

REQUEST FOR QUALIFICATIONS

FOR

**Marin Public Financing Authority
Executive Director**

ELECTRONIC PROPOSALS DUE

May 10, 2024

Submit proposal to:

Blas Cancino
Blas.Cancino@MarinCounty.gov

Introduction

The Marin County Public Financing Authority (“Authority”), a new joint powers authority formed by the County of Marin (“County”), the Marin County Board of Education, and the Marin County Superintendent of Schools (together with the Marin County Board of Education, “MCOE”). The Executive Director reports to the Board of Directors of the Authority. Staffing for the Authority is provided by the County.

Desired Qualifications

The ideal candidate will have the following skills, knowledge, and abilities:

- Expertise in tax exempt bonds, affordable housing financing, and various housing program regulations;
- Familiarity with all phases of affordable housing development and ability to provide input, analysis, and feedback as needed by the Authority, on work products of architects, engineers and consultants in the preparation of plans and documents;
- Principles, practices and methods as applied to planning, and development;
- Federal, State and local regulations dealing with land use and development;
- Real estate financing, development, marketing and administration of affordable housing;
- Negotiation techniques and strategies;
- Problem solving and conflict resolution practices and techniques;
- Project and workload planning;
- Principles and practices of management including fundamentals of budgeting and accounting systems;
- Expertise in public speaking and developing presentations; ability to communicate technical information in a clear and approachable way;
- Experience collaborating and managing partnerships with various types of organizations;
- Experience working on behalf of or closely with California public entities;
- Familiarity with California public contracting laws;
- Experience and familiarity with conducting and presenting at public meetings on behalf of California public entities, including familiarity with the Brown Act.

Scope of Work

- Prepares and negotiates contracts and makes recommendations to the Authority’s Board.
- Meets and negotiates with housing developers, investors, and businesses to determine project scope and provide technical assistance.
- Monitors the development, construction, and implementation phases of affordable housing project(s) in which the Authority is interested to ensure contract compliance.
- Provide updates and recommendations to Authority Board.
- Attends meetings and makes presentations to Authority Board, and various private and community organizations to discuss project status.
- Prepares reports involving research, analysis, writing, and presentations.
- Other duties as assigned by the Board or as necessary to further the interests of the Authority.

Information for Quotes

Quotes submitted should be limited to as few pages as necessary to provide the following information:

- Services to be provided and how you propose to provide the services.
- Staff who will provide the services including qualifications of staff proposed. Include any experience performing these services for other similar organizations.
- Timeline to provide services. The Authority is looking for services to commence as soon as possible.
- Proposed cost of services.

Please submit Quotes by email to Blas Cancino, at Blas.Cancino@MarinCounty.Gov

Quotes are due by May 10, 2024, at 2:00 p.m. For any questions about this project, contact Blas Cancino by email at Blas.Cancino@MarinCounty.Gov

Review Process

The Authority intends to award the project to the consultant the Authority believes can best deliver the requested services. Cost of the services may be a determining factor in the selection of the consultant. The quotes will be reviewed by Authority staff and a sub-committee of the Marin Public Financing Authority Board of Directors. Interviews will be conducted with the selected finalists. The Marin Public Financing Authority Board of Directors will approve the final selection of the consultant, and retention of the consultant will be contingent on execution of a services agreement acceptable to the Board of Directors.

Any costs incurred to prepare the quote response or attend the interview, whether in-person or electronically, are the responsibility of the proposer.

Even though the RFQ states interviews with the finalists will be conducted, the Authority does reserve the right to award the project without interviews. The Authority also reserves the right to reject any and all quotes if in the best interest of the Authority.