



Request For Qualifications No. Q23001 Project-Based Voucher (PBV) Program for Homekey Programs

April 21st, 2023

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Article 1 Introduction

Fresno Housing (hereinafter, “the Agency”) is a public entity that has served as the affordable housing provider throughout Fresno County for over 75 years. Today, the Agency provides housing programs to 50,000 Fresno County residents under a variety of programs including Low Income Public Housing, Housing Choice Vouchers (Section 8), Section 42 Low Income Housing Tax Credits, Migrant Services, Farm Labor Housing, Emergency Housing, and others.

Fresno Housing consists of the Housing Authority of the City of Fresno and the Housing Authority of the County of Fresno, each of which are governed by a seven-member Board of Commissioners. The City Board is appointed by the Mayor. Five of the seven commissioners are appointed to four-year, staggered terms. The other two members are appointed to two-year terms from among the residents of housing owned by the Housing Authority. The County Board of Commissioners is structured in the same manner, except that the County Commissioners are appointed by the County Board of Supervisors.

Fresno Housing’s Vision: Make Fresno an engaged county, where all residents have access to quality housing that contributes to vibrant communities, and where all residents are empowered to achieve their educational and economic goals.

Fresno Housing’s Mission: Create and sustain vibrant communities throughout Fresno County.

Fresno Housing’s Strategic Goals: To accomplish its mission, the Agency focuses on four primary strategies as it works toward its broad, community-building mission:

- **Place:** Develop & expand the availability of quality affordable housing throughout the city & county of Fresno by growing & preserving appropriate residential assets & increasing housing opportunities for low-income residents.
- **People:** Respect community needs & knowledge - by listening, learning, and researching - & respond to issues compassionately, intelligently, & intentionally - by developing exceptional programs based on shared expectations.
- **Public:** Build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing & supports the advancement of Fresno's low-income residents.
- **Partnerships:** Collaborate to strengthen the Housing Authority's ability to address the challenges facing Fresno communities.

In keeping with its strategic plan, the Agency is now soliciting proposals from qualified, licensed and insured entities to provide the below noted services to the Agency. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

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Project-Based Voucher (PBV) Program for Homekey Programs

Article 2 RFQ Information at a Glance

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| Fresno Housing Contact Person (NOTE: Unless otherwise specified, any reference herein to “Contracting Facilitator” or “(CF)” shall be a reference to Ms. Mikhael) | Marian Mikhael, Administrative Services Coordinator E-mail: mmikhael@fresnohousing.org (559) 612-6621 |
| How to obtain the RFQ documents on the applicable Internet site | 1. Access http://ha.internationalprocurement.com 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions. <i>If you have any problems in accessing or registering on the system, please call customer support at 1-866-526-9266</i> |
| Pre-proposal Conference | Wednesday, May 10, 2023, 10:00am Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 213 408 142 464 Passcode: DNcNSo Or call in (audio only) +1 323-457-5649 , 478082848# United States, Los Angeles Phone Conference ID: 478 082 848# |
| Deadline to submit questions | Questions are accepted and answered on a rolling basis until Friday, September 1, 2023, or until solicitation is closed. |
| How to fully respond to this RFQ by submitting a proposal document | Proposer has two (2) options for submitting proposal responses: 1. VIA Email to MMikhael@fresnohousing.org <ul style="list-style-type: none"> - Please note if a follow-up email is not sent back to you within 24 work-day hours, your file may be too large and had not gone through. - Please title email: “Q23001 response to QSP by” then your entity name. 2. Hard Copy through Mail or Personal Deliver to: <ul style="list-style-type: none"> - ATTN: Procurement Department – Marian Mikhael – Q23001 Response 1331 Fulton St. Fresno, CA 93721 <i>Put email which should receive confirmation of receipt on cover sheet.</i> |

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| Proposal submission return and deadline | Thursday, October 26th, 2023, 4:00 pm (or until PBV's have been fully awarded, whichever comes first) |
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Table A: RFQ Information at a Glance

Article 3 Fresno Housing's Reservation of Rights

Section 3.01 Right to Reject, Waive, or Terminate the RFQ

The Agency reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.

Section 3.02 Right to Not Award

The Agency reserves the right not to award a contract pursuant to this RFQ.

Section 3.03 Right to Terminate

The Agency reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the successful proposer(s).

Section 3.04 Right to Determine Time and Location

The Agency reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.

Section 3.05 Right to Retain Proposals

The Agency reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contact Person (CF).

Section 3.06 Right to Negotiate

The Agency reserves the right to negotiate the fees proposed by the proposer entity.

Section 3.07 Right to Reject Any Proposal

The Agency reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

Section 3.08 No Obligation to Compensate

The Agency shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

Section 3.09 Right to Prohibit

The Agency shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the nahro.economicengine.com Internet System (hereinafter, the “noted Internet System” or the “System”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CF in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.

Article 4 Scope of Work/Technical Specifications

Fresno Housing has been awarded funds through round one of the State of California Housing and Community Development (HCD) Department’s Homekey Program (Homekey) with the purpose of providing Interim or Permanent Housing options for those experiencing homelessness or those who are at risk of homelessness, as defined at HSC section 50675.1, subdivision (l), and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. “Permanent Housing” refers to a housing unit where the landlord does not limit length of stay in the housing unit, the landlord does not restrict the movements of the tenant, and the tenant has a lease and is subject to the rights and responsibilities of tenancy. Homekey funds were used to purchase motels with in the City of Fresno which are providing shelter to formerly unhoused person(s). The Agency now looks to identify and implement Replacement Permanent Housing units to serve the Homekey Target Population as defined by the Homekey Round 1 definition for a minimum term of 55 years. See attached Exhibit C – Homekey NOFA dated July 16, 2020 and as amended June 28, 2022. Should there be a conflict between Homekey requirements in this Request for Qualifications (RFQ) with the Homekey NOFA, the Homekey NOFA shall prevail. Proposers shall agree to record a Restrictive Covenant for 55 years again said property to serve the Homekey Target Population (See Exhibit B). Replacement Homekey Unit proposals shall be prioritized. However, Homekey Units awarded under Homekey Round 3 Notice of Funding Availability dated March 29, 2023 (“Homekey 3”) may be considered. To be eligible, Homekey 3 units must be located in a census tract, or census block group as applicable, designated on the California Tax Credit Allocation Committee Opportunity Area Map as Highest or High Resource.

This RFQ will remain open until October 26th, 2023 or until all Project-Based Vouchers have been awarded.

The Agency holds the right to close out the solicitation or extend it at any time, as deemed fit, and will post an addendum or notice to announce said actions. Proposals may be accepted, evaluated, and PBVs awarded on a rolling basis beginning April 21th, 2023.

This RFQ will make available up to 200 PBVs for the purposes described herein, of which up to 35% of PBV’s may be made available for Category 2. Fresno Housing retains the right to increase or decrease the number of PBVs to be made available. Fresno Housing retains the right to reject any or all proposals at its sole discretion. The Agency is seeking proposals from qualified, licensed and insured entities to provide the following services:

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Section 4.01 General Specifications:

➤ Uses of PBVs to be Awarded Under this RFQ

PBVs awarded under this RFQ may be awards under the following categories:

Category 1: Replacement Homekey Program Units

Category 2: New Homekey Program Units

Each category will have its own requirements that must be met. These specific requirements are provided in section III E below. A qualified proposal must meet the category specific requirements in addition to the general PBV requirement described in this RFQ. An applicant may submit a proposal for PBVs in one or more category. Existing units, newly constructed housing, and rehabilitated housing are all eligible for consideration.

The PBV program allows the Agency to attach a maximum of twenty percent (20%) of its Housing Choice Voucher Program Consolidated Annual Contributions Contract (ACC) authorized units to a specific property as PBVs. The Agency may increase this program cap an additional ten percent (10%) if the PBV units serve the homeless, serve veterans, provide supportive services to disable or elderly families, or serve families in a census tract with a poverty rate of 20 percent or less. Additionally, certain units that received federal subsidy or rent restriction or are replacing these units are excepted from the program cap and are not included when calculating the Agency's program cap.

All qualified proposals may be considered for award under this RFQ, including units considered by HUD to be PHA-owned units. Any award to PHA-owned units must follow HUD requirements and the Agency's Administrative Plan's requirements applicable to such units.

Overview of PBV Program

➤ How a PBV Subsidy Works

The Agency administers PBVs through a Housing Assistance Payment Contract (HAP) executed between the Agency and selected applicants. The HAP governs the flow of subsidy to the development of the assisted units, explains the roles and responsibilities of all parties, term, penalties, and other matters. It is highly recommended that any applicant that is interested in the program review the HAP prior to submitting their applications. It is in the best interest of all parties that all are fully aware of program requirements and the roles of all parties prior to becoming involved with the PBV program. The current HUD HAP form for existing housing is Form HUD-52530-B and the form for substantial rehabilitation or new construction is HUD-52530-A. Both are available on HUD's website at

https://www.hud.gov/program_offices/administration/hudclips/forms/hud5

PBVs are subject to HUD's regulations governing PBVs, most of which are at 24 CFR Part 983. These regulations include policies governing eligibility and suitability for admission to PBV units, rent calculation procedures, waiting list policies, and continued occupancy policies. Generally, all offerors must comply with all PBV requirements in the Agency's Administrative Plan as well.

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If the applicant requests or the Agency deems it appropriate to award PBVs under the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program and the Agency approves that request (the Agency has the sole discretion to award or not award PBVs from their HUD-VASH voucher pool), the HUD-VASH are subject to HUD's regulation governing PBVs, as stated above, and subject to HUD's HUD-VASH program guidance issued in the Federal Register on September 27, 2021.

➤ **Types of Housing**, PBV units may be:

- **Existing Housing**, defined as units that already exist on the proposal date and that substantially comply with housing quality standards (HQS) on that date. Note that units must fully comply with HQS before the HAP Contract can be executed.
- **Newly Constructed Housing**, defined as housing units that do not exist on the proposal selection date and are developed after the date of selection pursuant to an Agreement between the Agency and the owner for use under the PBV program.
- **Rehabilitated Housing**, defined as housing units that exist on the proposal selection date, but do not substantially comply with the HQS on that date, and are developed, pursuant to an Agreement between the Agency and owner, for use under the PBV program.

Housing Units and/or projects that are **NOT eligible for PBV** assistance and will not be eligible for vouchers under this RFQ include but not limited to:

- Shared Housing;
- United on the ground of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care (assistance may be approved for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing);
- Units owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Transitional housing;
- Owner-occupied housing;
- Units occupied by an ineligible family;
- Units for which commencement of construction or rehabilitation occurred prior to execution of an Agreement to Enter into a HAP (AHAP) (See 24 CFR 983.152); or
Subsidized housing types determined ineligible in accordance with HUD regulations, including, but not limited to, public housing.

➤ **Site Selection Standards**

Any proposals selected under this RFQ must comply with applicable provisions of 24 CFR § 983.57 with respect to the site to be used for the PBV development and will be subject to HUD's approval of these site selection standards. These include the following:

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1) Civil Rights and Housing Quality Standards

- a) Project Based Voucher assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations (Specific factors are discussed at 24 CFR 983.57):

(1) Does the proposed project comply with PBV goals, civil rights requirements and all HQS?

(2) The Agency must also consider the following:

(a) Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community, or Renewal Community?

(b) Does the PBV development plan to be located in a census tract where concentration of assisted units will be or has decreased as a result of public housing demolition?

(c) Does the proposed area fall within a census tract that is undergoing significant revitalization?

(d) Have there been state, local, or federal dollars invested in the area?

(e) Have new market rate units been developed in this area as to positively impact the poverty rate in the area?

(f) Is the poverty rate in the area where the proposed PBV development will be located is greater than 20%? If so, the Agency may look at the poverty trend over the previous five (5) years.

(g) Does the area offer meaningful opportunities for educational and economic advancement?

(3) The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent act outlining fair housing.

(4) The site must meet HUD regulations for Section 504 accessibility as described in 24 CFR 8.4 (b) (5).

(5) The site meets the HQS site standards in 24 CFR 982.401 (1).

- b) For existing and rehabilitated housing, the site must also:

(1) Be adequate in size, exposure and contour to accommodate the number and type of units proposed and adequate utilities and streets must be available to service the site.

(2) Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

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- (3) Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
 - (4) Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.
- c) For newly constructed housing, the site must also:
- (1) Be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.
 - (2) Not be located in an area of minority concentration, except as permitted below, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.
 - (3) A project may be located in an area of minority concentration only in the circumstances outlined in 24 CFR 983.57(e)(3).
 - (4) Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
 - (5) The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.
 - (6) The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.
 - (7) Except for new construction, housing designed for elderly persons, travel time, and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

d) Term of HAP Contract

The Agency will consider and evaluate proposals for PBVs for an initial term of up to twenty (20) years. After the commencement of the initial term of a HAP, the Agency may consider a renewal(s) of the HAP to extend the term.

e) Additional Eligibility Requirements under this RFQ

To be eligible for PBV assistance under this RFQ, the above criteria must be met. In addition, at least one of the following category specific requirements must be met.

(1) Category 1: Replacement Homekey Program PBVs

- a.** Awarded PBVs must be used to provide Permanent Housing for individuals and families experiencing homelessness or those who are at risk of homelessness, as defined at HSC section 50675.1, subdivision (l), and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. "Permanent Housing" refers to a housing unit where the landlord does not limit length of stay in the housing unit, the landlord does not restrict the movements of the tenant, and the tenant has a lease and is subject to the rights and responsibilities of tenancy. Emergency, temporary or transitional housing are not eligible for PBVs.
- b.** Replacement Homekey Program Units shall replace existing Homekey units with Permanent Housing serving the Homekey Target Population for a term of no less than 55 years.
- c.** The PBV units may be either independent units or non-independent living units that are Single Room Occupancy (SRO) units as defined by HUD (24 CFR §982.4).
- d.** The PBV units may be designed and appropriate for individual or family households.
- e.** Tenants must have a lease with a minimum term of one year.
- f.** The rents that are charged to PBV tenants must meet the Agency's rent reasonableness test.
- g.** Tenant heads of household must be at least 18 years old or have been legally emancipated.
- h.** Units should be operated consistent with industry best practices including a "Housing First" model and utilized local Coordinated Entry System(s).
- i.** Supportive services shall be provided on-site or off-site, with sufficient transportation available for tenants to access the services. The Agency does not require participation in supportive service as a condition of living on the site. Supportive services must be made available to all assisted individuals, households and/or families in the project, and each household admitted to a PBV unit must be eligible for one or more of the services. The household may, but is not required to, participate in the services. Consistent with the Agency's 2022 Administrative Plan and California's Homekey

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Program, the types of supportive services that may be offered include, but are not limited to:

- i. mental health services;
 - ii. substance use disorder services; and
 - iii. primary health, employment, and other tenancy support services.
- j. The Agency anticipates that all applicants will include in their tenant selection plan a preference for individuals and families experiencing homelessness or at risk of experiencing homelessness and who are impacted by the COVID-19 pandemic.
- k. The PBV program generally limits PBV units within a development to the greater of 25 units or 25% of the total units in the development (hereafter the “Project Cap”). However, units for households eligible to receive one or more supportive services available to all families in the development are excepted from this Project Cap. We have assumed for purposes of this RFQ that most proposals received should meet this exception and/or will limit units to the Project Cap. If a proposer does not anticipate meeting this exception and seeks PBV units in excess of the Project Cap, please see the Agency’s 2023 Administrative Plan and HUD Notice PIH 2017-21 for additional unit types that are excepted from a Project Cap. Please note that the Agency will not award PBVs in excess of a Project Cap for units that are not excepted in accordance with the foregoing authorities.
- l. Applicants may request that PBVs be awarded from the Agency’s pool of HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers rather than the Agency’s pool of standard PBVs. The Agency and the local Veteran Affairs Medical Center (VAMC) work together to provide eligible family referrals. The Agency screens the family for income eligibility and lifetime registration under state sex offender registration programs and the VAMC screens the veteran family for eligible VAMC supportive service eligibility and homeless status. Applicant should share their experience working with homeless Veterans in the application. Note that the Agency has the sole discretion to award PBVs from the Agency’s HUD-VASH pool or standard PBV pool.
- m. The PBV HAP Contract on the Homekey replacement units must be executed within three (3) years of award of PBVs under this RFQ. At the sole description of the Agency, the PBV HAP Contract execution date may be extended by one (1) year for a PBV HAP Contract execution date no later than four (4) years after the award date of the PBVs. The request to extend the PBV HAP Contract execution date must be made, in writing to the Agency, no later than one-hundred twenty (120) days before the original PBV HAP Contract date.
- n. **Replacement Homekey Unit Proposals shall complete and submit with the HCD Homekey Replacement Unit Information and acknowledge review of the Sample 55-year Restrictive Covenants Exhibits (see Attachment 8.2 “Exhibit B”).**

(2) Category 2: New Homekey 3 Program PBVs

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- a. To be considered under this category, new Homekey units must have been awarded under HCD's Homekey Round 3, dated March 29, 2023, and be located in a census tract, or census block group as applicable, designated on the California Tax Credit Allocation Committee Opportunity Area Map as Highest or High Resources.
- b. Awarded PBVs must serve the Target Population under HCD's Homekey Program Round 3 (NOFA March 29, 2023) and be used to provide Permanent Housing for individuals and families experiencing homelessness or those who are at risk of homelessness, as defined at HSC section 50675.1.3, subdivision (l), and who are inherently impacted by or at increased risk for medical diseases or conditions due to the COVID-19 pandemic or other communicable diseases. "Permanent Housing" refers to a housing unit where the landlord does not limit length of stay in the housing unit, the landlord does not restrict the movements of the tenant, and the tenant has a lease and is subject to the rights and responsibilities of tenancy. Emergency, temporary or transitional housing are not eligible for PBVs.
- c. Reserved.
- d. The PBV units may be either independent units or non-independent living units that are Single Room Occupancy (SRO) units as defined by HUD (24 CFR §982.4).
- e. The PBV units may be designed and appropriate for individual or family households.
- f. Tenants must have a lease with a minimum term of one year.
- g. The rents that are charged to PBV tenants must meet the Agency's rent reasonableness test.
- h. Tenant heads of household must be at least 18 years old or have been legally emancipated.
- i. Units should be operated consistent with industry best practices including a "Housing First" model and utilized local Coordinated Entry System(s).
- j. Supportive services shall be provided on-site or off-site, with sufficient transportation available for tenants to access the services. The Agency does not require participation in supportive service as a condition of living on the site. Supportive services must be made available to all assisted individuals, households and/or families in the project, and each household admitted to a PBV unit must be eligible for one or more of the services. The household may, but is not required to, participate in the services. Consistent with the Agency's 2022 Administrative Plan and California's Homekey

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Program, the types of supportive services that may be offered include, but are not limited to:

- i. mental health services;
 - ii. substance use disorder services; and
 - iii. primary health, employment, and other tenancy support services.
- k. The Agency anticipates that all applicants will include in their tenant selection plan a preference for individuals and families experiencing homelessness or at risk of experiencing homelessness and who are impacted by the COVID-19 pandemic.
- l. The PBV program generally limits PBV units within a development to the greater of 25 units or 25% of the total units in the development (hereafter the "Project Cap"). However, units for households eligible to receive one or more supportive services available to all families in the development are excepted from this Project Cap. We have assumed for purposes of this RFQ that most proposals received should meet this exception and/or will limit units to the Project Cap. If a proposer does not anticipate meeting this exception and seeks PBV units in excess of the Project Cap, please see the Agency's 2023 Administrative Plan and HUD Notice PIH 2017-21 for additional unit types that are excepted from a Project Cap. Please note that the Agency will not award PBVs in excess of a Project Cap for units that are not excepted in accordance with the foregoing authorities.
- m. The PBV HAP Contract on the Homekey 3 units must be executed within three (3) years of award of PBVs under this RFQ. At the sole description of the Agency, the PBV HAP Contract execution date may be extended by one (1) year for a PBV HAP Contract execution date no later than four (4) years after the award date of the PBVs. The request to extend the PBV HAP Contract execution date must be made, in writing to the Agency, no later than one-hundred twenty (120) days before the original PBV HAP Contract date.

f. Additional HUD Approvals

1. All projects awarded PBVs will require a HUD environmental review and approval prior to any construction. An owner or 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 until an environmental review is completed.
2. All proposed new construction developments with nine or more PBV units must comply with Davis-Bacon Labor wage rate requirements and may be subject to state prevailing wage rates.
3. All projects that are not existing housing must undergo a HUD subsidy layering review. The Agency may provide PBV assistance only in accordance with the following HUD layering regulations:

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- a. The subsidy layering review is intended to prevent excessive public assistance for the housing by combining (layering) subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.
 - b. The Agency may not enter into an Agreement to Enter into a HAP (AHAP) or HAP contract until HUD or a housing credit agency approved by HUD has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements
 - c. The HAP contract must contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.
4. In accordance with this review, the Agency does have the right to revoke any or part of the PBV subsidy first if proposed project receives more subsidy than needed.
 5. Accessibility and Fair Housing.
 - a. All housing units and the operation of a completed PBV development must comply with the accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and its implementing regulations at 24 CFR Part 8. Section 504, among other requirements, prohibits discrimination against disabled persons in federally funded programs and activities and requires new construction units to be accessible (see 24 C.F.R. Part 8). This means that 5% of the units, or at least one unit, whichever is greater, must meet Uniform Federal Accessibility Standards or the 2010 ADA Standards, as modified by HUD, for persons with mobility disabilities and an additional 2% of the units, or at least one unit, whichever is greater, must be accessible for persons with hearing or visual disabilities.
 - b. All housing units and the operation of the completed development must comply with the Fair Housing Act, as amended, and its implementing regulations, which among other requirements provides that housing first occupied after March 13, 1991, must comply with the Fair Housing Act design requirements.
 - c. The owner and the development must comply with Title VI of the Civil Rights Act of 1964, and all other applicable local, state and federal nondiscrimination requirements.

➤ Capacity of Developer/Applicant

The Agency expects selected applicants and their teams to be well-qualified for the work proposed in their proposals. Developers should have significant experience constructing PBV or other similar HUD-funded housing in accordance with HUD standards. The proposed management team should have significant

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experience with the PBV or comparable program. Teams may be interrelated with common ownership and/or may include third parties.

Applicable to Category 1 and Category 2: The proposed management team and the developer/owner should have demonstrated prior experience operating Permanent Housing. The proposed supportive service provider(s) should have extensive experience providing the services described in the proposals.

➤ Project Funding and Budgeting

Proposals for using PBVs in developments in which new construction or rehabilitation is planned must include financial proformas describing the source and use of all construction financing and anticipated capital costs. All proposals must include financial proformas detailing sources and uses of operating expenses throughout the proposed term of the HAP Contract (which may be 20 years or less), including the amount of PBV subsidy requested and a source for funding the supportive services for the duration of the HAP contract. Documentation of all other construction or rehabilitation (as applicable) funding commitments must also be provided, and proposals with existing funding commitments will be rated higher than those without such commitments.

Total operating expense sources for selected owners should equal the sum of the PBV rent plus tenant rents plus other funding sources supporting operating expenses. All expenses should be reasonable. The property owner may retain any income generated by the development in excess of the PBV subsidy, including rent paid directly by the tenant.

Owners' operating budgets should reflect each owner's assumptions about the amount of rent which tenants will pay, based upon the anticipated incomes of tenants and the restrictions placed on rents by applicable regulations, including the PBV requirements that generally limit tenant rents to 30% of adjusted income and, if applicable, the requirements governing tax credit. Operating budgets should reflect the costs of resident supportive services to be offered.

Applicable to Category 1 and Category 2: A letter from the supportive services provider and/or funding source or similar documentation of all supportive services funding commitments must be included with the application.

➤ Proposal Requirements

All proposals submitted in response to this solicitation must conform to all of the required specifications outlined within this document and any designated attachments in its entirety.

Applicants are required to fill out one application for each project. One original proposal should be submitted. If applying for PBV vouchers in more than one building where the buildings are located on different legal parcels of land that are not contiguous, an application is required for each building (one original); the applicant must submit all the required information for each building where the responses would differ at each address.

RFQ requirements apply to each individual building within the project. Use additional pages to provide any other information that may be necessary.

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The selection is conditional on a favorable environmental review in accordance with 24 CFR 983.58 and the selectee may not take any action prohibited by the requirements of 24 CFR Parts 50 or 58 until the environmental process is completed. Any costs for the environmental review or any special studies that may be required must be borne by the applicant. Other HUD approvals, including site selection and subsidy layering, will also be required.

In order for a Proposal to be considered complete and eligible for evaluation by the Agency, it must address and thoroughly discuss all of the following substantive topics:

a. Complete and Submit all Defined Project Application, Attachments, HUD Documents, and Applicable Exhibits (See Section 5.01 for all required items to be submitted)

b. Qualifications Statement:

Applicants must present a complete list of qualifications for all participants in the project and other personnel crucial to overall success of the project team, including professional disciplines, construction trades, experience operating tenant-based and project-based Section 8/housing choice vouchers, public or other affordable housing, permanent supportive housing development and operations experience, experience working with homeless and homeless Veteran populations, and service provision experience.

c. Project Schedule:

Provide, to the maximum extent possible, a complete project schedule for all units to be constructed or substantially rehabilitated and a projected date on which units will be available for PBVs. For applicants proposing use of existing units that do not require rehabilitation, provide a project schedule projecting the date on which those units will be available for PBVs. For existing units, applicants should note whether such units are occupied and, if so, whether those occupied units contain households that are income-eligible for PBVs and for the services to be provided as described in the application. Note that the Agency will not prioritize applications that will cause displacement of existing tenants. Current, income eligible tenants need not be displaced who otherwise meet the requirements of the PBV program.

d. Project Description:

Describe, in detail, the location and unit composition of the proposed development, including the number of units which will receive PBVs, and whether market rate, LIHTC, or other unit types will be present. Also include proposed income tiers (if any), a description of supportive services, and address issues regarding land acquisition and governmental approval (e.g. zoning permits). *Homekey PBV units shall be restricted to households with incomes at or below 30% AMI. Specify whether land and any necessary government approvals (e.g., variances and other zoning) have been acquired and whether units are existing or will be constructed. Include documentation of site control (which can include ownership, an option to purchase, option for long-term ground lease, or similar documentation), which is prerequisite to applications being approved.

e. Project Financing and Financial Information:

Provide, in detail, what sources of funding have been obtained to finance any and all capital improvements to be made to and operating expenses for the site. Detailed operating proformas should specify sources and uses of all operating funding and expenses, including the sources/uses for provision of supportive services, if applicable. The operating proforma must also identify the PBV amount requested. Also, provide financial statements for all principal team members and for all principal organizations and companies involved in the project, including the applicant (as applicable) and property manager.

f. Homekey Replacement Unit Information:

Complete Exhibit A - HCD Homekey Replacement Unit Information form describing the Permanent Housing units that are being proposed for PBVs/Homekey replacement units including quantity, unit sizes, unit approx. square feet, estimated individuals to be housed, etc. Also, please provide information on any communal/service space available onsite as part of the Project.

g. New Homekey 3 Units:

Proposals for New Homekey 3 units must include evidence (award letter, etc.) of a successful award from HCD's Homekey 3 Program to the satisfaction of Fresno Housing.

h. Management Approach/Supportive Services:

Name the entity or individual who will manage the project. Describe in detail the management structure and plan for the project, including a tenant selection plan that will be applicable to the project. Applicants must comply with PBV regulations promulgated by HUD and the Agency's 2022 Administrative Plan.

For category 1 and 2. Describe in detail the supportive services to be provided at or near the project and the qualifications and capacity of the applicant or third-party service provider to provide such services. In the tenant selection plan for the project describe the preference for admission to the project for persons who seek to use the supportive services available on-site or off-site.

i. Community Need and Support:

Demonstrate an understanding of the community and neighborhood surrounding the development for which PBV subsidy is requested. Demonstrate a need for the proposed housing within the neighborhood and city and, if a special population is targeted, within the targeted population. Also, if possible, demonstrate a working relationship with key community groups who will provide support through the process of obtaining governmental approval/permits (e.g. zoning process), as applicable.

j. Diversity:

Describe the participation of Minority Business Enterprises ("MBE"), Section 3 residents and/or business concerns, and Women Business Enterprises ("WBE") on the project team.

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k. References:

Please provide a minimum of 3 references in order to demonstrate supportive service housing development and operation experience and financial capacity. Ideally, the proposing party should provide references as to its experience in each area of permanent supportive housing operations and development applicable to its proposal, including but not limited to the following: construction lender, permanent lender, general contractor, Low Income Housing Tax Credit Investor, prior development joint partners, elected officials, community groups, supportive housing operations, supportive housing management, and supportive service provision.

l. Environmental Review:

Include a statement on the applicant's willingness to have an environmental review conducted on the proposed site for the project-based voucher program. If an environmental review has previously been conducted, please include results within the proposal as an attachment/exhibit.

Article 5 Proposal Format

Section 5.01 Tabbed Proposal Submittal

| Tab No. | Description |
|---------|--|
| 1 | Form of Proposal. This Form is attached hereto as Attachment 2.0 to this RFQ document. This one-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
| 2 | Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract. This Form is attached hereto as Attachment 3.0 to this RFQ document. This two-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
| 2.1 | Form HUD-50071 (exp. 11/30/23), Certificate of Payments to Influence Federal Transactions. This Form is attached hereto as Attachment 3.3 to this RFQ document. This one-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
| 2.2 | Form HUD-50070 (3/98), Certificate for a Drug-Free Workplace. This Form is attached hereto as Attachment 3.4 to this RFQ document. This one-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
| 3 | Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment 4.0 to this RFQ document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. |
| 4 | Proposed Requirements. As more fully detailed within <u>Article 4</u> of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing: |
| 4.1 | <u>As detailed within Section 6.01, Table D, herein, evidence of Soundness of Proposal (evaluation factor No. 1).</u> Proposal must thoroughly address, in detail, all of the criteria identified above. Under this tab, please also include <u>attachment 9.0 "Application Form for Project Based Voucher Request for Qualifications"</u> . |

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| | |
|-----|--|
| 4.2 | As detailed within <u>Section 6.01, Table D</u> , herein, evidence of the proposers Project Financing / Feasibility / Managerial Capacity/ Schedule (evaluation factor No. 2) . |
| 4.3 | As detailed within <u>Section 6.01, Table D</u> , herein, evidence of the proposers Supportive Services (Reference Category 1 and 2 in attachment 9.0) (evaluation factor No. 3) . |
| 4.4 | As detailed within <u>Section 6.01, Table D</u> , herein, the proposers Site Selection indicating proximity to essential services as identified (evaluation factor No. 4) . |
| 4.5 | As detailed within <u>Section 6.01, Table D</u> , herein, the proposer's Overall Permanent Supportive Housing, Managers Capacity, Affordable Housing and Related Experience (evaluation factor No. 5) . |
| 4.6 | Attachment 9.1 "Exhibit A - Homekey Replacement Unit Information" – As detailed within Attachments 8.3 |
| 5 | Client Information. The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include: <ul style="list-style-type: none"> - The client's name - The client's contact name - The client's telephone number - A brief description and scope of the service(s) and the dates the services were provided. |
| 6 | Equal Employment Opportunity/Supplier Diversity. The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses). |
| 7 | Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. |
| 8 | Section 3 Business Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment 5.1 and any documentation required by that form. |
| 9 | Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation. |

Table B: Proposal Submittal

Section 5.02 No Information Placed Under a Tab

If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement to the effect of "No Information for This Section" or "This Section Left Intentionally Blank". Do not eliminate any of the tabs.

Section 5.03 Proposal Submittal Binding Method

It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, and then conveniently return the proposal submittal to its original condition.

Section 5.04 Fees

No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive solicitation process. The Agency will, as detailed with Article 7 herein, negotiate such fees with the top-rated proposer. However, please be advised that the Agency intends that it will not compensate or reimburse any successful proposer for major travel costs (including air fare, hotel, car rental, per diem, etc.), or for time spent during travel for work awarded under this RFQ, unless such travel is directly ordered by the Agency.

Section 5.05 Proposal Submission

One proposal submittal is required. Proposer may submit an “electronic” proposal. The “electronic” proposal must be submitted on the designated email (MMikhael@FresnoHousing.org) by no later than the submittal deadline stated herein (or within any ensuing addendum). Due to ongoing concerns about COVID-19, the noted email will allow proposers to attach their submissions (proposals) electronically instead of submitting hard copies. Proposers can attach a zip file of their proposal, title as indicated herein, and a received response should arrive within 24 work-day hours (excluding holidays). Proposers can edit their responses until one minute before the deadline and must indicate that their most recent email is their final submission.

5.05.1 Submission Conditions

Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Agency decides that any such entry has not changed the intent of the proposal that the Agency intended to receive, the Agency may accept the proposal and the proposal shall be considered by the Agency as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet System, registering and downloading these documents, each prospective proposal that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposal is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

5.05.2 Submission Responsibilities

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Agency, including the RFQ document, the documents listed within the following Section 5.09, and any addenda and required attachments submitted by the proposer. By virtue of completing,

signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CF to exclude any of the Agency requirements contained within the documents may cause that proposer to not be considered for award.

Section 5.06 Proposer’s Responsibilities, Contact with Fresno Housing Authority

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the CF only. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who has not abided by this directive.

5.06.1 Addenda

All questions and requests for information must be addressed in writing to the CF. The CF will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the CF will NOT conduct any ex parte (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFQ are made—between the Agency and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CF—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CF may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CF may more fairly respond to all prospective proposers in writing by addendum.

Section 5.07 Pre-Proposal Conference

Wednesday, May 10, 2023, 10:00am

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 213 408 142 464

Passcode: DNcNSo

Or call in (audio only)

[+1 323-457-5649,,478082848#](#) United States, Los Angeles

Phone Conference ID: 478 082 848#

Section 5.08 Equal Employment Opportunity/Supplier Diversity

Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

5.08.01 Per 24 CFR 85.36(e):

Contracting with small and minority firms, women's business enterprise and labor surplus area firms.

- The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
- Affirmative steps shall include:
 - Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
 - Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

5.08.02 Per HUD Procurement Handbook 7460.8 REV 2:

- Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the Agency shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in Agency contracting.
- Section 15.5.B, Goals. The Agency is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

5.08.03 Assistance to Small and Other Business, Required Efforts

Within our Agency Procurement Policy, it states that our Agency will:

- Include such firms, when qualified, on solicitation mailing lists;

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- Encourage their participation through direct solicitation of bids or proposals whenever they are potential sources;
- Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- Establish delivery schedules, where the requirement permits, which encourage participation by such firms;
- Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- Include in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 75 (so-called Section 3 businesses); and
- Require prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Section 5.09 Recap of Attachments

It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFQ, which are hereby by reference included as a part of this RFQ:

| Attachment | Description |
|------------|---|
| 1.0 | This RFQ Document |
| 2.0 | Form of Proposal |
| 3.0 | Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i> |
| 3.1 | Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i> |
| 3.2 | Sample form HUD-5370-C (10/2006), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i> |
| 3.3 | HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> |
| 3.4 | HUD-50070, <i>Certificate for a Drug-Free Workplace</i> |
| 4.0 | Profile of Firm Form |
| 5.0 | Section 3 Form Business Preference Explanation (New Rule 24 CFR Part 75) |
| 5.1 | Section 3 Business Self-Certification Form (New Rule 24 Part 75) |
| 6.0 | Form HUD-5370-C, <i>General Conditions for Non-Construction Contracts</i> |
| 7.0 | <i>Agency Supplemental Instructions To Proposers & Contractors (SIPC)</i> |
| 8.0 | Sample Contract - HUD-52531A-PBV Part I |
| 8.1 | Sample Contract - HUD-525231 Part II |
| 8.2 | 8.2 Exhibit B - Sample 55-year Restrictive Covenants |
| 8.3 | 8.3 Exhibit C - 2020-Homekey-1-NOFA-Amended |
| 9.0 | Application Form for Project Based Voucher Request for Qualifications |
| 9.1 | 9.1 Exhibit A - Homekey Replacement Unit Information |

Table C: Recap of Attachments

Article 6 Proposal Evaluation

Section 6.01 Evaluation Factors

Evaluation Factors. The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal. Applications must score a minimum of 75 points to be considered.

| No. | Max Point Value | Factor Type | Factor Description |
|-----|-----------------|------------------------|--|
| 1 | 15 points | Subjective (Technical) | Proposal must thoroughly address, in detail, all of the criteria identified above; more specifically in Article 4. |
| 2 | 25 points | Subjective (Technical) | <u>Project Financing / Feasibility / Managerial Capacity / Schedule:</u> All proposals must demonstrate the financial feasibility & fiscal viability of submitted project both <u>project development and</u> operating proformas, including funding for the proposed supportive services for the full proposed term of the HAP contract. As applicable, proposals must address whether or not private financing for capital improvements has been obtained, as well as any pending or approved application for LIHTC. Projects with financing commitments, site control or options for site control and able to demonstrate the ability to achieve readiness for occupancy efficiently will receive more points than those without demonstrating readiness (site control, etc). The Agency will not prioritize applications that will cause displacement of existing tenants |
| 3 | 30 points | Subjective (Technical) | <u>Supportive Services (Reference Category 1 and 2 in attachment 9.0):</u> Proposals will receive points based on the quality and type of supportive services to be offered on-site or off-site, including the capacity of the service provider(s). Funding and service provision commitments from or contracts with third party service providers should be included in the application. Proposals for development of permanent supportive housing for persons who are homeless, chronically homeless, or at-risk of chronic homelessness and who are impacted by the COVID-19 pandemic and include access to mental health services; substance use disorder services; and primary health, employment, and other tenancy support services will receive the most points under this category and will receive a priority for funding. Proposals that cannot demonstrate a commitment and funding for supportive service provision for the full duration of the proposed HAP contract term will not receive any points in this evaluation criteria. |

| | | | |
|-------|------------|------------------------|---|
| 4 | 10 points | Subjective (Technical) | <p><u>Site Selection (Reference Category 1 and 2 in attachment 9.0):</u></p> <p>The project site is located within 1/3 mile of a bus rapid transit station, light rail station, commuter rail station, ferry terminal, bus station, or public bus stop. Commuter rail station, ferry terminal, bus station, or public bus stop OR the project includes an alternative transportation service for residents (e.g., van or dial-a-ride service) (4 points)</p> <p>I. Grocery store – within 1/2 mile of a full-scale grocery store/supermarket of at least 25,000 gross interior square feet where staples, fresh meat, and fresh produce are sold; (2 points)</p> <p>II. Health facility – within 1/2 mile of a qualifying medical clinic with a physician, physician’s assistant, or nurse practitioner on-site for a minimum of 40 hours each week, or hospital (not merely a private doctor’s office). A qualifying medical clinic must accept Medi-Cal payments, or Medicare payments, or Health Care for the Homeless, or have an equally comprehensive subsidy program for low-income patients; (1 point)</p> <p>III. Library – within 1/2 mile of a book-lending public library; (1 point)</p> <p>IV. Pharmacy – within 1/2 mile of a pharmacy. (2 points)</p> |
| 5 | 25 points | Subjective (Technical) | <p>Overall Permanent Supportive Housing, Affordable Housing and Related Experience: Applicant will receive points based upon the Agency’s evaluation of the applicant’s applicable experience. Describe the applicant’s affordable and permanent supportive housing development and operation experience, including any applicable experience with housing choice vouchers/Section 8 including PBVs. Applicants proposing new construction or substantial rehabilitation of PBV units should address what experience the proposing party has with regard to development activity within the jurisdiction in which the units will be located. Applicants should describe any experience providing services to homeless and homeless Veteran populations. Applicants with demonstrated experience in developing and operating permanent supportive housing and with subsidized (PBV or similar) housing experience will receive the most points under this evaluation criteria. Supportive housing experience will be scored for Category 1 and 2 proposals.</p> |
| Total | 105 points | | Total Points Possible (other than preference points) |

Table D: Proposal Evaluation Factors

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Section 6.02 Preference Evaluation Factors

The following preference factors will be utilized by the CF to evaluate each proposal submittal received. PLEASE NOTE: proposers may elect only one category from the priorities below.

| No. | Max Point Value | Preference Factor Type | Preference Factor Description |
|-----------|--|------------------------|--|
| 6 | Section 3 Business Preference Participation. A firm may qualify for Section 3 status as detailed above and in the Section 3 Application (NOTE: A maximum of 15 points awarded). | | |
| 6a | 15 points | Objective | Category 1. A business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8 assisted housing. |
| 6b | 11 points | Objective | Category 2. Business is 51% or more owned and controlled by low or very low-income persons |
| 6c | 7 points | Objective | Category 3. Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers. |
| | 15 points | | Maximum Available Preference Points (Additional) |

Table E: Preference Evaluation Factors

| | |
|------------|------------------------------|
| 120 | Total Possible Points |
|------------|------------------------------|

Section 6.03 Evaluation Method

6.03.01 Initial Evaluation for Responsiveness

Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

6.03.02 Evaluation Packet

An evaluation packet will be prepared for each evaluator, including the following documents:

- Instructions to Evaluators;
- Proposal Tabulation Form;
- Written Narrative Form for each proposer;
- Recap of each proposer's responsiveness;
- Copy of all pertinent RFQ documents.

6.03.03 Evaluation Committee

The Agency anticipates that it will select a committee to evaluate each of the responsive proposals submitted in response to this RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by

chance, a proposer does become aware of the identity of such person(s), he/she shall not make any attempt to contact or discuss with such person anything related to this RFQ. As detailed within Section 5.06 of this document, the designated CF is the only person at the Agency that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

6.03.04 Evaluation

The appointed evaluation committee, independent of the CF or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1, 2, 3, 4, and 5 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CF.

6.03.05 Potential "Competitive Range" or "Best and Finals" Negotiations

The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

6.03.06 Determination of Top-Ranked Proposer

Typically, the subjective points awarded by the evaluation committee will be combined to determine the final rankings, which is typically forwarded by the CF to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

6.03.07 Ties

In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

6.03.08 Notice of Results of Evaluation

If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

- Which proposer received the award;
- Where each proposer placed in the process as a result of the evaluation of the proposals received;
- Each proposer's right to a debriefing and to protest.

6.03.09 More than One Award Possible

The Agency reserves the right to complete award to one firm only or to complete award to multiple firms. If award is made to more than one firm, such awards will be based on the Agency's opinion that a firm can offer the Agency greater value for a certain service area as detailed within the scope of work. The Agency reserves the right to make such decision at any time during the ensuing contract period(s) meaning, the Agency could initially make award to one firm only, then, at any time during the ensuing contract period(s), decide to make an additional award(s) if the Agency decides such is in its best interests to do so.

6.03.010 Restrictions

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

Article 7 Contract Award

Section 7.01 Contract Award Procedure

If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

7.01.01 Contract Execution Details

By completing, executing and submitting the Form of Proposal, Attachment 2.0, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency, either in hard copy (when applicable) or on the noted E-Procurement System," including the contract clauses already attached as Attachment 8.0 & 8.1. **Accordingly, the Agency has no responsibility to conduct, after the submittal deadline, any negotiations pertaining to the contract clauses already published.**

Section 7.02 Contract Conditions

The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFQ:

7.02.01 Contract Form

The Agency will not execute a contract on the successful proposer's form—contracts will only be executed on the Agency form and by submitting a proposal the successful proposer agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the RFQ process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the successful proposer the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective proposer to notify the Agency, in writing, prior to submitting a

proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Agency's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

7.02.02 HUD Forms

Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within any of the HUD forms included as a part of this RFQ.

7.02.03 Assignment of Personnel

The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

7.02.04 Unauthorized Sub-Contracting Prohibited

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CF. Any purported assignment of interest or delegation of duty, without the prior written consent of the CF shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid or voucher assignment to the successful proposer as a result of the proposed contract; either as determined by the CF.

Section 7.03 Licensing and Insurance Requirements

Prior to award (but not as a part of the proposal submission) the successful proposer will be required to provide insurance as listed in Attachment 11.0 (NOTE: Each of the insurance coverage shall cover both the contractor and any temporary employees). Additionally, the following licenses and certificates will be required:

7.03.01 City/County Business License

If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City or County of Fresno.

7.03.02 State Business License

If applicable, a copy of the proposer's license issued by the State of California licensing authority allowing the proposer to provide the services detailed herein.

7.03.03 Certificates

The requested related information shall also be entered where provided for on the Profile of Firm Form. Do not attach copies within the proposal submittal. We will garner the necessary certificates from the successful proposer prior to contract execution.

Section 7.04 Contract Services Standards

All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.