

Request for Qualifications

Rental Housing Administrator and Receiver Services

Issued by the Family Housing Fund

310 4th Avenue South, Suite 9000

Minneapolis MN 55415

Phone 612-375-9644

March 2018

Introduction and Background

Established in 1980, the Family Housing Fund (FHFund) vision is that all families will have a home they can afford and a place from which they can prosper and contribute to the larger community. The FHFund supports the Cities of Minneapolis and Saint Paul, the Metropolitan Council, and Minnesota Housing Finance Agency in their efforts to meet the region's affordable housing needs. Originally created by The McKnight Foundation and the Cities of Minneapolis and Saint Paul, the FHFund serves the entire Twin Cities seven-county metropolitan area.

In working with partners to support the preservation of low-cost rental housing and the protection of its residents, the FHFund has identified the need in certain situations for quality, cost-effective building administrators and receivers in the Twin Cities region.

Request

FHFund seeks to identify qualified firms to act as Court-appointed administrator and/or receiver (referred to broadly as "administrator" or "administrators" throughout this document) within the context of certain legal actions to protect and preserve low-cost rental housing and the occupancy by residents thereof in the Twin Cities metropolitan region. In issuing this Request for Qualifications, the FHFund intends to develop a list of administrator firms highlighting key experience and areas of expertise. This list may serve as a resource for the Courts, local governments, and other housing stakeholders. Inclusion on the list will in no way imply an endorsement of any firm.

Scope of Services

Qualified administrators may be engaged by the Court or others on an as-needed basis. The scope of services to be provided by the administrators, consistent with Minnesota Statutes 504B.445, 576.25 and 559.17, may include but not be limited to the following:

1. Operate and manage one or more real properties and provide services to residential tenants the landlord is obligated but refuses to provide in the ordinary operation and maintenance of a property.
2. Collect rents from residential tenants, evict residential tenants for nonpayment of rent or other cause, and enter into leases for vacant dwelling units.
3. Contract for the materials, labor, and services necessary to remedy violations found by the Court and to rehabilitate a property to maintain safe and habitable conditions, and to disburse money for these purposes from funds available.
4. Petition the Court as necessary for an order allowing the Administrator to encumber a property to secure funds to the extent necessary to cover costs of services to remedy violations found by the Court, make necessary repairs, and reasonable fees of the administrator.
5. Hire, employ and retain attorneys, accountants, appraisers, leasing agents, property inspectors, investigators, security guards, consultants, brokers, property management

companies, and any other personnel or employees necessary to assist in the administrator's work.

6. Procure, renew, make payment on, or make a claim under any policy of insurance related to a property that is reasonably necessary to carry out the administrator's work.
7. Access property owner records relevant to the operation, ownership, and management of the property necessary to carry out the administrator's work.
8. Work with the Court, property owner, and local regulatory or municipal agency as needed to carry out the administrator's work.
9. Post bond as required by the Court.

Minimum Qualifications

The following minimum qualifications are required for an administrator candidate to be evaluated:

1. Business in good standing in the State of Minnesota holding all relevant licenses necessary to conduct the nature of its business.
2. Prior experience in performing housing administrator and/or receiver work as outlined herein.
3. Minimum 5 years' experience in property management or effective subcontracting for the property management of low-cost rental housing.
4. Understanding of typical code of ordinance and rental licensing policies and processes in Minneapolis, St. Paul, and/or municipalities within the Twin Cities region.
5. Understanding of relevant housing court and legal processes including Minnesota Statutes 504B, 559 and 576.
6. Maintain the ability to deliver real estate services and the capacity to perform and dedicate required resources to engagements as a building administrator for rental housing.
7. Ability to post bond to the extent necessary to correct violations as required by statute.
8. Demonstrated ability to work with diverse cultural communities for purposes of tenant outreach and communication.

Submission Contents

Submissions should include the following information and arrange the information within the submission in the following format:

1. Firm profile and qualifications
 - a. List of key team members who will be involved in the work.
 - b. Summary of qualifications of key team members.
 - c. Description of team members' qualifications to provide relevant services.
2. Firm experience
 - a. Year the firm was established.

- b. Description of firm’s experience and background relevant to the Scope of Services and Minimum Qualifications outlined herein.
 - c. List of Twin Cities municipalities where the applicant has prior experience in performing housing administrator and/or receiver work as outlined herein, and/or where the applicant is familiar with code of ordinance and rental licensing policies and processes.
 3. Firm expertise. Please indicate whether the firm has both experience and expertise in the management of:
 - a. Multifamily housing
 - b. Single family housing
 - c. Scattered site portfolios
 - d. Distressed residential properties or portfolios
 4. Proposed fees
 - a. Outline proposed fees for services as described in Scope of Services.

Submittal Requirements

Please submit any and all questions in writing to Eric Gustafson at eric@fhfund.org.

Please submit one electronic version of your proposal as an email attachment (MS Word or PDF are preferred) to Eric Gustafson at eric@fhfund.org by April 30.

Review Process

Each submission will be reviewed by members of an ad hoc evaluation team comprised of a leader from the private owner-operator industry, an attorney who has represented both private owner-operators and tenants, a city attorney, and the Family Housing Fund. The Administrator List will include applicant firms deemed to meet the Minimum Qualifications as outlined herein, and will highlight key experience and areas of expertise noted in the applicant’s submission. Inclusion on the list will in no way imply an endorsement of any firm.

The evaluation team may choose to interview certain firms or request references or additional information prior to completion of its review. Submissions deemed incomplete will be returned to the applicant for completion prior to review.