

Lincoln County
Request for Proposals
For
Affordable Rental Housing or
Homeownership Projects
With
AHD Funding
(RFP 2025-XX)

RFP Issue Date: November 26, 2025

Closing Date: December 12, 2025

Closing Time 5PM PT

SECTION A - SUMMARY OF DEVELOPMENT INITIATIVE AND OBJECTIVE

Lincoln County ("County") has been awarded by OHCS \$9.75 million in CDBG-DR wildfire funds for households that suffered in the 2020 Wildfire ("Grant"). After providing assistance to identified survivor households, the County expects that it will have between \$5 million and \$7 million in funds that can be devoted to the development of homeownership or rental projects for households meeting the 80% Area Median Income level. The County is issuing this RFP to solicit responses from responsible entities for projects that meet the RFP criteria. The timing of this RFP is very time sensitive as the County has limited time in which to identify qualifying projects for funding. Key criteria are:

1. The project must provide rental housing or homeownership for 80% AMI households for a period of at least 30 years and a deed condition or declaration shall ensure said 30 year period.
2. The project must meet HUD requirements for CDBG funding, including environmental clearances prior to choice limiting actions as to the property or project.
3. The project must be fully built with occupancy permit by August 31, 2028.
4. The project must actually house the 80% AMI households by August 31, 2028.
5. Failure to meet the August 31, 2028 deadline for completion and occupancy permit will result in forfeiture of the funding, including the payback of any County funds advanced that become forfeited.
6. County is a pass-through entity.
7. Each awardee will enter into a written contract with County including the terms of this bid, and additional terms required by the Grant and County.
8. Each project must be approved by Oregon Housing and Community Services.

The awardees will be responsible for all aspects of the project development, including, but are not limited to designing, financing, constructing, and otherwise implementing the project. The selected awardees will be expected to keep the updated on the design, finance accounting and construction of the project. The Developer will be responsible for assembling necessary development financing. Interested respondents should have demonstrated experience in the development of affordable housing properties.

SECTION B – STATEMENT OF WORK

Respondents are encouraged to present a plan that demonstrates it can meet the criteria, particularly meet the critical time line and the HUD CDBG requirements, which include:

- a. Obtaining environmental clearances prior to choice limiting actions as to the property or project
- b. Procurement processes (for example, multiple bid requirements)
- c. Labor standards (for example, Davis Bacon wages)
- d. Fair Housing requirements
- e. Acquisition and relocation rules (for example, relocation benefits for displaced households)
- f. Green building requirements

Respondents are encouraged to review the Policy Manual for the Affordable Housing Development Program available on the Oregon Housing and Community Services website.

Program Schedule

The projects completed by August 31, 2028. The funds must be allocated by December 31, 2025. The awards must demonstrate the ability to file for building permits quickly and complete construction by August 31, 2028. Awardees must demonstrate an ability to and complete the development on a realistic schedule (completion meaning an occupancy permit has been issued).

Reporting Controls

The awardees must file monthly reports on the progress of the development with the County. This procedure shall be followed throughout the predevelopment, development, and leaseup/sale phases of the development.

Budgetary Controls

The selected awardees will be required to provide development and operating budgets acceptable to the County and/or OHA. Such budgets will be updated throughout the development process as material changes occur.

Form of Awards

The funds will be given to projects as forgivable loans. There will be no interest on the loans. The term of the loans will be for thirty years. The loans come with covenants that the housing will remain affordable to 80% AMI households determined at the time of the lease in the case of rental housing or at the time of sale for sale housing.

If there is a default in maintaining the 80% AMI covenant, the loan would come due at that time.

If the property complies with the 80% AMI covenant for the full thirty-year term, the entire amount of the loan is forgiven at that time. If the loan comes due prior to that time due to a failure to keep the property affordable to 80% AMI households, the amount of the loan forgiveness will be 4% for every full year beginning after the first five years of the loan period. A sale by a homeowner to another 80% AMI household continues to meet the 80% AMI covenant.

Property Management for Rental Projects

The County requires any rental property to be managed to high standards with effective lease enforcement a priority. Additionally, all rental units and leases must be maintained and operated in compliance with all requirements of applicable law.

Prevailing Rate Wages

The Davis-Bacon Act ("DBA") is presumed to apply to any project under this RFP due to the use of federal funding.

Applicants acknowledge that they will comply with all the DBA requirements, including but not limited to:

- a. Ensuring that the wage determination(s) and appropriate Davis-Bacon clauses and requirements flow down to and are incorporated into any applicable subcontracts or subrecipient awards.
- b. Ensuring that if wage determination(s) and appropriate Davis-Bacon clauses and requirements are improperly omitted from contracts and subrecipient awards, the applicable wage determination(s) and clauses are retroactively incorporated to the start of performance.
- c. Being responsible for compliance by any subcontractor or subrecipient with the Davis-Bacon labor standards.
- d. Receiving and reviewing certified weekly payrolls submitted by all subcontractors and

subrecipients for accuracy and to identify potential compliance issues.

e. Maintaining original certified weekly payrolls for 3 years after the completion of the project and must make those payrolls available to the County upon request, as required by 29 CFR 5.6(a)(2).

f. Conducting payroll and job-site reviews for construction work, including interviews with employees, with such frequency as may be necessary to assure compliance by its subcontractors and subrecipients and as requested or directed by the County.

g. Cooperating with any authorized representative of the Department of Labor or BOLI in their inspection of records, interviews with employees, and other actions undertaken as part of a Department of Labor or BOLI investigation.

h. Posting in a prominent and accessible place the wage determination(s) and Department of Labor Publication: WH-1321, Notice to Employees Working on Federal or Federally Assisted Construction Projects.

i. Notifying the County of all labor standards issues, including all complaints regarding incorrect payment of prevailing wages and/or fringe benefits, received from the recipient, subrecipient, contractor, or subcontractor employees; significant labor standards violations, as defined in 29 CFR 5.7; disputes concerning labor standards pursuant to 29 CFR parts 4, 6, and 8 and as defined in FAR 52.222-14; disputed labor standards determinations; Department of Labor or BOLI investigations; or legal or judicial proceedings related to the labor standards under this Contract, a subcontract, or subrecipient award.

j. Preparing and submitting to the County a Davis Bacon Semi-Annual Labor Compliance Report, by April 21 and October 21 of each year. Form submittal will be e-mailed to the County contract administrator.

SECTION C – SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Submission Requirements

Please use the following Table of Contents for submission to this RFP:

1. Letter of Interest
2. Developer Experience and Qualifications
3. Proposed Project
 - 3.1. Description of Proposed Project
 - 3.2. Proposed Site
 - 3.3. Proposed Proforma, including Sources and Uses
 - 3.4. Proposed Schedule
 - 3.5. Proposed procedures for meeting HUD CDBG requirements

Description of Each Submission Requirement

The instructions below provide guidance on what the qualification-based proposal should contain and how it should be organized. Submission will only be accepted electronically. Each section and subsection is to be clearly identified.

1. **Letter of Interest** - At the beginning of each proposal, the Developer must provide a letter of interest listing the Developer key members and identifying the primary contact person. The letter must be signed by an authorized principal of the Developers' firm and include a statement that the

proposal will remain valid for thirty days.

2. Team Experience and Qualifications

2.1. Team Description

- 2.1.1. Name of Developer
- 2.1.2. Main address, telephone/fax numbers and email address of Developer firm.
- 2.1.3. Address and telephone number of the office from which services will be provided to the development (if different from above).
- 2.1.4. Contact person, title, telephone/fax numbers and email address.
- 2.1.5. Description of the size, number of employees and the current workload of the Developer.
- 2.1.6. Identify the individual who will serve as Project Manager for the Developer and who will direct and coordinate the development effort to completion.

2.2. Profile of the Developer - Provide an overview of the Developer’s experience in the design, construction and management of projects similar to what is proposed. Include the following information:

- 2.2.1. Provide up to three examples of previous projects evidencing the Developer’s experience with development of a project of similar size.
- 2.2.2. Provide profiles of key staff who will be involved in the development effort. Specify the roles of key staff in carrying out this development initiative and their previous experience with housing development efforts.
- 2.2.3. Three references must be submitted for the Developer. References are to be relevant to the scope of work as anticipated in this RFP.

3. Proposed Project

- 3.1. Proposed Project. The response should include as detailed a description of the proposed project as possible, including unit number and mix, target resident population and other features.
- 3.2. Proposed Site. Identify the proposed site.
- 3.3. Proposed Proforma, including Sources and Uses
- 3.4. Proposed Schedule
- 3.5. Proposed procedures for meeting HUD CDBG requirements

EVALUATION CRITERIA

The following evaluation factors will be used in determining the Developers who are deemed within a competitive range for further consideration. The interviews of Developers in the competitive range will be used to identify the top-rated Developer for negotiation of an agreement. Each proposal has a total possible score of 100 points.

Available Points	Criteria	Description of Criteria
25 POINTS	Experience and Capacity of the Developer	The degree to which the Developer demonstrates: <ul style="list-style-type: none"> • Experience in developing similar projects • Experience obtaining, structuring and implementing similar financing • Financial capacity

25 POINTS	Concept of project	Applicant presents desirable homeownership or rental project serving 80% AMI households with lower per unit AHD funding
25 POINTS	Demonstration that project can be completed on time	Applicant can show reasonable schedule and ability to achieve site control, complete design and obtain building permits, complete construction, and lease/sell units by August 31, 2028
25 POINTS	Demonstrated ability to meet HUD CDBG requirements	The degree to which the Developer has considered the HUD requirements and has a plan to meet all of the CDBT hurdles in the time allowed.
100 POINTS AVAILABLE		

PROPOSAL SUBMISSION DEADLINE

Proposals will only be accepted electronically. Proposals, including all supporting documentation will be accepted until 5 **PM, on December 12, 2025**. Proposals must be sent to jvlasoff@co.lincoln.or.us.

QUESTIONS

Questions must be submitted electronically to jvlasoff@co.lincoln.or.us and will be responded to in writing up to the proposal submission deadline. Answers to all questions will be posted to the County’s website at HHS-AHDProgram@co.lincoln.or.us Where possible, questions will be posted within one (1) business day of submission.

The County reserves the right to cancel this RFP for any reason or to reject applications at any time for misinformation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved. The County reserves the right to cancel this RFP for any reason it deems sufficient.