
A Joint Powers
Agency

MEMBERS

City of Sacramento

County of Sacramento

Housing Authority of the
City of Sacramento

Housing Authority of the
County of Sacramento

Sacramento Housing and Redevelopment Agency

Request for Proposals

Project-Based Vouchers for Homeless Families / Individuals

RFP # 2013-DS

Issued: April 3, 2020

Submittal Deadlines

2:00 PM PST – May 5, 2020

Sacramento Housing and Redevelopment Agency
Procurement Services Department – 2nd Floor
801 12th Street
Sacramento, CA 95814

Copies of this RFP may be requested from:
Procurement Services

ps@shra.org

(916) 440-1378

Or by visiting our website @ <https://www.shra.org/doing-business-with-shra/>
and finding Project Based Vouchers for Homeless Families/Individuals under
the Request for Proposals section.

Table of Contents

Introduction	3
The Project	3
Federal and Local Regulations	4
Submission Procedures, Requirements, Rating Factors and Selection Process	5
Contact.....	5
RFP Timeline	5
Time and Place for Submission of Proposals.....	5
Proposal Format	6
Future Considerations	6
Minimum Threshold Requirements	6
Rating Factors.....	8
Submittal Review	11
Selection Process.....	12
Contract Award	13
Dispute Process	13
Agency Rights, Options, and Policies.....	14
Attachment A Coversheet for Application for Project-Based Housing Vouchers	15
Attachment B Project Timeline for New Construction and Rehabilitation Only	17
Attachment C Location Checklist	18
Attachment D Instruction to Offerors - HUD Form 5369	19
Attachment E Agreement to Enter into HAP (AHAP) Contract-HUD Form 52530A&B	21
Attachment F Housing Assistance Payment (HAP) Contract - HUD Form 52530 A&B.....	55
Attachment G Contract Confidentiality Requirement and Cyber Insurance	90

INTRODUCTION

The Sacramento Housing and Redevelopment Agency (Agency), on behalf of the Housing Authority of the County of Sacramento, is requesting proposals from owners and developers interested in receiving Project-Based Vouchers (PBV) to serve homeless families/individuals.

The Agency is a Joint Powers Authority (JPA) created as a public agency for the City and County of Sacramento in 1973. The Agency provides affordable housing for a population of over 66,000 individuals through the Conventional Low Rent Public Housing Program, Housing Choice Voucher Program (HCV), and through selective use of mortgage revenue bonds and gap financing for developments for very low and low-income families, seniors, homeless and disabled individuals. The Agency operates the HCV Program, which currently assists more than 12,500 households in Sacramento County. In addition, the Agency manages a PBV program with over 1,000 units that serve primarily low income, homeless and disabled individuals and families. With PBVs, the Agency enters into a contract with the owner as the housing subsidy is attached to subsidize the unit regardless of whether the same tenant continues to occupy that unit or moves away.

THE PROJECT

According to the 2019 “Point in Time” Count (the most current year for which there is data), Sacramento Steps Forward reports that there were 5,570 homeless individuals and families of which 3,900 were unsheltered. The Agency is committed to housing homeless families, both individuals and families with minor children, and connecting them to services designed to help them stabilize their housing. The goal of this Request for Proposals (RFP) for PBVs is to increase the housing stock available for homeless families and individuals through significant rehabilitation or new construction.

The purpose of this RFP is to create affordable rental units that are decent, safe and sanitary for homeless families, both single adults and families with minor children, earning no more than 50% Area Median Income (AMI). Permanent affordability is achieved by attaching PBV assistance to qualified rental units. **Rental units that are currently subsidized by other sources will not be considered for PBV as the goal is not to supplant one funding source for another, but to increase the affordable housing stock available for homeless families.**

The Agency is seeking proposals from owners or developers to create rental units to low income, homeless families and individuals that is rich with services. The PBV subsidies are tied to specific rental units for an initial period of up to 20 years and may be extended for an additional period of up to 20 years.

A minimum of 15 vouchers per project are available to be issued through this RFP. A request to reduce the amount of PBVs to a number less than 15 post award will not be considered. The entire award may be rescinded.

Up to 200 vouchers will be made available through this RFP process. The Agency reserves the right to award more than 200 project-based vouchers at its sole discretion, based on a compelling need as demonstrated by the response to this RFP and contingent upon funding.

This RFP will create additional housing units that are restricted to serving the homeless. Developers building or rehabilitating housing must sign an Agreement to Enter into a Housing Assistance

Payment (AHAP) contract within 2 years of the letter awarding PBVs and then execute a Housing Assistance Payment (HAP) contract and have units occupied within 2 additional years unless the Agency grants an extension.

All proposals must meet the **Minimum Threshold Requirements** as described in this document. The proposals will be evaluated based on the PBV project selection process listed in the Rating Factors section of this RFP.

Per HUD regulations, the PBV's are attached to the unit regardless of whether the same tenant continues to occupy the unit or moves away. When a unit becomes vacant, the owner must take every reasonable action to minimize the likelihood and length of vacancy so that the unit is ready to be re-rented to another suitable low-income homeless tenant. The Agency may pay the owner vacancy loss payment.

The owner may fill vacant units with families and individuals referred from a service provider serving homeless families or via a wait list. It is likely that families will be referred by Coordinated Entry to fill vacant units. This system of establishing a centralized "Coordinated Entry" is still under development but is anticipated to be the primary mode of receiving referrals of homeless families in need of housing. The site will utilize a "Housing First" model, meaning there are no requirements for the family to be clean and sober prior to becoming housed. Requirements for housing will be low-barrier, allowing access to housing by families and individuals who have been chronically homeless.

Each proposal must request a specific number of units to receive PBV's. Supportive services must be available to residents living at the site; the services must be available at the site or nearby so that they are accessible for families lacking transportation. The services must be described in the proposal.

The Agency may award multiple contracts resulting from this solicitation to the owners whose proposals are most consistent with this RFP. Only written responses to this RFP, received from owners or developers, shall be considered for project basing. The Agency reserves the right to fund some, all or none of the respondents.

FEDERAL AND LOCAL REGULATIONS

The information contained in this RFP is a summary overview of the PBV Program. All applicants are encouraged to read the relevant HUD regulations. For a complete listing of all ineligible units, refer to the Code of Federal Regulations, Title 24 and Part 983.53 and 983.54. The implementation of PBV shall be in compliance with:

- Section 8(o)(13) of the US Housing Act of 1937;
- Title 24 of the Code of Federal Regulations, Part 983; (<https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=78516c360261e2c8b10e92be05e2a93f&mc=true&n=pt24.4.983&r=PART&ty=HTML>)
- SHRA's Administrative Plan; and (<https://www.shra.org/wp-content/uploads/2020/03/2020-Midyear-Admin-Plan-Draft.pdf>)
- SHRA's Multi Family Lending and Mortgage Revenue Bond Policies (<https://www.shra.org/multi-family-housing-financing-lending-resources/>)

For new construction and rehabilitation projects with 9 or more units, Davis Bacon wage requirements are triggered.

SUBMISSION PROCEDURES, REQUIREMENTS, RATING FACTORS AND SELECTION PROCESS

CONTACT

All questions and requests for clarification concerning this RFP are to be submitted in writing to:

Procurement Services

Phone: (916) 440-1327

ps@shra.org

Do not contact other Agency employees regarding this project or the selection procedures. The Agency will not be responsible for oral or other explanations / interpretations of the RFP document or procedures. The terms of the RFP remain unchanged unless amended in writing.

RFP TIMELINE

April 3, 2020	RFP Issued
April 13, 2020	Pre-Proposal Teleconference Meeting, 11:00 am PST
April 15, 2020	Questions due in writing by 4:00 pm PST
April 17, 2020	Responses to questions received posted by 4:00 pm PST
May 5, 2020	Proposals due by 2:00 pm PST. Postmarks will not be accepted

Responses to questions and other updates will be posted to the Agency's website @ www.shra.org and can be found in the **Doing Business With SHRA** tab under the name of this solicitation.

A pre-proposal teleconference and review of the RFP will be held on **Monday, April 13, 2020 at 11:00 am PST**. The Zoom meeting hyperlink and additional information is listed below: <https://zoom.us/j/614056254?pwd=MmlEV0tnYmVISFMxbXU4VVUzYXkyUT09>

Meeting ID: 614 056 254

Password: 2013-DS

Additional pre-proposal meeting information can be obtained by using this hyperlink: <https://www.shra.org/doing-business-with-shra/>.

TIME AND PLACE FOR SUBMISSION OF PROPOSALS

Firms interested in providing proposals for this project should closely examine the specific requirements and questions and submit four (4) bound copies and one (1) flash drive of their proposal to:

Sacramento Housing and Redevelopment Agency
Attn: Procurement Services – RFP # 2013-DS
801 12th Street
Sacramento, CA 95814

Proposals must be received by **2:00 pm PST on May 5, 2020**. Proposals received after that time will not be considered. Incomplete proposals, or insufficient numbers of proposals submitted will not be considered. Postmarks, e-mails and faxes will not be accepted.

After selection and execution of the contract(s), all information and materials provided in each proposal received is subject to disclosure through a Public Records Request pursuant to the California Public Records Act.

PROPOSAL FORMAT

Proposals are to be bound, single-sided standard sized (8.5" X 11") pages. Number each page. To facilitate review by the Selection Committee, please submit information / answers to each of the 6 items listed below (Minimum Threshold Requirements) and the 8 items listed under Rating Factors; identify each item, in order by the appropriate number. Brevity is encouraged; however, be sure to fully address each item listed below as part of your RFP submittal.

Print out and complete all Attachments A-C. These forms must be included in your response to this RFP and it must be signed by an authorized signatory of your firm, with the authority to officially submit the proposal and respond to questions concerning the proposal.

FUTURE CONSIDERATIONS (no responses are necessary)

1. How will vacancies at this site be filled? Which agency serving the homeless will provide referrals? Does your organization already have an existing partnership with this entity?
2. If vacant units are to be filled via referral from a service provider(s), the PBV Site Owner/Developer will submit to the Agency:
 - A. A letter on company letterhead:
 - i. Requesting to fill vacant units via referrals from the service provider;
 - ii. Committing to notifying the Agency when/if there is a new service provider;
 - B. A copy of the contract between the service provider and the site owner/developer;
 - C. A certification from the service provider that they will not deny services to member of any federally protected class under fair housing laws, i.e., race, color, religion, national Origin, sex, disability.
 - D. Signed copy of the Agency's Personally Identifiable Information (PII) document (Attachment G), or familial status.
3. Please confirm that installing broadband infrastructure is included in the plans. Rehabilitation of housing for PBV must include installation of broadband infrastructure unless:
 - A. The location makes this infeasible; or
 - B. The cost would fundamentally alter the nature of the housing or would cause an undue financial burden; or
 - C. The structure of the housing makes installation of broadband infeasible. (24 CFR 983.157)
4. There are Section 3 requirements for rehabilitation and construction of housing, affecting employment at the site. (Please see page Part 2 of the AHAP in Attachment F)

MINIMUM THRESHOLD REQUIREMENTS

The owner must provide documentation to demonstrate that the following minimum threshold requirements are met. Proposals not meeting the minimum threshold requirements will not be evaluated further for rating factors.

1. Please provide documentation showing that the applicant has site control interest for the physical site to receive the project-based vouchers.
2. Please describe the location by census tract; total number of units by bedroom size; total number of buildings; number and bedroom sizes of units; number of units per building; and target population of any non-PBV units. If the proposal is for existing units, the property must have rent restrictions of 50% Area Median Income (AMI) or below, and provide proof of covenants and

3. Title 24 of the Code of Federal Regulations [24 CFR 983.57(b)] requires that the site for PBV's meet the goals of de-concentrating poverty and expanding housing opportunities. Therefore, all respondents creating new affordable units of housing must show how their plan to provide project-based vouchers at the housing site meets these goals. Please provide the following:
 - A. What is the census tract in which the proposed PBV development will be located?
 - B. Is this census tract in a HUD-designated Enterprise Zone, Economic Community or Renewal Community?
 - C. Is this census tract undergoing significant revitalization? Describe.
 - D. List any other state, local, or federal dollars been invested in this area?
 - E. List any new market rate units being developed in the same census tract where the proposed PBV development will be located? What is the likelihood that such market rate units will positively impact the poverty rate in the area?
 - F. What is the poverty rate in this census tract?
 - i. If the poverty rate is greater than 20 percent, has there been an overall decline in the poverty rate in the past 5 years? Describe.
 - G. Describe meaningful opportunities for educational and economic advancement in this census tract. Are there meaningful opportunities for educational and economic advancement in this area and transportation available to access these opportunities?
4. The site must be inspected before the proposal is due to determine [24 CFR 983.103 a 1]:
 - A. Pre-selection inspection -
 - (1) Inspection of site. The PHA must examine the proposed site before the proposal selection date.

The PHA may not execute the HAP contract until the units fully comply with the HQS.

5. The proposal **must** contain a signed contract or a letter of commitment, showing a relationship between the housing owner and the service provider(s). The contract or commitment letter must list:
 - A. The services that are to be provided.
 - B. The duration of the services.
 - C. Location of the supportive services provided.
 - D. Who is eligible to participate in the services.

RATING FACTORS

Proposals will be rated based on the following factors. Proposals will be ranked by score and the number of requested vouchers will be assigned in the order of ranking. In order to be considered for PBV funding, proposals must receive a minimum of 70% of the possible points available (245 points).

Factor Rubric

Factor	Points Available
1. Supportive Services	50
2. Case Management	30
3. Support for Services	50
4. Financial Viability	60
5. Project Readiness	50
6. Property Management Experience	50
7. Unit Configuration	30
8. Location	30
Total Points Available:	350

1. Supportive Services. (50 points)

- A. (20 points) Please provide a complete description of the services to be provided to the homeless residents receiving Project-based vouchers at this site. Please define the services to be provided to different populations residing at the site:
- What base line services are residents eligible to receive?
 - Is there additional funding to provide targeted services to residents living at the site? What are the sources of the funding (ie, MHSA or NPLH funding) and what targeted additional services are provided? Who can receive these services?
 - Do you anticipate that there will be PBV families living at the site but not eligible to receive services from the targeted funding described in b. above? What services will be provided to these PBV families and individuals?
NOTE: The site **must** be available to house families with a variety of disabilities. Housing cannot be limited to persons with specific disabilities.
 - For every population described above that receive PBV, describe:
 - The type of services provided
 - Who is the service provider? (provide a service contract or letter of intent).
 - Provide a resident service plan and show at least three services to be provided to residents to help move them to living independently and/or becoming self-sufficient. These services do not have to be provided on site if alternate arrangements are made with services providers that are accessible to the residents. Describe the length of time services will be available to each client and how these services will be monitored.
 - The provision of housing cannot be contingent upon participation in services. The provision of supportive services has been shown to benefit to formerly homeless families looking to achieve long term housing stability. How will families be encouraged to participate in services?
 - For sites targeting families with children, are there services and activities for children on site or in close proximity?
- B. (20 points) Please discuss your past experience(s) working with previously homeless families/individuals. What is the service provider's relevant experience? How will you provide services at this site based on these past experiences?

- C. (10 points) Describe how the target population to be served represents a diversity of disabilities, ages, gender, family types and culture by the provision of PBV.

2. Case Management (30 points)

- A. (15 points) Describe how referrals to, and provision by, various community services will be coordinated. How will various service providers communicate?
- When families are referred or offered services, how will that handoff be conducted?
 - Will there be follow up to ensure that the referral was utilized?
- B. (5 points) Family participation in supportive services is voluntary. State what steps will be taken if a family is not participating in case management.
- C. (10 points) What steps will be taken during a crisis? How will services be coordinated beforehand to prevent a crisis and afterwards to bring to a resolution? For this question, a crisis is an immediate need for intervention.

3. Support for Services (50 points)

- A. (15 points) Does the site have a community room available to residents? What space will be used for the provision of services? How can residents access services?
- B. (35 points) Provide an operational budget showing the sources and uses of funds dedicated to providing supportive services. The budget should show:
- The number of hours of supportive services to be provided.
 - The number of full-time equivalent (FTE) staff to be covered.
 - The specific services to be provided.
 - The total costs for providing these services and the source(s) of these funds.

4. Financial viability (50 points)

The owner must demonstrate that the project is financially viable and can demonstrate that it will remain solvent for at least 20 years. The developer must provide an itemized projected cash flow pro forma demonstrating long term viability for a period of at least 20 years.

Describe any use or funding restrictions or limitations regarding individuals and families that must live at this property either currently or in the future. For example, are there requirements related to receiving Mental Health Services Act (MHSA) funds, No Place Like Home (NPLH) funds, Housing Opportunities for Persons with AIDS (HOPWA) funds or is this housing for seniors only? These restrictions must be provided and can be attached to the regulatory agreement or the funding received at the site. Please provide documentation showing any restrictions at the site. Also indicate if there are no limitations or restrictions for the development

A projected Cash Flow Pro Forma for the initial time period (20 years) based on the most recently audited financial statements is required.

- Projected sources and uses of funds, including construction, bridge and permanent financing.
- Evidence of commitment, or commitment status of proposed financing.
- Evidence that the project can be constructed (if applicable).
- Itemized total proposed development budget (if applicable)

- E. Developer experience (tax credits, bond projects, and projects using HUD PBV or tenant-based HCV vouchers)
- F. Identification of any properties defaulted or foreclosed upon

5. Project Readiness (50 points).

Provide a detailed project timeline that indicates all necessary actions for the project to meet the readiness date, including but not limited to:

- A. Environmental clearance (please provide a copy of any environmental documents, if available).
- B. Financing commitment and timeline.
- C. Project entitlements.
- D. Estimated date construction/rehabilitation will commence, be completed and when occupancy is expected. Under no circumstances can construction or rehabilitation of housing begin until the AHAP has been executed.
- E. Evidence showing entitlements are in process with Planning Department and plans have been submitted to the appropriate Building Department.

The AHAP and PBV HAP contract may only be executed after specific regulatory requirements are met. For new construction and rehabilitation, an environmental review and subsidy layering review are required prior to the execution of the AHAP (24 CFR 983.153). The AHAP must be executed within 2 years of award of project based vouchers. The HAP contract (and occupancy) should be completed within 2 years of signing the AHAP unless SHRA approves an extension.

For proposed new construction projects, provide a narrative that describes the current status of any required entitlements along with an anticipated timeline for submission and approvals. If entitlements have been received, please provide evidence in the form of a letter from a City or County building or planning official stating the project is appropriately zoned and in compliance with land use ordinances.

6. Property Management Experience (50 points)

- A. The Agency will evaluate the property management's company and key staff's qualifications, past performance, experience, and quality of work developing and maintaining housing for low income and/or special needs populations (10 points).
- B. Provide a list of five (5) sites over 10 units in size for which the property manager has ongoing contracts providing similar services or programs to similar target groups within the last three (3) years. For each of these sites, please describe the name and location of the site, the number of units, the target population, the time frame it has been under this management company, any regulations governing rental amounts, timeframe of these agreements restricting rents, indicate if the project utilized PBVs, the designation of subsidy sources for those properties (tax credits, bonds or other regulatory agreements), occupancy rates, marketing efforts and the qualifications of key staff persons to be involved in the project. Include experience with special project/programs targeting the needs of homeless or low-income families needing supportive services. (40 points)

7. Unit Configuration (30 points)

The size and configuration of the units are designed to serve persons with disabilities. Please list the number of units that will be made accessible for persons with disabilities and describe the types of modifications.

- A. More than 10% of the units will be accessible to persons with disabilities and they are spread throughout the building. Path of travel and public space will also be accessible. Modifications address different accommodations (30 points) OR
- B. At least 10% of the units will be or are proposed to be 504 accessible and they are spread throughout the building. Path of travel and public space will also be accessible. Modifications address different accommodations (20 points) OR
- C. At least 5% of the units will be 504 accessible and they are spread throughout the building. Path of travel and public space is also accessible. Modifications address different accommodations (10 points)

8. Location (30 points)

The site must be located in Sacramento County and meet the following criteria. Please submit a map showing the location of the project. Include concentric circles showing a radius of ¼, ½ and 1 mile from the project and use the attached checklist to answer the questions.

(Attachment C)

Points are awarded if:

- A. (10 points) Property is located in a low poverty census tract (poverty rate is below 20% or is undergoing transformation.)
- B. (10 points) Support services are located within the site or nearby.
- C. (10 points) Project is located within ¼ mile of:
 - i. High frequency public transportation and
 - ii. Medical facilities
 - iii. Grocery stores and
 - iv. Other services

Please list the census tract in which the proposed site will be located and the poverty rate of that census tract. Also list the closest services and the distance from the site for each of the items listed above.

SUBMITTAL REVIEW

Submittals will initially be reviewed after they are received to confirm that they follow the proposal format. Proposals that do not follow the format will be considered non-responsive and will not be submitted to the Selection Committee for evaluation.

SELECTION PROCESS

1. A Selection Committee will be established according to Agency policy. Members of the Selection Committee will be provided copies of each proposal received. Each member will evaluate each submittal individually.
2. Based upon information provided during this process, the Selection Committee will select the most qualified respondents. The proposals received will be validated and evaluated for technical and contractual acceptability. The Agency's evaluation of proposals will be based upon those materials submitted in accordance with the submission procedures and requirements. Submittals will be reviewed to determine if all items requested were submitted. Incomplete submittals will be removed from consideration.
3. Please note that the Agency has the right to reject a proposal if it does not embody the characteristics outlined in this RFP and the evaluation criteria. The Selection Committee will determine whether each proposal is responsive to and in compliance with the requirements of this RFP and the evaluation criteria. The Selection Committee will assure that the proposal meets PBV goals and civil rights requirements. The proposal must be consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, and the site and neighborhood standards.
4. Review of the proposals will follow the submittal deadline. The Selection Committee is anticipated to rank the firms directly from the written materials. However, the Agency reserves the right to request clarifications or additional information from any or all firms. Additionally, if deemed necessary and at the sole discretion of the Selection Committee, oral interviews will be scheduled at a later date and final selections made after interviews.
5. After the individual evaluations are completed, the Selection Committee will meet to discuss the evaluations. Proposals will be ranked by score and vouchers will be assigned to sites in order of ranking. All selections are subject to owner compliance with applicable Agency, HUD and other legal requirements. The Agency reserves the right to fund some, all or none of the respondents.
6. The Agency has the right to approve projects and provide PBVs that may be less or more than the vouchers requested in the proposal.
7. The Agency will provide written notice to the owners whose proposals are selected within 30 days of the decision. The Agency will also promptly notify owners of properties whose proposals were not accepted.
8. If any of the respondents presents an Identity of Interest with the Agency, the proposal in question will be forwarded to the HUD field office or HUD approved independent entity for review.

CONTRACT AWARD

The Agency may award multiple contracts resulting from this solicitation to the owners whose proposals are most consistent with this RFP.

Owner participation requires compliance with Fair Housing and Equal Opportunity requirements.

The Agency's activities under the PBV program are subject to HUD environmental regulations in 24 CFR Part 58. The Agency is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.).

The Agency must not enter into an agreement to enter into a AHAP contract nor enter into a HAP contract until it has complied with the environmental review requirements, and the Agency, the owner, and its contractors may not acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct real property or commit or expend program or local funds for PBV activities under this part, until the environmental review is completed.

The owner is required to carry out mitigating measures required by the responsible entity as a result of the environmental review.

Once an award is made, the project cannot be substantially altered. Any substantial alterations including (but not limited to) a request for additional vouchers will disqualify the project from receiving PBV's.

Dispute Process

Should any Contractor wish to protest the final selection, they shall have ten (10) calendar days from the date of the Notice of Intent of Award to submit a written protest to the Agency. The written protest shall be full and complete; specifying in detail the grounds of the protest and the facts supporting the protest or it will not be considered. Any offeror who has a legitimate protest must claim to be eligible for award of the contract. Protest letters are to be sent to:

Sacramento Housing and Redevelopment Agency
Attn: Procurement Services Department
801 12th Street, 2nd Floor
Sacramento, CA 95814
Or by e-mail to: ps@shra.org

All protests shall be resolved in accordance with the Agency's protest policy and procedures, copies of which are maintained at the Agency and available upon request.

AGENCY RIGHTS, OPTIONS, AND POLICIES

1. The Agency reserves the right to decide that one firm is more responsive than the others and to select after review of the written submittals only.
2. The Agency reserves the right to reject any and all submissions, request for additional information, amend the project schedule, or issue additional requirements throughout the selection process. It is the responsibility of the consultant to verify that all necessary information is submitted by the due date. Proposals which do not conform to all requirements expressed in this solicitation may be rejected without further evaluation, deliberation, or discussion.
3. The Agency reserves the right to modify any portion, postpone or cancel this RFP at any time, and/or reject any and all submissions without indicating any reason. No submission documents will be returned.
4. The Agency reserves the right to reject individual team members, firms, and request substitution without indicating any reason prior to contract award.
5. The Agency highly encourages participation by local qualified firms and contractors in all aspects of consultant contracting unless the project requires unusual or highly specialized services.
6. The Agency actively encourages participation of small, minority and women owned business enterprises in all aspects of contracting.
7. No compensation is offered for any work related to this selection process. Submissions are entirely voluntary. All original documents including electronic files become the property of the Agency. If any submission is late or incomplete in any way, that team will be eliminated from consideration.
8. Materials contained in each proposal will be considered proprietary until selection. Following selection, however, the contract scope of work may be amended by the Agency and negotiated based upon ideas provided by any source.
9. In accordance with federal and state laws, the Agency does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran's status or disability in the provision of services.
10. Procured consultants / contractors will not be considered Agency personnel and the Agency assumes proposal of certain personnel to be a statement of their availability to do the work.
11. The Agency reserves the right to select more than one respondent, to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the Agency's choosing.
12. The Agency reserves the right to fund all, some or none of the respondents.

Attachment A

Coversheet for Application for Project-Based Housing Vouchers

Name of Proposal: _____

Owner's Name

Business Name

Manager Name

Contact Person's Name

Contact Person's Name

Contact Person's Name

Owner's Street Address

Business Street Address

Manager's Street Address

City, State, Zip

City, State, Zip

City, State, Zip

Personal Telephone No.

Business Telephone No.

Manager Telephone No.

E-mail Address

E-mail Address

E-mail Address

I certify, under penalty of perjury, to the truth and correctness of all statements and of all answers to questions contained in this proposal.

Signature of Authorized Agent

Date

Owners: Please provide a copy of a *Certificate of Good Standing* from the Secretary of State for the project's ownership entity. In addition, if the ownership entity is a corporation please submit *Articles of Incorporation*, if a limited partnership submit a *Partnership Agreement*, and if a limited liability company submit an *Operating Statement*. These documents will be verified on the Secretary of State's website.

Name of Project or Property

Address(es) or Project of Property

City/State/Zip

Attachment A (cont)

Name of Proposal: _____

Number of units proposed to project base

Census tract

Census Poverty Rate

Total number of units at the project or property

Unit Configuration and Proposed Rents for

Units with a Project based voucher:

Number

Proposed Rent

_____ Single Room Occupancy

\$ _____

_____ Studio

\$ _____

_____ One Bedroom

\$ _____

_____ Two Bedroom

\$ _____

_____ Three Bedroom

\$ _____

_____ Four Bedroom

\$ _____

_____ Five Bedroom

\$ _____

This application is for:

☐ Existing housing

☐ New Construction

☐ Rehabilitated housing

If existing or rehabilitated housing, will PBV be applied to (check one):

☐ units at turnover, or

☐ existing occupied units.

Utility Configuration (circle answer)

Gas

Paid by Owner

Paid by Tenant

Electric

Paid by Owner

Paid by Tenant

Trash

Paid by Owner

Paid by Tenant

Water

Paid by Owner

Paid by Tenant

Stove

Furnished by Owner

Furnished by Tenant

Refrigerator

Furnished by Owner

Furnished by Tenant

Amenities

ATTACHMENT B
PROJECT TIMELINE FOR NEW CONSTRUCTION
AND REHABILITATION ONLY

Project Title:_____ Applicant:_____

<u>Item</u>	<u>Projected Date of Completion</u>
SITE	
Environmental Review Completed	_____
Site control evidence	_____
LOCAL PERMITS	
Conditional Use Permit	_____
Variance	_____
Site Plan Review	_____
Grading Permit	_____
Building Permit	_____
CONSTRUCTION FINANCING	
Loan Application	_____
Enforceable Commitment	_____
Closing and Disbursement	_____
PERMANENT FINANCING	
Loan Application	_____
Letter Commitment	_____
Closing and Disbursement	_____
OTHER LOANS AND GRANTS	
Type and Source	_____
Application	_____
Closing or Award	_____
Funds Available	_____
Construction Start	_____
Construction Completion	_____
Placed in Service	_____
Occupancy of all Assisted Units	_____

ATTACHMENT C
LOCATION CHECKLIST

Please attach a map showing a ½ mile radius from the proposed project-based vouchers.

As shown in the map, this project is located within:

- _____ miles of a grocery store
List the grocery store: _____
- _____ miles of a medical services
List the medical services _____
- _____ miles of an elementary school or transportation to an elementary school
List the elementary school _____
- _____ miles of a high school or transportation to a high school
List the high school _____
- _____ miles of a college
List the college _____
- _____ miles of a major hub for public transportation
List the transportation hub _____
- _____ miles of a link to public transportation
List the public transportation _____

ATTACHMENT D
Instructions to Offerors – HUD Form 5369-B

Instructions to Offerors
Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and
- (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]