



Request for Proposals (RFP)
For an affordable Housing Development Consultant

For Centro Campesino's efforts to increase the number of affordable housing units in South Florida.

Florida City, Florida

Centro Campesino requests proposals from experienced Consultants with affordable multi housing development experience in housing development including planning, budget estimates and proformas, and the development process cycle to lead the Centro Campesino Board Real Estate Development Committee and staff in planning and expanding the development of affordable housing units.

About Centro Campesino

Centro Campesino is a Community Development Corporation that strengthens families by providing affordable housing, homeownership support, economic advancement, and educational opportunities.

Centro Campesino was formed in 1972 as the Centro Campesino Farmworker Center in response to the deplorable living conditions of farmworkers and other low-income families in South Florida. Since then, Centro Campesino has constructed over 500 single family homes for low-income families, 130 affordable rental units, and rehabilitated more than 6,000 homes for rural low-income families in eleven Florida counties. Centro Campesino has provided job training and placement to more than 1,000 youth and farmworker adults in non-agricultural jobs and guided over 3,000 families through the homeownership process. Since 2008, Centro has assisted over 2,000 distressed homeowners facing South Florida's foreclosure crisis. And, in the aftermath of Hurricane Andrew (which devastated South Florida in 1992), and then during every hurricane season, Centro Campesino was instrumental in developing and implementing hurricane relief and recovery efforts. Since the hurricane devastation in 2004, Centro Campesino has repaired and/or replaced over 217 damaged homes.

Today, Centro Campesino's lines of business are Housing development, homeownership solutions, property management, education/workforce development, and community revitalization and leadership development in Central and South Florida. Centro Campesino's Board of Directors includes eleven volunteer members. Centro Campesino's paid Staff includes an Executive Director and 52 members. *Organizational 2019 Neighborhood American Outcomes Metrics attached.

Centro Campesino is part of the national **Neighborworks Network of Excellence**, an affiliation of more than 240 nonprofit organizations located in every state, the District of Columbia and Puerto Rico (<https://www.neighborworks.org>). The Neighborworks network was founded and is supported by **Neighborworks America**, whose mission is to create opportunities for people to live in affordable homes, improve their lives and strengthen their communities.

Topics of priority for the consultation are as follows:

- The need to significantly **expand production of new affordable housing supply**. Since their inception, Centro Campesino has built over 500 single family homes and 122 multi-family units. But no units have been constructed since 2015 as a result of the cost of construction, the appraisal, and the amount that a family can afford to purchase do not result in profitability.
- Review and analysis of **potential development options for existing properties** in Centro Campesino's portfolio. Centro Campesino has site control of three properties including a three-acre site, a two-lot site, and a one-acre site next to a 31-unit low-income Senior Housing development). *The selected Consultant will be provided with Centro Campesino's recent reports on existing property related to potential development (zoning, legal, and other analysis).
- A review and analysis of **external affordable housing development options** with properties outside our portfolio.
- A review and analysis of **funding/financing opportunities** with the two major affordable housing finance systems in Florida, (1) the Florida Housing Finance Corporation (FHFC) and (2) Surtax funding.
- Develop a **geographic map of Florida** indicating potential affordable housing development opportunities overlaid with the key areas where Centro Campesino conducts business.

- Lead the Affordable Housing Development process and Finance Packaging of project deals including financing, working with architect, developers, from concept to development and potential holding.

More information and detail about Centro Campesino can be found on our website at <https://centrocampesino.org>

Scope of Services

The consultant will submit a proposal in response to this RFP and outline and recommend the process which in their experience has been efficient and successful for their previous clients. During and after selection of the consultant(s), they and the Centro Campesino's Board Real Estate Development Committee and key staff will discuss and finalize details of the process with the consultant(s).

The consultant(s) will provide the following Scope of Services:

- A review and analysis of potential affordable housing development options for existing properties in our portfolio, including actions and timelines and costs.

After review, consultation, and selection of best development option with the Centro Campesino team, the other steps will commence.

- An analysis of external affordable housing development options with properties outside our portfolio.
- An analysis of funding/financing opportunities with the two major affordable housing finance systems in Florida, (1) the Florida Housing Finance Corporation (FHFC) and (2) Surtax funding.
- Develop a geographic map of Florida indicating potential affordable housing development opportunities overlaid with the key areas where Centro Campesino conducts business.
- Lead the development process from concept to development and potential holding including but not limited to pre-development activities, draft project budgets and proformas, project packaging including financing for a non-profit development (pre-development, grants, and low-interest financing), work with architects, developers, the County, State entities, and other related parties).

RFP Submission Requirements:

We are seeking a consultant who is knowledgeable in the field of affordable housing and community development, and who are creative, engaging, efficient, and cost competitive. To respond to this RFP, please submit the following.

- Statement of Qualifications.
- Statement of Methodology/Approach to deliver proposed scope of services.
- Proposed Fee for Service. A complete project price based on the above scope of work is requested. Please provide a separate fee schedule for each key bullet point (a plan and analysis and the development process). Separately include estimates of additional fees or reimbursable expenses that may apply, such as travel, etc. Please also share your hourly rate and preferred payment schedule. Include any recommendations for shared work for Centro Campesino staff to perform that could reduce overall cost.
- Proposed timeline with critical benchmarks.
- Two professional references with contact information.

Submissions by email, rather than by hard copy, is required to facilitate sharing of information among members of the Real Estate Development Committee and staff team.

Please email your response to John Martinez, Executive Director, Centro Campesino, at JMartinez@CCFCFL.org no later than **July 5, 2021, at 5 PM Eastern Standard Time. If you have questions or wish to discuss this opportunity further, please feel free to email or call John Martinez at (305) 245-7738 extension 228. Please leave a voice message if we are not able to immediately connect.**