

**HOUSING AUTHORITY OF THE CITY OF MCKINNEY, TEXAS**

**REQUEST FOR PROPOSALS FOR**

**BOND ADVISORY AND COMPLIANCE SERVICES**

The Housing Authority of the City of McKinney, Texas (the "Authority"), invites submissions of proposals (each, a "Proposal") from bond advisory and compliance firms (collectively, the "Respondent") interested in providing bond advisory and compliance services to the Authority. If Respondent has demonstrated experience in providing bond advisory and compliance services to public housing authorities ("PHA") and is interested in making its services available to the Authority, Respondent is requested to respond to this Request for Proposals (this "RFP"). The requirements and information needed to complete the Proposal are set forth below.

One (1) original and four (4) copies of the Proposal must be received no later than 5:00 P.M. Central Standard Time (CST) on February 17, 2026. Proposals should be directed to:

**HOUSING AUTHORITY OF THE CITY OF MCKINNEY, TEXAS  
PROPOSAL FOR BOND ADVISORY AND COMPLIANCE SERVICES  
ATTENTION: EXECUTIVE DIRECTOR**

Any questions pertaining to this RFP must be in writing and directed and addressed to the HOUSING AUTHORITY OF THE CITY OF MCKINNEY, TEXAS, PROPOSAL FOR BOND ADVISORY AND COMPLIANCE SERVICES, 603 N. TENNESSEE ST., MCKINNEY, TX 75069, ATTENTION: EXECUTIVE DIRECTOR, or emailed to [rmiller@mckinneyha.org](mailto:rmiller@mckinneyha.org) no later than 5:00 P.M. (CST) on **February 5, 2026**. Copies of all inquiries and the Authority's responses will be sent to **all** Respondents who received a copy of this RFP from the Authority no later than three (3) days prior to the Proposal submission date. Minority-owned and women-owned business enterprises are encouraged to respond to this RFP.

**Copies of any written addenda to this RFP will be provided to all Respondents who receive a copy of this RFP from the Authority no later than three (3) days prior to the Proposal submission date and all such addenda shall become part of this RFP.**

*Roslyn Miller*

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**Executive Director**

**REQUEST FOR PROPOSALS**  
**FOR**  
**BOND ADVISORY AND COMPLIANCE SERVICES**

**HOUSING AUTHORITY OF THE CITY OF MCKINNEY, TEXAS**

**ALL RESPONSES SHALL BE ADDRESSED AND RETURNED TO:**

**HOUSING AUTHORITY OF THE CITY OF MCKINNEY, TEXAS**  
**PROPOSAL FOR BOND ADVISORY AND COMPLIANCE SERVICES**  
**603 TENNESSEE ST., MCKINNEY, TX 75069**  
**ATTENTION: ROSLYN MILLER, EXECUTIVE DIRECTOR**

**RESPONSES MUST BE RECEIVED NO LATER THAN 5:00 P.M. CENTRAL**  
**STANDARD TIME (CST) ON**  
**Tuesday February 17, 2026**

**DATE OF ISSUE: Thursday January 15, 2026**

## **I. BACKGROUND**

The Authority administers federal housing programs for low-income persons within the boundaries of the City of McKinney, Collin County, Texas (the "**City**") and develops (both itself and in collaboration with development partners), owns and operates affordable and workforce housing developments throughout the City. The Authority's portfolio includes low-income housing tax credit properties, as well as properties subsidized with project-based voucher assistance and Section 8 rental assistance pursuant to the U.S. Department of Housing and Urban Development's Rental Assistance Demonstration program.

The Authority requests Proposals from qualified Respondents to provide bond advisory and compliance services in connection with the proposed Jefferson Terry development project, which will be located at the intersection of Terry Lane and US-380 and contain approximately three hundred ninety-three (393) dwelling units on certain real property to be acquired by the Authority (the "**Project**"). The Authority anticipates serving as issuer of essential function bonds for the Project and has engaged a developer partner for the development of the Project.

## **II. SCOPE OF SERVICES**

The Authority desires to retain a firm to provide bond advisory and compliance services to the Authority for the Project. The following list is not inclusive of all services that the Authority may require. Such services will ultimately be set forth in a mutually agreeable bond advisory and compliance services agreement negotiated with the successful Respondent (the "**Bond Advisory and Compliance Services Agreement**"). The successful Respondent will, at a minimum, be required to:

1. Provide advice to the Authority on the tax-exempt bond issuance process.
2. Provide advice to the Authority on credit ratings or credit enhancements, if applicable.
3. Structure an essential function bond issuance for the Authority.
4. Assist bond counsel with the preparation of documentation related to the tax-exempt bond issuance, including any required pre-issuance and ongoing disclosure documents.
5. Assist with the sale of the bonds, including determining the method of sale.
6. Ensure that the bond issuance complies with federal and state laws and regulations governing essential function bonds, including Texas and IRS codes, and other applicable legal standards.
7. Train Authority employees as necessary on bond compliance requirements.
8. Participate in Authority team meetings, Board of Commissioners (the "**Board**") meetings and other meetings, as the Authority deems necessary.

9. Provide other bond advisory or compliance services as requested.

### **III. SELECTION PROCESS**

An Evaluation Committee will review the submittals in accordance with the Evaluation Criteria (see Section IV).

The Evaluation Committee will recommend a short list of Respondents. At the Board's discretion, Respondents may be invited to make oral presentations. The Authority desires to engage the best qualified Respondent that, in the Authority's sole opinion, will best be able to provide bond advisory and compliance services. Final selection is subject to the approval of the Authority's Board. As such, the Authority reserves the right to reject any and all proposals.

### **IV. EVALUATION CRITERIA**

The Evaluation Committee will evaluate each Proposal and will determine which Proposal fulfills the evaluation criteria in a way that serves the overall best interest of the Authority. Materials or explanations should be included in each Proposal to allow the following evaluation factors to be considered:

1. The professional qualifications and experience of the Respondent; [20]
2. The Respondent's fees and the reasonableness of reimbursable expenses set forth on Exhibit A; [10]
3. The Respondent's bond experience with PHAs, particularly with designing and structuring essential function bond issuances; [30]
4. Availability of Respondent's key personnel; [10]
5. Ability of Respondent to provide advisory and compliance services in a timely and efficient manner; [15]
6. Information solicited from Respondent's references; [15]
7. Respondent qualifies as a minority-owned business or women's business enterprise as evidenced in Respondent's proposal. [5]

### **V. CONFLICTS OF INTEREST**

The Respondent will ensure that it does not and persons working on its behalf do not undertake any contract or other relationships that place the Respondent in an actual or potential conflict of interest position with any other entity. The Authority requires the Respondent to disclose any conflict in writing to the Authority. The Authority's consent and waiver to a conflict must be obtained in writing.

### **VI. INSURANCE**

The Respondent shall maintain professional liability insurance in amounts/limits reasonable and adequate to protect the Authority from acts, omissions and negligence on

the part of the Respondent, its partners, and/or employees. The selected Respondent shall furnish the Authority with original Certificates of Insurance evidencing the required coverage on the effective date of the Bond Advisory and Compliance Services Agreement resulting from this RFP.

## **VII. SUBMITTAL**

**Proposals should be limited to twenty-five (25) pages, excluding Exhibits, and should include the following information:**

1. Identify the specific members of your firm who will be assigned to work with the Authority and describe their professional qualifications, certifications and individual experience and include resumes for each person.
2. List any PHAs for which your firm has performed bond advisory or compliance services. List any significant accomplishments or contributions worth noting your firm made to assist such authority. Provide client name and telephone number and indicate the nature and length of relationship with the entity.
3. Describe your availability and degree of accessibility to the Authority.
4. Indicate whether there are any current or pending obstacles including, but not limited to, any legal action or litigation against persons assigned to this account or against your firm which, if successful, could adversely affect Respondent's ability to perform bond advisory and compliance services for the Authority in a timely, efficient and high-quality fashion.
5. If not addressed in Paragraph 2 above, provide three references with whom you have worked and the relevance of the reference to the Authority.
6. Provide a list of professional organizations/associations in which the Respondent is an active member and of potential benefit to the Authority.
7. Indicate why Respondent would be the best choice for the provision of bond advisory and compliance services to the Authority.
8. Fee Proposal attached as Exhibit A and the Certification of Respondent Regarding Debarment, Suspension and Other Responsibility Matters attached as Exhibit B.
9. Certification as to Respondent's status as a minority-owned enterprise or women-owned business enterprise, if applicable.

## **VIII. MINIMUM QUALIFICATIONS**

The qualifications the Authority is seeking include the following:

1. Registration as a Municipal Advisor with the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB).
2. Experience with the issuance of essential function bonds issued by PHAs in the State of Texas.
3. Expertise and access to current bond market information.
4. Knowledge of the legal and regulatory framework governing the issuance of essential function bonds in the State of Texas.
5. At all times, Respondent and all individuals assigned to perform bond advisory and compliance services for the Authority must be free from conflicts of interest because of any other engagements, work performed or personal or business dealings. Any possible conflict must be disclosed.

## **IX. GENERAL INSTRUCTIONS**

### **1. Acceptance of Proposals**

Proposals must be signed, sealed and received in completed form at the **McKinney Housing Authority, 603 N. Tennessee, St., McKinney, TX 75069, Attention: Executive Director**, no later than the Proposal submission time and date. Unsealed Proposals will not be accepted. Proposals submitted after the designated date and time will not be accepted for any reason and will be returned unopened to the Respondent.

The Authority reserves the right to accept or reject any or all Proposals, issue addenda, take exception to these RFP specifications or to waive any formalities without addressing a reason for doing so. The Respondent may be excluded from further consideration for failure to fully comply with the requirements of this RFP.

### **2. Time for Receiving Proposals**

Proposals received prior to the due date and time will be kept unopened. No Proposal received thereafter will be considered. Proposals are not publicly read or opened and once submitted, Proposals become the property of the Authority.

### **3. Withdrawal of Proposal**

Proposals may be withdrawn on signed written (email delivery is acceptable) requests dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt, provided that written confirmation of any telegraphic withdrawal over the signature of the Respondent is placed in the mail and postmarked prior to the time set for Proposal opening. Negligence on the part of the Respondent in preparing its Proposal confers no right of withdrawal or modification of its Proposal after the due date and time.

4. Award of Contract

The Authority will award a contract according to the Evaluation Criteria contained herein, provided the Proposal is in the best interest of the Authority. The Respondent to whom an award is made will be notified at the earliest practicable date. No award may be made to a Respondent who is on the list of firms ineligible to receive awards from the Authority or the United States, as furnished from time to time by HUD. The successful Respondent must provide proof of good standing prior to the award of a contract.

5. Preparatory Costs

All costs incurred in the preparation and presentation of Proposals shall be wholly borne by each Respondent. All supporting documentation and manuals submitted with each proposal will become the property of the Authority unless otherwise indicated by the Respondent at the time of submission.

The Authority is not liable for any costs incurred by any Respondent prior to the effective date of the Bond Advisory and Compliance Services Agreement.

6. Confidential Material

Any materials submitted by Respondent that are to be considered as confidential must be clearly marked as such.

**X. FEES**

All fees for the advisory services shall be submitted on the attached Exhibit A.

**XI. MBE/WBE/SECTION 3 PARTICIPATION**

The Authority's goal is to ensure Section 3 and minority participation to the greatest extent possible in all contracts. Minority-owned and women-owned business enterprises are encouraged to respond to this RFP. A copy of the Authority's MBE/WBE/Section 3 policy for procurement will be made available to interested Respondents upon written request.

**XII. REJECTION OF PROPOSALS**

The Authority reserves the right to reject any or all Proposals without addressing a reason for such rejection.

**XIII. AWARD**

The selection of a Respondent will not create a binding contract or obligation on the part of the Authority to enter into a Bond Advisory and Compliance Services Agreement or any other agreement with the selected Respondent. Respondents acknowledge and

understand that their selection is subject to the successful negotiation of a mutually acceptable Bond Advisory and Compliance Services Agreement.



**EXHIBIT A**  
**FEE PROPOSAL**

**IF HOURLY RATES:**

Each Partner or Senior-level Consultant: \$ \_\_\_\_\_  
Each Manager or Director: \$ \_\_\_\_\_  
Each Associate or Junior-level Consultant: \$ \_\_\_\_\_  
Each Support Staff Member: \$ \_\_\_\_\_  
Other: \_\_\_\_\_ \$ \_\_\_\_\_

**IF ALTERNATIVE OR FIXED-RATE:**

Quote a fixed rate amount: \$ \_\_\_\_\_

List any discounts or reimbursements offered,  
including for prompt payment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REIMBURSABLE EXPENSES:**

Travel:	\$ _____	<b>How will you bill for travel time to/from the Authority's office?</b>  _____ No Charge _____ Consultant's Hourly Billing Rate _____ ½ Consultant's Hourly Billing Rate _____ Other. Explain: _____ _____ _____
Photocopying:	\$ _____ / copy	
Research:	\$ _____	
Telephone:	\$ _____	
Faxes:	\$ _____	
Postage:	\$ _____	
Overnight Delivery	\$ _____	
Mileage:	\$ _____ / mile	
Word Processing:	\$ _____	
Other: _____	\$ _____	

**Name of Firm:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**FAILURE TO SIGN THIS EXHIBIT WILL RESULT IN THE PROPOSAL BEING DEEMED  
NON-RESPONSIVE.**

## **EXHIBIT B**

### **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 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