

Quote Request

Cost Certifier for Northview Heights Midrise

Quotes due February 23, 2018 @ 2:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

SCOPE OF WORK

Introduction

Allies & Ross Management and Development Corporation (the “ARMDC”) is soliciting a Professional Auditing Services firm (the “Auditor”) to complete a Development Cost Certification in accordance with Section 42 of the Internal Revenue Service (the “IRS”) Code and Pennsylvania Housing Finance (the “PHFA”) requirements for the new construction of four (4) story, eighty-seven (87) rental apartment unit Northview Midrise building (the “Project”). ARMDC is soliciting a Professional Audit Services firm to complete a Development Cost Certification on behalf of future owner of the Project, Northview Midrise, LLC (the “Owner Entity”), and this procurement, along with any subsequent contracts or agreement related to this procurement, may be assigned to the Owner Entity for the purposes of proper compliance with Section 42 of the IRS Code.

Scope of Work

The selected Offeror shall perform the following scope of services:

ARMDC requests an Offeror to prepare the Development Cost Certification (the “Certification”) and auditor letter on PHFA’s forms of Northview Midrise, LLC as of the substantial completion date of the Project and complete the related notes to the Certifications. The offeror shall assist with responding to questions from PHFA, will review and comment on draft Cost Certifications/8609s prepared by PHFA, and prepare Part II of the 8609s for filing with the IRS. The Offeror may also be asked to review and comment on the budget for basis determinations prior to financing closing.

The objective of the Certification is to determine eligible basis and the calculation of tax credits, in conformance with PHFA requirements.

To the extent possible, Management will provide cost information, and make invoices and other documentation available to the selected Offeror during construction in order to facilitate the timely progress and completion of the selected Offeror’s engagement and to minimize the time requirements. PHFA requires the final Certification to be submitted within a specified time frame following completion. Thus, the Offeror will be expected to prepare and share a draft of the cost certification following financial closing, to be updated throughout construction. ARMDC expects to have the planning meeting with the selected Offeror to develop a plan and to affix the responsibilities prior to actually commencing the audit.

Offerors should indicate in their responses their experience with preparing Cost Certifications for PHFA and their familiarity with Tax-Exempt Bond requirements in LIHTC projects.

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or
Debbie.Norkevicius@HACP.org with any questions about the above scope.

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Quotes due 2/23/2018 @ 2:00 p.m.

Contract award will be based on lowest total bid amount

Cost Certification at 100% Completion: \$_____

Cost Certification at 100% Completion (in words): \$_____

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____