



The
Housing Authority
of the City of Aurora

RFI20251003 REQUEST FOR INFORMATION

Development Consultant

OWNER:

Housing Authority of the City of Aurora
DBA Aurora Housing Authority (AHA)
2280 South Xanadu Way
Aurora, CO 80014

PROJECT:

Residences at Trolley Park
1445 Dallas Street
Aurora, CO 80010
(Multifamily Apartments)

ISSUE DATE: Friday, October 31, 2025

RESPONSE DEADLINE: Friday, November 7, 2025, @ Noon, MST

SUBMIT RESPONSE TO: development@aurorahousing.org, Attn: Heidi Mitchell

SECTION I. Aurora Housing Authority (AHA) Organization and History, and Project Information

AHA Organization & History:

The Housing Authority of the City of Aurora, Colorado, also known as The Aurora Housing Authority, (AHA) has a rich history serving the diverse communities within the borders of the city. AHA was established by action of the Aurora City Council in February of 1975, as an independently operating quasi-governmental agency with both public and private sector characteristic to provide affordable housing solutions. AHA is committed to creating mission-driven housing solutions that make a difference, through asset-building opportunities combined with effective community-oriented and individual services and amenities. By working closely with government entities, investors, landlords, and for and non-profit organizations, we build impactful partnerships that help us serve our communities and transform lives for people with limited income.

The Aurora Housing Authority owns and professionally manages over 1,000 beautiful townhomes and apartments spread over 14 properties, with two additional buildings currently under construction, and an additional supports 2,000 households through vouchers, providing affordable rental homes to thousands of residents. In order to further scale our impact across the city, AHA is also Special Limited Partners for an additional 3,170 townhomes and apartments in Aurora. AHA is committed to providing safe, decent, affordable housing to our

community and proudly serves many different groups including Working Families, Single Parents, Disabled Residents, Seniors, People Experiencing Homelessness, and Veterans.

Mission Statement

To develop and promote quality housing while supporting and encouraging economic opportunities leading to self-sufficiency and independence.

Vision Statement

To be the acknowledged leader in developing quality affordable housing in our community. Adopted by the Housing Authority of the City of Aurora, CO December 1998

Values Statement

- Respect Others: We will treat co-workers, clients, and community members with dignity, respect, courtesy, politeness, and kindness.
- Act with Integrity at All Times: With the best interest of the organization, employees, clients and community in mind, we are personally accountable for the highest standards of ethical behavior including honesty and fairness.
- Maintain a High Level of Professionalism: We approach our daily activities with competence, responsibility, accuracy, reliability and confidentiality. We work cooperatively to create a friendly and quality-oriented environment.
- Communicate Clearly: We will communicate openly and honestly and listen to ideas to improve our services and overcome challenges.

Project Details:

AHA will be initiating a design-build renovation at the Residences at Trolley Park, a 38-unit, multifamily apartment complex located at 1445 Dallas Street in Aurora, Colorado. The property consists of one (1) three-story apartment building with gated underground parking and one (1) two-story townhouse building. The property features a total of 38 multifamily dwelling units. The buildings feature a total gross area of 75,367 square feet situated on 0.719 acres. The building was constructed in 2007. According to the October 2023 Property Condition Report by Dominion Due Diligence Group (DG3), the property is in fair to good physical condition. Furthermore, each unit and all common areas, parking, trash, and exterior were inspected by the AHA Maintenance Director, the project lead AHA Housing Developer, a construction bidding expert, and two principal architects to identify potential scope.

SECTION II. Project Scope

The scope is divided into two areas:

- I. Portion A: Development & Construction Lead
- II. Portion B: Finance, Funding & LIHTC Advisor

Required Scope Portion A – Development & Construction Lead

AHA is requesting the proposals for the services of a qualified person/company/agency (“Applicant”) to formally act as the lead in the process toward the development and all construction related activities and construction management.

1. Applicant, in collaboration with AHA, attend, host, and initiate necessary meetings with essential entities including but not limited to AHA Staff, the City of Aurora Staff, CHFA,

CDOH, funders, lenders, appropriate AHA consultants, contractors, subcontractors, financial advisors, relocation specialists, residents, legal advisors and other relevant parties, for the timely and on budget design-build renovation of the project.

2. Applicant will support AHA Developer in defining detailed scope of renovation for accuracy in the RFP process for a design-build contractor and subcontractors.
3. Applicant, in collaboration with AHA, will act as the lead in the process, management, and selection of an experienced general contractor (who will select subcontractors and experienced design team), and all other necessary professionals for the project renovation.
4. Applicant to provide a Development Flow Chart (“DFC”):
 - The DFC must be a combination of a schedule and responsibility matrix.
 - The DFC schedule component must include all milestones.
 - The DFC responsibility component must identify all tasks related to the milestones of the Project.
 - The DFC to clearly identify responsible entity (AHA Development/Applicant) for each step of the Project.
 - All tasks checked for the Applicant responsibility in the DFC must be included in the proposal price as part of this RFP Additional Scope: Please provide any other suggested or deemed necessary services in this section of the proposal with a description of each additional scope and the proposed cost of each service for the “Additional Scope” services and include these Additional Scope services in the DFC, with a note of Additional Scope.

Required Scope Portion B – Finance, Funding & LIHTC Advisor:

The Applicant will provide the services to formally act as the lead in the 4% Low Income Housing Tax Credit (“LIHTC”) process toward all the predevelopment, development and construction related activities for the Trolley Park renovation. AHA will permit the role of Financial Advisor to be a subcontractor to the Development Consultant, if needed.

1. Responsible to concurrently develop a proforma for LIHTC funds and a proforma without LIHTC funds.
2. Responsible, in collaboration with AHA, to attend, host, and initiate necessary meetings with essential entities including but not limited to AHA Staff, the City of Aurora Staff, CHFA, CDOH, funders, lenders, appropriate AHA consultants, contractors, subcontractors, financial advisors, relocation specialists, residents, legal advisors and other relevant parties, for the timely and on budget design-build renovation of the project.
3. Applicant will communicate weekly with the assigned AHA Developer regarding project updates, and provide access to financial updates during construction progress.
4. Applicant, in collaboration with AHA, will act as the lead in the process, management, and selection of all necessary professionals & tax credit investors for the submission of funding LOIs, preparation and submission of the complete LIHTC application, management of award of LIHTC’s and/or federal funding for the predevelopment of the Project through placed in service.
5. Applicant to provide a Financial Development Flow Chart (“FDFC”)
 - The FDFC must be a combination of a schedule and responsibility matrix.
 - The FDFC schedule component must include all milestones.

- The FDFC responsibility component must identify all tasks related to the financial milestones of the Project.
- The FDFC to clearly identify responsible entity (AHA Development/Applicant) for each step of the Project.
- All tasks checked for the Applicant responsibility in the FDFC must be included in the proposal price.
- The DFC and FDFC will be combined by the Applicant and updated and communicated to AHA and other relevant entities throughout the project selected.

Responses Requested (paragraph or bullet point format is permissible):

1. Applicant to clearly identify recommended project professionals for construction contractors, financial advisors, and any other relevant roles.
2. Applicant to clearly identify which project professionals are “in-house” and which would be contracted by the Applicant.
3. Applicant to clearly identify types and names of suggested sources of debt and equity they would utilize for this Project.
4. Applicant to clearly identify any desire and/or ability to obtain pre-development grant/funding.
5. Applicant to clearly identify Applicant’s strategy, procedure and desired logistics for getting to an equity/debt closing (can be included in FDFC).
6. Applicant to clearly identify Applicant has ever been involved with a LIHTC project in which credits were recaptured or if there were downward adjustments. If so, please list and explain the instances, circumstances, and consequences and dates of the events.
7. Applicant to clearly identify and discuss the Applicant’s methodology in calculating the liquidated damages for each day late for completion of a phase of the Project.
8. Applicant to clearly identify Applicant’s familiarity with federal, Colorado and local laws in developing LIHTC projects.
9. Applicant to clearly identify and discuss current and past strategies for maximizing cash flow and fees paid to the owner.
10. Applicant to clearly discuss pros/cons of utilizing other funding sources for this Project.

SECTION III. Request for Proposal Submission Details

Response Deadline: Friday, November 7, 2025 @ Noon, MST

1. Late submission will be rejected.
2. All questions by the Applicant, regarding the project scope, RFP and FRFP, must be issued via email to development@aurorahousing.org. Attn: Heidi Mitchell
3. All submittals must be signed and dated.
4. All proposals shall be organized in the following manner:

Contact Information:

1. Name, address, phone number, and email of the individual and/or firm(s) if a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included and identified.
2. If Applicant bids as a team, Applicant must identify team members, key point of contact, and each person’s role and responsibilities.
3. Supplemental Information (resumes, project experience, etc.)

SECTION IV. Scoring:

- I. Scoring Considerations for Development Consultant Scope A (Development & Construction Lead): 100 Points Maximum
 - Experience level of identified staff for related services 20 Points
 - Demonstrated availability for on site management for related services 20 Points
 - Clarity & Completion of proposal response, including DFC 20 Points
 - Proposal price for related services & availability of start date 20 Points
 - Experience level of organization for related services 20 Points

- II. Scoring Considerations for Portions B (Finance, Funding & LIHTC Advisor): 100 Points Maximum
 - Experience level of identified staff for related services 20 Points
 - Clarity & Completion of proposal response, including FDFC 20 Points
 - LIHTC development experience in Colorado 20 Points
 - Proposal price for related services & availability of start date 20 Points
 - Experience level of organization for related services 20 Points