

TITLE: RFQ 26-01 COMMUNITY DEVELOPMENT FINANCIAL CONSULTANT

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

FINANCIAL CONSULTANT SERVICES

**TO SUPPORT COMMUNITY FACILITY, SUPPORTIVE HOUSING AND AFFORDABLE
HOUSING DEVELOPMENTS**

IN WEST PALM BEACH, FLORIDA

KEY DATES:

June 21, 2026

Solicitation available for download

July 6, 2026 @ 3pm EST

Cutoff date/time for Questions

July 10, 2026 @ 3pm EST

**Answers to Questions will be
emailed and posted on the
WPBHA website below**

July 17, 2026 @ 3pm

**Sealed Qualifications Due
(see Section III for information)**

A downloadable version of this solicitation will be posted on the West Palm Beach Housing Authority's (WPBHA's) website at www.wpbha.org, under the business tab along the top of the home page. Click on "Solicitations" to locate the document.

SECTION I. BACKGROUND

The West Palm Beach Housing Authority (the “WPBHA”) is requesting firms or individuals interested in serving as a Financial Consultant to the Authority to support its initiatives with the creation of community facilities, affordable housing and supportive housing in West Palm Beach, Florida, Palm Beach County. Qualified firms and individuals are invited to submit qualifications for consideration.

The West Palm Beach Housing Authority is a public body corporate and politic created pursuant to Chapter 421 of the Florida Statutes. The WPHBA’s mission is “To provide safe, decent, and affordable housing to persons and families with limited financial resources and to provide residents with access to programs which will assist them in making the transition of greater financial security. The Authority has approx. 157 Public Housing units, 282 Rental Assistance Demonstration (“RAD”) units and administers +/- 4,200 Housing Choice Vouchers sponsored by the United States Department of Housing and Urban Development (HUD). The WPBHA has ownership interest in and manages 873 Low Income Housing Tax Credit (LIHTC) units and owns and manages 125 units of unassisted affordable housing as well as 17 units of Homeless Transition housing. The total number of units in its portfolio is currently 1454 units.

The WPBHA desires to expand, recapitalize, revitalize and redevelop certain aspects of its portfolio as set forth in greater detail herein. The WPBHA seeks to engage all qualified Respondents to work with the WPBHA as direct financial advisors to the WPBHA who will be expected to work in collaboration with its partners, stakeholders, counsel, lenders, investors, and other relevant community and project partners to successfully execute its plans for the creation of community facilities, affordable housing and supportive housing.

The WPBHA seeks financial support for the following services, including but not limited to:

- Building complex financial models and proforma
- Completing project feasibility analysis
- Advising on recapitalization strategies
- Securing financing through federal, state, and local programs or grants
- Accessing the feasibility of varied project funding sources and the capital stack
- Creating and managing project budgets
- Supporting closing of financial transactions

Qualified candidates should be familiar with public housing authority regulations and affordable housing programs, including New Market Tax Credits (“NMTC”), Low Income Housing Tax Credits (“LIHTC”), HOME Investment Partnerships Program (“HOME”), Rental Assistance Demonstration (“RAD”), and other community development and affordable housing programming. A complete list of scope of services is included herein.

WPBHA works cooperatively with the United States Department of Housing and Urban Development ("HUD"). WPBHA requires that all Respondent Services performed follow all applicable rules, regulations and requirements promulgated by HUD and all other applicable federal regulations. Additionally, all Respondent Services must be performed in compliance with all state and local laws and regulations, including where applicable, those governing the LIHTC program.

SECTION II. SCOPE OF SERVICES

A. General

The Authority is inviting statements of qualifications from experienced financial consultants in the areas of community facility development, affordable housing, and supportive housing. The selected Consultant(s) will be direct financial advisors to the WPBHA and are expected to work in collaboration with staff, other development partners, including HUD representatives, public funders (State, County, City), grantors, attorneys, bond counsel, lenders, investors, and other relevant community and project partners.

With this RFQ, the WPBHA is seeking to approve one or more submittals from financial consultant individuals or teams. Once approved, the WPBHA will select from the approved list of Financial Consultants responsive to this RFQ for a specific project based on Financial Consultants' expertise, and staffing capacity.

B. Areas of Work Contemplated

The WPBHA, in addition to its existing housing portfolio and administration of federal programming, contemplates the following types of activities for which would request financial consulting services:

- New construction, community facility, including NMTC feasibility analysis
- New construction of LIHTC units on WPBHA owned land or co-developer land
- Faircloth to RAD – Restore – Rebuild/MTW rent augmentation
- Year 15 strategy for existing LIHTC units
- New construction, Supportive Housing
- Acquisition & Rehabilitation projects
- RAD I rebuild and redevelopment
- Public Housing Repositioning and/or Redevelopment.

C. Financial Services Work

The following will be the responsibility of the selected Financial Consultant, subject to WPBHA approval. The following is not intended to be a complete list, but rather highlights the primary role required:

- Building complex financial models and proforma to support all development projects and/or analyze project pro forma to support the executive team of the WPBHA.
- Completing project feasibility analysis and providing recommended action to support project financial stability.
- Assist in designing a structured plan to solicit and attract potential joint venture partners and non-tax credit based partnerships regarded as social enterprise or community-based partnerships.
- Advising on recapitalization strategies for portfolio assets.
- Provide strategic direction on program operations or real estate related transactions to yield the optimal return on investment while maintaining program quality.
- Support the application, negotiation, and due diligence to secure financing through federal, state, and local programs or grants.
- Accessing the feasibility of varied project funding sources, impact on the capital stack, and project viability.
- Consult with WPBHA, its counsel, bond counsel, investment bankers, and other entities deemed appropriate on the terms, conditions and structure of the bond issues, tax credits, or other forms of mixed finance most appropriate for the program of work being considered by the WPBHA, following a review of development proposals, proformas, fees and expenses.
- Creating and managing project budgets to support project completion, stabilization and operational viability, including maximizing revenue streams while maintaining project integrity.
- Supporting closing of financial transactions.
- Analyze, coordinate and recommend action in advance of all property refinance or mortgage actions, including permanent loan placements.
- Support of new housing and housing development initiatives.
- Consideration of ground lease options and internal project development loan options.
- Recommend methods to create recurring revenue streams that support expansion and maintenance of portfolio assets.
- Lead analysis on private equity options outside of the tax credit program.
- Advise on reserve account adequacy for capital needs planning.
- Perform risk and return on invest analysis for use of non-federal funds for project development, project loans, predevelopment soft costs, or other development activity purposes.
- Provide advice regarding the development and implementation of new and existing financing techniques, for example Essential Services Bonds, mixed income, mixed use development, and project-based voucher utilization or other options as applicable to expand the affordable housing inventory.

D. TERMS AND CONDITIONS

The following terms and conditions apply to all work conducted as a Financial Consultant for a WPBHA project.

- 1. Professional Standards.** Consultant covenants that it has the capability, experience and means to perform the services. Consultant will perform the Work in a diligent and competent manner consistent with the highest ethical standards and accepted professional practices and standards for individuals or firms engaged in similar work, as in effect at the time of the Work performed.
- 2. Independent Contractor.** All employees of Consultant shall be considered to be, at all times the sole employees of the Consultant, under their sole direction and not an employee or agent of WPBHA.
- 3. Time is of the Essence.** For all projects of the WPBHA, time is of the essence. Consultant shall have in its employ, or under its control, sufficient qualified, experienced and competent personnel to perform assigned tasks in a professional and timely manner.
- 4. Key Personnel.** A key principal or senior level executive shall be responsible for overseeing the work product of all those assigned to WPBHA matters. Changes in Key Personnel shall be agreed upon by the WPBHA prior to its implementation.
- 5. No Conflict of Interest.** The Consultant confirms that the Consultant does not have a business interest or a close family relationship with any WPBHA employee who was, is, or will be involved in the consultant selection, negotiation, drafting, signing, administration, or evaluating the Consultant's performance.
- 6. Public Records.** Consultant acknowledges that the WPBHA is subject to the Florida Public Records Act. As provided under Section 119.0701, F.S., if the Consultant provides a service and acts on behalf of the WPBHA as provided under Section 119.011(2) F.S., the Consultant shall comply with the requirements of Section 119.0701, Florida Statutes, as it may be amended from time to time including keep and maintain public records required by the WPBHA to perform services as provided under this Contract and upon request from the WPBHA'S Custodian of Public Records, provide the WPBHA with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law.
- 7. Qualified to do Business in Florida.** Respondent may be an individual or a business corporation, partnership or a joint venture duly authorized to do business in the State of Florida, which is financially sound and able to provide the services being procured by this RFP.
- 8. No Suspension or Debarment.** If Respondent has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such Respondent shall disclose that information in its offer and that may be sufficient ground for disqualification.
- 9. Good Standing.** Respondent must be in good standing with WPBHA and any federal, state or local government that has or has had a contracting relationship with Respondent. Therefore, if a

federal, state or local government has terminated any contract with Respondent for deficiencies or defaults, that Respondent is not eligible to submit a response to this RFQ.

SECTION III. SUBMISSION DATES AND DETAILS

A. Response Due Dates

Responses must be submitted by **3:00 p.m. EST on July 17, 2026** to be eligible for consideration. Respondents should make early submission of the materials to avoid any risk of loss of eligibility brought about by unanticipated delays or other delivery related problems. Facsimile and e-mail responses will not be accepted. Responses received after the deadline for receipt will be deemed unresponsive and will be disqualified.

B. Receipt of Responses

One (1) original hard copy, plus two (2) additional copies in hard copy form, plus one (1) electronic version on a flash drive of the response to this RFQ shall be submitted. All hard copies, along with the electronic copy of the submittal, shall be placed in a sealed package and marked "**RFQ 26-01, Qualifications for Community Development Financial Consultant**". **Note that only one set of financials per submission is required and should be in a separate envelope contained within the original submission.** All material must be submitted in an 8 ½" x 11" format. All submissions must be received at the following address:

West Palm Beach Housing Authority
Attn: RFQ 26-01, Michael McManaman
3700 Georgia Avenue
West Palm Beach, FL 33405

The Authority reserves the right to reject any or all responses wherever it is in the best interest of the Authority. West Palm Beach Housing Authority is an Equal Opportunity Employer. Minority and Women-owned business are encouraged to submit a proposal.

C. Questions and Answers:

Questions/Inquiries: The intent of this RFQ is to establish the general Scope of Services needed and to provide prospective Respondents with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements, and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFQ must be submitted in writing (**email preferred**) to:

West Palm Beach Housing Authority
Attn: Michael McManaman, mmcmanaman@wpbha.org

3700 Georgia Avenue
West Palm Beach, FL 33405

All inquiries must be in writing and received no later than **3:00 p.m. EST, on July 6, 2026.**

Answers will be provided as a written addendum to this RFQ, issued by e-mail to all firms who have requested the RFQ and provided a contact email address, no later than **3:00 p.m. on July 10, 2026.** **The Answers will also be posted on the WPBHA's website, adjacent to the RFQ.**

SECTION IV: ELEMENTS OF QUALIFICATIONS TO BE SUBMITTED

A. Mandatory Submittal Requirements

Responses that do not include all required information will be deemed unresponsive and may be disqualified.

No proposal shall be withdrawn for a minimum period of ninety (90) days following the proposal deadline without the consent of the Authority.

Disadvantaged, minority and women-owned businesses are encouraged to respond to this solicitation.

Respondents must address their plan to meet the specific requirements of the Scope of Services as set forth in Section II of this RFQ by including, at a minimum, the following:

1. Letter of Interest: Respondent's submittals shall be accompanied by a Letter of Interest on the Respondent's letterhead. This letter should include the Respondent's statement of understanding for the scope of work outlined in this RFQ, the commitment to perform and prioritize the work, a brief statement indicating why the Respondent believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for ninety (90) days.

2. Respondent's Qualifications: The Respondent shall submit the following information regarding its qualifications. Firms shall submit proposals in accordance with the following outline and requirements:

- a. **Organizational Structure:** Provide a detailed description of the organizational structure of the Respondent. Identify the type of organization and include a copy of your organizational formation document. Respondent should include an organizational chart.

- b. **Staffing:** List the members of the Respondent’s team and indicate their areas of specialization and specific contribution to the team. Additionally, for each discipline represented on the Respondent’s team, indicate if familiarity with federal, state or local rules, practices or conditions important to the execution of the Type of Work, and, if so, indicate the extent of and basis for the team's familiarity.
- c. **Profile of Principals and Key Staff:** Provide profiles of the principals and key staff. This information should specify their roles, their existing time commitments, and whether the staff will be locally based.
- d. **Financial Consulting Development Experience:** Provide information on the community facility, supporting housing and affordable housing development projects in which the Respondent has participated. Focus on the five most recently completed projects, particularly within Florida, and highlight partnerships with public housing authorities. Information should list the project name, location, project size, project status, funding sources and amounts, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of development (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, and total development cost.
- e. **Innovative Financing Experience:** Describe new and innovative financing techniques for raising capital that the Respondent has employed. Describe Respondent’s approach to managing the financial risk associated with community facility, supporting and affordable housing development.
- f. **Understanding Local Requirements:** Demonstrate that the Respondent possesses an understanding of local (County and City) requirements and procedures that will enable the effort to be efficiently completed.
- g. **Insurance Requirements:** The Respondent for this project must have the following minimum insurance coverage or include plan to acquire such coverage prior to execution of a contract. Please note that any additional premiums required for this coverage will be at the expense of the Respondent in submitting an RFQ proposal to the Authority.
 - 1) Professional liability insurance in the amount of \$1,000,000 per occurrence for the Respondent and any other professionals used by the Respondent, with respect to negligent acts, errors or omissions in connection with professional services to be provided in connection with the development project. The Authority must be added as an “additional insured”.
 - 2) Workers' compensation insurance and employer’s liability insurance in the maximum statutory liability amount, naming the Authority and its affiliate nonprofit as additional insured.

3) Business automobile liability insurance.

- h. **References:** Provide the name, mailing address, and telephone number of three professional references and two housing authority references (if the Respondent has housing authority experience). References must verify Respondent's representations. The Authority reserves the right to check other references as well.
- i. **Certifications:** Provide the following signed Certifications in substantially the forms attached to this RFQ:
- 1) Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters
 - 2) Non-Collusive Affidavit
 - 3) Certification Regarding Lobbying
 - 4) Conflicts Certification
 - 5) Certification of Priority
 - 6) Respondent Profile Form
 - 7) Certifications and Representations of Respondents Non-Construction Contract HUD-5369-C

B. **Fee Structure:** Provide a fee structure for financial services.

SECTION V: REVIEW, EVALUATION AND WEIGHTING

A. Initial Review

All responses will be initially reviewed to determine compliance with the response format requirements specified within this RFQ. Responses that are not complete and accurate and do not comply with these requirements may result in disqualification from the solicitation without further review.

B. Evaluation

A committee will evaluate the proposals received under this solicitation in accordance with the minimum information requirements and the Proposal Preparation and Submission Outline below. The Authority urges all interested Respondents to carefully review the requirements of this RFQ.

CATEGORY	CRITERIA	POSSIBLE SCORE
Letter of Interest	Understanding of scope of work, explanation of why Respondent is the most qualified, statement of 90-day commitment	10
Respondent's Qualifications	Organizational Structure & Staffing and profiles of Key Staff	20
Respondent's Qualifications	Financial experience in community facilities, supportive housing and affordable housing	20
Respondent's Qualifications	Innovative Financing Experience	20
Respondent's Qualifications	Capacity	20
Respondent's Qualifications	Insurance requirements, references Certifications	YES/NO
Fee Proposal	Proposed fee structures	10

The RFQ Selection Committee will meet on _____, 2026 at ____ to discuss and rank Respondents submissions to the RFQ. Submissions will be ranked from highest score to lowest score based upon the evaluation factors listed above.

Contract negotiations will be initiated with the identified qualified Respondents. At the Authority's own discretion, the Authority may negotiate until a mutual agreement is reached between the Authority and a Respondent.

The Authority reserves the right to reject any and/or all proposals. The Authority further reserves the right to negotiate with the Respondent selected and to accept the proposal which is in the best interest of the Authority.

SECTION VI: OTHER PROVISIONS

A. Acknowledgments of Amendments and/or Addenda

The Respondent shall acknowledge in its response to this Request for Qualifications, receipt of any amendment(s). The Respondent's failure to acknowledge an amendment may result in rejection of the response.

The Authority will endeavor to provide copies of applicable amendment or addenda to all potential Respondents to whom this Request for Qualifications has been mailed. However, it will be the responsibility of each Respondent to make inquiry as to the existence and content of amendment or addenda, as the same shall become part of this RFQ and all Respondents will be bound thereby, whether or not the amendment or addenda are actually received by the Respondent.

B. Complete and Accurate Submission

A Respondent's failure to provide accurate information in response to this Request for Qualifications may disqualify the Respondent from further participation in the selection process.

Qualifications may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Respondent, in writing, and is received by the Authority prior to the date and time designated in the RFQ for final receipt of submissions. After such date and time, the Respondent may not change any provision of its proposal in a manner prejudicial to the interest of the Authority and/or fair competition. Respondents are solely responsible for ensuring timely delivery by courier services. The Authority will not accept any responses to this solicitation, after the final deadline, due to Respondent's misunderstanding of courier service hours and delivery times. Courier services to this destination are limited and should be considered in planning the delivery of your response.

C. Retention

All submissions are the property of the Authority and shall be retained by the Authority. Responses will not be returned.

D. Cancellation/Waiver

The Authority reserves the right to cancel this RFQ or to reject, in whole or in part, any and all submissions received in response to this RFQ upon its determination that such cancellation or rejection is in the best interest of the Authority. The Authority reserves the right to waive any minor informality in any submissions received, if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFQ, shall be at the absolute sole discretion of the Authority. In addition, multiple awards may be made.

E. Key Personnel

The key personnel specified by the successful Respondent will be considered essential for the work to be performed by the successful Respondent. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify the Authority in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours devoted before or after contract award, without written permission from the Authority.

F. Part of Contract

The contents of the documents submitted by the successful Respondent may become part of any contract award at the sole discretion of the Authority.

G. No Compensation for Response

Respondents will not be compensated for work or costs related to preparation and submission of this proposal. Respondents bear full responsibility for all costs, fees or expenses incurred in the preparation of a response to this RFQ. Respondents selected for further interviews and negotiations will be responsible for all expenses incurred during these processes.

H. Authority's Options

The Authority reserves the right to waive any minor informality, or the failure of any Respondent to comply therewith, if it is in the public interest to do so. The Authority will pay no compensation to any Respondent for any costs related to preparation or submittal of the qualifications.

The Authority will reject the qualifications of any Respondent who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the proposal of any Respondent who has previously failed to perform any contract properly for the Authority.

The determination of the criteria and process whereby submissions are evaluated and the decision as to whom shall receive a contract award shall be at the sole and absolute discretion of the Authority.

By submitting a response to this RFQ, Respondent acknowledges and agrees to the following conditions:

- All submissions in response to this RFQ become the property of the Authority. As such, all submissions are public records, subject to public review.
- The Authority will make no determination as to the adequacy or accuracy of any system, process, procedure or representation made by any Respondent. As such, pre-qualification does not infer approval of any such systems, processes, procedures or representations.

- No Respondent shall initiate contact with any member of the Board of Commissioners of the Authority regarding this RFQ until after completion of the selection process and execution of a contract. If any Respondent has any reason, not related to this RFQ, to contact any of the above parties, they will be required to disclose to that party that they are a respondent in this solicitation. Failure to adhere to these requirements may result in disqualification from the solicitation.
- Respondent shall not have employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure the execution of a contract with the Authority. Respondent certifies that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of or the making of a contract from this solicitation.

**CERTIFICATION OF RESPONDENT REGARDING DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

I, _____, hereby certify on behalf of _____

(insert name of Respondent) and its key principals that we:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by a Federal, State or Local department or agency; and
2. Have not, within a three (3) year period preceding this bid, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in Paragraph (2) of this certification; and
4. Have not within a three (3) year period preceding this bid, had one or more public transactions (Federal, State or Local) terminated for cause of default.

Signature of Key Principal of Respondent

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and states:

That he/she is _____

(a partner or officer of the firm, etc.)

The party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any person, to put in a sham proposal or to refrain from proposing and has not in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposed price of affiance or any other Respondent, to fix any overhead, profit or cost element of said proposed price, or that of any other Respondent, or to secure any advantage against the:

West Palm Beach Housing Authority

or, any person interested in the proposed contract, and that all statements in said proposal are true.

Signature _____

(Respondent, if Respondent is an individual)

Partner, if the Respondent is a partnership

Officer, if Respondent is a corporation

CERTIFICATION REGARDING LOBBYING

I, _____, hereby certify on behalf of _____ (insert name of Respondent) and its key principals that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature of Key Principal of Respondent

CONFLICTS CERTIFICATION

I, _____, hereby certify on behalf of

_____ (insert name of Respondent) and its key principals that:

(i) No actual or apparent conflict of interest exists regarding the Housing Authority of West Palm Beach,

(ii) No actual or apparent conflict exists regarding Respondent's or its key principal's possible performance as Co-Developer under this Request for Qualifications, and

(iii) No actual or potential claim exists against the Housing Authority of West Palm Beach.

Signature of Key Principal of Respondent

RESPONDENT APPLICATION PRIORITY CERTIFICATION

I, _____, hereby certify on behalf of

_____ (insert name of Respondent) and its key principals that:

(i) no application for development funding submitted by this Respondent, other than by score or rank, will have priority over any application for funding for the proposed project for which is described in this RFQ or for which the Respondent and the Housing Authority of West Palm Beach (the Authority) have entered into partnership to develop and,

(ii) that the Respondent will make every effort to give this project priority over any other projects it will be submitting funding applications for, and

(iii) the Respondent will make every effort not to submit competing applications within the same geographic, demographic or special set-aside categories within a funding cycle, without notification to the Authority and written approval by the Authority, and

(iv) the Respondent will provide notice to the Authority of any and all contemplated competing funding applications within any same funding cycle in which -the Authority intends to submit an application.

Signature of Key Principal of Respondent

Respondent Profile Form
Page two

Federal Employer Identification Number _____

Year Firm was established _____

AUTHORIZATION

I hereby verify that the questions listed in the Respondent Profile Form and all statements therein contained are true and correct

Dated this _____ day of _____, 2026.

By _____

Name _____

Title _____

REFERENCES

Provide the name, mailing address, and telephone number of two community partner references, two housing authority references, two tax credit investor references, and one housing finance agency reference. References must verify Respondent's representations.

Reference 1	
Address	
Phone	
Fax	
Reference 2	
Address	
Phone	
Fax	
Reference 3	
Address	
Phone	
Fax	
Housing Authority	
Address	
Phone	
Fax	
Housing Authority	
Address	
Phone	
Fax	

**ACKNOWLEDGMENT OF RECEIPT
OF
AMENDMENT OF SOLICITATION or
ADDENDA TO SOLICITATION 26-01
FOR COMMUNITY DEVELOPMENT FINANCIAL SERVICES IN WEST PALM
BEACH FLORIDA**

1. **AMENDMENT NUMBER(S) and dates issued:** _____

2. **ADDENDA NUMBER(S) and dates issued:** _____

3. **ISSUED BY:** The West Palm Beach Housing Authority (the “Authority”)

4. **BRIEF DESCRIPTION OF AMENDMENT(S):**
(attach copy(s) of Amendment(s) as issued by the Authority)

4. **BRIEF DESCRIPTION OF ADENDA(S):**
(attach copy(s) of Amendment(s) as issued by the Authority)

5. THE ABOVE SOLICITATION IS AMENDED OR CLARIFIED AS SET FORTH IN THE ATTACHED AMENDMENT(S) OR ADDENDA(S) AS ISSUED BY THE AUTHORITY. RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS/THESE AMENDMENT(S) OR ADDENDA(S) PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS, BY SIGNING THIS FORM BELOW.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

ACKNOWLEDGMENT OF RECEIPT:

Name

Title

Signature

Date