



**CITY OF WHARTON
WHARTON HOUSING FINANCE CORPORATION**

**Tuesday, July 13, 2021
2:00 PM**

CITY HALL

**NOTICE OF
CITY OF WHARTON
WHARTON HOUSING FINANCE CORPORATION**

Notice is hereby given that a Wharton Housing Finance Corporation meeting will be held on Tuesday, July 13, 2021, at 2:00 PM at the Wharton City Hall, 120 East Caney Street, Wharton, Texas, at which time the following subjects will be discussed to-wit:

SEE ATTACHED AGENDA

Dated this 9 day of July 2021.


By: /s/ Gary Nunez
Gary Nunez, President

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Wharton Housing Finance Corporation is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin board, at City Hall of said City in Wharton, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on July 9, 2021, at 04:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

The Wharton City Hall is wheelchair accessible. Access to the building and special parking is available at the primary entrance. Persons with disabilities, who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (979) 532-4811 Ext. 225 or by FAX (979) 532-0181 at least two (2) days prior to the meeting date. BRAILLE IS NOT AVAILABLE.

Dated this 9 day of July 2021.

CITY OF WHARTON

By: 

Paula Favors
City Secretary



A G E N D A
CITY OF WHARTON
Wharton Housing Finance Corporation
Tuesday, July 13, 2021
City Hall - 2:00 PM

Call to Order.

Roll Call and Excused Absences.

Public Comments.

Review and Consider:

1. Appointment of Officers.
2. Interlocal Agreement for Administrative Services between the Wharton Housing Finance Corporation and the City of Wharton.
3. Reading of the minutes from the special called meeting held June 8, 2021.
4. WHFC Request for Proposals for Developers
5. Current and future housing projects.

Adjournment.

City of Wharton
120 E. Caney Street
Wharton, TX 77488

HOUSING FINANCE CORPORATION

Meeting Date:	7/13/2021	Agenda Item:	Appointment of Officers.
A. President. B. Vice-President. C. Secretary. D. Treasurer. E. Executive Director			
President: Gary Nunez		Date: Friday, July 9, 2021	
Approval: /s/ Gary Nunez			
Secretary: Tonya Machann			

City of Wharton
 120 E. Caney Street
 Wharton, TX 77488

HOUSING FINANCE CORPORATION

Meeting Date:	7/13/2021	Agenda Item:	Interlocal Agreement for Administrative Services between the Wharton Housing Finance Corporation and the City of Wharton.
<p>At this time, the WHFC Board of Directors shall review the attached draft Interlocal Agreement for Administrative services and if satisfactory renew the agreement with the City of Wharton.</p>			
President: Gary Nunez		Date: Friday, July 9, 2021	
Approval: /s/ Gary Nunez			
Secretary: Tonya Machann			

**INTERLOCAL AGREEMENT FOR ADMINISTRATIVE SERVICES BETWEEN
THE WHARTON HOUSING FINANCE CORPORATION
AND
THE CITY OF WHARTON**

STATE OF TEXAS §

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WHARTON §

THIS AGREEMENT, between the Wharton Housing Finance Corporation (hereinafter referred to as "WHFC"), acting by and through its President, and the City of Wharton, a Municipal Corporation, acting by and through its Mayor, situated in Wharton County, Texas (hereinafter referred to as "City"), as follows:

WITNESSETH

I.

The City agrees to provide an administrative office, administrative services and financial services to the WHFC according to the terms of this agreement. Services the City shall perform for the WHFC shall include:

1. Administrative Office

In accordance with Texas Local Government Code Chapter 394, the Corporation has voted to approve the City of Wharton City Hall, 120 E. Caney Street, Wharton, Texas, as the administrative office for WHFC. The City agrees to allow WHFC to use City Hall, 120 E. Caney Street, Wharton, Texas as:

- The administrative office of the corporation.
- The official meeting location for the corporation.
- The designated location to post all notices and agendas of meetings held by the corporation.

2. Administrative Support Services

The City of Wharton agrees to provide the following administrative services;

- Designate the City Manager or their designee as the WHFC Executive Director.
- Designate the City Secretary as the WHFC Public Information Coordinator.
- Designate the City Secretary as the WHFC Records Management Officer.
- Prepare, post and disseminate meeting notices, agendas, and supporting documentation for meetings.
- Provide legal notification and publication of all WHFC meetings.
- Prepare and maintain meeting minutes and resolutions.
- Implement and maintain a computerized records management system.
- Maintain all records as necessary and appropriate.

- Compose, compile, prepare and type a variety of documents including general correspondence, notices, resolutions, forms, records, bids, proposals, contracts, financial data, and reports.
- Respond to public information requests.

3. Financial Services

The City of Wharton agrees to provide the following financial services:

- Pay invoices on behalf of the WHFC.
- Reconcile bank statements on a monthly basis.
- Prepare monthly statements of revenues and expenses.

II.

COMPENSATION - The WHFC agrees to reimburse the City for any direct cost associated with performing the duties of this contract.

III.

It is the express purpose of this contract to have the City provide the services and space as outlined in Section I above. Nothing in this agreement shall be construed to divest the WHFC Board of Directors of its discretion and policy making functions.

IV.

TERMINATION - This contract may be terminated by the City or WHFC in whole, or from time to time, in part, whenever such termination is in the best interest of the City or WHFC. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the contract shall be terminated thirty (30) days after receipt by the notified party.

V.

OFFICIALS NOT TO BENEFIT - No public official of the governing body of the City who exercises any functions or responsibilities in the review or the approval of the undertaking or carrying out of any project hereunder, shall participate in any decision relating to the contract which affects his personal interest, nor shall he or she have any personal or pecuniary interest direct or indirect in this contract or proceeds thereof.

VI.

This agreement shall take effect on the 20th day of July 2021 and continue on a year to year basis.

IN WITNESS WHEREOF, the parties have executed this Contract in the year and on the day indicated above.

WHARTON HOUSING FINANCE CORPORATION

CITY OF WHARTON

By: _____
_____, President

By: _____
TIM BARKER, Mayor

ATTEST:

ATTEST:

By: _____
_____, Secretary

By: _____
PAULA FAVORS, City Secretary

Acknowledgments

STATE OF TEXAS §

COUNTY OF WHARTON §

This instrument was acknowledged before me on the _____ day of _____ 2021,
by _____, President of the Wharton Housing Finance Corporation, on
behalf of said corporation.

Notary Public, State of Texas

STATE OF TEXAS §

COUNTY OF WHARTON §

This instrument was acknowledged before me on the _____ day of _____ 2021,
by **TIM BARKER**, Mayor of the City of Wharton, Texas, on behalf of said municipal
corporation.

Notary Public, State of Texas

City of Wharton
 120 E. Caney Street
 Wharton, TX 77488

HOUSING FINANCE CORPORATION

Meeting Date:	7/13/2021	Agenda Item:	Reading of the minutes from the special called meeting held June 8, 2021.
<p>Attached is a draft copy of the minutes from the special called meeting held June 8, 2021.</p>			
President: Gary Nunez		Date: Friday, July 9, 2021	
Approval: /s/ Gary Nunez			
Secretary: Tonya Machann			

**MINUTES
OF
WHARTON HOUSING FINANCE CORPORATION
CALLED SPECIAL MEETING
JUNE 8, 2021**

Wharton Housing Finance Corporation Executive Director Gwyn Teves declared a Called Meeting duly open for the transaction of business at 2:00 P.M.

Board of Directors present were: Curtis Edwards, Gary Nunez, Worthy Carpenter, Tonya Machann and Wharton Housing Finance Corporation Executive Director Gwyn Teves.

Board of Director absent was: Morris Dean and Morrow Lou Sims.

Visitors present were: City of Wharton City Secretary Paula Favors and City of Wharton Assistant to the Community Development Director Krystal Hasselmeier.

Roll Call and Excused Absences. After some discussion, Boardmember Worthy Carpenter moved to excuse Boardmember Morris Dean and Boardmember Morrow Lou Sims. Boardmember Worthy Carpenter seconded the motion. All voted in favor.

Public Comments. No comments were given.

The first item on the agenda was to review and consider the reading of the minutes from the regular meeting held on April 13, 2021. After some discussion, Boardmember Curtis Edwards moved to approve reading of the minutes from the regular meeting held on April 13, 2021. Boardmember Worthy Carpenter seconded the motion. All voted in favor.

The second item on the agenda was to review and consider the WHFC Land Exchange Program. Executive Director Gwyn Teves presented a draft of guidelines to implement a Land Exchange Program under the WHFC. After some discussion, Boardmember Worthy Carpenter moved to accept the guideline with recommended edits. Boardmember Tonya Machann seconded the motion. All voted in favor.

The third item on the agenda was to review and consider the WHFC Request for Proposals for Developers. Executive Director Gwyn Teves presented a draft Request for Proposals guide to put out to developers to implement development under the WHFC. After some discussion, Boardmember Worthy Carpenter moved to table the item until the August 2021 meeting. Boardmember Curtis Edwards seconded the motion.

The fourth item on the agenda was review and consider current and future housing projects. Executive Director Gwyn Teves discussed several on-going projects throughout the City of Wharton and future business openings. After some discussion, no action was taken.

Wharton Housing Finance Corporation
Called Meeting
June 8, 2021

Item-3.

Adjournment. There being no further discussion, Boardmember Tonya Machann made a motion to adjourn. Boardmember Curtis Edwards seconded the motion. All voted in favor.

The meeting adjourned at 2:35 p.m.

WHARTON HOUSING FINANCE CORPORATION

By: _____
GARY NUNEZ
President

ATTEST:

TONYA MACHANN
Secretary

DRAFT

City of Wharton
 120 E. Caney Street
 Wharton, TX 77488

HOUSING FINANCE CORPORATION

Meeting Date:	7/13/2021	Agenda Item:	WHFC Request for Proposals for Developers
<p>Attached you will find a DRAFT Request for Proposals guide to put out to developers to implement development under the WHFC.</p>			
President: Gary Nunez		Date: Friday, July 9, 2021	
Approval: /s/ Gary Nunez			
Secretary: Tonya Machann			

OUTLINE, REQUEST FOR PROPOSALS (RFP) – MF HOUSING

I. Invitation to Bid

- A. overview of property being disposed
- B. goals for the disposition
- C. type of disposition (sale or lease)
- D. deadline for submission
- E. contact information

II. Site Tour and Briefing

- A. date and time
- B. contact information

III. Program Description/Development Guidelines

- A. design guidelines
- B. affordability requirements
- C. bedroom configuration
- D. overview of regulatory constraints
- E. financing options

IV. Property Description

- A. location and site information
- B. completed due diligence on the site (e.g., preliminary site design)
- C. buildings and improvements on the site (if applicable)
- D. zoning
- E. regulatory constraints
- F. utilities
- G. site constraints

V. Proposal Submission Requirements

- A. development plan, including number and size of units, affordability levels
- B. implementation plan and project timetable
- C. development concept, including proposed uses, market, how proposal complies with development guidelines
- D. property management plan
- E. development and operating proformas
- F. proposer financial status, including financial statements
- G. required forms, including certificate of tax compliance and non-collusion, disclosure of beneficial interest in real estate

VI. Developer Selection Criteria and Process

- A. minimum evaluation criteria
- B. comparative evaluation criteria
- C. selection and disposition process, including land development agreement, sample lease

I. INVITATION TO BID

The Wharton Housing Finance Corporation is seeking proposals for the development of at least ___ units of private or rental housing on approximately ___ acres of surplus land owned by the Wharton Housing Finance Corporation and located at (Address, City, State, Zip). The Wharton Housing Finance Corporation intends to convey the property to the selected developer for development at this site. The purpose of this RFP is to select a developer who will develop at least ___ new units.

Applicants should submit an original and six (6) copies on or before _____.

Wharton Housing Finance Corporation
Attention: Executive Director
120 E. Caney, Wharton, TX, 77488

at which time and place the bids will be opened and recorded. Proposals submitted after this time will not be accepted. Proposals should be marked "Responses to the Wharton Housing Finance Corporation Request for Proposals" and must include all required documents, completed, and signed per the instructions and attached forms included in this bid package. The Wharton Housing Finance Corporation reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is deemed in the best interest of the Wharton Housing Finance Corporation. The Wharton Housing Finance Corporation makes no representations or warranties, express or implied as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

Proposers' Responsibility for due diligence: Prospective developer should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

The Wharton Housing Finance Corporation has determined that the award of this contract is subject to the Uniform Procurement Act. M.G.L.c.30B. Therefore, the provisions of M.G.L. c. 30B are incorporated here by reference.

All inquiries regarding this RFP should be submitted via e-mail and directed to: _____,
 Executive Director @ _____,

II. SITE TOUR AND BRIEFING

Interested developers are strongly encouraged to attend an on-site briefing session on _____ at ___ p.m at the site, <Street>, Wharton, TX. Registration to attend the briefing is required no later than the close of business on _____. To register, or for additional information, contact _____.

III. PROPERTY DESCRIPTION

1. Location and Site Information

This Request for Proposals involves the lease/sale of ___ acres of land owned by the Wharton Housing Finance Corporation. The property is located on _____ and abuts <enter description here _____> to the north and east.

2. Utilities

The following information is provided for preliminary informational purposes only and must be independently determined and verified by Proposers.

Utility	Provider	Location
Water		
Wastewater		
Electric		
Gas		

3. Buildings and improvements (if applicable)

4. Preliminary Site Plans

Attachment ___ is the site plan prepared by the Wharton Housing Finance Corporation’s Executive Director. The plans are illustrative only and provide the Proposer grading and other site information.

5. Zoning

The City of Wharton currently does not have zoning.

6. Regulatory Constraints (if applicable)

IV. DEVELOPMENT GUIDELINES

Key elements that should be taken into consideration by Proposers:

1. Building Design & Construction

The Wharton Housing Finance Corporation would like the buildings to be as “green” as possible while recognizing the balance with financial feasibility. At a minimum, the development shall comply with the City of Wharton’s site and building design guidelines as detailed in The City of Wharton’s Code of Ordinances. In addition:

- Plans should designate the location of dumpsters and provide for tenant storage; and
- The proposed site plan should include road design, an explanation of the internal traffic flow pattern and how traffic will be managed to ensure safety of all tenants; and

- The Proposer should indicate how they will address the constraints posed by _____.

2. Management and Maintenance Plan (applicable to multi-family or rental properties)

The management plan should include who will manage the property. If a manager has not been selected, please explain how the developer plans on procuring a management agent. The plan should address if there will be on-site management and if so, how that will work, and if not, how that will be handled. Proposers should include a maintenance plan and detail the storage of maintenance equipment.

3. Development Agreement

The Wharton Housing Finance Corporation intends to execute a Development Agreement with the selected developer within 60 days of selection. This agreement will incorporate the provisions of the developer's accepted proposal and will detail how the developer will develop, construct, and operate the project.

V. CRITERIA FOR EVALUATING PROSPECTIVE DEVELOPER/OWNERS

The following are the minimum proposal criteria for consideration:

1. Complete conformance with all submission requirements
2. Developer must have a minimum of ___ years' experience in development of multi-family housing
3. Certification of compliance on all state and local taxes (attached form)
4. Developer availability to commence work within ___ days of selection

Projects meeting the minimum criteria will then be judged on the following additional comparative evaluation criteria which will be rated on a scale of unacceptable, advantageous or highly advantageous.

Development Experience

Extent to which the developer's experience exceeds the minimum criteria, particularly with respect to the development team's prior track record with developing housing of a similar scale and type, structuring complex affordable housing finance transactions, and securing necessary permits and funding, as well as prior experience in the aforementioned environmental issue (*if applicable*).

Developer Financial Capacity

Review of any legal or administrative actions past, pending or threatened that could relate to the ability or capacity of the Proposer, its principals, or any affiliates to undertake the project. Confirmation that no local, state, or federal taxes are due or outstanding for the development team or any constituent thereof. Review of any bankruptcy within the past ten years by any member of the development team. Review of financial statements to ensure the proposer has the financial strength to complete the proposed development.

Feasibility of proposed project; analysis of development budget

Analysis of operating budget: appropriate for target population, reasonableness of management, administrative costs, maintenance, and utility costs. Analysis of development budget: sources and uses are reasonable and attainable.

Financing

Demonstration of ability to secure financing evidenced by history of successful projects with similar financing.

Site and unit design

Conformance with development guidelines and appropriateness of design for the area, the parcel, and the target population.

VI. Submission Requirements

1. The Developer and Development Team

- A. The proposal must include a description of the development team, the individuals, and organizations to be involved in the development, in particular the project manager, and their experience. The development team shall include, without limitation, the developer, architect, engineers, and consultants, and may include the contractor, property manager, lenders, and investors. Background information, including firm resumes and resumes for principals and employees expected to be assigned to the project, shall be provided.
- B. The name, address and telephone number of the Proposer, the name of any representative authorized to act on his/her behalf, the name of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team. The lead project manager should be specifically identified.
- C. If the Proposer is not an individual doing business under his/her name, a description of the firm and status of the organization (e.g., whether a for profit, not-for-profit or charitable institution, a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture) and the jurisdictions in which it is registered to do business. If the Proposer is a non-profit; please include a list of the organization's Board of Directors and areas of expertise they represent.
- D. The nature of the entity to enter into the purchase and sales/ground lease for the property and the borrower and guarantors of debt, if any.
- E. Identification of all principals, partners, co-venturers, or sub-developers participating in the transaction, and the nature and share of participants' ownership in and compensation from the project.

- F. If the property manager has not already been selected and identified above, a discussion of what the process will be for securing property management services.
- G. Description of the organizational structure of the development team and a plan to ensure effective communication between the WHFC and the development team during all phases of the project.
- H. A summary of first, the developer's and secondly, the development team's experience collectively and individually, and with similar projects. Particular attention should be given to demonstrate experience with projects of a similar scale and complexity of site conditions, permitting an affordable housing development, design, and financing. Proposer should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out permitting, financing, marketing, design, and construction.

The following format should be used to submit the information for each project presented:

- Project name,
- project location,
- project type and description,
- project scope,
- start date,
- projected completion date and actual date of completion,
- total development costs,
- sources of financing,
- total number of units and bedroom sizes.

- I. Narrative on why the project is similar and why your experience is relevant to the proposed development project.
- J. Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals, or any affiliates.
- K. Confirmation that no local, state, or federal taxes are due and outstanding for the development team or any constituent thereof.
- L. List of current projects under development and at what stage these projects are in (predevelopment, pending funding, construction, etc.)
- M. Provision of at least three (3) references with contact names, title and current telephone numbers and e-mail addresses, who can provide information to the housing corporation concerning the Proposer's experience in similar projects.

2. Development Concept

- A. Unit breakdown by bedroom size.
- B. Description of marketing.
- C. Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings / green building elements of the design and proposed septic system design.
- D. Discussion of any environmental requirements and how the site design meets these requirements.
- E. Analysis of the ways in which the proposal satisfies the development guidelines.

3. Project Financing and Financial Analysis

Using the One-Stop application format, provide the following:

- A. proposed pre-development budget, including all projected sources to be used to secure the necessary permits and approvals for the construction and operation of the development.
- B. development budget which includes detailed sources and uses, and

4. Conceptual Design Drawings

The proposal must include 11 x 17 plans including:

- A. site plan that describes entry way, driveway, parking layout, building locations, storage locations (if applicable), and trash management
- B. elevations
- C. typical unit floor plans

5. Implementation Plan and Timetable

The proposal must include a description of how the development concept will be implemented, including but not limited to:

- A. Detailed development schedule for all elements of the plan, including key milestones, financing benchmarks, and projected completion / occupancy timeframes, including COW approval process.

- B. Outline of required land use, environmental, operational, and other governmental or regulatory approvals, including land use, zoning, development, and environmental permits.
- C. The Proposer should provide a schedule for securing approvals as part of the proposal.
- D. The Proposer should note what zoning variances, special permits or modifications are required.
- E. The proposed development should be completed within ____years of the execution of the Development Agreement.

6. Management Plan

The proposal must include a plan for the ongoing management of the developed facilities. If the Proposer is including a property manager as part of its team, all relevant information as outlined under 'Developer' above should be included as well as details of projects where the Proposer and Manager have worked together before.

At a minimum, the selected Proposer and/or their Management Agent will be expected to:

- A. be responsible for securing the Lease Agreements with the selected tenants; and
- B. collect rent, security deposits and other receipts; and
- C. enforce the terms of the lease agreements; and
- D. maintain and repair the dwelling units; and
- E. maintain adequate insurance against claims for injuries or losses to persons or property that are alleged to have arisen on the Premises.

VII. SELECTION PROCESS

All packages submitted by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Wharton Housing Finance Corporation's board or its designee(s) will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the Proposer's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by Wharton Housing Finance Corporation. The Wharton Housing Finance Corporation will notify all Proposers in writing of its decision.

EXECUTION OF DEVELOPMENT AGREEMENT AND LEASE

It is the intent of Wharton Housing Finance Corporation to enter into a development agreement with the selected Proposer and then: convey the property. The development agreement will be negotiated after the selection process.

ATTACHMENTS

1. Assessor's map
2. Engineering Site Plan
3. Selection rating criteria
4. Certificate of Non-Collusion
5. Tax Compliance Certificate
6. Disclosure of Beneficial Interest

DRAFT

OUTLINE, REQUEST FOR PROPOSALS (RFP) – SF DEVELOPMENT**I. Invitation to Bid**

- A. overview of property being disposed
- B. goals for the disposition
- C. type of disposition (sale or lease)
- D. deadline for submission
- E. contact information

II. Site Tour and Briefing

- A. date and time
- B. contact information

III. Program Description/Development Guidelines

- A. design guidelines
- B. affordability requirements
- C. bedroom configuration
- D. overview of regulatory constraints
- E. financing options

IV. Property Description

- A. location and site information
- B. completed due diligence on the site (e.g., preliminary site design)
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- D. zoning
- E. regulatory constraints
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V. Proposal Submission Requirements

- A. development plan, including number and size of units, affordability levels
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- F. proposer financial status, including financial statements
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VI. Developer Selection Criteria and Process

- A. minimum evaluation criteria
- B. comparative evaluation criteria
- C. selection and disposition process, including land development agreement, sample lease

I. INVITATION TO BID

The Wharton Housing Finance Corporation is seeking proposals for the development of at least 1 single-family unit of private on approximately _____ acres of surplus land owned by the Wharton Housing Finance Corporation and located at _____.

The Wharton Housing Finance Corporation intends to convey the property to the selected developer for housing development at this site. The purpose of this RFP is to select a developer who will develop at least 1 new single-family unit.

Applicants should submit an original and six (6) copies on or before _____.

**Wharton Housing Finance Corporation
Attention: Executive Director
120 E. Caney, Wharton, TX, 77488**

at which time and place the bids will be opened and recorded. Proposals submitted after this time will not be accepted. Proposals should be marked "Responses to the Wharton Housing Finance Corporation Request for Proposals" and must include all required documents, completed, and signed per the instructions and attached forms included in this bid package. The Wharton Housing Finance Corporation reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is deemed in the best interest of the Wharton Housing Finance Corporation. The Wharton Housing Finance Corporation makes no representations or warranties, express or implied as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

Proposers' Responsibility for due diligence: Prospective developer should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

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Executive Director at _____.

II. SITE TOUR AND BRIEFING

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III. PROPERTY DESCRIPTION

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2. Utilities

The following information is provided for preliminary informational purposes only and must be independently determined and verified by Proposers.

Utility	Provider	Location
Water		
Wastewater		
Electric		
Gas		

3. Buildings and improvements (if applicable)

4. Preliminary Site Plans

Attachment ___ is the site plan prepared by the Wharton Housing Finance Corporation’s Executive Director. The plans are illustrative only and provide the Proposer grading and other site information.

5. Zoning

The City of Wharton currently does not have zoning.

6. Regulatory Constraints (if applicable)

IV. DEVELOPMENT GUIDELINES

Key elements that should be taken into consideration by Proposers:

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Developer Financial Capacity

Review of any legal or administrative actions past, pending or threatened that could relate to the ability or capacity of the Proposer, its principals, or any affiliates to undertake the project. Confirmation that no local, state, or federal taxes are due or outstanding for the development team or any constituent thereof. Review of any bankruptcy within the past ten years by any member of the development team. Review of financial statements to ensure the proposer has the financial strength to complete the proposed development.

Feasibility of proposed project; analysis of development budget

Analysis of operating budget: appropriate for target population, reasonableness of management, administrative costs, maintenance, and utility costs. Analysis of development budget: sources and uses are reasonable and attainable.

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Site and unit design

Conformance with development guidelines and appropriateness of design for the area, the parcel, and the target population.

VI. Submission Requirements

1. The Developer and Development Team

- A. The proposal must include a description of the development team, the individuals, and organizations to be involved in the development, in particular the project manager, and their experience. The development team shall include, without limitation, the developer, architect, engineers, and consultants, and may include the contractor, property manager, lenders, and investors. Background information, including firm resumes and resumes for principals and employees expected to be assigned to the project, shall be provided.
- B. The name, address and telephone number of the Proposer, the name of any representative authorized to act on his/her behalf, the name of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team. The lead project manager should be specifically identified.
- C. If the Proposer is not an individual doing business under his/her name, a description of the firm and status of the organization (e.g., whether a for profit, not-for-profit or charitable institution, a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture) and the jurisdictions in which it is registered to do business. If the Proposer is a non-profit; please include a list of the organization's Board of Directors and areas of expertise they represent.
- D. The nature of the entity to enter into the purchase and sales/ground lease for the property and the borrower and guarantors of debt, if any.
- E. Identification of all principals, partners, co-venturers, or sub-developers participating in the transaction, and the nature and share of participants' ownership in and compensation from the project.
- F. If the property manager has not already been selected and identified above, a discussion of what the process will be for securing property management services *(if applicable)*.
- G. Description of the organizational structure of the development team and a plan to ensure effective communication between the WHFC and the development team during all phases of the project.
- H. A summary of first, the developer's and secondly, the development team's experience collectively and individually, and with similar projects. Particular attention should be given to demonstrate experience with projects of a similar scale and complexity of site conditions,

permitting an affordable housing development, design, and financing. Proposer should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out permitting, financing, marketing, design, and construction.

The following format should be used to submit the information for each project presented:

- Project name,
- project location,
- project type and description,
- project scope,
- start date,
- projected completion date and actual date of completion,
- total development costs,
- sources of financing,
- total number of rooms and sizes.

- I. Narrative on why the project is similar and why your experience is relevant to the proposed development project.
- J. Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals, or any affiliates.
- K. Confirmation that no local, state, or federal taxes are due and outstanding for the development team or any constituent thereof.
- L. List of current projects under development and at what stage these projects are in (predevelopment, pending funding, construction, etc.)
- M. Provision of at least three (3) references with contact names, title and current telephone numbers and e-mail addresses, who can provide information to the housing corporation concerning the Proposer's experience in similar projects.

2. Development Concept

- A. Unit breakdown by room count.
- B. Description of marketing processes.
- C. Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings / green building elements of the design and proposed septic system design.

D. Discussion of any environmental requirements and how the site design meets these requirements.

E. Analysis of the ways in which the proposal satisfies the development guidelines.

3. Project Financing and Financial Analysis

Using the One-Stop application format, provide the following:

A. proposed pre-development budget, including all projected sources to be used to secure the necessary permits and approvals for the construction and operation of the development.

B. development budget which includes detailed sources and uses.

4. Conceptual Design Drawings

The proposal must include 11 x 17 plans including:

A. site plan that describes driveway, building locations, and garage/storage locations (if applicable)

B. elevations

C. floor plan(s)

5. Implementation Plan and Timetable

The proposal must include a description of how the development concept will be implemented, including but not limited to:

A. Detailed development schedule for all elements of the plan, including key milestones, financing benchmarks, and projected completion / occupancy timeframes, including COW approval process.

B. Outline of required land use, environmental, operational, and other governmental or regulatory approvals, including land use, zoning, development, and environmental permits.

C. The Proposer should provide a schedule for securing approvals as part of the proposal.

D. The Proposer should note what zoning variances, special permits or modifications are required.

E. The proposed development should be completed within ____ years of the execution of the Development Agreement.

VII. SELECTION PROCESS

All packages submitted by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Wharton Housing Finance Corporation's board or its designee(s) will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the Proposer's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by Wharton Housing Finance Corporation. The Wharton Housing Finance Corporation will notify all Proposers in writing of its decision.

VIII. EXECUTION OF DEVELOPMENT AGREEMENT AND LEASE

It is the intent of Wharton Housing Finance Corporation to enter into a development agreement with the selected Proposer and then convey the property. The development agreement will be negotiated after the selection process.

IX. ATTACHMENTS

1. Assessor's map
2. Site Plan
3. Selection rating criteria
4. Certificate of Non-Collusion
5. Tax Compliance Certificate
6. Disclosure of Beneficial Interest

City of Wharton
120 E. Caney Street
Wharton, TX 77488

HOUSING FINANCE CORPORATION

Meeting Date:	7/13/2021	Agenda Item:	Current and future housing projects.
Open discussion on current and future housing projects and opportunities.			
President: Gary Nunez		Date: Friday, July 9, 2021	
Approval: /s/ Gary Nunez			
Secretary: Tonya Machann			