

Request For Qualifications (RFQ)
City of Prairie du Chien
Development of 24 Units of Affordable Housing
on Publicly-Owned Property

ISSUING ENTITY: City of Prairie du Chien, Wisconsin
214 East Blackhawk Avenue
PO Box 324
Prairie du Chien, WI 53821
www.cityofpdc.com

CONTACT INFORMATION Chad Abram, City Administrator
City of Prairie du Chien
214 East Blackhawk Avenue; PO Box 324
Prairie du Chien, WI 53821
Phone: (608) 326-6406 – Fax: (608) 326-8182
cabram@prairieduchien-wi.gov

REQUEST PDC-RFQ-2023-1. The City of Prairie du Chien is seeking *Statements of Qualifications* from responsible and responsive firms describing in detail their experience and qualifications in developing affordable multi-family housing.

DATES RFQ Issue Date – January 11, 2023
Response Due Date – January 17, 2023

RESPONSES DUE Proposal Deadline. Responses to this RFQ are due by 4:00 PM, Central Standard Time, Tuesday, January 17, 2023.

Respondents must submit one copy of their *Statement of Qualifications* to:

City of Prairie du Chien
Attn: Chad Abram
214 East Blackhawk Avenue
PO Box 324
Prairie du Chien, WI 53821

Emailed responses will be accepted if received by the *Proposal Deadline* and are to be emailed to cabram@prairieduchien-wi.gov.

SPECIFIC SUBMISSION REQUIREMENTS

Each response shall include complete and detailed written responses to the items below. The City of Prairie du Chien and the Redevelopment Authority of the City of Prairie du Chien are seeking to identify firms to develop affordable housing on City-owned and RDA-owned property. Please provide a cover letter and complete and concise answers and supporting documentation for the following:

- 1) Identification of Respondent Organization and Associated Partner Organizations. Provide the respondent's name, business address, telephone number, facsimile number, email address, and website. Identify the respondent's business type (e.g., whether the organization is a sole proprietor; for-profit corporation or joint venture corporation; for-profit partnership; non-profit; public agency; or other type (identify), etc.). Provide the name and contact information for the Chief Executive or Administrator of the organization. Provide the name and contact information for the individual authorized to represent the respondent in discussions or negotiations, acknowledge amendments, and/or otherwise commit the respondent. Describe the major business function(s) or activities of the organization. Identify any organizations the respondent would partner with and/or utilize in developing affordable housing in Prairie du Chien.
- 2) Qualifications of Respondent. Describe the qualifications of the respondent and its associated partner organizations in developing affordable housing projects of 20 units or more. Describe projects the respondent has successfully completed. Describe in detail the respondent's experience in using various financial tools in completing these projects including but limited to grants, tax credits, and tax increment financing. Describe the sources of these tools. Describe the respondent's experience in sustainable developments, renewable energy, and green building. Describe the respondent's experience successfully working with local governments and small, rural communities in implementing housing projects. Describe the respondent's experience in working in Southwest Wisconsin and if applicable in Crawford County and in the City of Prairie du Chien. Describe the respondent's capacity (staffing, organization, partnerships, and attitude) to successfully and creatively conceptualize, organize, promote, and implement high-quality affordable housing projects.
- 3) References. Provide the names and contact information including email addresses and phone numbers for all local governments for which the respondent has provided housing development services over the past three (3) years.
- 4) Key Personnel. Identify the respondent's key individuals who are responsible for developing and implementing successful affordable housing. Provide a resume for each "key" individual describing, training, education, and experience.

EVALUATION OF STATEMENT OF QUALIFICATIONS

**Responses will be evaluated and using
the methodology described below.**

- 1) Professional Competence - The extent to which the respondent's *Statement of Qualifications* is complete.
- 2) Capacity - The extent to which the respondent demonstrates that it has the skilled personnel, strategic partnerships, knowledge, and creativity to develop affordable housing in Prairie du Chien.
- 3) Experience - The extent to which the respondent demonstrates successful current and past experience in developing and implementing affordable housing projects.