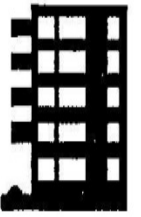




# Housing Authority City of Kennewick

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## **Request for Proposals**

For Public Housing Authority  
Development Services for the  
Kennewick Micro Homes project

RFP Submission Deadline: April 22, 2019; 5:30 p.m.

1915 West 4<sup>th</sup> Place  
Kennewick, WA 99336  
509-586-8576 ext. 103  
[lhammer@kennewickha.org](mailto:lhammer@kennewickha.org)

**A. GENERAL AGENCY INFORMATION:**

The Housing Authority City of Kennewick (KHA) is seeking proposals from experienced development entities for project development services for a Kennewick Micro Homes project. The contract will cover an initial two-year period with the opportunity for two one-year extensions if project is not complete within the two-year timeframe. Responses to this RFP can be brief, in a letter form, but must address all major elements set forth in this RFP.

The purpose of KHA is to engage in the acquisition, development, 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, permanent housing for families at or below 50% area median income with a preference for families who have been victims of domestic violence.
- Nueva Vista, Phase I, 32 units of affordable housing. KHA is the general partner in the limited liability limited partnership, Kennewick Affordable Housing, LLLP. This project was completed in December of 2015 and is managed by Cascade Management.
- Nueva Vista, Phase II, 28 units of affordable housing. KHA is the general partner in the limited liability limited partnership, Nueva Vista Phase II, LLLP. This project was completed in December of 2018 and is managed by Cascade Management.

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; additional 34 vouchers due to a Section 8 New Opt out agreement; an additional 15 vouchers in Spokane; and an increasing number of VASH vouchers which are being transitioned to our area from another housing authority.
- A 138 unit HUD Moderate Rehabilitation Program Housing Assistance Payments (HAP) contract for units located at Columbia Park Apartments in Richland, WA

KHA's administrative offices are located at 1915 West 4<sup>th</sup> Place, Kennewick, WA. Twenty-one (21) full-time employees are employed by the Housing Authority City of Kennewick.

**B. GENERAL PROPOSAL REQUIREMENTS:**

The development performance period is anticipated to begin on or around May 10, 2019.

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 4<sup>th</sup> Place, Kennewick, WA by **5:30 p.m., Monday, April 22, 2019.** Email submissions must arrive by 5:30 p.m. and must be sent to [lhammer@kennewickha.org](mailto:lhammer@kennewickha.org) Email submissions are limited in size to 10MB; supplemental information may be submitted in a second e-mail send, labeled "Attachment to Development Services RFP Response" in subject line of the email. Mail submissions must arrive at KHA by the time/date deadline noted above. Late proposals will not be accepted.

The Development Services 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 Intent to Award decision on or around May 1, 2019. The selected firm(s) will interface with the KHA Executive Director, KHA's Development/ Maintenance Director and KHA's Finance Director.

**C. SCOPE OF WORK:**

The site for the Kennewick Micro Homes project has been purchased with funds from the Benton County 2019-2060 Competition. A Stage I application has been submitted to the Housing Trust Fund for this project. The site is a one-acre parcel within the city of Kennewick. A preliminary feasibility meeting was held with city of Kennewick staff members and the site is feasible for this project. We are currently actively working with the City to determine whether an additional three units are feasible on this site. Current zoning is R6 which allows 14 units to be built on-site. Units will be a mixture of single and duplex micro homes.

In order to be the successful proposer in this category, the development entity must demonstrate expertise in the development of micro or tiny homes. KHA considers tiny or micro homes to be less than 400 sq. ft. and two bedroom units less than 600 sq. ft. Proposers will want to provide a brief discussion of experience and expertise, number of years in the field, and number of units/number of projects. Letters of reference are requested which demonstrate successful experience in this field. The units KHA is proposing to develop will be "full service" homes with small bathrooms, small but innovative kitchen/living/sleeping/storage spaces. A portion of the units will be efficiency units, a portion of the units one-bedroom, and a portion small two-bedroom units.

Specific services by the Development Consultant include: assistance with the development of KHA documents, assistance with easements, surveys or other required documents, working with legal counsel on funder documents, and attendance at funder and contractor

meetings, and all associated development activities. Developer will be responsible for the development of all proformas, proposed rents, and other documents. Developer will develop the Housing Trust Fund, Stage II application with assistance from KHA which will be due to the Department of Commerce in the fall of 2019. Developer may be required to develop HOME Investment Partnership program application if funds were to become available or a Federal Home Loan Bank of Cincinnati's Affordable Housing Program application. Developer will sit on the development team and assist with the procurement of a general contractor and possibly procurement of an A&E Firm. Developer will be responsible for tracking all funding development resources for the project, assist in preparing fund requests to various funders, and issuing, but not signing, reimbursement checks, for both hard and soft costs. Developer will also work collaboratively with the City and KHA staff to move or eliminate easements, coordinate off-site roadway work, or coordinate other infrastructure development tasks, both on and off site.

It is KHA's desire to explore innovative building techniques and strategies in order to minimize costs and decrease the cost of unit maintenance. KHA would like to explore manufactured versus stick-built options and explore innovative design/build, energy efficient design, or other strategies which will lead to the development of creative, functional micro homes. The design goal is that the units be attractive, functional and easily replicated for potential use at future projects within our community. The Development Consultant will also assist in facilitation of the Design Charrette. The Development Consultant will assist in all closeout activities and conversion to stabilized occupancy.

**D. ADDITIONAL REQUIREMENTS:**

**1)** Information concerning your development firm and the name of the contract partner and staff persons who would likely be assigned to oversee the project. Indicate the applicable experience of these persons, specifically including their experience working with public housing authorities and/or tax credit partnerships.

The computation should be in the following format (feel free to add additional categories or expand on the matrix). You can also present the cost of development services as a percentage of total project, plus a nominal monthly fee to be deducted from the total cost of services. Development Consultant should describe the split, if any, between KHA percentage of developer fee and Development Consultant portion of developer fee.

[Left intentionally blank]

| LEVEL OF STAFF/EXPERIENCE                    | RATE PER HOUR |
|--|---------------|
| Owner/Principal<br>Experience:               |               |
| Senior Development Consultant<br>Experience: |               |
| Project Manager<br>Experience:               |               |
| Support Staff                                |               |
| Support Staff                                |               |
| Expenses                                     |               |
| Other  |               |

**TOTAL COST OF DEVELOPMENT CONSULTANT SERVICES \$ \_\_\_\_\_**

2) A description of insurance coverage maintained by the firm. 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 the development consultant commit to retain work papers to which the KHA or other governmental units may have access to for a period of no less than six years or for the number of years specified by the funders. The completed response to the request for proposal will be included as an addendum to the signed engagement letter executed with the successful development 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.

8) Minority-owned or Women-owned businesses are encouraged to apply. Section 3 hires are also encouraged, when appropriate, to include on team roster.

**E. DEVELOPMENT SERVICES CONTACT PERSON:**

Lona Hammer, Executive Director, 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](mailto:lhammer@kennewickha.org). Emailed questions will be individually answered beginning on March 18, 2019 and a list of questions will be posted on the KHA website.

**F. PROPOSAL EVALUATION CRITERIA:**

**1) Mandatory Requirements (20 points)**

- a. The firm is independent and licensed to practice in the state of Washington.
- b. Professional staff members are identified and have experience in the development of micro or tiny homes.
- c. Firm is not currently debarred or subject to limited participation by HUD on the SAM System.
- d. References from other PHA's or letters of support from other non-profit entities are included within packet. If development entity or individual has been directly engaged by KHA for services within the past ten years, a letter of support or reference is waived.
- e. Reference additional requirements and certify compliance

**2) Technical Requirements (50 points)**

- a. Expertise and experience working directly with Public Housing Authorities or other non-profits
- b. Organization, size and structure of development services entity
- c. Technical and professional qualifications of staff
- d. Firm's past experience and performance with tiny house project engagements

**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) Fees for Service (25 points)**

The evaluation and selection will be based on the information submitted addressing each of the categories above. 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 the entity who best meets the needs of the agency, KHA may opt to negotiate with the second choice.

The request for proposals and the completed response to the request for proposals will be an addendum to the engagement letter and/or Development Services Contract.

Proposals may be withdrawn by written request prior to the deadline set for acceptance of proposals. Proposals may not be revoked or withdrawn after April 22, 2019, 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., April 22, 2019, to [lhammer@kennewickha.org](mailto:lhammer@kennewickha.org) or hand deliver on or before this date to:

Lona Hammer, Executive Director  
(for submission to Development Services 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 development services provider may protest the award of the contract for good cause. Any protest against the award must be received by the Executive Director 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.

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