

REQUEST FOR PROPOSALS
For
Rental Assistance Demonstration (RAD)
Consulting
For
THE BOISE CITY HOUSING AUTHORITY
Date Issued: March 16, 2020
Closes: April 15, 2020 at 5:30 PM (MST)

- 1.0** The Boise City Housing Authority of Boise, Idaho (BCHA) hereby invites independent Contractors to submit proposals for consulting services to evaluate the feasibility and applicability of implementing a Rental Housing Demonstration Program more commonly referred to as “RAD”; and assist in the submission of an application to the Department of Housing and Urban Development (HUD) as referenced in PIH-2019-23 (HA) H-2019-00, REV 4 Component One.
- 2.0** BCHA: All questions or request for documents pertaining to this RFP shall be addressed to:
- Ms. Diana Meo, Finance Director
Boise City Housing Authority
1001 S Orchard Street
Boise, Idaho 83705
(208) 287-1065
- 3.0** **APPLICABILITY:** By submitting a proposal, the Respondent is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007 and HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction and if attached; HUD 5370EZ, Davis Bacon or HUD Wage Decision.
- 4.0** **BCHA’s RESERVATION OF RIGHTS:** BCHA reserves the right to:
- 4.1** Reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.
- 4.2** Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice.
- 4.3** Determine the days, hours and locations that the successful Respondent shall provide the items or services called for in this solicitation.
- 4.4** Reject and not consider any proposal that does not, in the opinion of BCHA, meet the requirements of this solicitation, including but not necessarily limited to incomplete proposals and/or proposals offering alternate (not including “or equal” items) or non-requested items or services.
- 4.5 BCHA reserves the right to:**
- 4.5.1 To make an award to the same Respondent (aggregate) for all items; or,
- 4.5.2 To make an award to multiple Respondents for the same or different items.
- 5.0** **RESPONDENT’S RESPONSIBILITY:** Each **respondent** shall carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.
- 6.0** **EXPENSE ASSOCIATED WITH PROPOSAL SUBMISSION** All expenses involved with the preparation and submission of proposals to the Authority shall be borne by the Respondent.

SCOPE OF WORK

BCHA is undertaking a variety of community and economic development projects and is seeking technical assistance in evaluating the feasibility and applicability of the Rental Housing Demonstration Program (RAD) as specified by the Department of Housing and Urban Development (HUD).

In the RAD program, Public Housing Authorities may apply (on a competitive basis) to convert the type of assistance currently being received at one or more specific properties in their portfolio to a long-term, Section 8 Housing Assistance Payment (HAP) contract [two forms: project-based vouchers (PBVs) or project-based rental assistance (PBRA)]. A primary provision of RAD is to provide PHAs with access to debt financing to address a particular property's immediate and long-term capital needs through rehabilitation. To qualify, PHAs must not only make timely application during an upcoming short window, but also nominate properties that meet both HUD program admission criteria and lender underwriting criteria.

The RAD Demonstration program is intended to test whether conversion of public housing properties and other HUD assisted properties to project-based Section 8 rental assistance will allow the owners of these properties to access private debt and equity to address the properties' immediate and long-term capital needs. This BCHA RFP seeks proposals to assist the agency with preparation/submission of applications for candidate properties. This assessment is to include assistance with the preparation of realistic and market justified development budgets, and operating pro-formas in sufficient detail to satisfy both RAD program and lender eligibility and evaluation criteria. Once candidates are identified, the consultant may be directed to assist with the preparation of BCHA's application(s) that are accurate, thorough and in sufficient detail to satisfy HUD's review without delay. Since RAD is a pilot program, careful review and screening needs to be performed to ensure the properties selected are best suited to participate in the program.

Questions relating to the scope of the work contemplated and submittal requirements in this Request for Proposal are to be directed in writing via e-mail to Diana Meo, Finance Director at dmeo@bcacha.org.

Boise City Housing Authority will post all clarifications or other modifications in writing to our website at bcacha.org. The deadline for any requests for clarification must be submitted to Boise City Housing Authority Attn: Diana Meo, Finance Director, by **April 1, 2020**. Verbal clarifications will not be binding on the Boise City Housing Authority or the Proposer. All modifications to the requirements of the RFP will be communicated to all registered proposers by addenda posted to our website by **April 8, 2020**.

Assessment Phase:

- Review properties selected (financials, physical condition, and performance).
- Assess the adequacy of existing PNAs to identify needed improvements and satisfy RAD's GPCA1 criteria or if inadequate, assist in the development of a scope of work to secure a contractor to conduct a PNA that will satisfy the RAD criteria.
- Identify potential project candidates for participation in the program.
- Brief BCHA on findings for their concurrence.
- Review development budgets incorporating all applicable sources and uses.
- Review operating *pro formas* to ensure conformance with HUD's program guidelines and lender requirements.

- Prepare a report estimating the possible score under the program ranking factors with recommendations to modify the application to maximize RAD scoring.

Description of Proposed Properties

BCHA is seeking assessment of the following properties within its portfolio:

- | | | |
|------------------|--------------------------------------|----------|
| • Capitol Plaza | 700 Cunningham Place, Boise, ID | 93 units |
| • Franklin Plaza | 1555 West Franklin Street, Boise, ID | 67 units |

Application Phase:

- Prepare application in accordance with PIH-2019-23 (HA) H-2019-00, REV 4, Component One for selected sites.
- Submit draft application to BCHA for review and comment by July 1, 2020.
- Incorporate all BCHA directed changes to application.
- Submit application to HUD on behalf of BCHA. The timeline will be based on the response from HUD to the Housing Authority’s Letter of Intent. The Housing Authority may or may not send the Letter of Intent based on findings during the assessment phase.

Award Phase:

If CHAP is awarded, BCHA may contract for additional services that may include:

- Assist with preparation of the Physical Conditions Assessment and its submission to HUD.
- Review of final financial package prior to submission to HUD.
- Communication and coordination with HUD regarding final submission materials.

METHOD OF SOLICITATION

BCHA is soliciting competitive proposals from qualified firms with a documented track record of providing the required services, preferably for small public housing authorities, through a formal Request for Proposals (RFP) process. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal shall demonstrate the Respondent’s capacity and readiness to perform the Scope of Services immediately upon execution of a contract with BCHA. Finally, the proposal shall include evidence of the Respondent’s previous experience and qualifications relative to the provision of such services. Once selected, the successful Respondent will enter into a firm fixed-priced contract agreement with BCHA to perform the required scope of services.

The Respondent should indicate a separate price for each phase of the RAD split:

- Assessment Phase
- Application Phase
- Award Phase

PROPOSAL REQUIREMENTS STATEMENT

The Respondent's Proposal shall include:

1. A general description of Respondent including the nature of the business or organization, a brief summary of its history, its size and organizational structure. This description should include an identification of any subcontractors proposed to be used by Respondent and their expertise;
2. The name, title (s) and contact information for the individual(s) authorized to negotiate and contractually bind Respondent. **PROPOSALS MUST BE SIGNED BY AN OFFICIAL AUTHORIZED TO CONTRACTUALLY BIND THE RESPONDENT.**
3. The name, title (s) and contact information for the individual(s) who may be contacted by BCHA for purposes of clarification or the provision of additional information as necessary.
4. The name, title (s) and contact information for the individual(s) to be assigned to work with BCHA, including their current position with the organization. BCHA reserves the right at any time to request Contractor to remove and/or replace any assigned staff from BCHA properties.
5. Examples of three (3) residential project sites Respondent is currently working on, or has worked on in the past five years, that best demonstrate Respondent's ability to provide the requested services. These descriptions should include a description of the project, the time frame over which services were performed, and a client reference including full contact information.

PROPOSAL EVALUATION

The Boise City Housing Authority will only contract with vendors that are qualified to perform the work, to be determined in the sole discretion of BCHA.

The BCHA reserves the right not to award a contract to anyone with a history of poor performance on projects performed for BCHA, to be determined in the sole opinion and discretion of BCHA.

SELECTION CRITERIA

Proposals will be evaluated based on the selection factors listed below; the relative weight that each factor will receive in the evaluation is shown below.

Criteria	Points
Specific and recent RAD experience	30
Comprehensiveness/responsiveness of proposal. Methodology presents a clear understanding of the scope of services required.	20
Success and long term experience in affordable housing. Ability to comply with application submission date stated under Scope of Work	20
Cost of proposed services-weighted, based on lowest price at 15 points	15
Familiarity with local development constraints and BCHA inventory	15
TOTAL POINTS	100

CONTRACT REQUIREMENTS:

- The successful Respondent will enter into a contract with the BCHA for the Assessment phase and may later be contracted for the Application and Award Phases.
- Respondents are responsible for compliance with the resulting BCHA contract and all applicable local and federal regulations by themselves and by their sub-contractors.
- Some funds used for this project are derived from federal funds; therefore certain regulatory requirements will be included in the contract for the relevant properties, including but not limited to Federal Wage Guidelines.
- If awarded the contract, Respondents must obtain certain minimum insurance requirements, including workers' compensation insurance and show evidence of such coverage.

PROPOSAL SUBMITTAL:

**ALL PROPOSALS MUST BE RECEIVED BY
April 15, 2020 AT 5:30 PM. (MST)**

Proposal must include all documents referenced in the Proposal Requirements.

Proposals are to be submitted in writing to:

Ms. Diana Meo, Finance Director
Boise City Housing Authority
1001 S Orchard Street
Boise, Idaho 83705
(208) 287-1065

Responses received later than the date and time specified will be rejected or deemed nonconforming. BCHA assumes no responsibility or liability for late delivery or receipt of responses.