

## **Request for Proposals: Consulting Services for Affordable Housing Portfolio.**

Empire State Development ("ESD") seeks consulting services to assist staff in the management of its affordable housing portfolio which currently consists of 52 projects located throughout New York State. The proposed term of the engagement is two years with an option by ESD to further extend for an additional one year. The required services to be provided include analyzing, negotiating, and coordinating project dispositions including mortgage prepayments and decouplings with owners and developers to achieve optimal affordability and financial objectives; administering Tenant Repair and Improvement Loan Program to address health and safety issues and other tenant-related repairs; evaluating the portfolio's capital repair needs; negotiating expiring workouts and other agreements; recommending ways to maximize existing resources; and the undertaking of other assignments as directed by ESD.

Qualified candidates for this engagement must have a minimum of fifteen years experience in working with a multi-project affordable housing project portfolio consisting of projects that have HUD Section 236 interest reduction subsidies. Strong analytical, negotiating, quantitative, and written skills are essential. Knowledge of project dispositions, workouts, tax credit transactions, physical assessments, and overall affordable housing industry is required as well as proficiency in MS Word and Excel.

Submissions from interested parties must be in writing and include relevant experience, references, and desired hourly rate. At anytime ESD may terminate contract with written notice to Consultant. All respondents to this procurement will be required to comply with ESD's Terms & Conditions (Schedule A) and Insurance Requirements. Respondents will also be required to comply with State Tax Law Section 5a and State Finance Law Section 139j-139k which are included in Schedule A. ESD's non-discrimination and affirmative action policy will apply to this contract. This policy assigns numerical Minority/Women-owned Business Enterprise ("M/WBE") participation goals to ESD contracts. ESD's Affirmative Action Unit, in consultation with relevant parties, will develop an appropriate M/WBE goal program for this contract.

Respondents should note that all questions related to this RFP must be in writing and addressed to David Stein, Empire State Development, 633 Third Ave, New York, NY 10017 or emailed to [dstein@empire.state.ny.us](mailto:dstein@empire.state.ny.us) and received by Noon, Tuesday, November 22, 2011. Answers to all questions of a substantive nature will be provided by Monday, November 28th, 2011 and posted on ESD's website under "Questions & Answers" accessible at:

<http://esd.ny.gov/CorporateInformation/RFPs.html>

Submission Due Date: 2:00 p.m., December 2, 2011

**Submit to:**

David Stein

Empire State Development

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New York, NY 10017

Phone: 212-803-3569 FAX: 212-803-3515

Email: [dstein@empire.state.ny.us](mailto:dstein@empire.state.ny.us)