

**LINN BENTON HOUSING AUTHORITY  
GARDEN VIEW APARTMENTS PROJECT  
REQUEST FOR PROPOSALS – FINANCING  
(CONSTRUCTION LENDER, PERMANENT LENDER, TAX CREDIT INVESTOR)**

1. **General:** This is a Request for Proposals relating to the Garden View Apartments (“Project”). Interested applicants may contact Anita Punja at [anita@hdc-nw.org](mailto:anita@hdc-nw.org) for the full application. Application materials will include all materials referenced in Section 5.
2. **Response Dates:** The date of this notice is Friday, November 9, 2018 and the due date for receipt of a proposal by the Sponsor is 5 p.m. Friday, November 30, 2018. Applicants may submit questions to Anita Punja until Wednesday, November 28, 2018.
3. **Form of Response**
  - 3.1. **Letter of Intent.** Provide a copy of your standard letter of intent.
  - 3.2. **Checklist.** Provide a tentative due diligence checklist separated between items to be completed prior to investor admittance, from those additional conditions required prior to funding. Indicate which due diligence items have a maximum age (for example, appraisal dated no more than xx months).
  - 3.3. **Financing RFP Matrix.** Complete the Excel spreadsheet in the application packet and provide as an Excel spreadsheet (not as a PDF). Note there are two tabs.
4. **Investor Information**
  - 1.1. **Qualifications.** Describe your firm’s qualifications and experience investing in low income housing located in Oregon as follows:
    - 1.1.1. **Contact Information.** Provide the company name of the respondent, address, telephone and name of primary contact person, with email address.
    - 1.1.2. **Key Personnel.** Identify the names and locations of key personnel who would work on this transaction, including origination and closing.
  - 1.2. **References.**
    - 1.2.1. **Oregon Projects.** Provide a list of similar projects in Oregon in which you have invested within the last four years. Include contact information for the owner.
    - 1.2.2. **Professional Contacts.** Provide a list of at least three contacts that may be used as professional references.

**1.3. Timing Feasibility and Closing Workload.** Provide your assessment of the feasibility of completing the proposed plan for closing and funding as described in the attached Project Background.

**1.4. Relationship Requirements**

Please indicate a) if the proposal is tied with another investor for another part of the financing project (for example construction lender A is tied to a take-out loan with permanent lender B), b) if the proposal to provide one type of financing is tied to being chosen for the second type of financing (for example, LIHTC financing and construction loan must both be accepted together).

**1.5. Team Response.** The Sponsor encourages team responses whereby different respondents work together to jointly respond to this Request for Proposals. In such event, each respondent should fully complete the response in a transparent manner so that each member of the team answer questions that relate to the part of the services that that particular respondent will provide.

**5. Attachments:** To assist in responding to this Request for Proposals, the following will be provided:

5.1. Project Background

5.2. Project Overview – Narrative from OHCS 9% Low Income Housing Tax Credit NOFA

5.3. Financing RFP Matrix

5.4. Most recent audited financial statement

5.5. Preliminary Title Report

5.6. Phase I Environmental Site Assessment Executive Summary

5.7. Schedule of recent affordable housing projects

5.8. Project Projections