



*Growing Communities One Family At A Time
For More Than 70 Years*

HUNTSVILLE HOUSING AUTHORITY

**REQUEST FOR PROPOSALS
RFP NO. 2017-26**

**HOUSING CHOICE VOUCHER PROGRAM
PROJECT-BASED ASSISTANCE FOR NEW DEVELOPMENT
REHABILITATED HOUSING UNITS AND EXISTING HOUSING UNITS**

**PROPOSALS DUE:
October 5, 2022 AT 11:00 A.M. CST**

BOARD OF COMMISSIONERS

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I. RFP INFORMATION AT A GLANCE

HUNTSVILLE HOUSING AUTHORITY CONTACT PERSON	Mrs. Angela Lee-Duncan, Procurement Officer Telephone: (256) 532-5676 TDD: 1-800-545-1833, Ext. 903 Email: hsvhsg_procurement@huntsvillehousing.org
TITLE	Request for Proposals (RFP) for Project-Based Assistance for New Development
DATE ISSUED	October 6, 2017
PRE-PROPOSAL CONFERENCE	No pre-proposal conference will be held on behalf of this RFP.
DESCRIPTION OF SERVICES	Huntsville Housing Authority (HHA) has identified a need in the jurisdiction of HHA which includes the City of Huntsville and Madison County, Alabama for certain affordable housing opportunities for families and individuals.
PROPOSAL SUBMITTAL RETURN & DEADLINE	Sealed proposals (one “marked” <i>original</i>, and THREE copies of the proposal) are due at the following location: Huntsville Housing Authority 200 Washington Street Huntsville, AL 35801 This is an Open-Ended Request for Proposals with Final Deadline for Submission at 11:00 am. CST on October 5, 2022. The envelope must have the following notation on the bottom left-hand corner “Proposal for: Project-Based Voucher Program on October 5, 2022, must be received in-hand and time-stamped by the HHA no later than 11:00 am CST on October 5, 2022.” CAUTION: LATE SUBMISSIONS WILL BE HANDLED IN ACCORDANCE WITH THE PROVISIONS IN THE INSTRUCTIONS TO BIDDERS.

Please note that all proposals submitted in response to this RFP will become the property of the HHA and **will not** be returned. HHA reserves the right to reject any and/or all proposals, or to waive any informality in the proposals. Submissions received after the deadline will not be considered. An Offeror submitting a late proposal will be so notified. All material submitted in the proposal becomes the property of HHA and will not be returned.

Deadline for Written Questions: All questions pertaining to this Request for Proposals must be submitted in writing no later than 7 days prior to submission deadline. Written questions may be submitted by email, to the Procurement Officer, Mrs. Angela Lee-Duncan, at aduncan@huntsvillehousing.org or by fax to (256) 533-6344. HHA will only respond to written questions and only be bound by its response to written questions. Oral communications are discouraged, and HHA **will not** be bound by any oral answers or interpretations of the Request for Proposals.

In order to maintain a fair and impartial competitive process, HHA can answer questions only in response to written questions received within the specified time frame. HHA must avoid private communication with the prospective proposers during the evaluation period. The written questions will be the only opportunity for proposers to ask questions as to form and content. The addendum will be available on HHA’s website at www.huntsvillehousing.org.

Please respect this policy and do not attempt to query HHA personnel or members of its Board of Commissioners regarding this RFP except through written questions submitted in the manner and within the time frame indicated above.

II. INTRODUCTION

Huntsville Housing Authority (hereinafter, “HHA”) is a quasi-municipal corporation authorized by the State of Alabama, Madison County, to operate in the City of Huntsville, Alabama. HHA is not an agency of the City of Huntsville. HHA is governed by a five-member Board of Commissioners (Board) that is appointed by the Mayor and serves staggered five-year terms. The Board is the policy-making body of HHA.

Currently, HHA owns and/or administers 15 individual Asset Management Projects (AMPs), comprised of 1,807 public housing units. In addition, HHA administers 1,638 Housing Choice Vouchers and Veteran’s Affairs Supportive Housing Vouchers, 42 Shelter Plus Care (SPC) sponsor-based vouchers, approximately 10 tenant-based SPC vouchers, and 38 tax credit only units. HHA currently has approximately 88 full-time regular employees.

Your response to the Scope of Services must be complete, as it will become part of any contractual agreement. We appreciate the investment of time and resources firms are making by participating in this process. All submitted proposals shall be evaluated for responsiveness to the requirements of the Request for Proposals (“RFP”). Those proposals not in accordance with the Request for Proposals shall be deemed non-responsive and eliminated from further evaluation.

III. HHA’S RESERVATION OF RIGHTS:

- A.** HHA 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 HHA to be in its best interests.
- B.** HHA reserves the right not to award a contract pursuant to this RFP, to award by individual service, group of services, or as a total, whichever is deemed most advantageous to HHA.
- C.** HHA 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 proposer(s).
- D.** HHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- E.** HHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of the HHA Contracting Officer (CO).
- F.** HHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
- G.** HHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- H.** HHA shall reserve the right to at any time during the RFP 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.

IV. SCOPE OF WORK (SOW) TECHNICAL SPECIFICATIONS

Huntsville Housing Authority (HHA) has identified a need in the jurisdiction of HHA which includes the City of Huntsville and anywhere within ten miles of the city limits for certain affordable housing opportunities for families and individuals.

To this end, the HHA will make available project-based vouchers (vouchers) in its Housing Choice Voucher Program (HCVP) for new construction, existing housing that requires substantial rehabilitation, and/or existing housing that does not require substantial rehabilitation with efficiency, one-, two-, three-, four- and five- bedroom units located in HHA's jurisdiction. In the Project-Based Program, the assistance is "attached to the structure." During the term of the Housing Assistance Payment (HAP) contract, the HHA makes housing assistance payments to the Owner for units leased and occupied by eligible individuals/families.

The HHA will receive proposals as they come in on an open-ended basis. The RFP will remain open for a total of five (5) years, with the final date and time HHA will receive proposals under this RFP to be **11:00 a.m. CST, October 5, 2022**. HHA will evaluate the availability of Project-Based Vouchers at that time to decide when they will put out another similar RFP to award more Project-Based Vouchers.

Each proposal and the units in them will be graded on their own merit and not in competition with any other proposals. For consideration of award the proposer must receive a minimum of 60 points in the Comparative Evaluation Criteria component of this RFP.

In accordance with 24 Code of Federal Regulations (CFR) 983.255, the HHA has no responsibility or liability to the Owner or any other person for the family's behavior or suitability for tenancy. It is the policy of the HHA to encourage participation by Owners of units located outside areas of poverty or minority concentration to participate in the HCVP.

These vouchers **will not** be available for Section 202/811 properties and/or units receiving any other type of rental subsidy from local, state, county, and/or federal sources.

The award of the vouchers is subject to approval by the HHA Board of Commissioners (Board). The HHA intends to award ten-year contracts with up to five (5) one-year options to renew. Payments under the HAP contract are subject to the future availability of appropriations and future availability of funding under the Annual Contributions Contract (ACC).

The HHA invites Offerors to submit written proposals regarding the property(ies) for which they seek vouchers. An Owner may include multiple properties in a single response to this RFP. It is not necessary to file a separate response for each property for which vouchers are sought.

The HHA hereby incorporates HUD regulations found at 24 CFR 983 set out in **Appendix B** into the requirements of this RFP.

The HHA will accept proposals for the following Categories of projects located in HHA's jurisdiction:

Proposal Category 1: New efficiency, one-, two-, three-, four- and five-bedroom housing units. A "new unit" is a unit that, at the time of the HHA's written notice of selection for project-based assistance, has not yet received a Certificate of Occupancy from the issuing jurisdiction.

Proposal Category 2: Existing efficiency, one-, two-, three-, four- and five-bedroom units requiring substantial rehabilitation. An "existing unit" is a unit that, at the time of the HHA's written notice of selection for project-based assistance, will require **more than \$1,000** per assisted unit in renovation costs in order to comply with Housing Quality Standards (including the unit's prorated share of any work required on common areas or systems).

Proposal Category 3: Existing efficiency, one-, two-, three-, four- and five- bedroom units that do not require substantial rehabilitation. An “existing unit” is a unit that, at the time of the HHA’s written notice of selection for project-based assistance, **will not require more than \$1,000 per assisted unit in renovation costs** in order to comply with Housing Quality Standards (including the unit’s prorated share of any work required on common areas or systems).

Special Needs Populations: Through collaboration with governmental officials, social service providers and other members of the Madison County Community, the HHA has identified populations of individuals/families who may benefit from case management services tied to project-based housing opportunities. Case management services are not exclusively defined as clinical/medical case management services, but may include wraparound services that address educational issues, career enhancement, job readiness, housekeeping, etc. Some of the special needs populations identified in community meetings included: homeless/chronically homeless families; disabled families requiring accessible features; families with members experiencing mental illness, traumatic brain injuries, autism, intellectual disabilities, substance abuse issues; as well as the elderly, ex-offenders, veterans, and youths aging out of foster care. There likely are other special needs populations that may benefit from project-based assistance. Although this RFP does not require collaboration between the Owners and service providers, collaborations are encouraged in an effort to fill gaps in housing opportunities in the community.

RFP TERMS AND CONDITIONS

This is an Open-Ended Request for Proposals with Final Deadline for Submission at 11:00 am CST October 5, 2022. All proposals must comply with the provisions of the HHA procurement policy, Alabama law, 2 CFR Part 200: 200.317-200.326, and applicable HUD procurement regulations.

The HHA reserves the right to modify this proposed allocation of vouchers and may increase or decrease the total allocation and/or the allocation of vouchers for particular bedroom sizes at its sole discretion based upon the response to this RFP. The HHA also reserves the right to determine the number of vouchers to award to an Offeror. The HHA may award vouchers for some, but not all, units contained in a proposal.

By submission of a proposal and in the event that an Offeror’s proposal is accepted, the Offeror agrees to enter into a contract with the HHA that incorporates all of the requirements of this RFP and the HCVP. The Offeror further accepts all of the terms and conditions of this RFP. Also, all successful applicants must complete an environmental review prior to proceeding.

If the selected Offeror fails to enter into a HAP contract and/or AHAP contract within sixty (60) days following the HAP funding award announcement, then the HHA reserves the right to award the HAP contract to one or more other successful Offerors.

The HHA reserves the right to reject any and all proposals and to waive any technical or informal defects therein. The HHA reserves the right to reject any proposal if it is determined that such proposal does not represent the proposal of an Offeror that is competent to serve as a landlord in the HCVP.

The HHA may award one or more HAP contracts (**Appendix C**) and/or AHAP contracts (**Appendix D**) to the responsible and responsive Offeror(s) whose proposal(s) is(are) considered to be the most advantageous to the HHA, taking into consideration minimum and comparative evaluation criteria set forth in the RFP. At the HHA’s sole discretion it may determine that no award shall be made.

Offerors’ responses to this RFP may be modified only by written and sealed communication with the Procurement Officer of the HHA.

V. PROPOSAL FORMAT

HHA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that HHA will, as detailed below consider other factors in making the award decision). Therefore, so that HHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement HHA has published herein or has issued by addendum.

A. Tabbed Proposal Submittal

Tab No.	Description
1	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon, and submitted under this tab as a part of the proposal submittal.
2	<p>The Letter of Transmittal (Letter) shall be addressed to Huntsville Housing Authority, Procurement Officer, Huntsville Housing Authority, 200 Washington Street, Huntsville, AL 35801. The Letter shall be signed by a company/ agency official or other person authorized to bind the Offeror (Official). The Letter should include the Official’s name, address, telephone number, fax number, e-mail address, and identify all parties to the proposal. The Letter should also acknowledge any RFP addenda which have been issued. It shall be the Offeror’s responsibility to check the HHA website, www.hsvhousing.org, for such addenda before submitting their proposal.</p> <p>The Letter should provide information about the Offeror including background information about the Offeror’s company/agency if applicable, including date of founding, legal form (sole proprietorship, partnership, corporation/state of incorporation), and for-profit or nonprofit status.</p> <p>The Letter must clearly state the optimal number of vouchers sought and the minimum number that the Official will accept. The Letter must also state that the units will be available for occupancy <u>no later than sixty (60) days for existing units and one hundred and eighty (180) days for new construction. The HHA may elect in its sole discretion to extend this occupancy deadline upon written request.</u></p> <p>Finally, the Letter must indicate whether or not any of the parties to the proposal at any time have been disbarred or otherwise prevented from participation in HUD-funded contracts.</p>
3	Table of Contents: Include a table of contents for material contained in the proposal.
4	Minimum Evaluation Criteria Certification: Include the Minimum Evaluation Criteria Certification that is marked as Appendix E , signed by the Official defined in Proposal Format V. Tab 1, of this RFP.
5	<p>Project Description: It is expected that Offerors will propose different types of units located in different types of settings. The HHA would like to know as much about the units and their particular settings as possible. Some units may be located in large developments; others may be duplex units; others may be single-family homes. In this tabbed section, please provide the following information describing the proposed units, the development in which they will be located, and the property.</p> <p>This tabbed section should clearly describe each unit and the development/ associated property for which the Offeror seeks a voucher(s) including, but not limited to, the following information:</p>

	<p>a. <u>Property Description</u></p> <ul style="list-style-type: none"> • Street address, city, state, zip code, Census Tract • Physical description of site, including acreage and access to roads • Proof of site control or ownership • Proof of utility service • Zoning of site, and proof that current zoning supports proposed developments/units • Evidence that site is free from environmental hazards • Neighborhood characteristics and nearby amenities (proximity to workplace opportunities, public transportation, medical facilities, retail locations, schools and educational facilities, civic locations, recreational areas and facilities). • Photos, surveys and/or GIS Maps of site <p>b. <u>Development Description</u></p> <ul style="list-style-type: none"> • Basic description, including number and type of units and buildings and construction type • Photos, sketches or renderings of buildings/units • Site layout plan • Site accessibility and visitability for individuals with mobility impairments • Unit's/development's amenities including security services/measures in place, availability of laundry rooms, community rooms, recreational facilities • Off-street parking, garages • Any other amenities that enhance tenants' quality of life • Proposal development team, including proposed ownership entity (will be more extensive or detailed for projects proposing new construction) • Development financial pro-forma (project sources and uses) • Operating financial pro-forma (income and expense after completion) • Information on the income ranges and demographics of anticipated resident household • Documentation of the demand and need in the housing market area for the proposed units <p>c. <u>Unit Descriptions</u></p> <ul style="list-style-type: none"> • Unit types (e.g. townhomes, flats, single family detached, duplex, etc.) and numbers • Unit sizes and numbers of bedroom • Accessibility features proposed for those with mobility and audio/visual impairments, and number of such units in accordance with 24 CFR 102 • Unit age (if existing) • Last Major Modernization/Rehabilitation Work, if existing • Energy efficient and sustainable ("green") development information • Include a photo of the interior of unit type (existing) or proposed floor plans (new construction) • Each unit under consideration within a development must be assigned a specific number or letter/number combination to identify that unit for evaluation purposes. Any drawings or photos of individual units should bear the same designation.
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	<p>d. <u>Supportive Services</u> (if applicable)</p> <ul style="list-style-type: none"> • Name, address, contact information of service provider • A description of the service provider's experience • Types of services to be offered • Cost and frequency of services and location of services offered <p>e. <u>Vouchers Sought</u></p> <p>Specify the number of vouchers sought for each bedroom size at each development and specify the minimum number of vouchers that the Offeror will accept at each development.</p> <p>For example, "The Offeror seeks project-based assistance for three (3) one-bedroom units at King's Court and one (1) two-bedroom unit at XYZ Gardens."</p> <p>f. <u>Proposed Management Plan</u></p> <ul style="list-style-type: none"> • Resident Relations Plan • Financial management plan including annual budget • Administrative management plan
6	<p>Client Information/References: The past performance of the respondent on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the HHA chooses to conduct with such. 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 in the RFP. The listing shall at a minimum include:</p> <ul style="list-style-type: none"> • Client's name • Client's contact name • Client's telephone number <p>A brief description and scope of the service(s) and the dates the services were provided</p>
7	<p>Mandatory Certification Forms and Affidavits: These forms are attached and are part of the RFP documents. These forms must be fully completed, executed, and submitted under this tab as part of the proposal submittal.</p> <ul style="list-style-type: none"> • Profile of Firm Form – includes Non-collision Affidavit (<i>Attachment B</i>) • Form HUD-5369-C Certifications and Representations of Offerors, Non-Construction Contract (<i>Attachment C</i>) • Form HUD-92010 Equal Employment Opportunity Certification (<i>Attachment D</i>) • Form HUD-50070 Certification of a Drug-Free Workplace (<i>Attachment E</i>) • Corporate Certification or Partnership Certificate (<i>Appendix F</i>)
8	<p>Section 3 Business Preference (if applicable): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and signed Section 3 Business Preference Certification Form attached hereto as <i>Attachment F</i>.</p>
9	<p>Other information (optional): Include any other information, which may be helpful to the Evaluation Committee in evaluating your firm's qualifications, including peer reviews within the past three years and any disciplinary action received within the past three years. Also, describe any regulatory action taken by any oversight body against the organization.</p>

If **no information** is to be placed under any of the above noted tabs (*especially the “Section 3 Business Preference and Optional” tabs*), please place thereunder a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” **DO NOT** eliminate any of the tabs.

- B. Proposal Submittal Binding Method:** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that HHA can, if needed, remove the binding (i.e., “comb-type,” etc.) or remove the pages from the cover (i.e., 3-ring binder, etc.) to make copies then conveniently return the proposal submittal to its original condition.
- C. No Retainer.** HHA will NOT pay any retainer fees as a result of award of the ensuing contract.
- D. Proposal Submission: This is an Open-Ended Request for Proposals with Final Deadline for Submission at 11:0 am. CST on October 5, 2022.**

All proposals must be submitted and time-stamped received in the designated HHA’s office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of **1 original signature copy (marked "ORIGINAL") and 3 exact copies (each of the 3 separate proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:**

**Huntsville Housing Authority
200 Washington Street
Huntsville, Alabama 35801**

The package exterior must clearly denote the RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.

- 1. Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS, OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED!
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 HHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, HHA decides that any such entry has not changed the intent of the proposal that HHA intended to receive, HHA may accept the proposal and the proposal shall be considered by HHA as if those additional marks, notations, or requirements were not entered on such.
 - 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 HHA, including the RFP document, and the documents listed within the RFP, 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 the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of HHA requirements contained within the documents may cause that proposer to not be considered for award.
- E. Proposer's Responsibilities--Contact with HHA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Procurement Officer (PO) only. Proposers must not make inquiry or communicate with any other HHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for HHA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

1. **Addendums:** All questions and requests for information must be addressed in writing to the PO. The PO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the PO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between HHA 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 PO—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 PO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the PO may more fairly respond to all prospective proposers in writing by addendum.

F. Proposer's Responsibilities—Equal Employment Opportunity and Supplier Diversity: Both the Contractor and HHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

1. Within **24 CFR 85.36(e)** it states:
 - a) (e) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.
 - b) (1) The grantee and sub grantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.
 - c) (2) Affirmative steps shall include:
 - (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (iii) 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;
 - (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
 - (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
 - (vi) 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.
2. Within **HUD Procurement Handbook 7460.8 REV 2** it states:
 - a) 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.
 - b) 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.

3. Within our **Agency Procurement Policy** it states that our Agency will:

a) Assistance to Small and Other Business, Required Efforts:

- Including such firms, when qualified, on solicitation mailing lists;
- Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- Including 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 135 (so-called Section 3 businesses); and
- Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

b) Requirements. Accordingly, please see document regarding Equal Employment Opportunity, which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

- G. Recap of Attachments.** It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

Attachment	Attachment Description
	This RFP Document
A	Form of Proposal
B	Profile of Firm Form
C	form HUD-5369-C, <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
D	form HUD 92010, <i>Equal Employment Opportunity Certification</i>
E	form HUD 50070 <i>Certification of a Drug-Free Workplace</i>
F	Section 3 Business Preference Form (if applicable)
G	NO ATTACHMENT G
H	form HUD-5369-B, <i>Instructions to Offerors, Non-Construction</i>
I	HHA Supplemental Instructions To Proposers & Contractors (SIPC)
J	HHA Sample Contract Form IF APPLICABLE (Please note that this contract and any noted appendices are being given as a sample only—the HHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the HHA feels that it is in its best interests to do so)
K	form HUD-5370-C, <i>General Conditions for Non-Construction Contracts Section I and Section II (With or without Maintenance Work)</i>
L	24 CFR Part 135 Section 3 Regulations

APPENDIX	DESCRIPTION
A	Frequently Asked Questions
B	24 CFR 983
C	HAP Contract
D	AHAP Contract
E	Minimum Evaluation Criteria Certification
F	Corporate Certification or Partnership Certificate
G	Voucher Payment Standards

H. PROJECT-BASED VOUCHERS – GENERAL INFORMATION

This information is offered to assist Offerors in understanding the terms of the Program.

1. If it is approved, a separate waiting list for the project will be maintained in accordance with the HHA's Administrative Plan that is available for review at the HHA's Central Office located at 200 Washington Street, Huntsville, AL 35801 or on the HHA's website at www.hsvhousing.org.
2. In determining an appropriate rental assistance payment for a unit assisted under the Project-Based Program, the HHA will examine just those costs associated with the housing component of the unit. Costs related to supportive services associated with the unit, if any, may not be considered when establishing reasonable rental assistance payments for the unit.
3. The gross rent for the unit is the amount of assistance for rent and tenant-provided utilities. The gross rent shall not exceed the amounts in the HHA's Voucher Payment Standards set forth in **Appendix G**. Rents may be adjusted during the term of the HAP contract; however, the adjusted rents must be reasonable in comparison with rents charged for comparable units in the private, unassisted local market.

VI. PROPOSAL EVALUATION:

A. Evaluation Process – An Overview

The Evaluation Committee will conduct a review of the Minimum Evaluation Criteria. **Proposals that do not meet the Minimum Evaluation Criteria will be disqualified from further consideration.**

The Evaluation Committee shall next conduct an evaluation using the Comparative Evaluation Criteria set forth in **Evaluation Factors** of this RFP. The Evaluation Committee shall arrive at a rating using the designated scoring system. If a proposal contains multiple developments, each development will be evaluated separately and will be assigned a composite rating. Each proposal and the units in them will be graded on their own merit and not in competition with any other proposals.

B. Minimum Evaluation Criteria

The proposal must comply with HUD program regulations and requirements including a determination that the property is eligible housing (see 24 CFR 983.53 and 24 CFR 983.54), complies with the cap on the number of project-based assisted units per building (24 CFR 983.56) and meets the site selection standards (24 CFR 983.57).

Developments of Proposal Category 1 (new construction) which propose units in census tracts with a poverty rate greater than 20% or with a minority concentration greater than 20% must demonstrate an overriding need for these affordable housing units in the proposed location. Submit under **Tab 5(a) Property Description.**

The units must be in the jurisdiction of the HHA which includes the City of Huntsville and anywhere within ten (10) miles of the City limits.

The units must be ready for occupancy no later than sixty (60) days for existing units and one hundred and eighty (180) days for new construction , unless the HHA in its sole discretion grants an extension to the contract awardee.

C. Evaluation Factors:

The following factors will be utilized by HHA 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:

No	Max Point Value	FACTOR DESCRIPTION
1	Up to 22 Points	<p><u>PROPERTY RATING</u></p> <p>Physical Suitability of Site for Proposed Development (Topography, Access, Freedom from Environmental Hazard) (6 points)</p> <p>Legal Suitability of Site for Proposed Development (Zoning, Utility existence, Site Control) (6 points)</p> <p>Neighborhood Suitability (proximity to workplace opportunities, public transportation, medical facilities, retail locations, schools, civic locations, recreational areas and facilities). NOTE: Proposed Developments in Census tracts with a poverty rate greater than 20%, with or a minority concentration greater than 20% are limited to 6 points for this element. (5 points)</p> <p>Properties located outside areas of poverty and/or minority concentration. (5 points)</p>
2	Up to 35 Points	<p><u>DEVELOPMENT RATING</u></p> <p>Quality of proposed site layout, including parking and accessibility and overall Development Plan (7 points)</p> <p>Development amenities (7 points)</p> <p>Experience and capability of Development Team (7 points)</p> <p>Financial feasibility of proposed Development (7 points)</p> <p>Demand for the Proposed Units (7 points)</p>
3	Up to 28 Points	<p><u>UNIT RATING</u></p> <p>Quality of Proposed Units, their sizes and bedroom mix (7 points)</p> <p>Unit accessibility for individuals with mobility and visual impairments (7 points)</p> <p>Energy efficiency of the units and sustainable development features (7 points)</p>
4	Up to 15 Points	<p><u>CASE MANAGEMENT SERVICES</u></p> <p>Demonstrated experience and capability social service provider (15 points)</p>
	100	TOTAL MAXIMUM POINTS (other than preference points)

Note: In accordance with 24 CFR 983.103, after the Evaluation Committee determines that a proposal qualifies for project-based assistance, the HHA will inspect the unit(s) to ensure that it substantially complies with Housing Quality Standards. If it does not substantially comply with HQS, the unit will be deemed ineligible for project-based assistance.

The following factors will be utilized by the Procurement Officer to evaluate each proposal submittal received. For any proposer claiming a Section 3 Business Preference, he/she must include the fully completed and signed Section 3 Business Preference Certification Form (attached).

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
5	15	Objective	For business claiming status as a Section 3 resident-owned Enterprise: A firm may qualify for Section 3 status as detailed within Attachment G.
6	10		For business claiming Section 3 status, claiming at least 30% of their workforce are currently Section 3 residents or were Section 3-eligible residents within 3 years of date of first employment with the business. A firm may qualify for Section 3 status as detailed within Attachment G.
7	05		For business claiming Section 3 status by subcontracting 25% of the dollars awarded to qualified Section 3 business. A firm may qualify for Section 3 status as detailed within the preference form attached.
	115		Total Possible Points

A. Evaluation Method:

- 1. Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). HHA reserves the right to reject any proposals deemed by HHA not minimally responsive (HHA will notify such firms in writing of any such rejection).
- 2. Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:
 - Instructions to Evaluators;
 - Proposal Tabulation Form;
 - Written Narrative Justification Form for each proposer;
 - Recap of each proposer's responsiveness;
 - Copy of all pertinent RFP documents.
- 3. Evaluation Committee:** HHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP 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 RFP. The Procurement Office is the only person at HHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
- 4. Evaluation:** The Procurement Officer will evaluate and award points pertaining to Evaluation "Objective" Factor(s). The appointed evaluation committee, independent of the Procurement Officer or any other person at HHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation "Subjective" Factor(s). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Procurement Officer.
- 5. Notice of Results:** Once a proposal is evaluated, the proposers will receive via e-mail a notice of results.
- 6. 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 HHA evaluation committee. Similarly, all persons having ownership interest

in and/or contract with a proposer entity will be excluded from participation on the HHA evaluation committee.

VIII. CONTRACT AWARD:

1. **Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:
 - a) By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by HHA. The contract shall not require the HHA to pay interest for late payment.
2. **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by HHA pursuant to this RFP:
 - a) **Contract Form:** HHA will not execute a contract on the successful proposer's form--contracts will only be executed on HHA’s form (please see Sample Contract, Attached), and by submitting a proposal the successful proposer agrees to do so (Please note that HHA reserves the right to amend this form as HHA deems necessary.) However, HHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for HHA to do so; but the failure of HHA to include such clauses does not give the successful proposer the right to refuse to execute HHA's contract form. It is the responsibility of each prospective proposer to notify HHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract. HHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by HHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.
 - b) **Assignment of Personnel:** HHA shall retain the right to demand and receive a change in personnel assigned to the work if HHA believes that such change is in the best interest of HHA and the completion of the contracted work.
 - c) **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with HHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.
3. **Contract Period:** The contract period shall be established upon an award notice. HHA has the option to renew any contract for up to a maximum of 5 years.
4. **Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* may be required to provide:
 - a) **Workers Compensation Insurance.** An original certificate evidencing the proposer’s current industrial (worker’s compensation) insurance carrier policy in an amount to be determined upon an award of a contract;
 - b) **General Liability Insurance.** An original certificate evidencing General Liability coverage, naming HHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of HHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with

damage to premises and fire damage of \$1,000,000 and medical expenses any one person of \$50,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;

- c) **Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (if applicable) in an amount to be determined upon an award of a contract;
 - d) **Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - e) **City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Huntsville, Alabama, the County of Madison, and/or the State of Alabama.
5. **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws and regulations.