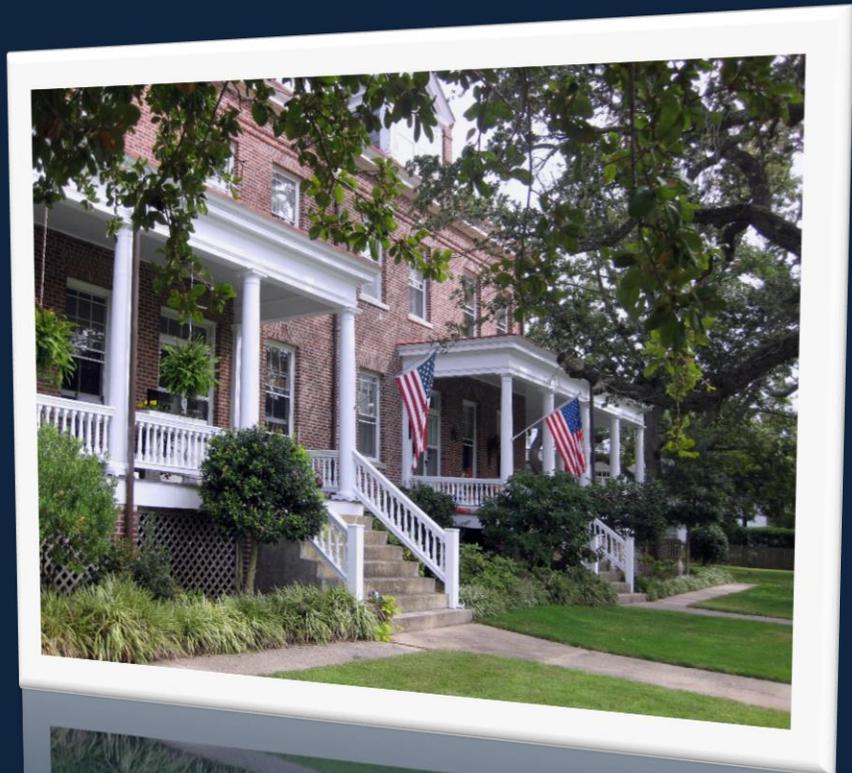




**FORT  
MONROE**

*Where Freedom Lives*

**REQUEST FOR PROPOSALS  
FOR  
HISTORIC TAX CREDIT CONSULTANT**



**FORT MONROE AUTHORITY  
FORT MONROE, VA**

**DEADLINE FOR SUBMISSION: FRIDAY, SEPTEMBER 15, 2017 @ 2:00 PM**

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### **APPENDICES:**

Appendix A – General Terms and Conditions

## 1.0 PURPOSE

The purpose of this Request is to solicit proposals from qualified individuals or organizations interested providing Historic Rehabilitation Tax Credit Advisory Services, related to the rehabilitation of the former Coastal Artillery Library for use as a Visitors' Center.

## 2.0 HISTORY OF FORT MONROE

Fort Monroe's current boundaries encompass approximately 565 acres, including 110 acres of submerged lands and 85 acres of wetlands. The namesake stone fort was begun in 1818 and presently there are approximately 150 buildings, sites, structures, and objects contributing to the Fort Monroe National Historic Landmark (NHL) District. The entirety of Fort Monroe is designated as archaeological site 44HT0027 and 23 loci have been identified to date. The Casemate Museum, now operated by the Fort Monroe Authority, is located in the project area. The museum interprets the history of Fort Monroe and Old Point Comfort and includes the cell where former Confederate President Jefferson Davis was imprisoned in 1865. Other noted individuals associated with Fort Monroe include Chief Blackhawk, Edgar Allan Poe, Robert E. Lee, Abraham Lincoln, and Ulysses S. Grant.



The site was originally named Cape Comfort in 1607 by English explorers, prior to the founding of Jamestown. The first fortifications were erected in 1609. Further exploration of the James River and Chesapeake Bay led to the early renaming as Point Comfort then Old Point Comfort, the current designation. Old Point Comfort is the site of the arrival of the first Africans on English-occupied territory in 1619, and as a prominent site commanding the main channel in Hampton Roads, is also the site of three successive forts erected from the 1610s until the last fort was left in ruins in the 1760s. The still-standing Old Point Comfort Lighthouse was constructed in 1802 during President Jefferson's administration. Fort Monroe was built as part of the Third System of coastal defenses in the United States. The initial construction period of 1818 to 1834 was followed by subsequent work throughout the nineteenth century. The fort remained in Union hands throughout the Civil War and was a key staging ground for the Union campaigns in Virginia and along the Atlantic.

In 1861, Commanding General Benjamin Butler gave refuge to three runaway slaves, declaring them Contraband of War. The decision earned the site the name Freedom's Fortress and was a significant milestone in the prelude to the 1863 Emancipation Proclamation. During the course of the War, more than 10,000 slaves sought refuge at Freedom's Fortress. Efforts to educate this newly freed population led to the founding of Hampton Institute, now Hampton University.

Before and after the Civil War, Fort Monroe housed the Army's first field schools of military education, for the coast artillery and eventually became the location of the Army Coast Artillery School. The use of Fort Monroe and Old Point Comfort for coastal defense changed as military technology improved. In the 1890s, fifteen (15) large concrete batteries were erected at Fort Monroe, including some on top of the ramparts and outer works of the stone fort. During both world wars, Fort Monroe played a key role in the defense of the Virginia coasts and as a marshalling point for troops.

Fort Monroe served as the headquarters for the US Army Training and Doctrine Command. In 2011, as part of the 2005 Base Realignment and Closure Act (BRAC), Fort Monroe was deactivated as an active military base. In 2013, the US Army quitclaimed a majority of the property to the Commonwealth of Virginia.

## 2.1 THE FMA

The Fort Monroe Federal Area Development Authority (FMFADA) was created by legislative action of the Virginia General Assembly in 2007. The Fort Monroe Authority (FMA) is the successor in interest by law to the FMFADA as the result of legislation passed in 2010 and is led by a 12-member Board of Trustees. The FMA is the Local Redevelopment Authority (LRA) recognized by the Department of Defense and is charged with implementing reuse, preservation and the future evolution of this priceless historic treasure.

As the redevelopment and management authority responsible for the most intensely developed part of Fort Monroe, the FMA is responsible for the BRAC-compelled transition to civilian uses, environmental and civil systems management, historic preservation, residential and commercial property management and leasing, educational and recreational public programming, and tourism. The 2008 reuse plan containing the conceptual vision for the future Fort Monroe was updated in 2013 by a Master Plan for the FMA-managed areas of Fort Monroe. Approximately half of Fort Monroe was designated a National Monument on November 1, 2011 and is to be managed by the National Park Service (NPS).

There are five key elements to the approved reuse plan that remain central to all future planning efforts:

1. Respect the site's historic assets
2. Open the site to the public
3. Achieve economic sustainability
4. Create an open space park
5. Allow new development under strict limits.



## 2.2 HERITAGE ASSET MANAGEMENT

The majority of the site was named a National Historic Landmark (NHL) District in 1960. As part of the base reuse planning process, the U.S. Army, the State Historic Preservation Officer (SHPO), and other federal and state entities including the NPS and the FMA entered into a Programmatic Agreement (PA) under Section 106 of the National Historic Preservation Act (NHPA). The PA recognized the US Army's federal role in the closure of Fort Monroe and specifies actions by the Army and other parties to mitigate the closure's effects on historic properties covered by the NHPA and established future requirements in order to avoid, minimize, or mitigate adverse effects of the site redevelopment of historic properties. The Fort Monroe PA is located online at: [http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC\\_AGREEMENT.pdf](http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC_AGREEMENT.pdf)

The FMA is also a party to a state-level Memorandum of Understanding (MOU) among the Governor of Virginia, Secretary of Administration and Department of Historic Resources (VDHR) for the redevelopment and management of Fort Monroe. The MOU also set forth the Commonwealth's responsibilities to ensure that all rehabilitation, renovation, maintenance, and development activities are carried out in a manner consistent with Fort Monroe's status as a National Historic Landmark District. The Fort Monroe MOU is online at: <http://www.fmauthority.com/wp-content/uploads/MOU-12-5-11.pdf>

## 2.3 REAL ESTATE

The objective of the real estate department is to utilize the assets and land to create an economically viable place to live, play, work, learn, and visit. Given the NHL status of the site, new construction will be strictly limited in amount, height, and design. The historic buildings will be adaptively and creatively reused with some considered for use in organized cultural programs for the public. As part of the BRAC process, Fort Monroe's transition from an active military base to a small community continues to involve many stakeholders, and requires public notification and engagement in the management of public resources. The Fort Monroe Authority currently leases and manages approximately 168 single-family homes, duplexes and apartments on the property. The FMA's commercial property management and leasing service contractor is actively securing tenants for the office, industrial, and special purpose properties.

## 2.4 SPECIAL EVENTS AND PUBLIC PROGRAMS

The rich heritage of Fort Monroe and Old Point Comfort forms the foundation for special events, educational and interpretive programs at the site. Fort Monroe presently offers a wide variety of recreational opportunities for residents, workers, and visitors to the site. Fort Monroe faces the entrance to the Chesapeake Bay and Hampton Roads Harbor, boasts water on three sides, and has 3.2

miles of waterfront on the Bay, miles of beaches and jogging tracks, shallow water at Mill Creek suitable for canoeing, sculling, and small boat usage and is home to many birds.

Other amenities include:

- 332 slip marina with 31,400 square feet of support space
- Special event venues
- A travel park for recreational vehicles
- Casemate Museum, Fort Monroe moat, and coastal defense batteries

## **2.5 LAND USE ENTITLEMENTS AND PERMITTING**

The FMA as a political subdivision of the Commonwealth of Virginia is solely responsible for all land use entitlements, and it will coordinate with Virginia Uniform Statewide Building Code officials or their designees regarding plan checking, building permits, dig permits, permit inspection, and issuance of certificates of occupancy for all buildings as may be required. As needed, the FMA will coordinate with other agencies having jurisdiction regarding permits for construction activity at Fort Monroe, including the Army Corps of Engineers for any projects impacting wetlands.

Changes to historic structures or landscapes will be subject to review and approval by the State Historic Preservation Officer in the Virginia Department of Historic Resources (see also “Draft Historic Preservation and Design Standards”). A Fort Monroe Historic Preservation Officer on site at the FMA will coordinate this process.

## **2.6 NATIONAL PARK SERVICE**

Fort Monroe is jointly managed under a cooperative management agreement between the FMA and the NPS. By presidential proclamation on November 1, 2011, a portion of Fort Monroe was declared to be the Fort Monroe National Monument (FOMR). The purpose of FOMR is to preserve, protect, and provide for the appropriate public use of the historical, natural, and recreational resources of the site. By letters from the Governor of the Commonwealth (Governor) to the Secretary of the Interior dated September 9, 2011 and March 20, 2015 the Governor agreed to convey a portion of Fort Monroe to the NPS upon the terms and conditions set forth therein, one of which was shared access and services at Fort Monroe to further the establishment of FOMR.

The National Monument will eventually include varying levels of ownership of the moat, the stone fort, the parade grounds inside the moat and 235 acres in North Beach. On August 25, 2015, 121 acres of Commonwealth owned land were transferred to the NPS including 112 acres of the North Beach area as well as the 8.6 acre Parade Grounds, and several buildings.

### 3.0 SCOPE OF WORK

The Fort Monroe Authority is in the process of renovating the historic former Coastal Artillery Library for use as a Visitors' Center (the project). The building is a contributing building in a National Historic Landmark District. The renovation will be designed and carried out in accordance with the Secretary of the Interior's Rehabilitation Standards as well as the Fort Monroe Historic Preservation Manual and Design Standards.

The federal regulations governing the National Park Service's review of tax credit applications are found at *36 CFR 67*. The regulations governing the use of the tax credit itself (the IRS regulations) are found at *26 CFR 1.48-12*. The Virginia legislation authorizing the state tax credit is found at *Virginia Code, §58.1-339.2*.

The Authority desires to explore the opportunity of utilizing Federal and Virginia Historic Tax Credits ("HTC") to assist in funding a portion of the renovation cost for the project. Both federal and state rehabilitation tax credit programs, are administered in Virginia through the Virginia Department of Historic Resources ("VDHR"). The selected offeror shall provide, at a minimum, the following services.

- The selected offeror shall manage the tax credit financing process, including tax counsel, assimilating financing and securing tax credit investments, through payment by the investors that will utilize the tax credits.
- The selected offeror shall assist the Authority with the completion of the Virginia Tax Credit Application (Parts I, II and III); and the Federal Historic Preservation Certification Applications.
- The selected offeror shall assist the FMA throughout the project in order to obtain the most accurate Qualified Rehabilitation Expenses including review of the specifications and drawings for the Visitors' Center to increase Qualified Rehabilitation Expenses where possible. The selected offeror shall coordinate with the project architect the Fort Monroe Historic Preservation Officer (FMAHPO) the Virginia Department of Historic Resources (VDHR) and the General Contractor to ensure appropriate design elements are integrated into the approved construction drawings to ensure that all project expenses are correctly characterized and allocated so that the project captures the greatest possible amount of Qualified Rehabilitation Expenses.
- The selected offeror shall assist in the selection of and work with an Accounting Firm to complete the Cost Certification.
- The selected offeror shall serve as the primary contact during the final Part III Cost Certification Audit. The contractor shall assist in the tracking and preparation of information/expenditures to be presented to the Accountant so that Audit can be completed in the most efficient manner possible.

The contractor shall be present during any site visits by the Accountant(s). The contractor shall review any Audit drafts for discrepancies or items that have been overlooked by the Accountant(s).

- The selected offeror shall evaluate and develop the optimum investment structure that will identify an appropriate Historic Tax Credit Partnership which will lead to the successful implementation of the Historic Tax Credit program.
- The selected offeror shall create tax credit entities and agreements. The contractor shall draft a variety of documents for FMA that are necessary to successful implementation of the Historic Tax Credit program.
- The selected offeror shall collect and prepare any informational/marketing packets required to attract and secure potential Tax Credit Investors.
- The selected offeror shall recruit Tax Credit Investor(s) and secure term sheet(s) or offer(s) from Investors. The Contractor will recommend to the Authority the Tax Credit Investor(s) that puts forth the best proposal based on pricing terms as well as the anticipated expenses over the life of the investment.
- The selected offeror shall create and collect information needed by the Tax Credit Investor for Closing. The contractor will manage and coordinate this Closing.
- The selected offeror shall earn a fee of the total equity payment and/or other form of investment made by any Historic Tax Credit Investor. The contractor shall be paid its fee on the same schedule as the FMA receives an equity payment from a Tax Credit Investor.

The selected Offeror is an independent contractor and the execution of a contract resulting from this RFP shall not be construed to create a joint venture or partnership arrangement between FMA and the contractor.

#### **4.0 PREFERRED QUALIFICATIONS AND EXPERIENCE**

Proposals shall include sufficient evidence of the following qualifications and experience:

- Recent, previous experience successfully syndicating tax credits for a Commonwealth of Virginia Agency, Political Sub-division or non-profit component unit of either.

## 5.0 PROPOSAL PREPARATION AND SUBMITTAL

In order to be considered for selection, Offerors must submit a completed response to the RFP. Failure to provide the requested information may be grounds for rejection of the proposal. Six (6) BOUND copies and ONE (1) electronic version on CD as a single PDF file of each proposal must be submitted to the FMA. No other distribution shall be made by the Offeror.

### 5.1 PROPOSAL PREPARATION

A. Proposals shall be signed by an authorized representative of the Offeror. All information requested shall be submitted. Failure to submit all information requested may result in the Offeror receiving a lowered evaluation. Submittals which are substantially incomplete or lack key information may be rejected by the FMA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

B. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

C. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The submittal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the FMA is unable to find where the RFP requirements are specifically addressed.

D. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

E. Ownership of all data, materials, and documentation originated and prepared for the FMA pursuant to the RFP shall belong exclusively to the FMA and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of § 2.2 4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

## 5.2 SPECIFIC INSTRUCTIONS

Proposals should be as thorough and detailed so that the FMA may properly evaluate the Offeror's capabilities to provide the required Scope of Services. Offerors are required to submit the following items as a complete proposal.

- A. **One (1) completed RFP submittal sheet** signed and filled out as required. The completed RFP submittal sheet shall not be included within the bound Proposals but shall be readily visible when the box, envelope or package is opened. The RFP submittal sheet is used for identification and tracking after submittal packages are opened. Failure to include the completed, signed submittal sheet as directed herein may be cause for rejection.
- B. Professional References filled out as required. Attachment B
- C. Fee Schedule filled out as required. Attachment C

## 6.0 EVALUATION AND AWARD CRITEREA

### 6.1 EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

<u>SERVICE</u>	<u>POINTS</u>
Previous experience syndicating tax credits for a Commonwealth of Virginia Agency or Political Sub-division, or non-profit component unit of same.	30
Past experience of offeror with finance and operations of tax credit enhanced development projects for non-profits, agencies or political subdivisions of the Commonwealth of Virginia	30
Fee Structure	20
Geographic location of offerors office where work will be performed in relation to Fort Monroe	10
Certified SWaM	10
<b>TOTAL</b>	<b>100</b>

### 6.2 AWARD OF CONTRACT

FMA reserves the right to utilize any or all of the components in the proposals and thereby contracting with more than one agency to undertake specific activities. Selection shall be made of the Offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation criteria noted above. The Issuing Agency may cancel this Request for Proposals or reject all proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was deemed to be most advantageous (11-65D, Code of Virginia.).

The award document will be a contract incorporating by reference the applicable requirements, terms and conditions of the solicitation, and the Offerors' proposal. The contract term will be one (1) year from date of execution. FMA may, at its sole discretion, renew the Contract for up to four (4) one (1) year Contract Term renewals.

**ATTACHMENT A – RFP SUBMITTAL SHEET**

Fillable version of Attachment A available for download.



# PROPOSAL/QUALIFICATION SUBMITTAL SHEET

One (1) completed copy required with proposal or qualification submission.

RFP – 144 – 2018

Historic Tax Credit Advisory Services

Proposals will be received until:  at 2:00 PM

Proposals should be sent to: Fort Monroe Authority  
20 Ingalls Road, Fort Monroe, Virginia 23651  
Attention: Procurement Manager

All Inquiries for information should be made **in writing** to FMA Procurement Manager at: [ycash@fmauthority.com](mailto:ycash@fmauthority.com)

Period of Contract:

In compliance with this Request and all conditions imposed herein, the undersigned offers and agrees to furnish the services in the attached signed Proposal or as mutually agreed upon by subsequent negotiations.

Company Name:

Address:

City:  State:  Zip Code:

Email:

Phone:  SWaM:

Signature:  Date:

Typed or Printed Name:

Typed or Printed Title:

FOR FMA USE ONLY	
Date Recvd.	<input type="text"/>
Number	<input type="text"/>

Virginia State Corporation Commission ("SCC") registration information: The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number:

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**NOTE**

Check this box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Authority reserves the right to determine in its sole discretion whether to allow such a waiver).

**ATTACHMENT B – PROFESSIONAL REFERENCES**

Fillable version of Attachment B available for download.



# PROFESSIONAL REFERENCES

RFP  
RFP-144-2018

Provide three (3) pertinent professional references.

Submitted by (Firm Name):

Submitted for (RFP Title):

## Reference 1

Firm Name:

Address:

Name of Contact:

Title of Contact:

Contact's Email Address:

Phone:

## Reference 2

Firm Name:

Address:

Name of Contact:

Title of Contact:

Contact's Email Address:

Phone:

## Reference 3

Firm Name:

Address:

Name of Contact:

Title of Contact:

Contact's Email Address:

Phone:

**ATTACHMENT C – FEE SCHEDULE**

Fillable version of Attachment C available for download.



## RFP-144-2018 Attachment C - Fee Schedule

Complete the applicable highlighted fields.

	<b>Federal</b>	<b>State</b>
Qualified Rehabilitation Expenditures (estimate)	\$ 3,000,000.00	\$ 3,000,000.00
Total Historic Tax Credit (estimate)	\$ 600,000.00	\$ 750,000.00

The price at which the tax credits are sold		\$ -
Historic Tax Credit Equity calculated	\$ -	\$ -

Part I, II and III applications	\$ -	\$ -
Closing Costs	\$ -	\$ -
Exit Costs	\$ -	\$ -

Other Costs:

	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -

**TOTAL BENEFIT \$ - \$ -**