

**REQUEST FOR PROPOSALS**

**COMMERCIAL REAL ESTATE  
BROKERAGE SERVICES**

**FOR**

**AFFORDABLE HOUSING  
OPERATIONS CENTER**

*PROPOSAL SUBMISSION DUE DATE  
JULY 9, 2020*



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**REQUEST FOR PROPOSALS (RFP)**  
**COMMERCIAL REAL ESTATE BROKERAGE SERVICES**  
**FOR**  
**AFFORDABLE HOUSING OPERATIONS CENTER**

**TABLE OF CONTENTS**

	<b><u>PAGE NUMBER</u></b>	
<b>1.0</b>	<b>BACKGROUND AND CONTEXT</b>	<b>3</b>
<b>2.0</b>	<b>REQUEST FOR PROPOSALS OBJECTIVE</b>	<b>6</b>
<b>3.0</b>	<b>QUALIFICATIONS</b>	<b>7</b>
<b>4.0</b>	<b>RELEVANT ACTIVITIES OF CCPPI TO DATE</b>	<b>7</b>
<b>5.0</b>	<b>SCHEDULE OF EVENTS</b>	<b>8</b>
<b>6.0</b>	<b>DEMONSTRATED EXPERIENCE</b>	<b>8</b>
<b>7.0</b>	<b>SCOPE OF SERVICES</b>	<b>8</b>
<b>8.0</b>	<b>TERMS OF CONTRACT</b>	<b>9</b>
<b>9.0</b>	<b>PROPOSAL REQUIREMENTS</b>	<b>10</b>
<b>10.0</b>	<b>SUBMISSION OF PROPOSALS</b>	<b>11</b>
<b>11.0</b>	<b>EVALUATION CRITERIA</b>	<b>12</b>
<b>12.0</b>	<b>AWARD OF CONTRACT AND RESERVATION OF RIGHTS</b>	<b>13</b>

<b><u>EXHIBITS</u></b>		<b>PAGE NUMBER</b>
<b>EXHIBIT ONE</b>		<b>14</b>
<b>EXHIBIT TWO</b>		<b>17</b>
<b>EXHIBIT THREE</b>		<b>23</b>
<b>EXHIBIT FOUR</b>		<b>24</b>
<b>EXHIBIT FIVE</b>		<b>26</b>

## 1.0 BACKGROUND AND CONTEXT

For more than a decade, the Midtown Redevelopment Authority (MRA) has invested the majority of its Tax Increment Investment Zone (TIRZ) affordable housing funds to acquire property in the Third Ward and /South Union neighborhoods, located in the southeastern sector of Houston. By making land that MRA has purchased available to affordable housing developers, it has incentivized the development of 436 units of affordable housing, with another 634 units either under construction or planned.

### 1.1 **Revive Emancipation!**

In addition to contracting with CCPPI to partner with it to implement the *Southeast Houston Affordable Housing Initiative*, MRA has contracted with CCPPI to implement the *Revive Emancipation!* demonstration project, to complement its affordable housing projects on and around the Emancipation Avenue Corridor. This project is bringing together organizations and individuals across the Houston/Harris County area in a collaborative effort to address the major shortage of affordable housing and to engage in other community-building efforts.

#### MIDTOWN REDEVELOPMENT AUTHORITY

Midtown Redevelopment Authority (MRA) administers Tax Increment Reinvestment Zone Number Two. Tax increment reinvestment zones help finance costs of redevelopment and encourage development in areas that would otherwise not attract sufficient market development in a timely manner.

MRA has acquired approximately 450 tracts of land in Southeast Houston. Some of this land has already been conveyed to developers who have constructed affordable housing; the remainder will be made available for the same purpose.

#### SOUTHEAST HOUSING AFFORDABLE HOUSING INITIATIVE

The *Southeast Houston Affordable Housing Initiative* is a Partnership between the Center for Civic and Public Policy Improvement (CCPPI) and the Midtown Redevelopment Authority (MRA). This initiative was embodied in the Midtown Affordable Housing Plan, which was adopted by the MRA board of directors in 2017. Its intent is to incentivize the production of thousands of units of affordable housing in Southeast Houston.

#### CCPPI

The nonprofit Center for Civic and Public Policy Improvement (CCPPI) was established in 2012 to promote the advancement of economic opportunities by helping needy households to secure sound and affordable housing and human services. CCPPI has teamed with the Midtown Redevelopment Authority (MRA) to achieve these ends.

With its accomplished and experienced group of housing and community development professionals, CCPPI has been charged with directing efforts toward the realization of three major projects associated with Revive Emancipation! These projects are Emancipation ONE Affordable Housing Operations Center (AHOC), St. Charles Place (*aka* Emancipation Two Center), and the nearby Emancipation East and West, a mixed-use project that will include a ±170-unit mixed-income multi-family housing development. The latter is currently being developed in partnership with the Harris County Housing Authority.

## 1.2 Community Support

CCPPI has identified thirty-five organizations that are committed to the mission of supporting the creation of affordable housing. These organizations have provided statements of support for the development of Emancipation Center One Center, *aka* the Affordable Housing Operations Center. The statements serve as the basis of support for the establishment of such a center to house their operations, increase their capacity to reach their goals, and collaborate with other like-missioned entities.

## 1.3 Midtown Affordable Housing Plan

The **Midtown Affordable Housing Plan** (the Plan) represents a systematic approach to the development of affordable housing on land owned by the Midtown Redevelopment Authority. The Plan:

- Anticipates the current partnership between MRA and CCPPI to incentivize for-profit and non-profit developers to respond to the need for the thousands of additional affordable housing units that are needed;
- Supports the goals of the affordable housing elements of the City of Houston’s “Complete Communities” initiative;
- Sets forth a systematic approach to the development of thousands of affordable housing units in the planning study area; and
- Most importantly, in this context, the Plan articulates a vision for an MRA-owned, CCPPI-operated mixed- use Affordable Housing Operations campus consisting of the following:
  - Emancipation ONE Affordable Housing Operations Center - A five-story building containing approximately 58,000 square feet of space for community-based and public sector organizations engaged in housing and community development activities, human services provision, citizen advocacy, and civic training, as well as office space for not-for-profit office and not-for-profit users;
  - St. Charles Place (Emancipation TWO Center) - A 20-unit multi-family affordable housing development containing approximately 17,050 square feet; and
  - A public parking garage containing approximately 83,000 square feet and 220 parking spaces (the Parking Garage”).

The Emancipation ONE Affordable Housing Operations Center, which is the subject of this RFP, will provide space for the assembly of CCPPI staff and other groups and teams employed by similar organizations to promote affordable housing development and community-building. These organizations will undertake the mission of creating and supporting innovative policies and programs that address the ongoing implementation of the *Southeast Houston Affordable Housing Initiative* embodied in the **Midtown Affordable Housing Plan**.

MRA has engaged CCPPI to collaborate with it to implement the **Midtown Affordable Housing Plan** and partner with it to operate the Affordable Operations Campus.

#### **1.4 AFFORDABLE HOUSING OPERATIONS CAMPUS**

The Emancipation ONE Affordable Housing Operations Center is an office building which has as its primary purpose the stimulation of and support for the planning, design, construction, occupancy, and operation of affordable housing for residents in households that are deemed to be low-to-moderate. These are households with income at or below eighty (80%) percent of the area median income for households in the Houston Standard Metropolitan Statistical Area (SMSA).

A group of occupants of the AHOC will be chosen on the basis of their commitment to fulfilling the legislative mandate of MRA to support affordable housing. These occupants will embrace the mission and plans of governmental and quasi-governmental agencies and other non-profit and for-profit organizations that endeavor to create opportunities for affordable housing.

The Emancipation ONE Affordable Housing Center office building will be operated by CCPPI, pursuant to its contract and partnership with the MRA and other third parties with which both MRA and CCPPI have contracted during the design and construction of the Center. The operation shall be pursuant to the lease of the Affordable Housing Operations Center entered into between MRA and CCPPI, the interlocal agreement between MRA and the OST/Alameda Corridors Redevelopment Authority and agreements to be entered into by CCPPI and MRA required for the completion and operation of the Emancipation ONE Affordable Housing Center.

In a one-of-its-kind collaboration with CCPPI, MRA has funded the construction of the Affordable Housing Operations Campus (AHOC) building mentioned previously. Together, CCPPI and MRA selected Kirksey Architects to provide architectural and design services and MRA selected the general contractor, Arch-Con Construction- Houston, TX Inc.

The estimated date of completion of the construction of the office building is December 31, 2020, contingent upon Permitted Delays. Permitted Delays are defined as any delay in performance of MRA, CCPPI and other contracted parties by reason of (i) a force majeure event, (ii) mutual written agreement of parties to modify the initiation of construction or the construction or otherwise extended deadlines for performance, (iii) inability of third parties, not limited to the General Contractor to meet the anticipated schedule, (iv) inability of any third party to receive necessary permits or approval from any public or regulatory entity or (v) inability to perform such party's obligation as a result of default by MRA, CCPPI or other parties in the performance of its obligation.

Upon completion, MRA and CCPPI will enter into a lease agreement of the building wherein MRA will lease the AHOC to CCPPI for a term coterminous with the term of Tax Increment Reinvestment Zone Number Two which is administered by MRA. MRA will convey fee simple title of the St. Charles Place development to CCPPI, subject to restrictive operational covenants and reservation of rights as MRA deems necessary to maintain affordable housing on the campus. MRA will convey the Parking Garage and property underlying the Parking Garage to the Old Spanish Trail/Alameda Corridors Redevelopment Authority (TIRZ#7), as described in an interlocal agreement between the two parties.

## **1.5 Emancipation Affordable Housing Operations Center (AHOC)**

This Request for Proposal is distributed to solicit a commercial realtor(s) who desires to handle the leasing of office space in the Emancipation Affordable Housing Operations Center (AHOC). The AHOC is a transformational mixed-use office facility that will house organizations, agencies, institutions, and corporations that support the production of affordable housing, economic development and improvement of the quality of life for low-to-moderate income households. Its primary mission is to house entities that will create and promote synergies and interaction among affordable housing advocates, providers, and affordable housing counselors, as well as agencies that service historically underserved individuals. Emancipation Center ONE Center will be operated by CCPPI, as it implements the legislative mandate of the Midtown Redevelopment Authority to facilitate affordable housing.

The RFP Project will consist of a new office building that is five stories tall, with approximately 58,000 net rentable square feet. Adjacent to the office building is a multi-level precast concrete parking garage with about 220 parking spaces for the use of office tenants, their customers, and the community. The ground level includes a community room and cultural center in addition to approximately 7,500 square feet available for one or more retail tenants. A mix of local government organizations, commercial tenants, and housing-related nonprofits will occupy levels one or two levels. The exterior will be clad in a combination of large format vented tile, curtain wall with extended mullions and punched openings. The Level 1 lobby will house gathering and gallery space finished in ceramic floor and wall tile with a custom linear suspended ceiling system. An open stairwell going up to Level 2 and will have wood clad treads and a custom perforated metal railing with natural light from exterior windows. The building's window openings provide ample views of historic Third Ward, Emancipation Park, Downtown Houston and the Texas Medical Center.

Artwork and artifacts related to the history of the surrounding Historic Third Ward area will be displayed in Level 1 public spaces. The south wall of the garage will feature façade panels that display culturally significant artwork. The AHOC and its garage are located at the northeast corner of Emancipation Avenue and Elgin Street, at 3131 Emancipation Avenue.

## **1.6 ST. CHARLES PLACE**

Immediately east of the Emancipation ONE Affordable Housing Operations Center is a housing component, at the northeast corner of St. Charles Street and Elgin Street. St. Charles Place, *aka* Emancipation Center Two, is a 3-story building with two levels of residential units containing a total of approximately 17,000 gross square feet over grade level parking, with approximately 27 spaces for residents and their guests. Each unit is a one-bedroom, one-bathroom residence with roughly 650 square feet of living space. Balconies for these apartments will be privately accessed through the unit living area, with resident patio seating provided on the ground floor.

**The St Charles development is part of the Affordable Housing Operations Campus, but it is NOT A PART of this Request for Proposals for leasing of the 3131 Emancipation Center building.**

## **2.0 REQUEST FOR PROPOSALS OBJECTIVE**

CCPPI is seeking proposals from qualified licensed commercial real estate brokerage Firms with experience in providing commercial real estate leasing services and operations of a facility(ies) similar to the Emancipation ONE Center. The real estate property to be leased is described in this Request for Proposals in the aforementioned narrative and attached exhibits of renderings, photographs, and correspondence with supporters, community supporters and other information.

The successful Respondent to this RFP will be responsible for marketing and causing the leasing of the property known as the Emancipation ONE Center. CCPPI acknowledges that it has sought and confirmed potential lessees for the Emancipation ONE Center that are non-profit entities and agencies during the past years of planning, design and construction and affirms that potential lessees have committed to the implementation of the **Midtown Affordable Housing Plan** and housing and community development initiatives in the Plan's study area, near the center, and throughout Houston.

### **3.0 QUALIFICATIONS**

CCPPI desires to engage a commercial real estate broker or commercial real estate brokerage Firm to lease space in the AHOC office building that has demonstrated proficiency and experience in the following areas:

- A. Experience and solid track record in marketing and securing long term lessees for occupancy of buildings of similar class as the Affordable Housing Operations Center
- B. Knowledge of the current commercial real estate market in the Houston area, particularly in and near the Central Business District and the Midtown, Third Ward and Southeast or other similar area markets of Houston
- C. Demonstrated knowledge of potential industry, government or nonprofit agency types of commercial tenants seeking and/or willing to be sought to occupy the Affordable Housing Operations Center facility for an extended period
- D. Demonstrated capacity for partnership and/or collaboration with minority and women-owned Firms with knowledge of marketing and securing lessees that have similar missions and/or objectives related to affordable housing and community development.

### **4.0 RELEVANT ACTIVITIES OF CCPPI TO DATE**

CCPPI has received letters of support and letters of interest from individuals and organizations expressing interest in leasing office space in the AHOC, a listing of which will be provided to RFP Respondents. In light of its strong community ties, CCPPI will continue to identify potential lessees to occupy space in the AHOC.

Responding Firm shall recommend a reduced commission for leases signed pursuant to commitments from these entities which are on the aforementioned list. These entities shall be considered potential lessees for purposes of this Request for Proposals at a reduced commission rate. They may be included in any solicitation by the commercial real estate brokerage Firm(s) selected by CCPPI and/or MRA for payment of commissions, but with the lowered agreed commission rate for negotiation and completion of lease purposes.

## **5.0 SCHEDULE OF EVENTS**

<b>ACTIVITY</b>	<b>DATE &amp; TIME</b>
Issuance of RFP	June 4, 2020, 3 p.m. CDT
Deadline for Questions	June 22, 2020, 3 p.m. CDT
Responses to Questions (will be posted on CCPPI.org)	June 29, 2020, 3 p.m. CDT
RFP Submittal Date	July 9, 2020, 3 p.m. CDT
Presentations by RFP Respondent(s), if deemed necessary	July 16, 2020, 9 a.m. CST – noon CDT
Recommendation of Award to CCPPI and MRA boards of directors	July 23, 2020

## **6.0 DEMONSTRATED EXPERIENCE**

CCPPI is seeking proposals from qualified licensed commercial real estate brokerage Firms that have experience in securing long-term (up to 10 years) leases for commercial buildings in the Houston area. Respondents to this RFP shall demonstrate such experience by providing examples of such experience, as well as three references that attest to such experience. Respondents shall also demonstrate experience with and capabilities for expediting the lease-up of commercial buildings, as well as experience with attracting and working with nonprofit tenants.

## **7.0 SCOPE OF SERVICES**

CCPPI is seeking responses from one or more qualified, licensed, and insured commercial real estate Firms to provide the following services:

- 7.1.1 Establish a range of leasing commission rates and tenant inducements for each floor of the Emancipation Center ONE Affordable Housing Operations Center, including a bifurcated lease structure for non-profit and for-profit agencies, based on area made.
- 7.1.2 Within two weeks of contract execution, conduct a market survey of similar commercial properties of similar class within two-mile radius of the AHOC. The survey must include square footage rats for comparable properties and lease execution dates.
- 7.1.3 To assist CCPPI in anticipating the likely progress of leasing AHOC, provide written information that describes market trends and that analyzes the impact of upgrades and/or other amenities on the marketability of the Emancipation ONE Affordable Housing Operations Center.
- 7.1.4 Prepare lease templates, negotiate lease terms, negotiate renewal terms and conditions, coordinate lease preparation and execution with CCPPI, and review lease templates, collaborating with CCPPI as necessary.
- 7.1.5 Promote and present information regarding the availability of the AHOC.
- 7.1.6 List the Affordable Housing Operations Center with multiple Houston area real estate associations, resources, including but not limited to the Houston Black Real Estate Association, NAHREP® – Houston Chapter.
- 7.1.7 Develop and provide written descriptions of AHOC in multiple media formats.
- 7.1.8 Identify and contact real estate and other professionals to make referrals and assist in the marketing of AHOC to potential tenants.

7.1.9 Coordinate leasing completion, lease and determine tenant program for space layout and floor location with CCPPI designating the space plan and layout, including build-out requirements with potential lessees and CCPPI representatives.

7.1.10 Explore the feasibility of creating and leasing co-working space in the AHOC.

**7.2 In the leasing of space within the AHOC, selected Firm shall:**

7.2.1 Evaluate prospective lessees, negotiate final lease terms and conditions (transferring complete records of transactions), negotiate renewal terms and conditions, and coordinate lease preparation and execution with CCPPI.

7.2.2 Communicate with prospective lessees throughout the leasing process throughout tenancy as relates to any issues that may arise.

7.2.3 Show the rental spaces to prospective lessees.

7.2.4 Convey offers to CCPPI and assist in their evaluation.

7.2.5 Develop recommendations for leases and present to CCPPI for approval.

7.2.6 Present proposed leases to CCPPI for approval.

7.2.7 Handle all other customary activities and services associated with real estate transactions.

7.2.8 Assist in any grand openings of new lessee locations.

**7.3 The selected Firm shall provide written monthly reports detailing the following activities:**

- a. Leads and how they were generated;
- b. Method of follow up for each lead in tracking lease negotiations with each potential lessee through occupancy
- c. A summary of marketing and outreach efforts undertaken during the reporting period

**7.4 Term**

A contract(s) awarded in response to this Request for Proposal (RFP) will begin upon award and expire one year from the date of contract execution. CCPPI shall have the option to extend the contract for two (2) additional one (1) terms, in accordance with its agreement with MRA and other third parties. CCPPI shall have the right to terminate contract for lack of performance earlier.

**8.0 TERMS OF CONTRACT**

**8.1** The selected Firm must name one individual and an alternate as the primary contacts to resolve all issues that may arise during the term of the contract and this individual (and his/her alternate) shall be available to attend meetings and make presentations as requested by CCPPI.

**8.2** The commission for leasing spaces for occupancy shall be a Firm fixed price inclusive of all elements required to deliver the services, including, but not limited to employee costs and benefits, clerical support, supplies, materials, licensing, insurance advertising, etc. Such commission shall be inclusive of all elements required to provide these services as specified herein and any fee proposed shall be fully inclusive of profit and overhead costs.

**8.3** The proposed commission will be the total commission paid by CCPPI and will include any commission due to the selected Firm pursuant to a commission split agreement. CCPPI expects Firm to cooperate with outside brokers in accordance with standard industry practices. CCPPI shall provide its own legal counsel for completing documentation of the lease and shall not be liable or pay for legal costs incurred by Firm as part of its commission.

## **9.0 PROPOSAL REQUIREMENTS**

The proposal shall include the following items in the following sequence:

**LETTER OF TRANSMITTAL.** The proposal shall include a cover letter of transmittal introducing the Proposal and responding to the RFP which is signed by the individual with authority to represent the Firm(s) submitting the Proposal.

**EXECUTIVE SUMMARY.** The summary shall include a statement of the work to be accomplished, how Firm proposes to accomplish and perform each specific service and unique problems perceived by firm(s), collaboratively, and their solutions. The executive summary shall not exceed two pages.

**REFERENCES.** Background of firm(s) and support personnel, including professional qualifications and length of time working in Firm's capacity. Include one (1) page resumes of key personnel assigned as "Agent(s)" and the alternative "Agent(s)" for this project and any support personnel for services that firm proposes to perform including relevant experience of firm as it relates to the scope of services contemplated by the RFP.

Specific experience with a public entity(ies) should be included. If firm is proposing a team or joint venture, provide same information for each member of the team or joint venture. Other resources, including total number of employees, number and location of offices, number and types of equipment, specialized real estate related software available to support this project.

Firm(s) shall provide three (3) references, preferably including housing and/or government entities were possible.

**FIRM QUALIFICATIONS:** Description of Firm(s) qualifications addressing each aspect of qualifications contained in the list of qualifications in the SCOPE of this Request for Proposals.

**COMMISSION AND FEES:** The Firm(s) must submit the rate(s) of commission and all fees it requires for the services required to be performed under the contract terms described above. A complete schedule of rate(s) and fee(s) must be included in the Proposal, along with the form of contract agreement intended for use.

**LITIGATION DISCLOSURE:** Description of involvement in any litigation related to firm performance in which the Firm or any member of the Firm Team or Joint Venture, including existing of any outstanding property taxes or tax litigation involving Firm or any member of its team or joint venture.

**LOCATION FROM WHICH SERVICES WILL BE PROVIDED:** Please indicate the primary physical location from which your Firm will be providing services. *It is required that all services be provided from a Houston-based physical location.*

**MINORITY AND WOMEN OWNED BUSINESS PARTICIPATION:** The Center is extremely interested in the participation of relevant M/WBEs in these activities and we encourage respondents to seek and consider teaming & partnering arrangements for this engagement. The minimum M/WBE subcontracting goal is

20% . All respondents must engage in “ good faith efforts “ to utilize M/WBEs when subcontracting any of the services that are subject of this solicitation. Such subcontracting of services shall be reviewed by CCPPI to ensure compliance.

INSURANCE REQUIREMENTS: Signed statement indicating Firm’s willingness and ability to provide insurance coverage in amounts as follows:

Workers’ Compensation Insurance as required by law, \$1,000,000 of employer’s liability insurance, commercial general liability insurance of \$1,000,000 combined single limit for personal injury and property damage, automobile liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired cars, owned and non-owned vehicles, and professional liability insurance in the amount of \$1,000,000. Professional liability insurance shall be maintained for a minimum of three (3) years beyond the date this Agreement is completed or terminated. The commercial general liability insurance must include contractual liability coverage including coverage for any indemnities. CCPPI shall be made additional insureds on the commercial general liability and automobile liability policies.

SIGNATURE PAGE: Respondents must sign the proposal by a person authorized to bind the Firm submitting said proposals.

AMENDMENTS TO PROPOSALS: Submitted proposals may be amended only to clarify questions of CCPPI in the evaluation process.

## **10.0 SUBMISSION OF PROPOSALS**

**10.1** Firm(s) shall submit five (5) hard copies by hand delivery and one (1) electronic copy via USB drive of the Proposal in a sealed package. “**Commercial Real Estate Brokerage Services for AHOC**” must be clearly marked on the front page of the package and must also appear on the title page of the proposal. One of the hard copies must be an original signed in ink by the Respondent’s designated representative.

All proposals must be received at the CCPPI office no later than 3 PM CST on July 9, 2020 at the CCPPI office address below. *Any proposal received after this date and time will not be considered.*

Office address: Center for Civic and Public Policy Improvement  
Attention: Algenita Scott Davis  
5445 Almeda Road, Suite 504  
Houston, Texas 77004

**10.2** Proposal Format: Each proposal shall be typewritten and submitted on 8 ½ “x 11” white paper inside a binder or bound folder, except that exhibits may be included in and with the binder or bound folder of a different size. All pages shall be single spaced and printed on one side only. Margins shall be no less than ¾” around the perimeter of each page. Maximum number pages shall be fifteen (15). (The page limit does not apply to other required attachments or references). Each page shall be numbered.

**10.3** Name and Nature of Entity: Firms who submit responses to this RFP shall disclose and state the true and correct of the name of the individual(s), proprietorship(s), corporation(s) and or partnership(s), clearly identifying the responsible lead individual and alternate lead individual, who would be associated with the contract.

- 10.4** Firms shall include the Employer Identification Number (EIN) on the letter of transmittal page of the Proposal signed by the lead individual representing the Firm(s).
- 10.5** Firms shall include information demonstrating their best "good faith efforts," described in Section 9.0 above, to comply with twenty (20%) percent participation goal by individual Firm representatives, partner(s) or joint venture entities that represent Minority/Women Business Enterprises. Active participant minority leadership in the Proposal that is submitted by a majority commercial real estate firm will be considered as part of compliance with this goal.

**11.0 EVALUATION CRITERIA**

CCPPI will establish an Evaluation Committee to review and evaluate Proposals. Responses to this RFP will be evaluated by this Evaluation Committee that will consist of representatives from CCPPI, MRA, and Kirksey Architects, the OST/ALMEDA TIRZ, as well as two community organization representatives listed in the attached Exhibit Four who have indicated support for the AHOC and/or interest in occupying space in the AHOC. This Evaluation Committee will review the submission for the purpose of assessing the qualifications, experience, and compliance of the Firm(s) with the requirements specified in this RFP.

- 11.1** Evaluation in compliance with Proposal Requirements shall be conducted utilizing a matrix with assigned points for each of the elements listed below, as follows:

Firm Plan for Performance of Requirements	30
Commission and Fees	20
Firm(s) Qualifications	15
M/WDBE Participation	15
Firm(s) References	5
Lead/Alternative Designation and Signature(s)	5
Submission of Acceptable Contract Form	5
Litigation and Insurance	3
Executive Summary and Submission Format	2
<b>Total Possible Points</b>	<b>100</b>

- 11.2** All information provided in the Proposal responding to this RFP must be included in full within the submitted proposal. The Proposal cannot include any links to a website or other link that requires reviewers to access the website or link for consideration of content posted therein. Information not included in full within the submitted proposal will not be considered.
- 11.3** Failure to respond to all requested information may be considered non-responsive and may disqualify a Firm(s) from consideration. CCPPI reserves the right to waive any minor irregularities or technicalities in the Proposal. Proposals that are considered nonresponsive will not receive consideration.
- 11.4** After evaluation of the Proposals, the Evaluation committee will identify the best Proposal and recommend selection of the Firm(s) to the Board of Directors of CCPPI and MRA for authorization of a contract submitted by the Firm(s) and negotiated and approved by CCPPI.

## **12.0 AWARD OF CONTRACT AND RESERVATION OF RIGHTS**

Upon recommendation and selection of Firm(s), CCPPI will negotiate an authorized contract of agreed upon terms ("Agreement) with Firm(s) within 21 days of the authorization of Boards The Agreement shall include clauses which will safeguard the interest of the successful leasing of the AHOC and CCPPI including, without limitations, to cancellation, hold harmless and no damages for delay as well as no adverse interest to CCPPI. The Agreement shall address the following: amendments, termination, assignment, compliance with laws, conflicts of interest, indemnification, insurance, audit and retention, warranty and discriminatory specifications.

- 12.1** CCPPI may accept the Proposal in whole or any portion thereof. If subsequent negotiations are conducted, they shall not constitute a rejection by CCPPI. This RFP does not commit CCPPI to enter into an Agreement, award any services related to this RFP or obligate CCPPI to pay any costs incurred in preparation or submission of a Proposal in anticipation of a contract. No Agreement documents are binding on CCPPI until reviewed by legal counsel.
- 12.2** The Firm(s) agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract are and shall be deemed to be an independent contractor(s), responsible for their respective acts or omissions and that CCPPI in no way is responsible for Firm(s) actions. Firm(s) further agrees that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- 12.3** If awarded the Agreement, Firm(s) agrees that all records of CCPPI, and its related parties, produced in the course of work required by this Agreement will belong to and become property of CCPPI and its related parties. Further, Firm(s) agrees that it will not release any records, created during the course of performance of the Agreement, without permission of CCPPI and will be required to turn over to CCPPI all such records required by this Agreement.
- 12.4** If selected, Firm(s) agrees to comply with all applicable federal state and local laws, rules and regulations, including those governing documents an ownership, access and retention.
- 12.5** Firm(s) warrants and certifies that Firm(s) and any person designated to provide services hereunder has the requisite training, license and or certification to provide such services.

## EXHIBIT ONE

### ABOUT Emancipation Center ONE

## Houston's Affordable Housing Operations Center

### GENERAL INFORMATION

- ❖ The Affordable Housing Operations Center is a five-level beacon of community-building and restoration.
- ❖ The Affordable Housing Operations Center is targeting occupants that are dedicated to facilitation of affordable housing.
- ❖ The Affordable Housing Operations Center is designed to house financial services entity operating on first floor, along with other tenants
- ❖ The Affordable Housing Operations Center is featured in Midtown Affordable Housing Plan adopted by MRA, a local government corporation established by City of Houston pursuant to state legislation and governed by a board of directors comprised of representatives of government, NGOs, and the business community.
- ❖ The Affordable Housing Operations Center is owned by Midtown Redevelopment Authority, administrator of Tax Increment Reinvestment Zone Number Two, which is charged with dedicating 30% of its revenue for the facilitation of affordable housing.
- ❖ The Affordable Housing Operations Center will be a “one-stop shop” for addressing the documented dearth of affordable housing in Houston.
- ❖ The Affordable Housing Operations Center is to be operated by the non-profit CCPPI that is staffed with experienced housing professionals who have over 150 years of combined experience with affordable housing development and operations, finance, building operations and building maintenance

## LOCATION, LOCATION, LOCATION!

### Locational advantages of the Affordable Housing Operations Center

- ❖ The Affordable Housing Operations Center is located in the Historic Third Ward and is comprised of Opportunity Zone-qualifying, Community Development Block Grant-qualifying, and Enterprise Zone-qualifying census tracts
- ❖ The Affordable Housing Operations Center is adjacent to rapidly changing census tracts populated by higher income residents residing in hundreds of new and renovated higher end housing units.
- ❖ The Affordable Housing Operations Center is located on a recently designated Texas Main Street Corridor; thus, considerable commercial development and redevelopment is anticipated.
- ❖ The neighborhood in which the Affordable Housing Operations Center is located is one of 10 City of Houston Complete Communities, with a written plan to guide community-building.
- ❖ The Affordable Housing Operations Center is three blocks from where two interstate highways merge and at the intersection of two major arterials, providing good accessibility via automobile.
- ❖ The Affordable Housing Operations Center is across from the 137- year old iconic Emancipation Park, that received a \$33 Million restoration in 2016. This public park is now the vibrant scene of many well-attended public and private events.
- ❖ The Affordable Housing Operations Center is located only a few miles from Downtown Houston.
- ❖ There are two public universities nearby the Affordable Housing Operations Center.

## Community and Public Sector Support

- ❖ The groundbreaking for the Affordable Housing Operations Center was attended by over 200 supporters, including the Mayor of Houston, a Texas state legislator, three Houston City Council members, Houston Independent School District Board members, community leaders, and area residents
- ❖ Community support for the Affordable Housing Operations Center Emancipation Center ONE is evidenced by letters from over 40 organizations.
- ❖ Historic churches and long existing organizations in the immediate area have demonstrated support via participation in Emancipation Revive!
- ❖ The placement of the Affordable Housing Operations Center was approved by Houston Planning Commission and the placement of two major works of art commissioned for public display was approved.
- ❖ Via an interlocal agreement, the OST/Almeda Corridors Redevelopment Authority has agreed to assume ownership of the Parking Garage and the property underlying the Parking Garage.

## Other Significant Features of the AHOC?

- ❖ The Affordable Housing Operations Center is the first new commercial/retail building constructed in decades.
- ❖ The Affordable Housing Operations Center is in compliance with City of Houston walkability initiative.
- ❖ Pedestrian improvements along Emancipation Avenue adjacent to the Affordable Housing Operations Center enhance walkability.
- ❖ The Market Study for the Affordable Housing Operations Center predicts complete occupancy within normal commercial expectations.

## EXHIBIT TWO

### Affordable Housing Operations Center – Emancipation Center One



### Saint Charles Place – Emancipation Center Two



### Completed Afforded Housing Developments



VIEWS OF THE AFFORDABLE HOUSING OPERATIONS CENTER AND ST. CHARLES PLACE



***“Enhancing quality of life opportunities through housing, education, , health and economic development.” ..... CCPPI***



Gallery



Community Room



Elevator/Stairway



Garage Walkway

Front Entrance to the Emancipation ONE AFFORDABLE HOUSING OPERATIONS CENTER



View from Emancipation Park



Outdoor Seating



Garage Elevation



**EXHIBIT THREE  
AERIAL VIEW OF CONSTRUCTION**



11/20/19

**EXHIBIT FOUR  
EMANCIPATION ONE AFFORDABLE HOUSING OPERATIONS CENTER  
WEEKLY PHOTO UPDATES THRU MAY 11, 2020**



New CenterPoint concrete pole near north corner of office building.



Scaffolding & formwork in place for podium at residential site.



Street cut prepared for pavement replacement on westbound lane of Elgin St., between Emancipation Ave. and St. Charles St.



Installation of sheetrock continues on east side of AHOC structure



Placed rebar and formed grade beam for perimeter of Parking Garage.



Installed storm sewer manhole and replaced pavement on Emancipation Ave. near northwest corner of office building.



