

**REQUEST FOR PROPOSALS (RFP) COUNTY HOUSING-RFP-26-P-02, ON-CALL AFFORDABLE  
HOUSING DEVELOPEMENT AND LIHTC CONSULTING SERVICES**

<b>FEE STRUCTURE (RFP Attachment I)</b>
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**Respondent Firm:**

**Address:**

**Contact Person:**

**Phone / Email:**

**Instructions**

Respondents must complete all applicable sections of this Fee Schedule. Respondents may propose different fee structures depending on project size or complexity; however, fees must comply with the requirements of the Missouri Housing Development Commission including developer fee limitations.

Fees may be structured as:

- Fixed fees
- Hourly rates
- Percentage of developer fee (for co-developers)
- Success-based payments

County Housing reserves the right to negotiate final fees.

**Section 1 – Hourly Rates (If Applicable)**

Provide hourly rates for staff that may work on County Housing projects.

Position	Hourly Rate
Principal / Managing Director	\$
Senior Development Consultant	\$
Financial Analyst	\$
LIHTC Application Specialist	\$
Project Manager	\$
Administrative Support	\$

**Section 2 – Fixed Fee for LIHTC Application Preparation**

Provide a proposed fee for preparation of a LIHTC application.

Service	Fee
Preliminary feasibility analysis	\$
Financial modeling and pro forma development	\$
LIHTC application preparation	\$

**COUNTY HOUSING**

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Assembly of exhibits and supporting documentation	\$
Coordination of third-party reports	\$
Submission and agency coordination	\$

**Total Proposed Application Preparation Fee:**

\$ \_\_\_\_\_

**Section 3 – Post-Award Services (If Applicable)**

Provide fees for services following a LIHTC award.

Service	Fee
Carryover allocation documentation	\$
Equity closing support	\$
Cost certification coordination	\$
Placed-in-service documentation	\$

**Section 4 – Development Consulting Services**

Provide fees for ongoing development consulting services if the respondent will support County Housing during project development.

Service	Fee
Project feasibility analysis	\$
Development budget preparation	\$
Sources and uses analysis	\$
Financing coordination	\$
Development team coordination	\$

**Section 5 – Success-Based Fees (Optional)**

Respondents may propose success-based fees tied to LIHTC award.

Milestone	Fee
LIHTC award notification	\$
Financial closing	\$
Construction start	\$

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**Section 6 – Co-Developer Fee Participation (Category B Only)**

Respondents applying as Co-Developer / Development Partner must identify the proposed developer fee participation.

Item	Proposed Amount
Percentage of developer fee	%
Maximum total developer fee requested	\$
Services provided as co-developer	

**Note:** Developer fees must comply with limits established by the Missouri Housing Development Commission.

**Section 7 – Typical Fee Range by Project Size**

Provide typical total consulting fees for the following project sizes.

Project Size	Estimated Total Fee
40–60 units	\$
60–100 units	\$
100+ units	\$

**Section 8 – Additional Costs**

Identify any costs not included in the above fees. Examples may include:

- Travel expenses
- Printing or reproduction
- Third-party consultant coordination

Description: \_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

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**Certification**

The undersigned certifies that the information provided in this Fee Schedule is accurate and that the respondent agrees to comply with the requirements of the Housing Authority and the applicable LIHTC program regulations.

Authorized Signature:

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

\_\_\_\_\_