

REQUEST FOR PROPOSALS (RFP)

RAD CONVERSION CONSULTANT

Due: December 14, 2018 – 10:00am EST



CLEVELAND HOUSING AUTHORITY

“Serving Bradley County since 1959”

450 Walker Street NE

Cleveland, TN 37311

423.479.9659

www.clevelandhousingauthority.org



Request for Proposals
For Rental Assistance Demonstration (RAD) Consulting Services
For
Cleveland Housing Authority

The Cleveland Housing Authority (CHA and/or the Authority) is seeking proposals from consultants to provide services to assist in the conversion of affordable housing through the RAD program. To obtain a copy of the proposal documents, please contact Paul A. Dellinger at paul@clevelandhousingauthority.org or visit the SERC-NAHRO website at www.serc-nahro.org in the RFP section.

Submission of proposals must be received no later than

December 14, 2018 at 10:00am EST.

RFP Issued: November 30, 2018

Proposal Deadline: December 14, 2019

An Equal Opportunity Employer

An Equal Housing Provider

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INTRODUCTION AND BACKGROUND

The Cleveland Housing Authority administers HUD's Public Housing Program and Section 8 Housing Choice Voucher Program. CHA's portfolio consists of 420 Public Housing units (14 scattered sites) and 200 Housing Choice Vouchers.

CHA does not plan any substantial rehabilitation as part of a RAD conversion.

RFP INFORMATION AT A GLANCE

Authority Contact Person: Paul A. Dellinger, Executive Director

You may obtain RFP documents by contacting Mr. Dellinger at 423.479.9659 ext. 109 or by email at paul@clevelandhousingauthority.org.

How to fully respond to the RFP? – submit 1 digital copy to paul@clevelandhousingauthority.org

Proposal Submission deadline: 10:00am EST, December 14, 2018

Anticipated approval: January 21, 2019

AUTHORITY'S RESERVATION OF RIGHTS

The Authority reserves the right to reject any and all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time if deemed by the Authority to be in its best interest.

1. The Authority reserves the right not to award a contract pursuant to this RFP.
2. The Authority reserves the right to terminate a contract awarded under this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
3. The Authority reserves the right to determine the work schedule and locations that the successful proposer shall provide the services described in the RFP.
4. The Authority reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving proposals without the written consent of the Authority.
5. The Authority reserves the right to negotiate the fees proposed by the proposer entity as described in this RFP.

6. The Authority reserves the right to reject and consider any proposal that does not meet the requirement of the RFP, including, but not limited to, incomplete and/or offering alternative or non-requested services.
7. The Authority shall have no obligation to compensate any proposer for any cost incurred in responding to this RFP.
8. The Authority shall reserve the right to, at any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the required details herein.

SCOPE OF THE PROPOSAL

The Authority is seeking to obtain a Rental Assistance Demonstration (RAD) Consultant for a HA wide conversion. The original properties were built between 1964 and 1981, and include 420 units in a mixture of efficiency, one, two, three, four, and five-bedroom units. It is a mix of elderly residents, disabled residents, and families.

The Authority's goal is to hire a qualified RAD Consultant that will bring the knowledge and experience of their organization and consulting team to provide the following (including, but not limited to):

- Offer technical expertise and general recommendations to inform CHA in their efforts to determine the feasibility and the structuring of the RAD conversion;
- Monitor, oversee, and submit the required items (i.e. RPCA, environmental report, proforma, 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;
- Participate in communications with the CHA and HUD RAD staff to help the Project to move through the RAD Financing Plan and RAD Conversion Commitment (RCC) issuance processes;
- Facilitate the RAD closing process, serving as a liaison between HUD and the CHA. The Consultant will help to resolve any outstanding issues for the RAD attorneys to guide the CHA through the review and execution of the RCC, the HAP Contract, the RAD Use Agreement, and other RAD-related documents required by HUD for the project.

PREFERRED QUALIFICATIONS

The CHA prefers to work with individuals and/or firms that meet the following qualifications:

1. Five years' experience working with comparable sized housing authorities
2. Five years' experience working with federal, state or other local programs that are administered by other government agencies, or non-profit organizations.
3. Three years' experience working with HUD RAD program and conversions to include those with limited or no rehabilitation debt.
4. Willingness to work as a team and develop and train Authority staff as to the RAD process, areas of concern, areas of opportunity and managing general responsibilities.

SUBMISSION REQUIREMENTS

Respondents must submit one (1) digital copy of the complete proposal. All materials will become the property of CHA. Additionally, respondents will be responsible for all cost incurred in preparing a response to this RFP.

All proposals must be received no later than **10:00am, December 14, 2018 EST**. Submittal is to be made to paul@clevelandhousingauthority.org with RAD Consulting Services in the subject line.

The above stated deadline is firm as to the date and time. CHA will treat as ineligible for consideration any submission received after that deadline. CHA may elect to deem a submission non-responsive if the submission fails to comply with the specific requirements of this solicitation.

Respondents must submit the following for the submission to be considered complete with each TAB separated with a section cover page:

1. Letter of Interest (TAB 1)
 - a. Include contact name, title, address, email, and telephone number to be contacted for clarification or additional information regarding proposals.
 - b. A brief statement summarizing the Respondent's company, understanding of RAD program, relevant experience and qualifications.
2. Previous Related Experience (TAB 2)
 - a. Provide information about past clients including housing authorities for whom the Respondent provided the same or similar services. Include a brief description of the services delivered.
3. Approach (TAB 3)
 - a. Describe your philosophy, approach and preferred methods for meeting the requirements as listed in the scope of services.
4. Business References (TAB 4)
 - a. Provide three references (Company Name, address, contact name, telephone number, and email) from related service providers or agency personnel. Include a brief description of Respondent's business relationship with the reference.
5. Fees (TAB 5)
 - a. Include a sheet with 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 service that will be covered including what services and personnel, if any, will be charged as direct expense to the scope of services.

REQUESTS FOR INFORMATION

Respondents desiring an explanation or further information regarding the solicitation must submit an e-mail request to Paul A. Dellinger, Executive Director, at paul@clevelandhousingauthority.org. Clarifications and/or information will be furnished promptly.

EVALUATION PROCESS

A review of proposals in accordance with this RFP and a recommendation of the firm most advantageous and supportive of the agency's needs will be presented to the CHA Board of Commissioners for approval. CHA and/or the Board of Commissioners may at its discretion request interviews with respondents to discuss the specific aspects and clarification of their proposals. The Board of Commissioners will make the final decision.

EVALUATION/SELECTION CRITERIA

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

Criteria	Points
Experience/Qualifications	30
Similar Work or Related Projects	25
Approach	25
Fee Proposal/Cost	20
Total	100

GENERAL CONDITIONS OF THE RFP

1. **LATE SUBMISSIONS WILL NOT BE ACCEPTED OR CONSIDERED.**
2. CHA reserves the right to accept or reject any and all proposals submitted, either in whole or 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 CHA.
3. CHA reserves the right to request additional information, if needed, from prospective contractors.
4. The Respondent will read and abide by HUD-5369-B Instructions to Offerors Non-Construction (Exhibit A)
5. In the event, that it becomes necessary for CHA to revise any part of this RFP, revisions will be provided in the form of an Addendum. Any Respondent that wishes to receive the Addendum electronically must email their name, company, and email address to the Authority Contact Person listed on page 1.

6. 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.
7. 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 a separate cover and is clearly designated as such.
8. The Respondent will provide a presentation regarding proposal submitted, if requested to do so by CHA.
9. Respondents may modify or withdraw a submission prior to the submission deadline by an authorized representative of that organization. All submissions will become the property of CHA after the submission deadline.
10. The Respondent affirms that its proposal is made without any additional understandings or agreements in 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 clearly read the provisions, terms, and conditions of the RFP document and does hereby agree to be bound thereby.
12. CHA 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 CHA and respondent.
14. Respondent must meet CHA's insurance requirements as requested by CHA.
15. The respondent will not offer any gratuity, favor or anything of monetary value to any officials or employee of CHA, for the purpose of influencing consideration of a response to the RFP.
16. CHA reserves the right to disqualify any submission that may present a conflict of interest between CHA, its employees or Board members, Respondent or parties in the submission.

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 CHA at a later date and time.

CONTACT AWARD

Subject to the rights reserved in the RFP, CHA will award a contract by written notice to the selected Respondent. The award of a contract is subject to the approval of the CHA Board of Commissioners and/or CHA 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 the RFP to the Respondent whose proposal is most advantageous to CHA considering price, qualifications, technical and other factors as specified in this RFP. CHA 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 CHA.

NO WARRANTY

Respondents are required to examine the RFP, scope of service, 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 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 the RFP.

EXHIBIT A – INSTRUCTIONS TO OFFEROR NON-CONSTRUCTION (HUD-5369-B)

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show **the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.**

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

