



REQUEST FOR PROPOSAL (RFP) # 2024-01

REQUEST FOR PROPOSALS FOR PROJECT BASED VOUCHER PROPOSALS

The Municipal Housing Authority for the City of Yonkers (“MHACY”) hereby solicits proposals from private property owners (landlords) for the use of Project Based Vouchers to expand the affordable housing opportunities in Yonkers’ neighborhoods that are not negatively impacted by poverty and/or race.

Proposals will be accepted on a monthly basis. The initial proposals must reach MHACY no later than **4:00 p.m. on May 16, 2024**. Thereafter MHACY will accept additional proposals no later than 4:00 p.m. on the 15th of each subsequent month – or the first non-holiday weekday following the 15th in the event the 15th is a weekend or holiday. MHACY will continue to accept proposals through December 15, 2025.

All responses to the RFP must be emailed or enclosed in a sealed envelope. Email submissions must contain the Subject Line: **Project Based Voucher RFP** and sent to the following email: procurement@mhacy.org. Mailed and/or hand delivered submissions must contain an original and four (4) copies; be labeled **Project Based Voucher RFP**; and be addressed to Wilson Kimball, President & CEO, Municipal Housing Authority for the City of Yonkers, 1511 Central Park Avenue, P.O. Box 35, Yonkers, New York 10710.

This RFP contains submission requirements and other pertinent information for submitting a proper and responsive proposal. Prospective applicants desiring any explanation or interpretation of the solicitation must request it at least seven (7) calendar days before the RFP due date. The request must be addressed to Wilson Kimball, President & CEO, at the address stated below. Any information given to a prospective applicant about this solicitation will be furnished to all other prospective applicants as a written amendment to the solicitation.

Proposals will be evaluated on the criteria stated in the RFP. Negotiations may be conducted with landlords who have a reasonable chance of being selected for an award. After evaluation of the proposal revisions, if any, Housing Assistance Payment (“HAP”) contracts will be awarded to the landlord(s) whose proposals are the most advantageous to MHACY. MHACY reserves the right to reject any and all proposals.

Notice: Contact with members of the MHACY Board of Commissioners, or MHACY officers and employees other than the contact person shown above, prior to the execution of a HAP contract could result in disqualification of a proposal. In fairness to all firms, during the RFP process MHACY will not meet in person with anyone representing a potential bidder to discuss this RFP. This does not exclude meetings required to conduct business not related to the RFP, or possible personal presentations after written proposals have been received and evaluated.

Wilson Kimball
President, CEO
Municipal Housing Authority for the City of Yonkers
1511 Central Park Avenue
Yonkers, New York 10710

Dated: April 15, 2024

I. PURPOSE

The purpose of this RFP is to expand the availability of quality, affordable housing opportunities to seniors, the disabled and families in deconcentrated areas of Yonkers through the use of Project Based Vouchers (“PVBs”).

II. PROPOSALS/APPLICATION INSTRUCTIONS AND RESOURCES

- Applications are available on MHACY’s website at <http://www.mhacy.org> under the “About” section.
- Applicants must complete a separate application for each project for which Project-Based Voucher (PBV) assistance is requested. Partial applications will not be accepted***Note:* a “project” is defined by HUD for the purpose of PBV assistance in 24 CFR §983.3: "A project is a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. Contiguous in this definition includes 'adjacent to,' as well as touching along a boundary or a point." Developments that do not meet this definition, i.e. are scattered across non-contiguous parcels, must submit multiple applications and will be considered as multiple, separate projects.
- Federal (HUD) PBV Program Regulations can be found at [24 CFR Part 983](#).
- MHACY will only subsidize housing that passes the federal Housing Quality Standards (“HQS”). HQS Regulations can be found at [24 CFR Part 982.401](#).*

III. PBV ELIGIBILITY

In order to be eligible for PBV assistance, **all residents of proposed PBV units**, including existing and future tenants, must meet the requirements below. **For future tenants, MHACY will make the tenant selection from its existing waiting list.**

1. Residents must be in units that are consistent with MHACY’s subsidy standards:

Unit Size	Minimum # occupants	Maximum # occupants
Studio (0-BR)	1	1
1-BR	1	3
2-BR	2	6
3-BR	4	8
4-BR	6	10
5-BR	8	12

2. Total household income must be **at or below** 50% of the Area Median Income (AMI). For current AMI values and income limits, visit <https://homes.westchestergov.com> .
3. Households must pay at least 30% of household income toward rent. For existing tenants, this includes the amount they would pay with any proposed rent increases.
4. If residents of a proposed PBV unit are currently receiving tenant-based rental assistance, they must consent to give up their assistance and switch to PBV.

III. GENERAL REQUIREMENTS

All proposals must conform to requirements outlined herein. MHACY reserves the option to require oral presentation of proposals or to request additional information from selected candidates. MHACY reserves the right to select the Offeror determined to be the most responsive and responsible, and in the judgment of MHACY, that best meets its needs for the specific services. MHACY further reserves the right to negotiate all terms related to the proposal.

IV. CONFIDENTIALITY OF PROPOSAL

There will be no public opening of the proposals. All proposals and information concerning same shall remain confidential until all negotiations are completed and an Award Notice(s) is issued. Offerors are hereby notified that all proposals received by MHACY shall be included as part of its official file.

Therefore, any part of the proposals that is not considered confidential, privileged or proprietary under any applicable Federal, State, or local law shall be available for public inspection upon completion of the procurement process. Any material submitted by the Offeror that is to be considered as confidential must be clearly marked as such; however, the applicable provisions of Federal, State and local laws shall govern the confidentiality. All Proposals received will become the property of the MHACY and will not be returned to the proposer.

V. DUE DATE FOR QUESTIONS

Technical questions regarding substantive matters related to this RFP or requests for further information **must be submitted in writing no later than 4:00 p.m. on May 10, 2024 to MHACY by email at procurement@mhacy.org**. This will allow issuance of any necessary amendment to the RFP.

VI. ADDENDA

In the event there are changes or clarifications to this RFP, MHACY will issue an addendum that will be available on its website at <http://www.mhacy.org> under the “About” section. It is the responsibility of proposers to check this website prior to submission of a proposal to review and download any addenda issued.

All amendments shall be binding in the same way as originally written in this RFP. Oral instructions, interpretations, or representations will not be binding upon MHACY or any of MHACY representatives.

VII. PROPOSAL REQUIREMENTS

Applicants must identify in each application whether they seek Project-Based Vouchers for a new construction project, a substantial rehabilitation project, or in regard to an existing project.

Definitions of each project type are provided on page 1 of the application, available on MHACY’s website at <http://www.mhacy.org>, under the “About” section.

VIII. PROPOSAL EVALUATIONS

MHACY will evaluate each proposal based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. MHACY reserves the right to request an inspection of the property, and/or additional information or documentation from the proposer regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. MHACY reserves the right to waive as an informality any irregularities in submittals and/or to reject any or all Proposals. MHACY will generally not disclose the status of negotiations until MHACY’s President & CEO has approved the award of a contract for services.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria		(Max. Points)
	Evaluation Criteria Relevant To All Applications	
1	Project located in area that is not negatively impacted by poverty and/or race	10
2	Proximity to and access of the project to social, recreation, commercial, employment and health facilities and mass transit	10
3	Presence of enhancements, including handicap accessible items (grab bars etc), elevators, air conditioners, green building enhancements	10
4	Social/supportive services offered	5
5	Presence of mixed-income families or work force housing units	5
6	History of compliance with HQS and/or local/state housing codes	10
7	History of compliance with Fair Housing regulations	5
8	Experience developing and/or managing affordable housing	5
9	Financial viability of the project	10
10	Parking available on site	5
11	ADA compliant	5
	<i>Maximum Total Points for Criteria Relevant to All Applications</i>	80
	Evaluation Criteria: New Construction Projects	
	Project readiness (re permits, funding, design)	5
	Washer & dryers in unit	5
	Community space and recreational facilities available on site	5
	COC projection date	5
	Evaluation Criteria: Substantial Rehabilitation Projects	
	Building type (elevator, walk-up, etc)	5
	Scope of rehabilitation (systems upgrades; new bathrooms, kitchens etc)	5
	COY Approval Status (YFD, DOB approvals etc)	5
	Building Systems – HVAC & Elevator	5
	Evaluation Criteria: Existing Projects	
	Well maintained units, common areas, and systems (heating; plumbing etc)	5
	Renovation to kitchen & bathrooms in the last 5 years	5
	Systems upgrade/replacement in the last five years	5
	Value of social/supportive services offered	5
	<i>Maximum Number of Points</i>	100