

REQUEST FOR PROPOSALS

RFP NO. 2018-6-1

RENTAL ASSISTANCE DEMONSTRATION (RAD) CONSULTANT

Lubbock Housing Authority (LHA) is currently accepting proposals for RAD consulting services.

Section 3/MBE/WBE firms are encouraged to submit RFPs.

The submission package must be received by Lubbock Housing Authority by 11:00 a.m. Central on June 19, 2018 at the following location:

Lubbock Housing Authority
Attn: Dave Miller
1708 Crickets Avenue
Lubbock, TX 79401

SOLICITATION DOCUMENTS ARE AVAILABLE ONLINE AT:
<https://ha.economicengine.com> (there is no cost for the contractor to register)

Housing Authority Sole Point of Contact for RFP

All questions related to this solicitation are to be directed to:

Dave Miller
Lubbock Housing Authority
1708 Crickets Avenue
Lubbock, TX 79401

dave@lubbockha.org
Office: 806-776-2304
Cell: 806-781-3830

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- Instructions to Offerors Non-Construction (HUD-5369-B)
- Certifications and Representations of Offerors - Non Construction (HUD 5369-C)
- General Conditions for Non-Construction Contracts (HUD-5370-C)

Exhibit B – LHA Forms

- Business References
- Non-Collusive Affidavit
- Profile of Firm
- Section 3 Guidelines/Forms

Exhibit C – Submittal Checklist

I. INTRODUCTION

Lubbock Housing Authority (LHA) is pleased to issue this Request for Proposal (RFP) for a Rental Assistance Demonstration (RAD) Consultant. LHA is seeking **sealed proposals** from interested and qualified individuals and companies who have experience with the Rental Assistance Demonstration (RAD) program.

Lubbock Housing Authority owns 378 public housing units and is considering RAD conversion for all, or part, of its inventory based on the results of the feasibility study. LHA also administers the Section 8 Voucher program with current funding to support approximately 875 families. LHA currently has no other properties under construction or development.

II. SUBMISSION PROCEDURES & REQUIREMENTS

The submission package must be received by Lubbock Housing Authority by 11:00 a.m. Central on June 19, 2018 at the following location:

Lubbock Housing Authority
Attn: Dave Miller
1708 Crickets Avenue
Lubbock, TX 79401

Any proposal received after the specified date and time **will not** be considered. If you choose to mail your proposal, it must arrive by the specified date and time, regardless of the postmark date.

Respondents must submit the following in order for the submission to be considered complete:

- One (1) paper version of the technical proposal with original signatures labeled "Original"
- Three (3) bound copies of the technical proposal labeled "Copy"
- One (1) USB flash drive containing the full proposal

A. Information Required in the Proposal

1. Letter of Interest (TAB 1)

- a. Include contact name, title, address, email, telephone and fax number to be contacted for clarification or additional information regarding proposals.
- b. A brief statement summarizing the Respondent's company, understanding of the RAD program and relevant experience and qualifications.

2. Previously Related Experience (TAB 2)

Provide information about past clients for whom the Respondent provided the same or similar services, including other PHAs and include information related to the specific services provided. LHA is especially interested in the Respondent's experience with agencies similar in size to LHA.

3. Approach (TAB 3)

Describe your philosophy, approach(es) and preferred methods for meeting requirements as listed in the scope of services.

4. HUD Forms (TAB 4)

Each Respondent must complete the Certifications and Representations of Proposers as provided in Exhibit A.

5. LHA Forms (TAB 5)

Each Respondent must complete the Forms as provided in Exhibit B. Additional information on specific forms is included below.

- a) **Business References:** Provide references from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference.
- b) **Section 3 Participation:** Provide a narrative on how the Respondent will assist the LHA to comply with HUD's Section 3 requirements for hiring Section 3 residents and/or local disadvantaged individuals and businesses. A copy of HUD's Section 3 requirement is provided in Exhibit B.

Any bid or proposal received from a contractor that does not contain a Section 3 Plan or certification and back-up documentation acceptable to LHA may be deemed non-responsive by LHA.

- c) All other applicable form listed in Exhibit B.

6. Fees

In a **SEPARATE SEALED ENVELOPE** provide the fee your firm will charge for services listed in the scope of services and a detailed breakdown of how it is calculated. Indicate all services that will be covered including what services and personnel, if any, will be charged as

direct expense to the scope of services. ***This contract is not expected to exceed the Texas Small Purchase Threshold.***

B. Request for Information

Respondents desiring any explanation or further information regarding the solicitation must submit questions online at <https://ha.economicengine.com> request no later than June 12, 2018 at 4:00 p.m. Central time. Any clarification and/ or information will be furnished promptly as a written addendum to the RFP.

C. Evaluation Process

A selection committee composed of LHA staff will review proposals in accordance with this RFP and will recommend to the LHA Board of Commissioners the firm most advantageous and supportive of the agency's needs. The selection committee and/or the Board of Commissioners may at its discretion request interviews with respondents to discuss specific aspects and clarifications of their proposal(s). The Board of Commissioners will make the final decision.

D. Anticipated Schedule of Events

The anticipated schedule for the RFP and contract approval is as follows:

| Event | Date |
|---|---|
| RFP available for distribution | June 4, 2018 |
| Online Pre-Proposal Conference | June 8, 2018 2:00 p.m. Contractors who have downloaded the RFP will be notified before noon Central time of the conference login details. |
| Deadline for receipt of written questions | June 12, 2018 4:00 p.m. Central |
| Response to written questions | June 13, 2018 4:00 p.m. Central |
| RFP Due Date | June 19, 2019 11:00 a.m. Central |
| Estimated Contract Award Date | To be determined |

Lubbock Housing Authority reserves the right at its sole discretion to amend any or all of the dates associated with the anticipated schedule of events.

III. SCOPE OF SERVICES

A. Scope of Services

LHA seeks an experienced RAD Consultant to perform the following (including but not limited to):

1. Preparation and submission of applications for the properties
2. Prepare realistic and market justified development budgets, and operating pro formas with sufficient detail to satisfy both RAD program and lender eligibility and evaluation criteria; and

3. Communicate with LHA, HUD and other necessary agencies and representatives with sufficient knowledge and details to satisfy HUD's review to meet the stated deadline(s).
4. Monitor, oversee, and submit the required items (i.e., RPCA, environmental report, pro forma, HUD form documents, etc.) to meet the HUD-required CHAP milestones, including the Financing Plan which will be used in the HUD RAD approval process;
5. Participate in communications with the PHA and HUD RAD staff to help the Project to move through the RAD Financing Plan and RCC issuance processes;

The scope of work includes but may not be limited to requirements listed in the following phases:

Feasibility Phase

Review proposed Properties (financials, physical condition and performance).

- Assess the adequacy of the existing 2018 GPNA to identify needed improvements and satisfy RAD's physical condition assessment criteria.
- Identify the best grouping of projects into one of several RAD applications.
- Prepare and deliver a detailed analysis of the feasibility of RAD conversion of LHA's public housing properties/ AMP's. The analysis will include:
 - Recommendations financing options including grants, private and government funding
 - Detailed project pro formas of two financing options using a comparative analysis showing the Agency's revenue potential adopting RAD vs. not adopting RAD.
 - Recommendations for property/unit alterations resulting in competitively marketable units
 - Estimated per unit rehab costs
- Review development Budgets incorporating all applicable sources and uses.
- Create operation pro formas to ensure conformance with HUD's program guidelines and lender requirements.
- Assist with notification requirements

Application Phase

- Assist with preparation of application(s) in accordance with PIH-2012-32 (HA) REV. 3 for selected sites.

- The fee should include preparation and submission of the application(s), consultation with the local and headquarters HUD staff in submission of application(s)
- Provide fee that is adjustable based on number of units to be applied for.

Lubbock Housing Authority has five public housing developments that are structured as three AMPs. Additionally, there is one mixed-finance Tax Credits property that contains 32 public housing units.

AMP 21

| Property Name | Bedroom Size | | | | | | | Total Units per Property | 504 Bedroom Size | | | | | | | Total 504 Units per Property | |
|--------------------|--------------|---|----|----|----|---|---|--------------------------|------------------|---|---|---|---|---|---|------------------------------|---|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | |
| Cherry Point | | | 2 | 52 | 11 | 7 | | 72 | | | | | | | | | |
| 36 South | | 8 | 28 | | | | | 36 | | 4 | 4 | | | | | | 8 |
| Total Units | | 8 | 30 | 52 | 11 | 7 | | 108 | | 4 | 4 | | | | | | 8 |

AMP 22

| Property Name | Bedroom Size | | | | | | | Total Units per Property | 504 Bedroom Size | | | | | | | Total 504 Units per Property | |
|--------------------|--------------|----|----|----|---|---|---|--------------------------|------------------|---|---|---|---|---|---|------------------------------|---|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | |
| Behner Place | | 3 | 39 | 34 | 6 | | | 82 | | | 2 | 2 | 1 | | | | 5 |
| Mary Myers | | 57 | 3 | | | | | 60 | | | | 3 | | | | | 3 |
| Total Units | | 60 | 42 | 34 | 6 | | | 142 | | | 2 | 5 | 1 | | | | 8 |

AMP 23

| Property Name | Bedroom Size | | | | | | | Total Units per Property | 504 Bedroom Size | | | | | | | Total 504 Units per Property | |
|--------------------|--------------|---|----|----|---|---|---|--------------------------|------------------|---|---|---|---|---|---|------------------------------|---|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | |
| 96 West | | | 84 | 10 | 2 | | | 96 | | | 1 | | | | | | 1 |
| Total Units | | | 84 | 10 | 2 | | | 96 | | | 1 | | | | | | 1 |

AMP 25

| Property Name | Bedroom Size | | | | | | | Total Units per Property | 504 Bedroom Size | | | | | | | Total 504 Units per Property |
|---|--------------|----|----|----|---|---|---|--------------------------|------------------|---|---|---|---|---|---|------------------------------|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | |
| Park Meadows 2 (Including the 88 non-public housing tax credits units) | | 16 | 56 | 48 | | | | 120 | | | | | | | | |
| Total Units | | 16 | 56 | 48 | | | | 120 | | | | | | | | |

All Developments

| Property Name | Bedroom Size | | | | | | | Total Units per Property | 504 Bedroom Size | | | | | | | Total 504 Units per Property |
|--|--------------|----|-----|-----|----|---|---|--------------------------|------------------|---|---|---|---|---|---|------------------------------|
| | 0 | 1 | 2 | 3 | 4 | 5 | 6 | | 0 | 1 | 2 | 3 | 4 | 5 | 6 | |
| Cherry Point | | | 2 | 52 | 11 | 7 | | 72 | | | | | | | | |
| 36 South | | 8 | 28 | | | | | 36 | | 4 | 4 | | | | | 8 |
| Behner Place | | 3 | 39 | 34 | 6 | | | 82 | | | 2 | 2 | 1 | | | 5 |
| Mary Myers | | 57 | 3 | | | | | 60 | | | | 3 | | | | 3 |
| 96 West | | | 84 | 10 | 2 | | | 96 | | | 1 | | | | | 1 |
| Park Meadows 2 | | 16 | 56 | 48 | | | | 120 | | | | | | | | |
| Total Units (Including the 88 non-public housing tax credits units) | | 84 | 212 | 144 | 19 | 7 | | 466 | | 4 | 7 | 5 | 1 | | | 17 |

Other Buildings (located in above developments or independently):

| Type/Function of buildings | Total Number | Notes/Comments: |
|----------------------------|--------------|---|
| Office/Administrative | 1 | Central Office Office – 36 South Office – Behner Place Office – Mary Myers Office – 96 West Office – Park Meadows 2 |
| Community/Multi-purpose | 0 | |
| Maintenance/Warehouse | 1 2 1 | Combination office and Warehouse – AMP 21 Maintenance Shop and Storage Building AMP 22 Maintenance Shop AMP 23 Office – Park Meadows 2 |
| Laundry/Special Purpose | 1 | Behner Place |
| Other | | |

B. Compensation

Consultant will be compensated by the LHA for services satisfactorily performed in accordance with the requirements of the scope of services. As such, the consultant and its officers, agents and employees shall not accept or receive any commissions or payments from insurance companies, agents or affiliates as a result or in relation to any insurance contract awarded by the LHA for insurance coverage as contemplated herein. ***This contract is not expected to exceed the Texas Small Purchase Threshold.***

IV. EVALUATION/SELECTION CRITERIA

RFP will be evaluated and rated on, but may not be limited to, the following criteria:

| CRITERIA | POINTS |
|---|------------|
| Experience / Qualifications | 25 |
| Similar Work or Related Projects | 25 |
| Approach | 20 |
| Fee Proposal / Cost | 25 |
| Section 3 Plan | 5 |
| TOTAL | 100 |

Interviews, if desired by LHA, will be used to identify the top ranking respondent(s).

V. GENERAL CONDITIONS OF THE RFP

A. General Conditions

1. LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.
2. LHA reserves the right to accept or reject any and all proposals submitted, either in whole or in whole or in part, with or without cause; to waive any informalities of any proposal; to extend, amend or cancel this RFP at any time; and, to make the award in the best interest of LHA.
3. LHA reserves the right to request additional information, if needed, from prospective contractors.
4. In the event that it becomes necessary for LHA to revise any part of this RFP, revisions will be provided in the form of an Addendum to all prospective contractors who picked up or were delivered the initial RFP, providing a name, address, telephone number, fax number, and e-mail address have been provided to LHA. LHA may issue and require Respondents to acknowledge addendums to the RFP. Submissions must conform to any addenda that may be issued to this RFP.
5. Submissions that are incomplete or not in conformance with the submission requirements may be eliminated from further consideration. Respondents should note carefully the submission requirements.
6. All proposals submitted in response to this RFP will be considered public information and may be made available to the general public (including news media) unless Confidential and/or Proprietary information is submitted under separate cover and is clearly designated as such.
7. The Respondent shall provide a presentation regarding proposal submitted, if requested to do so by LHA.
8. Respondents may modify or withdraw a submission prior to Submission Deadline by an authorized representative of that organization. All submissions will become the property of LHA after the Submission Deadline.
9. The Respondent affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered into.
10. The Respondent affirms that its proposal is made without any understanding, agreement or connection with any other person, firm, partnership or corporation making a submittal for the same purpose, and is in all respects fair and without collusion or fraud.
11. The Respondent has carefully read the provisions, terms, and conditions of the RFP document and does hereby agree to be bound thereby.
12. LHA retains the right to negotiate with the selected firm(s).

13. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between LHA and respondent.

14. The Respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Respondent and all of its agents, employees, sub-contractors and other providers of services and shall name the LHA, its employees and agents as an Additional Insured on a primary and non-contributory basis to the Respondent's Commercial General Liability policy.

- Commercial General Liability:
 - Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
 - Limits of Liability for Bodily Injury and Building Damage Each Occurrence \$1,000,000 Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.
- Workers Compensation - \$1,000,000

15. The respondent will not offer any gratuity, favor, or anything of monetary value to any officials or employee of LHA for the purpose of influencing consideration of a response to this RFP.

16. LHA reserves the right to disqualify any submission that may present a conflict of interest between Lubbock Housing Authority, its employees or Board members, Respondent, or parties identified in the submission.

B. Acceptance of RFP and Contract Terms

Respondent's submission of a proposal in response to the RFP shall constitute acceptance by the Respondent of the terms and conditions of this RFP. In the event that the Respondent's proposal is accepted for contract award, the Respondent agrees to enter into a negotiated contract with LHA at a later time and date.

C. Contract Award

Subject to the rights reserved in this RFP, LHA will award the contract by written notice to the selected Respondent (the "Contractor"). The award of the contract is subject to the approval of the LHA Board of Commissioners and/or the LHA Executive Director, and it shall be conditioned on the successful negotiation of revisions, if any, to the RFP, recommended as part of the evaluation of proposals.

A contract shall be awarded in accordance with the terms and conditions of this RFP to the Respondent whose proposal is most advantageous to the LHA considering price, qualifications, technical and other factors as specified in this RFP, LHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in RFP received as in the best interest of LHA.

D. No Warranty

Respondents are required to examine the RFP, scope of services, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as the information contained in this RFP.

E. Expense of RFP Submission

All expenses incurred in the preparation and submission of the RFP to LHA in response to this RFP shall be borne by the Respondent.

EXHIBIT A

HUD FORMS

- Instructions to Offerors Non-Construction (HUD-5369-B)
- Certifications and Representations of Offerors – Non-Construction (HUD 5369-C)
- General Conditions for Non-Construction Contracts (HUD-5370-C)

EXHIBIT B

LHA FORMS

Business References

Non-Collusive Affidavit

Profile of Firm

Section 3 Guidelines/Forms

Insurance Certificates

Profile of Firm

EXHIBIT C

Document Checklist