to preserve the existing stock of affordable and public housing is heavily dependent on an array of federal programs and resources. In the face of rising construction, insurance and maintenance costs, volatile interest rates, and soaring local and national homelessness crisis, those federal programs and resources are more important than ever. In light of these challenges and amidst a changing political landscape, effective strategies to secure additional federal housing resources and sound government policies is critical. As such, the Corporation is seeking a consultant with deep experience in the federal housing policy space with proven expertise in programs

administered by HUD and other federal agencies that impact housing policy, as well as federal funding issues affecting affordable and public housing development more generally.

HDC has identified key policy objectives to further its mission, including but not limited to: helping to protect and improve the US Treasury Federal Financing Bank & HUD Risk-Sharing program; securing additional program flexibilities and waivers as needed from federal agencies; and navigating new needs related to HDC's work to finance the recapitalization of public housing.

Note that this RFP is for consulting services, not for registered lobbyists.

Objectives

The selected consultant will work with HDC leadership to:

- Increase awareness of the need for sound federal housing policies and resources
- Develop key messages and strategies to pursue HDC's priorities
- Advise HDC on national opportunities for education and connection

Proposal Requirements

Please include the following in your proposal response:

- Overview of your company
- Overview of how you will meet our objectives
- Outline of your relevant experience and recent consulting engagements
- Description of consulting services
- References
- Any key differentiators about you
- Terms & conditions

Conflicts of Interest

Furthermore, please disclose any other employment of situation which may create a conflict of interest if your firm were to be selected, including any relationship that the firm or any of its employees may have with HDC. Please describe any such relationship in your proposal and if you have no conflicts your response must include an affirmative statement to that effect.

HDC is subject to the Freedom of Information Law of the State of New York ("FOIL"), and, as such, HDC shall disclose all records subject to FOIL, including your response to this RFP, without notice or consent.

Equal Employment

If any, provide a copy of the firm's most recent Employer Information Report EEO-1 and include as Attachment to the Proposal. Please state how many women and minorities work in your firm.

Minority and Women Owned Business Enterprise (MWBE)

HDC is dedicated to furthering the participation of minority and women-owned businesses in its work. All respondents are urged to include in their proposals methods for facilitating the participation in the project of businesses that have been certified by the New York City Department of Small Business Services ("SBS") as women or minority owned. This can take any form a Respondent considers appropriate including, but

not limited to, proposals intended to ensure the utilization of certified minority and women-owned businesses as subcontractors or as joint-venture partners. In addition, proposals from minority and women-owned respondents are encouraged.

New York City Location

- a) State whether the firm maintains its headquarters, or other offices, in New York City, and the number of the firm's employees who are employed in New York City. Describe the firm's commitment to its location in New York City. Since January 1, 2017, has the firm relocated any employees from offices in New York City to locations outside New York City? Does the firm have any plans to relocate any employees or offices outside of New York City in the next two years?

- b) Describe the firm's corporate citizenship and commitment to The City of New York, including local procurement of goods and services, development or participation in internship programs or scholarships, corporate philanthropy, specifically in the areas of housing and community development, and policies with regards to the use of women-owned, minority-owned and small business enterprises.

Local Law 34 Compliance

Pursuant to Local Law 34 of 2007, amending the City's Campaign Finance Law, the City is required to establish a computerized database containing the names of any "Person" that has business dealings with the "City" as such terms are defined in the Local Law. In order for the City to obtain necessary information to establish the required database, your response to this RFP is required to include a completed Doing Business Data Form (the "Data Form"), which is attached hereto. The Data Form should be sealed in a separate envelope marked "Doing Business Data Form". The Data Form will be submitted to the Mayor's Office of the City of New York (the "City"). If the City determines that your Data Form is not complete, you will be notified by the City and given four (4) calendar days to cure the specified deficiencies. Failure to do so will result in your proposal being deemed incomplete and therefore non-responsive.

HDC reserves the right to amend, modify or withdraw this RFP; to waive or revise any requirements of this RFP; to require supplemental statements or information from any responding party; to accept or reject any or all proposals received in response hereto; to extend the deadline for submission of proposals; to negotiate or hold discussions with any responding party; and to cancel, in whole or in part, the RFP if HDC deems it to be in its best interest to do so. HDC may exercise the foregoing rights at any time without notice and without liability to any responding party or other parties for their expenses incurred in the preparation of proposals or otherwise. Proposals in response hereto will be prepared at the sole cost and expense of the responding party.

Thank you for your interest in responding to this RFP with a proposal for government consulting services. We look forward to your response.

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