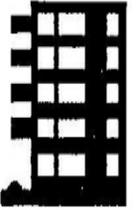




Housing Authority City of Kennewick



Request for Proposals

For Public Housing Authority
Scattered Site
Project-Based Section 8 Units

RFP Submission Deadline: March 3, 2016;
5:30 p.m.

1915 West 4th Place
Kennewick, WA 99336
509-586-8576 ext. 103
lhammer@kennewickha.org

A. GENERAL AGENCY INFORMATION:

The Housing Authority City of Kennewick (KHA) is seeking proposals from property owners and developers for the Project-Based Voucher (PBV) Program. The PBV program is designed to conform to the Project-Based Voucher Program Final Rule, 24 CFR Part 983 and PIH Notice 2015-5 Project-Based Voucher (PBV) Guidance. Responses to this RFP can be in brief, in a letter form, but must address all major elements of the proposal as set forth in: F. Proposal Evaluation Criteria/Application Panel Review.

Six (6) Project-Based Vouchers available under this RFP to be placed in existing housing in no less than three different locations in Benton County. KHA seeks to meet the goal of deconcentrating poverty and expanding housing opportunities with the award of these Project-Based Vouchers. All proposers will need to complete a Part 58 Environmental Review process prior to voucher award.

The purpose of KHA is to engage in the development, acquisition, leasing and administration of low-rent housing programs. KHA was incorporated as a public housing authority by the City of Kennewick in 1946. Authority-owned properties and programs are as follows:

- 190 units of conventional public housing at two sites; Sunnyslope Homes, a family development comprised of 124 duplex units and Keewaydin Plaza, a 66 unit, seven-story high rise building for seniors and persons with disabilities
- Mitchell Manor, 6 units of affordable housing for persons with disabilities; six project-based vouchers are assigned to these units to enhance affordability for families
- D House; 2 units of affordable housing for families who have been victims of domestic violence; these units have recently transitioned to permanent housing.

KHA administers a number of other programs which include:

- An allocation of 975 Housing Choice Vouchers (Section 8) for tenant-based rental assistance throughout the Richland-Kennewick-Pasco MSA
- A 138 unit HUD Moderate Rehabilitation Program Housing Assistance Payments (HAP) contract for units located at Columbia Park Apartments in Richland, WA

KHA has recently developed 32 units of affordable housing at Nueva Vista. Nueva Vista is a tax credit project. KHA is the general partner in the limited liability limited partnership, Kennewick Affordable Housing, LLLP. This project also receives funding from Benton/Franklin Counties and the Washington State Housing Trust Fund. Nueva Vista is managed by a third-party management company. KHA also owns a vacant parcel adjacent to Nueva Vista and plans to begin development of 21 additional units of affordable housing with groundbreaking anticipated on or before early 2019, subject to available funding.

KHA's administrative offices are located at 1915 West 4th Place, Kennewick, WA. Twenty full-time employees are employed by the Housing Authority City of Kennewick.

B. GENERAL PROPOSAL REQUIREMENTS:

KHA is requesting proposals for project-based rental assistance units beginning in the spring of calendar year 2016. PBV assistance will cover a fifteen-year Housing Assistance Payments (HAP) Contract subject to acceptable performance and available funding.

To be considered, copies of a proposal must be received via e-mail, mail service or hand-delivered at the KHA Administrative Offices, located at 1915 West 4th Place, Kennewick, WA by **5:30 p.m., Thursday, March 3, 2016**. Email submissions must arrive into the KHA inbox by 5:30 p.m. and must be sent to lhammer@kennewickha.org Email submissions limited in size to 10MB; supplemental information may be submitted in a second e-mail send. Mail submissions must arrive at KHA by the time/date deadline noted above. Late proposals will not be accepted.

The Evaluation Committee will review the proposals received and, based on evaluation criteria as outlined below, make a decision. Firms responding to this RFP will be notified of the decision on or before March 9, 2016. The selected firm(s) will interface with the KHA Executive Director who provides authorization for PBV placement.

C. DESCRIPTION OF PBV PROGRAM/SCOPE OF WORK:

Through the PBV program, KHA will enter into a housing assistance payment (HAP) contract with the selected property owner for designated rental units for a term of up to fifteen years subject to funding availability and acceptable performance. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. KHA will maintain the waiting list and refer clients to the project owner in order to fill vacant units. KHA's subsidy standards will determine the appropriate unit size for the family size and composition. A maximum of two units will be eligible to be placed in the same development.

Under the PBV regulations, Project-Based Vouchers can be attached to KHA-owned units, including units owned by KHA subsidiaries; however all proposals submitted for units where KHA has an "identity interest" must be approved by KHA's HUD-approved independent entity.

Certain types of housing units and/or developments are not eligible for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time or prior to the execution of the Housing Assistance Payment (HAP) contract; and
- Subsidized housing unit types that are determined ineligible in accordance with HUD regulations. These include but are not limited to: public housing units; units subsidized with any of form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 5021 or Section 101; units subsidized under 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or KHA.

The number of PBV-assisted units in a building cannot generally exceed 25 percent (25%) of the total number of dwelling units in the building, except as provided in regulation.

Sites selected for PBV assistance must be:

- Consistent with the goal of de-concentrating poverty and expanding housing and economic opportunities, consistent with KHA's PHA Plan and Administrative Plan. Specific factors are discussed at 24 CFR 983.57;
- In full compliance with the applicable laws regarding nondiscrimination and accessibility requirements;
- Meet Housing Quality Standards (HQS) site standards; and
- Must meet HUD regulations for site and neighborhood standards. The site selected must: a) be adequate in size, exposure and contour to accommodate the number and \type of units proposed, and adequate utilities and streets must be available to the site; b) promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; c) be accessible to social, recreational, educational, commercial and health facilities and services that are at least equivalent to those typically found in neighborhoods consistent largely of unassisted, standard housing of similar market rents; and, d) be located within reasonable travel times and cost via public transportation or private auto to places of employment.

Activities under the PBV program are subject to HUD environmental regulations and may be subject to review under the National Environmental/Policy Act by local authorities.

KHA will enter into a Housing Assistance Payments (HAP) contract with the owner selected and approved for PBV assistance for a period of fifteen years (15 years) subject to funding

availability and acceptable performance. KHA will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term. No HAP will be paid during periods of unit vacancy.

The owner is responsible for screening and selection of applicants to occupy the owner’s unit based on their tenancy histories. Tenants will also need to be screened by KHA and be eligible for including in the Section 8 program. At least seventy-five percent (75%) of the families approved for tenancy under this RFP shall be families whose annual income does not exceed thirty percent (30%) of the median income for this area as determined by HUD and as adjusted by family size.

During the course of the tenant’s lease, the owner may not terminate the lease without good cause. “Good cause” does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may renew the lease; refuse to renew the lease for good cause; or refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. Except for certain tax credit units, the rent to owner including utility allowances must not exceed the lowest of:

- The KHA Payment Standard, an amount determined by KHA not to exceed 110 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- The reasonable rent; or
- The rent requested by the owner.

Current 2016 Fair Market rents and Payment Standards effective January 1, 2016, are:

Unit Size (Number of Bedrooms)	Area Fair Market Rent	Area Payment Standard
1	\$ 669	\$ 695
2	\$ 841	\$ 873
3	\$1,127	\$1,169
4	\$1,468	\$1,524
5		\$1,980

The total rent to owner for PBV-assisted units consists of the total tenant payment (TTP) and the rental assistance paid by KHA in accordance with the contract with the owner. KHA determines the tenant rent in accordance with HUD requirements.

D. ADDITIONAL REQUIREMENTS AND RESTRICTIONS:

1) Information concerning your agency and the name of the staff person(s) who would likely be assigned to oversee the units and work directly with tenants. Indicate the applicable experience of these persons, specifically including their experience working with public housing authorities and/or other affordable housing entities.

2) A description of insurance coverage maintained by your company. Successful proposal will need to provide a copy of the declaration page from current policies for Worker's Compensation, General Commercial Liability and Professional Liability, Malpractice and Errors and Omissions insurance coverage.

3) Certification that your firm is in compliance with the Equal Employment Opportunity requirements.

4) KHA also requires that any company commit to retaining of work papers to which the KHA or other governmental units may have access for a period of five years after the termination of the Housing Assistance Payments (HAP) contract. The completed response to the request for proposal will be included as an addendum to the signed engagement letter executed with the successful entity.

5) No member, officer, or delegate to the Congress of the United States of America or Commissioner shall be admitted to any share or part of this contract or to any benefit to arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No members, officers, or employees of the Authority, no member of the governing body of the Authority, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Housing Authority shall during his tenure, or for one year thereafter, have an interest, direct or indirect, in this contract or the proceeds thereof.

6) Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms are provided with an opportunity to submit a proposal.

7) A Contract Award cannot be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM) in accordance with OMB Guidelines and Executive Orders with regard to debarment and suspension. The Excluded Parties List in SAM will be checked and parties who are debarred, suspended, or otherwise excluded or subject to limited participation will not be eligible for award under this RFP.

E. RFP CONTACT PERSON:

Lona Hammer, Executive Director, or designee, will be the contact person for all questions with regard to this RFP and the agency liaison during the period of engagement. Phone: 509-586-8576, ext. 103; email address: lhammer@kennewickha.org

F. PROPOSAL EVALUATION CRITERIA/APPLICATION PANEL REVIEW:

1) Mandatory Requirements (20 points)

- a. The company is independent and licensed to practice in the state of Washington.
- b. Firm is not currently debarred or subject to limited participation by HUD on the SAM System.
- c. References from other PHA's or letters of support are included within packet.

2) Technical Requirements (20 points)

- a. Expertise and experience working directly with Public Housing Authorities including KHA or with other affordable housing entities
- b. Organization, size and structure of firm
- c. Professional staff members are identified who will be working directly with tenants and have experience in affordable housing, including training in fair housing, the Americans with Disabilities Act, and WA Landlord Tenant Act.

3) MBE/WBE/Section 3 (5 points)

- a. Firms identified as a Minority Owned Business or Women's Business Enterprise as defined by HUD or firms who can demonstrate that they provide opportunities for training and employment opportunities for low income residents

4) Application Review (55 points)

The evaluation and selection of a PBV unit provider will be based on the information submitted within the proposal, references obtained, and KHA's prior experience with the company. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal. KHA reserves the right to reject any and all proposals. If contract negotiations cannot be concluded successfully with an entity who best meets the needs of the agency, KHA may negotiate with the second choice. The request for proposals and the completed response to the request for proposals will be an addendum to the executed contract.

KHA will review all applications. KHA 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 KHA to be in its best interest. KHA 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. KHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. KHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP. Before selecting units KHA will determine that each application is responsive to and in compliance with KHA's written selection criteria and procedures below and in conformity with HUD program regulations and requirements.

- Evidence of site control;
- Existing housing units must, at the time of KHA's selection, substantially comply with Housing Quality Standards;
- Proposed initial gross rents (rent + utilities) must not exceed the lower of 110% FMR or KHA's Payment Standard;
- Property must meet eligibility requirements under 24 CFR 983.7 (Eligible and Ineligible Properties and KHA-owned units); 24 CFR 983.11 (Other Federal Requirements), and 24 CFR 983.6 (Site and Neighborhood Standards).
- No more than two PBV-assisted units in any one development;
- Owner has completed HUD Part 58 Environmental Review.

Proposals may be withdrawn by written request prior to the deadline set for acceptance of proposals. Proposals may not be revoked or withdrawn after March 3, 2016, and shall remain open for acceptance for a period of ninety (90) days following such time.

G. SUBMISSION REQUIREMENTS:

Submit your response to KHA's Request for Proposals by 5:30 p.m., Thursday, March 3, 2016, to lhammer@kennewickha.org or hand deliver on or before this date to:

Lona Hammer, Executive Director
 (for submission to PBV Evaluation Committee)
 Housing Authority City of Kennewick
 1915 West Fourth Place
 Kennewick, WA 99336

All submissions must be received on or before the deadline established above.

H. APPEALS AND REMEDIES:

KHA's policy is to resolve contractual issues informally without litigation. KHA will adopt an informal appeals procedure for contracts anticipated to be \$75,000 or less per year. Any actual or prospective applicant may protest the award of the PBV contract for good cause. Any protest against the award must be received within ten (10) calendar days after the proposer receives notice of an award. The Executive Director and/or designee will review the appeal protest and issue a written decision on the matter within fifteen (15) calendars of receipt.
