

MISSISSIPPI HOME CORPORATION

REQUEST FOR QUALIFICATIONS

*Consulting Services for Environmental Guidance meeting
National Environmental Protection Agency (NEPA) and U.S. Department of Housing and
Urban Development's (HUD) Community Development Block Grant (CDBG) Program and
HOME Investment Partnerships Programs (HOME) Environmental Review Requirements for
American Recovery and Reinvestment Act Projects*

1. Introduction

The Mississippi Home Corporation (“MHC”) was created in 1989 as a public body corporate and politic, separate and apart from the State of Mississippi (“the State”). MHC is a legal successor-in-interest to the Mississippi Housing Finance Corporation (“MHFC”). While granting MHC a broader set of powers than those possessed by MHFC, the Mississippi Home Corporation Act, Sections 43-33-701 *et seq.*, Mississippi Code of 1972, as amended (“the Act”), vested all property, rights, and powers of MHFC in MHC, subject to all pledges, covenants, agreements and trusts made or created by MHFC.

2. Purpose

The purpose of this Request for Qualifications is to solicit responses in accordance with the Mississippi Home Corporation policy from qualified firms to furnish services to MHC as identified in *Scope of Services* of this request.

3. Board

The powers of the Corporation are vested in nine (9) members of the Mississippi Home Corporation Board of Directors (“the Board”), six of which are appointed by the Governor of the State and three (3) by the Lieutenant Governor of the State, all of whom shall be residents of the State. All appointments shall be with the advice and consent of the Senate of the State Legislature.

4. Administrative Personnel

Ms. Dianne Bolen is Executive Director of the Corporation. The Corporation has a permanent staff of forty-eight (48).

5. Scope of Services

The Respondent selected under this Request for Qualifications (RFQ) (“Consultant”) will review and evaluate environmental assessments, environmental Finding of No Significant Impacts (FONSI), and environmental reviews, prepared by others on

proposed developments being considered by MHC for funding under the American Recovery and Reinvestment Act of 2009 (ARRA), including the Tax Credit Assistance Program (TCAP), the Neighborhood Stabilization Program Round 1 (NSP1) and the Neighborhood Stabilization Program Round 2 (NSP2). The Consultant will provide a written report to MHC covering its findings for each project reviewed. A Respondent to this RFQ may not have provided an engineering study to any developer applying for funding from MHC under TCAP or any service to anyone applying for NSP1 or NSP2 funds from MHC.

Under ARRA, and in accordance with the Code of Federal Regulations, Title 24 Part 58.1(b), MHC must assume responsibilities for environmental review, decision-making and action that would apply to HUD under the following specified laws and authorities. MHC as the responsible entity must certify that it has complied with the requirements that would apply to HUD under these laws and authorities and must consider the criteria, standards, policies and regulations of these laws and authorities. Therefore, the Consultant must be able to interpret findings submitted by developers and provide guidance to MHC on the following Environmental Review Procedures:

- Historic properties;
- Floodplain management;
- Wetlands protection;
- Coastal Zone Management;
- Sole source aquifers;
- Endangered species;
- Wild and scenic rivers;
- Air quality;
- Farmlands protection;
- Environmental justice; and,
- HUD environmental standards including:
 - Noise Abatement and Control;
 - Toxic/Hazardous/Radioactive materials Contamination, Chemicals or Gases;
 - Siting of HUD-Assisted Projects near Hazardous Operations; and,
 - Airport Clear Zones and Accident Potential Zones.

The Consultant will review and evaluate environmental studies in accordance with the requirements of the NEPA and HUD's Environmental Review Requirements.

MHC received 40 TCAP applications and corresponding environmental studies during the TCAP application cycle ended July 24, 2009. A second application cycle has not been determined at this time. MHC has been awarded NSP1 funding and will use the selected Consultant(s) to carry out environmental reviews under that funding beginning in September 2009. MHC has applied to HUD for funding under NSP2, and if funded, will use the selected Consultant(s) to carry out environmental reviews under that funding beginning after January 1, 2010.

The scope of the services to be provided to MHC by the Consultant will include, but is not limited to, the following:

- 5.1. Initial term of contract: September 10, 2009 – September 10, 2010
- 5.2. All work to be performed in MHC offices located at 735 Riverside Drive, Jackson, Mississippi unless approved otherwise by MHC. MHC office hours are 8:00 AM to 5:00 PM Monday through Friday.
- 5.3. No part of any file or study may be removed from the premises of MHC without the approval of MHC.
- 5.4 If multiple developments are located within the same environmental area, Consultant shall make recommendations to MHC as to the maximum number of units the environmental area is capable of supporting, without negatively impacting the existing environment.
- 5.6 Consultant shall treat all information associated with each application with the utmost confidence and if inquiries are received from others regarding such information they should be referred to the MHC website, www.mshomecorp.com, for information available to the public.
- 5.7 MHC will require that Consultant enter into a contractual agreement with the TCAP developer, following instruction to be issued by MHC. Consultant will report directly to MHC on Consultant's evaluation of the environmental assessment review, Finding of No Significant Impact (FONSI) review, and/or environmental review submitted to MHC by developers.
- 5.8 Separately, MHC will enter into an agreement for consulting services from Consultant related to NSP1 and NSP2 on a fee basis. Consulting services may be requested in various areas including, but not limited to, NEPA1, NEPA3, environmental assessment review, Finding of No Significant Impact (FONSI) review, and/or environmental review.

6. RFQ Instructions

6.1. RFQ Submission and Format

Please submit thirteen (13) copies of your response in the same package clearly marked on the outside "Response to RFQ for Environmental Guidance for ARRA Programs" addressed to:

Vice President of Federal Reporting & Research
Mississippi Home Corporation
735 Riverside Drive
Jackson, MS 39202

The Board desires to minimize submission of superfluous RFQ material. Interested Respondents are instructed to organize their responses according to the following format:

- 6.1.1. The narrative answer should be preceded by the question or request for information, limited to one side of a single 8 1/2" X 11" typed page. Supplemental information or background material, if any, must be restricted to Appendices following the responses.
- 6.1.2. Do not answer more than one (1) information request per page.
- 6.1.3. Number each page consecutively and identify the Respondent on each page.
- 6.1.4. At a minimum, tab responses by RFQ question categories.

6.2. RFQ Terms and Conditions

- 6.2.1. MHC reserves the right to negotiate all elements that comprise the information of the Respondent(s) to ensure that the best possible considerations are afforded to all the concerned, and to waive any irregularities. MHC reserves the right to reject any and all responses to this RFQ.
- 6.2.2. MHC reserves the right to select a Respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any Respondent(s) to a time of MHC's choosing.

6.3. Board and Staff Communications

Under no circumstances may any members of the Board or staff, excluding staff members named herein, be contacted during this RFQ process by any Respondent to this RFQ. Failure to comply with this requirement will result in disqualification.

6.4. Timetable

The deadline for submission in response to this Request for Qualifications is 4:00 PM CDST, August 21, 2009. Telephone or fax responses will not be accepted for this request.

6.5. Release of Information

MHC will not release information submitted in response to this RFQ during the proposal evaluation process or prior to a contract award.

6.6. Proprietary Information

If a Respondent does not desire certain proprietary information in their response disclosed, the Respondent is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the Respondent fails to identify proprietary information, it agrees by submission of its response that those selections shall be deemed nonproprietary and may be made available upon public request after a contract award.

6.7. Term of Contract

The contract will be offered for a period of one (1) year with an optional renewal each year for a period of one (1) year. The contract is cancelable by either party on an annual basis.

6.8. Further Information

To obtain information about MHC or this RFQ, please contact David Hancock, Vice President of Federal Reporting & Research at (601) 718-4620.

6.9. MHC reserves the right to:

- 6.9.1. Request a bid for services in conjunction with an oral interview, and such other additional information as determined by MHC from Respondents prior to MHC's final selection of a Consultant. It is anticipated that if Respondent is selected to give an oral presentation to the MHC TCAP Committee it will occur between August 24 and August 28, 2009. Notifications will be made to selected Respondents after responses have been reviewed and evaluated.
- 6.9.2. Consider information about a Respondent in addition to the information submitted in the response or interview.
- 6.9.3. Reject any and all responses and waive any irregularities.

7. RFQ Instructions for Respondents

7.1. Organizational and Personnel Background

- 7.1.1. Provide an overview of your firm, emphasizing its qualifications and major organizational strengths and achievements that would serve MHC. Why do you believe you should be selected to provide environmental consulting services?
- 7.1.2. Provide in detail your firm's experience related to NEPA, HOME, and Title 24 CFR Part 58, specifically: Historic properties, Floodplain management, Wetlands protection, Coastal Zone Management, Sole source aquifers, Endangered species, Wild and scenic rivers, Air quality, Farmlands protection, Environmental justice;

and, HUD environmental standards including: Noise Abatement and Control, Toxic/Hazardous/Radioactive materials Contamination, Chemicals or Gases, Siting of HUD-Assisted Projects near Hazardous Operations; and, Airport Clear Zones and Accident Potential Zones.

- 7.1.3 Provide the names and brief resume of the professionals who will be assigned to the work (“Key Staff”), including specific professional licensing pertaining to environmental work. Include their level of responsibility. Please designate the percentage of work for which each team member will be responsible.

7.2. Experience

- 7.2.1. Provide a list of similar organizations for which your company provided services. Provide a list of references from the agencies listed above, including names, addresses, and telephone numbers. Also, how long has your firm provided environmental guidance/services to the referenced organizations?
- 7.2.2. Discuss your understanding of the environmental process for meeting ARRA Requirements and include a checklist or an outline of steps you would take in reviewing project documentation to ensure that all ARRA requirements are met.
- 7.2.3. Provide an estimate of the time you will require to review and prepare a report on environmental documents associated with an individual rental development project, assuming it consists of a single contiguous site with multi-unit apartment buildings, common areas, green space, and parking.

7.3. Disclosure

Describe any litigation, arbitration, and/or other actions pending against Respondent arising from the Respondent’s involvement in environmental guidance, review, or services. Please indicate your willingness to provide additional information or any litigation pending against Respondent should MHC request it.

7.4. Affirmative Action

MHC requires that Respondents be an Equal Opportunity Employer.

- 7.4.1. State that the Respondent complies fully with all governmental regulations regarding nondiscriminatory employment practices.

8. RFQ Review

Selected Respondents may be asked to make oral presentations as part of the selection process. If so, the Respondents will be given not less than three (3) business days notice, along with the date, time and place for the oral presentation.

9. Selection Criteria

- 9.1. MHC will make its selection based upon its perception of the need for services, the demonstrated competence, experience, knowledge and qualifications of the firms. By issuing this RFQ, however, MHC has not committed itself to employ an entity to perform the anticipated environmental guidance for any or all of the above-described matters, nor does the suggested scope of services or term of agreement require that an Respondent should be employed for any of those purposes.
- 9.2. MHC reserves the right to make those decisions after the receipt of responses, and MHC's decision on those matters is final.
- 9.3. MHC will evaluate only those responses meeting the minimum qualifications. Among other things, the evaluation of statements of qualifications will be based on the following criteria:
 - 9.3.1. The Respondent's willingness to follow the guidelines outlined in this RFQ,
 - 9.3.2. Experience and qualifications of both the Respondent and its staff to be assigned to the work performed for MHC,
 - 9.3.3. The Respondent's experiences as provider of environmental guidance/services,
 - 9.3.4. Involvement and accessibility of staff to be assigned to work with MHC,
 - 9.3.5. Answers to other questions contained in the response to this RFQ, and
 - 9.3.6. Organization, size and structure of the Respondent, and location of its Mississippi Office.

**Proposals Received After
4:00 PM, CDST, August 21, 2009
Will Not Be Considered**