

Multi – Family Pre-Proposal Meeting Summary

July 26, 2017 - City Council Chambers, 3:30 PM

John Zakian started out the meeting by introducing himself and telling the purpose of the meeting is to discuss the Multi-family RFP. John then added a statement that all questions and answers at this meeting will be shared to the public by means of the city's website. Next, he explained that there will be no side conversations with anyone that could give one person an advantage over another. He also stated that anyone looking to apply for the RFP should make sure that they answer everything required in the application or they will be disqualified. He also stated that you can obtain the RFP and application from CDM Smith so that we can document who all is taking the application. John said that the purpose of the RFP is to benefit LMI (Low and Moderate Income) individuals in Minot and HUD has high expectations of the delivery of this NDR (National Disaster Resilience) project. John also stated that there is no guarantee that this RFP will be awarded. If there is no application that is seen fit for the project, then no proposal will be awarded.

Melissa addressed two previous items of concern that have already come up since the release of the RFP. The first is the submission of an appraisal and the second is the submission of a Capitol Needs Assessment. The RFP originally said that these are required in the submission of the RFP, but that has been changed to where they are not required for the submission of the RFP. Although, if there ends up being a significant difference in cost from the RFP there will be a re-look at the previously submitted RFP's. Melissa then said that starting on page 13 of the RFP there is a list of scoring criteria that can be referenced to see what all will be needed. She said it is also ok to follow the outline of the RFP in a submittal. She then stated that any building submitted must be within the City of Minot, and the goal is to improve the existing Multi-Family Housing and not hurt it.

Melissa stated that there will be a development agreement with the awardee. The agreement will be extensive and the property will be analyzed on an annual basis. She also stated that the funding awarded will be in the form of a loan.

John said that while a proposal may indicate that the building will remain affordable for 30 years, it does not mean that you must own it for the 30 years. The development agreement can carry over to the new owner.

Melissa indicated the RFP does not need to be glossy and look fancy. We are just looking that all the info is there. The formatting will not make your proposal rank higher than another.

John brought up two important details: Make sure that you tell us anything you know about the building, and any major repairs that need to be done in the RFP. It will not automatically disqualify you.

Q & A

Q – Do we need to have an appraisal done before we submit the RFP, and how can we get an appraisal done in a timely matter with the current appraisers taking 3 – 4 months to have appraisals done?

A – You do not have to have an appraisal done with the submission of your proposal, but you will still want to have a description of what is necessary and reasonable. You will still need an appraisal before

funds can be allocated and project start. If an appraisal is taking a while to obtain, then it is possible that the City can wait for that. It is noted that there is no requirement that appraisers must be from Minot or Ward County.

Q – Will we need to have an Environmental Assessment done for the RFP?

A – It is not necessary to have one submitted with the Proposal, but when an environmental assessment is done afterwards and there are concerns found that change the scope of the proposal, then the proposal could be rescored.

Q – Should the proposal have an estimated cost of the environmental abatement?

A – Yes that would be advisable.

Q – Can the building be new construction?

A – No, there will be no new construction.

Q – Can you remodel a building that is occupied?

A – Yes, but it will be subject to the HUD Uniform Relocation Act which will specifically outline how to do so.

Q – What is the overall budget for housing with the NDR grant?

A - \$30 million for housing, less what has already been awarded.

Q – What can be Leverage?

A – It can be any form of financing, and potential leverage sources are outlined in the RFP.

Q – Are there any limits within the city of Minot?

A – Not as long as it is a LMI (Low to Moderate Income) property and it is not within the current flood inundation zone. However, it would be advisable to find a place outside the proposed inundation zone.

Q – Is the per unit cost exclusive to just being spent on the units or can that also be used for facility improvements?

A – The Formula for that is in the RFP, and please take into consideration the current condition of the facilities when submitting the per unit cost.

Q – What is the involvement of the Minot Housing Authority?

A – We have had 2 to 3 meetings with them, and they are in attendance at this Pre-proposal meeting.

Q – Do you need to dedicate all the units in the building to the project.

A – We are only doing a per unit cost for the units in the building. We would not advise doing only a partial rehabilitation of the structure, but it will not completely disqualify you.