



REQUEST FOR PROPOSAL (RFP)
RENTAL ASSISTANCE DEMONSTRATION (RAD) - AFFORDABLE
HOUSING CONSULTING SERVICES

RFP-2019-18.1.1

APPLICATIONS DUE BY:
Wednesday - July 31, 2019

Westmoreland County Housing Authority
167 Greengate Road
Greensburg, PA 15601-6392
(724) 832-7248 - ext. 3056

THE WESTMORELAND COUNTY HOUSING AUTHORITY CONDUCTS ITS PROCUREMENT ACTIVITIES PURSUANT TO 24 CFR PART 85.36, APPLICABLE FEDERAL AND STATE LAWS, AND THE AUTHORITY'S PROCUREMENT POLICY. THESE DOCUMENTS ARE AVAILABLE FOR REVIEW AT THE AUTHORITY'S OFFICE LOCATED AT 167 GREENGATE ROAD, GREENSBURG, PENNSYLVANIA 15601.

**REQUEST FOR PROPOSAL
FOR
RENTAL ASSISTANCE DEMONSTRATION (RAD) - AFFORDABLE HOUSING
CONSULTING SERVICES**

OVERVIEW:

The Westmoreland County Housing Authority (WCHA) is requesting qualifications and proposals from consultants and consulting firms with a strong background in preserving affordable, family and elderly housing within the context of a Public Housing Authority and operating through instrumentalities or affiliates of such Public Housing Authority. Established in 1941, Westmoreland County Housing Authority (WCHA) is celebrating over 75 years of providing safe, affordable housing for families and seniors throughout Westmoreland County. The WCHA Public Housing Program consists of 15 AMPS comprised of 31 properties and 1807 affordable housing units.

The Westmoreland County Housing Authority (WCHA) seeks a (RAD) Consultant or Consulting Firm who will provide their knowledge and experience to the WCHA associated with implementing and managing the RAD program as currently developed by HUD for the purpose of transitioning the WCHA - Public Housing Program into the RAD Program.

PUBLIC NOTICE:

**WESTMORELAND COUNTY HOUSING AUTHORITY
REQUEST FOR PROPOSAL
RENTAL ASSISTANCE DEMONSTRATION (RAD) - AFFORDABLE HOUSING
CONSULTING SERVICES**

The Westmoreland County Housing Authority (WCHA/Authority) is requesting the submission of proposals from Qualified Consulting Firms to perform various supportive services associated with Affordable Housing Preservation using primarily the U.S. Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) program.

Interested respondents may obtain, the Request for Proposal - Documents containing: Contractual Services Sought, Minimum Qualifications, Evaluation Criteria, Selection Procedure, and Contractual Terms from the WCHA-Website located at www.wchaonline.com. Interested consultants can communicate with Mr. Erik Spiegel - Director of A&E Services at eriks@wchaonline.com or by phone at 724-832-7248 - ext. 3056.

Consultants responding to the RFP are required to respond by proposal submission (satisfying the requirements of this RFP-Invitation) on or before **Wednesday, July 31, 2019 at 10:00 A.M.**

Michael L. Washowich, Executive Director
Westmoreland County Housing Authority

Advertisement Dates:
Friday – June 28, 2019 and July 1, 2019 (Tribune Review)
Wednesday, July 3, 2019 (Pittsburgh Courier)

RFP INFORMATION AT A GLANCE:

[Table No. 1]

<u>HA CONTACT PERSON / DESIGNATED CONTRACTING OFFICER (CO) PRIOR TO CONTRACT AWARD</u>	Erik Spiegel - 724-832-7248,3056 eriks@wchaonline.com
<u>HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE</u>	1. Log on to www.wchaonline.com – Procurement Module
<u>QUESTION SUBMISSION DEADLINE</u>	JULY 12, 2019
<u>RESPONSE TO QUESTIONS - DEADLINE</u>	JULY 19, 2019
<u>PROPOSAL SUBMISSION - DEADLINE</u>	JULY 31, 2019 @ 10:00 AM
<u>PROPOSAL EVALUATIONS</u>	JULY 31, 2019 – AUGUST 9, 2019
<u>PRESENTATIONS</u>	WEEK OF AUGUST 12, 2019 (START)
<u>HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A BID SUBMITTAL</u>	1. As directed here within the RFP document, submit all required bid documents within a sealed envelope prior to July 31, 2019 at 10:00 am.
<u>ANTICIPATED CONTRACT APPROVAL</u>	AUGUST 2019

HA’S RESERVATION OF RIGHTS:

- 1.1 The HA reserves the right to reject any or all PROPOSALS, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2 The HA reserves the right not to award a contract pursuant to this RFP.
- 1.3 The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful bidder(s).
- 1.4 The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP.
- 1.5 The HA shall have no obligation to compensate any consultant for any costs incurred in responding to this RFP.
- 1.6 The HA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any bid submitted that

GENERAL RFP INFORMATION

A. Instructions On Proposal Submission:

1. Addendums, Clarifications & Additional Information:

Prospective offerors are required to notify WCHA of their intent to respond to this solicitation via email to Erik Spiegel, WCHA, at eriks@wchaonline.com. All questions pertaining to this Request for Proposal shall be submitted, via email, to WCHA, Attn: Erik Spiegel, at eriks@wchaonline.com or by facsimile to (724) 836-0988. All addendums, clarifications and additional information pertaining to this solicitation shall be posted on the Housing Authority's website (www.wchaonline.com). Prospective offerors are advised to check the Housing Authority's website before submitting their bid. WCHA assumes no responsibility for notification to potential respondents of the availability of addendums, clarifications and additional information.

2. Closing Submission Date:

Proposals must be submitted and received no later than
10:00 A.M. on Wednesday, July 31, 2019.

3. Inquiries concerning this RFP should be directed to:

Erik Spiegel, Director A&E Services
167 South Greengate Road
Greensburg, Pennsylvania 15601-6392
(724)832-7248 Ext 3056
eriks@wchaonline.com

4. Conditions of Proposal:

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Westmoreland County Housing Authority.

5. Instructions to Prospective Consultants:

Your Proposal should be addressed as follows:

**Westmoreland County Housing Authority
167 South Greengate Road
Greensburg, PA 15601-6392**

It is important that the Offeror's proposal be submitted in two (2) sealed envelopes, the outer envelope should be addressed to the Westmoreland County Housing Authority, 167 South Greengate Road, Greensburg, PA 15601-6392, the inner envelope shall be clearly marked in the lower left-hand corner with the following information:

**“Proposal for RENTAL ASSISTANCE DEMONSTRATION (RAD) -
AFFORDABLE HOUSING CONSULTING SERVICES”**

It is the responsibility of the Offeror to ensure that the proposal is received by the date and time specified above.

Proposals received after the stated date and time will not be considered in the selection process.

6. Right to Reject:

The Westmoreland County Housing Authority reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

7. Small, Minority-Owned, and/or Women's Business Enterprises:

Efforts will be made by the Westmoreland County Housing Authority to utilize small, minority-owned, and/or women's business enterprises. An offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration.

8. Section 3 Business Concerns:

The Westmoreland County Housing Authority promotes the utilization of business concerns which are located in or owned in substantial part by persons residing in the Section 3 area and promotes job training and employment opportunities for qualified, lower income, Section 3 area residents. **(See Appendix A.)**

9. Notification of Award:

It is expected that a decision selecting the successful consulting firm(s) will be made within thirty (30) days of the closing date for the receipt of proposals. All Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant(s).

It is expected that the contract shall be a two-year contract with the option to mutually extend said contract on a yearly basis at no additional increase in fees for a total contract length of 5 years.

SERVICES TO BE PROVIDED:

The consultant will, at the request of the Authority, provide services regarding the preservation and where necessary, rehabilitation of existing public housing developments and associated affordable housing units under W.C.H.A. control using the HUD-RAD program. The following represents a general scope of programmatic knowledge of housing and finance programs the WCHA may need assistance with during the course of the contract period. The following programs include but are not limited to:

1. HUD - Environmental Regulations, related to housing preservation and development
2. HUD - Rental Assistance Demonstration (RAD) program
3. HUD - Project Based Rental Assistance program
4. HUD - Community Development Block Grant (CDBG) program
5. HUD - Section 8 Voucher, Section 8 New Construction, and Public Housing programs
6. HUD - Procurement Standards
7. HUD - Demolition and Disposition regulations
8. HUD - HOME Investment Partnerships program
9. HUD-Veterans Affairs Supportive Housing (HUD-VASH) program
10. HUD - Mixed Financed Development program
11. HUD - FHA Financing programs
12. IRS - Low Income Housing Tax Credit (LIHTC) program - (4% and 9%) Administered by the Pennsylvania Housing Finance Agency.
13. IRS - New Market Tax Credit Program
14. IRS - Historic Rehabilitation Tax Credit program
15. Federal Home Loan Bank Act & Financing.
16. PHFA - Optional Affordable Housing Funding program (ACT 137 Funds)
17. PHFA - Penn HOMES funding program
18. PA-DCED - Grant and Loan Programs

Consultant primary services may encompass but not be limited to the following:

1. Offer technical expertise and general recommendations to the WCHA regarding the feasibility of using HUD's Rental Assistance Demonstration (RAD) program to convert a portion of or all of its Public Housing portfolio to a long-term project-based Section 8 rental subsidy platform. Conversion may occur in one Phase or Multiple Phases.
2. Provided monitoring and oversight services associated with RAD required items (i.e., RPCA, Environmental Report, Proforma, HUD form documents, etc.) necessary to meet the HUD-required CHAP milestones, including the Financing Plan which will be used in the HUD RAD approval process.
3. Participate in communications with the WCHA, HUD - PIH Local Field Office and HUD-RAD staff to facilitate the RAD Financing Plan and RAD Conversion Commitment (RCC) issuance processes.
4. Facilitate the RAD closing process, serving as a liaison between HUD, the WCHA, and the Associated Legal Counsel. The Consultant will help to resolve any outstanding issues for the RAD - Counsel to guide the WCHA through the review and execution of the RAD Conversion Commitment (RCC), the HAP Contract, the RAD Use Agreement, and other RAD-related documents required by HUD for the Project.

CRITERIA FOR SELECTION:

Demonstrated minimum of 5 years of RAD Program - Conversion experience through a portfolio of successful projects and related assignments representing Public Housing Authorities. Portfolio shall demonstrate professional consulting services provided related to the RAD Conversion.

Demonstrated experience and interaction with HUD, PHFA, PA-DCED, USDA, MAP LENDERS and other applicable state funding agencies and local governments in the preservation and rehabilitation of affordable multifamily housing.

Demonstrated ability to represent WCHA without conflicts of interest on other business transactions.

Experience and Expertise of Key Personnel and Number of Employees assigned to work with WCHA and its Non-Profit Affiliate(s).

MINIMUM QUALIFICATIONS:

The qualifications the Westmoreland County Housing Authority is seeking include the following:

1. Consultant or Consultant Group senior management team must have on average a minimum of 15 years of demonstrated experience through a portfolio of successful projects and related assignments representing Public Housing Authorities, or instrumentalities, and affiliated entities of housing authorities.
2. Consultant or Consulting Group senior management team must have 3-5 years of demonstrated experience through a portfolio of successful projects and related assignments representing Public Housing Authorities related to the HUD - RAD Program conversion.
3. Consultant or Consulting Group shall carry and provide a Certificate of Professional Liability Insurance in the amount of one million dollars or an alternative value agreed upon by WCHA.
4. At all times the firm and all individuals assigned to perform consulting services must be free from conflicts of interest because of any other engagements, work performed or personal or business dealings. Alternatively, any possible conflict must be disclosed to the Authority for waiver consideration.

EVALUATION CRITERIA/FACTORS:

Proposer must meet the minimum qualifications set forth as stated above. The Westmoreland County Housing Authority will assess the aspects of the proposals in the following manner.

<u>FACTORS</u>	<u>POINT RANGE</u>
1. Relevant experience of the individual or firm with: a. HUD - Programs and RAD Services Identified b. Public Housing Authority - Representation c. IRS - Tax Credit - Affordable Housing Re-development Services and Programs c. PHFA - Housing Finance Program and Related Services d. USDA - Housing Finance Programs and Related Services e. FHA or MAP Lender - Programs and Services. f. FHLB - Programs and Services.	0 - 35
2. Qualifications of individual or individuals assigned as primary counsel a. Ownership or Senior Officers assigned to WCHA account. b. Affiliate Employees assigned to WCHA account.	0 - 20
3. Proposed fee schedule for all employees assigned to contract a. Hourly costs comparison to high, low and average of proposals received.	0 - 10
5. Responsiveness and completeness of the proposal to RFP.	0 - 10
6. Section 3 Business Entity	0 or 5
7. Small - Minority - Women Enterprise	0 or 5
<u>6. Interview Presentation and Interaction with WCHA Evaluation Team</u>	<u>0 - 15</u>
TOTAL POINTS AVAILABLE	100

The Westmoreland County Housing Authority may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals.

The Westmoreland County Housing Authority reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

The Westmoreland County Housing Authority contemplates award of the contract to the responsible Offeror with the highest total points.

PROCEDURE FOR SELECTION:

The W.C.H.A. has designated a Committee to review proposals and participate in an interview session with the consultants proposing. The Committee members will independently rate the proposals and interview sessions and offer their ranking of individuals and firms. The rankings will be tabulated, and the top-rated consultant will be notified. The Committee led by the WCHA - Executive Director will conduct negotiations with the consultant to arise at a fair and reasonable fee schedule for RENTAL ASSISTANCE DEMONSTRATION (RAD) - AFFORDABLE HOUSING CONSULTING SERVICES, reimbursable expenses, and any other relevant costs associated with the estimated scope of legal services to be performed. A service contract will be issued to the consultant and will initially represent a 2-year commitment.

The WCHA - Review Committee may be, but not limited to the following personnel: Executive Director, Comptroller, and Director of A&E Services.

SUBMITTAL:

Submittal shall be prepared and submitted in a bound binder with tabbed sections and should include the following information:

Identify the specific members of your firm who will be assigned to work with the W.C.H.A. and describe their individual experiences with governmental, non-profit or Housing Authority bodies or groups. Include resumes for each person as well as name, address and telephone number of contact person.

List housing related authorities that company has worked for and represented applicable to this RFP. List any significant accomplishments or contributions worth noting your company made to effectuate a growth of new housing assets under Authority control. Provide client name and telephone number and indicate the nature and length of relationship with the entity.

Indicate how your firm would handle potential conflicts of interest in matters involving other clients (example developers or financial institutions) participating or planning to participate in a W.C.H.A. financing or development.

Provide the hourly fee schedule for all employees and officers proposed for this account if hired as the Authority - RENTAL ASSISTANCE DEMONSTRATION (RAD) - AFFORDABLE HOUSING CONSULTING SERVICES. Indicate reimbursable fees and costs and designate if there are separate or reimbursable charges for different types of services. Provide lump sum fees for the Authority to consider if a lump sum fee structure for a particular assignment was desired.

Describe availability of key personnel who will service the WCHA account.

Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if and of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.

2. The proposal does not follow the specified format.
3. The proposal does not include the Certifications.

APPENDIX B

PROVISIONS AND PROCEDURES PERTAINING TO EMPLOYMENT OPPORTUNITIES FOR BUSINESSES AND LOWER INCOME PERSONS IN CONNECTION WITH FEDERALLY ASSISTED PROJECTS IN COMPLIANCE WITH SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968

I. Purpose

The purpose of section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (section 3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

II. Assurance of Compliance

Every contractor and subcontractor shall incorporate, or cause to be incorporated, in all contracts for work in connection with a Section 3 covered contract, the following clause (referred to as the Section 3 clause):

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

III. Definitions

A. Section 3 Resident

A Public Housing resident or individual who resides in the metropolitan area or non-metropolitan county in which the Section 3 covered assistance is expended, who is considered to be a low- or very low-income person.

B. Low-Income Persons

Families (including single persons) whose incomes do not exceed 80 percent of the median income for the area.

C. Very Low-Income Persons

Families (including single persons) whose incomes do not exceed 50 percent of the median income for the area.

D. Section 3 Business Concern

Note: Preference category rankings are listed in descending order of priority.

Category 1 business - 51% or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended, or whose full-time, permanent workforce includes 30% of such residents as employees.

Category 2 business - 51% or more owned by residents of other housing developments or developments managed by the housing authority that is expending the Section 3-covered funding, or whose full-time, permanent workforce includes 30% of such residents as employees.

Category 3 business - HUD Youth build programs being carried out in the metropolitan area, or non-metropolitan county, in which the Section 3-covered funding is expended.

Category 4 business - 51% or more owned by Section 3 residents, or whose full-time, permanent workforce includes no less than 30% Section 3 residents; or that subcontract in excess of 25% of the total amount of subcontracts to category 1 or 2 businesses.

IV. Certificate of Compliance

The contractor shall execute the Certificate of Compliance and cause all subcontractors undertaking work in connection with this contract to furnish the same.

SECTION 3 CERTIFICATION

I will abide by and initiate in all of my subcontracts, to the greatest extent feasible, the requirements of Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u.

----- Company	----- Date
----- Authorized Signature	----- Title

APPENDICIES - TABLE OF CONTENTS:

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APPENDIX B - Section 3 Regulations

**APPENDIX C - Form HUD-5369-B - Instructions to
Offerors - Non-Construction**

**APPENDIX D - Form HUD-5370-C Section 1 - General
Conditions for Non-Construction
Contracts**

**APPENDIX E - Form HUD-5369-C - Certifications and
Representations of Offerors - Non-
Construction Contract**

