



RFP 2020-5.4-008 HCV/ Section 8 Project Based Vouchers

SOLICITATION TYPE: Request for Proposal (RFP)

DESCRIPTION: HCV/Section 8 Project Based Vouchers

PUBLIC NOTIFICATION: May 4, 2020

RFP ISSUE DATE: May 11, 2020

WRITTEN QUESTIONS DUE: May 17, 2020 5:00pm MST
[Submit to mhunter@jcha.org](mailto:mhunter@jcha.org)

PROPOSAL DUE DATE: June 9, 2020

DUE TIME: 5:00 pm MST

SUBMITTAL TO: **mhunter@jcha.org**
Mike Hunter, Director of Procurement & Contract Management
Office: 720 693-2169

**This RFP and any future amendments can be obtained at
<https://www.jcha.org/procurement.html>**

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**PROJECT BASED VOUCHERS
2020**

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I. INTRODUCTION

Overview

JCHA has established a project-based voucher program in compliance with 24 CFR Section 982. This program is being implemented for the purpose of providing a resource of stable affordable housing units, in the volatile economic market of Jefferson County, and to help increase participation by private owners in providing affordable housing.

Project

JCHA announces the availability of HCV/Section 8 Project-Based Vouchers to support housing opportunities as described in the Scope of Work. Total number of vouchers to be awarded is subject to JCHA’s sole and absolute discretion.

Issuer

The Jefferson County Housing Authority (JCHA)

Method of Solicitation

JCHA will utilize a competitive proposal selection detailed below in Section III.

II. RFP SCHEDULE

RFP Document Release: Public Notification 5 Business Days: Posted RFP 30 Calendar Days:	May 4 – May 8, 2020 May 11 – June 9, 2020
Written Questions (Clarifications) Date: Must be submitted in writing (email is acceptable):	May 17, 2020 5:00pm MST
Response to Questions On:	May 22, 2020 5:00pm MST
RFP Due Date:	June 9, 2020 5:00pm MST
Final Selections	TBD



III. JCHA'S RESERVATION OF RIGHTS

- JCHA reserves the right to reject any or all proposals, to waive any formality in the RFP process, or to terminate the RFP process at any time, if deemed by JCHA to be in its best interests.
- JCHA reserves the right not to award a contract pursuant to this RFP.
- JCHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 business days written notice to the successful responder(s) as further described in such contract.
- JCHA reserves the right to determine the days, hours, and locations that the successful responder(s) shall complete the work called for in this RFP.
- JCHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals
- JCHA reserves the right to negotiate the fees proposed by the proposed entity.
- JCHA 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.
- JCHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- JCHA 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 requirements detailed herein. By accepting the RFP document and the attachments, each responder is thereby agreeing to abide by all terms and conditions listed within this document, within the attachments and further agrees that he/she will inform JCHA in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by JCHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve JCHA, but not the prospective responder, of any responsibility pertaining to such issue.



IV. SCOPE OF WORK (SOW)

Project Eligibility:

JCHA is seeking to award HCV/Section 8 Project-Based Vouchers in order to create more “permanently” affordable housing that meets JCHA’s selection criteria and complies with HUD regulations.

PROJECT ELEGIBILITY:

- Project must be located within the jurisdictional boundary of the Jefferson County Housing Authority and provide housing that meets JCHA’s goal to select sites for PBV that provide for de-concentration poverty and expand housing and economic opportunities.
- Proposers may not request PBV’s to exceed the greater of 25% or 20-units per project cap on the number of units in any one project. Project-based units occupied by elderly or families receiving supportive services are exempt from the overall 25% cap.
- Project must agree to adhere to the HUD’s tenant selection criteria for awarded units.
- Project must agree to maintain units at or above the Housing Quality Standards as set by HUD.
- Project must agree to abide by all rules and regulations of the Project Based Housing Choice Voucher Program as described in chapter 17 of the Jefferson County Housing Authority’s Administrative Plan (attached).
- Project must conform to all regulations of the PBV program as described by 24 CFR Part 983.
- Project proposals must demonstrate market demand and economic feasibility.
- Proposed project owners and management entities must demonstrate at least 3 years of relevant experience.
- Project proposals must meet all minimum thresholds for scoring in each individual category as well as have an overall minimum aggregate score of 70 as identified in the scoring matrix contained herein.

Rent Limits:

Project must agree to follow HUD regulations in setting initial rents and any subsequent rent increase that is requested by the Owner.

JCHA OWNED UNITS:

Under the PBV regulations, JCHA may apply for designation of PBV’s for JCHA owned units. The regulations require that JCHA offer the PBV’s via a public and competitive solicitation, to which JCHA itself may respond. All proposals selected for units where JCHA has an identified interest must be approved by HUD, or an independent entity approved by HUD. The HUD office must review the selection process and determine that the JCHA-owned units were appropriately awarded based on the selection procedures specified in the JCHA administrative plan and the review and ranking criteria of this application.



INELIGIBLE UNITS:

Certain special housing types are NOT eligible for project-based assistance. These include transitional housing, owner-occupied units, shared housing, Section 202 housing, Section 236 rental assistance payments, Section 811 and units occupied by families who are not eligible for participation in the PBV program. Please see 24 CFR 982.352, 983.53, and 983.54 for a complete list of ineligible properties.

V. RESPONSES

Proposers must electronically submit their Proposal. All Proposals shall be clear, concise and shall be limited to twenty (20) pages single-spaced, excluding the cover letter and table of contents. Attachments do not count toward the 20-page limit. The first page must clearly state the noted RFP and must have the proposer's name and return address.

All proposals submitted in response to this RFP must be formatted with the sequence notices to be considered responsive. Each number section must be separated and labeled so that each of the six (6) sections given below can be easily located.

1. Owner/Developer Experience
2. Management Experience
3. Site Location and Design
4. Proposed Operating and Construction Budget (if applicable) that includes Sources and Uses
5. Supportive Services Plan (if applicable)
6. Project Feasibility/Readiness to begin Construction (if applicable)

All proposals shall be submitted electronically to:

Solicitation: **mhunter@jcha.org**

Proposals submitted after the published deadline will not be considered.



VI. Evaluation Criteria:

Submissions will be reviewed for responsiveness and meeting the minimum requirements of this RFP. The following criteria will be utilized by JCHA to evaluate each submittal received.

MAXIMUM POINT VALUE	CRITERIA
15	<p>Owner/Developer Experience Provide owner background, including ownership status as for-profit or non-profit owner, summary list of current portfolio of properties. Applicant should provide number of years' experience in owning affordable rental housing.</p> <p>Proposal should demonstrate the developer's capacity to perform administrative, managerial and operational functions; and to oversee the work necessary for successful completion of the proposed project. Minimum score required: 10</p>
15	<p>Management Experience Describe the experience and capabilities of the Management Team in managing affordable multifamily rental properties with experience related to population specific projects and the experience with Housing Choice Vouchers. Minimum score required: 5</p>
20	<p>Site Location and Design Provide a brief narrative of the project with an explanation of how project is consistent with the goal of de-concentrating of poverty and expanding housing and economic opportunities. Provide description of location that includes neighborhood characteristics and availability of services. Minimum score required 10</p>
15	<p>Proposed Operating and Construction Budget (Construction Budget only required if new construction – detailed with Sources and Uses) Minimum score required: 5</p>
10	<p>Supportive Services Plan A detailed Supportive Service Plan will include such items: anticipated resident needs and program goals; implantation and monitoring plan for services, programs and activities; staffing; experience of the service provider; budget and source of fund and coordination with and commitment of community resources. This list is provided as guidance and is not considered be exhaustive. Should also provide information to the extent to which units are occupied by families that are eligible to participate in the PBV Program. Minimum score required: n/a</p>



<p>No point value, but required for new construction</p>	<p>Project Feasibility/Readiness to begin Construction: Project has a significant percentage of finance sources committed and there is a detailed plan identifying the remaining funding, including an explanation of the status and commitment timeliness for each source. Who is the contractor? What is anticipated construction start date? Provide project schedule. Minimum score required: n/a</p>
<p>75 points</p>	<p>TOTAL Minimum Score to be Considered: 40</p>

Contract Awareness and Procedure

After completion of the evaluation process, proposers will be notified of the Results of the Evaluation.



VII. Technical Submission Requirement

The following instructions are for purposes of responding to this RFP only and will not become part of any resultant contract.

1. Submission of Proposals

- (a) Proposals should be submitted in Adobe format via email to mhunter@jcha.org.
- (b) The scope of work is being procured by the competitive proposals method, also called a Request for Proposal (RFP). Proposals will not be publicly opened but shall be kept confidential until after contract award.

2. Explanation to Prospective Proposer

Any prospective proposer desiring an explanation or interpretation of the RFP must submit a written request to the appropriate person listed in the RFP. Oral explanations or instructions given before the award of the contract will not be binding upon the Authority, its instrumentality, or its affiliate. Any information given to a prospective proposer concerning an RFP will be furnished promptly to all prospective proposers as an amendment to the RFP, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to any other prospective proposer.

3. Contract Conditions:

The following provisions are considered mandatory conditions of any contract award made by JCHA pursuant to this RFP.

- JCHA will enter into an Agreement to Enter into a Housing Assistance Payment (AHAP) or Housing Assistance Payment (HAP) contract resulting from this RFP to the responsible Proposer whose Proposal conforming to this RFP will be most advantageous to the Authority, and other factors specified elsewhere in this RFP, considered.
- **Contract Form:** JCHA will not execute a contract on a successful responder's form. Contracts will only be executed on the JCHA HAP Contract form.
- **Assignment of Personnel:** JCHA shall retain the right to demand and receive a change in personnel assigned to the work if JCHA believes that such change is in the best interest of the Housing Authority and the completion of the contracted work.
- **Unauthorized Sub-Contracting Prohibited.** The successful responder 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 JCHA. Any purported assignment of interest or delegation of duty, without the prior written consent of JCHA shall be void and may result in the cancellation of the contract with JCHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract as determined by JCHA.



4. Service of Protest

- (a) Any protest against the award of the contract, pursuant to this solicitation, shall be served on the Authority within ten (10) days after the Authority announces the award. The protestor must obtain a written and dated acknowledgment of receipt of the complaint from the Authority. The determination of the Authority with regard to such protest or to proceed to award, notwithstanding such protest, shall be final unless appealed by the protestor.
- (b) The protest must be printed, typewritten or otherwise duplicated in a legible form. The content of the written notice must contain:
 - a. The name, address, and phone number of the person filing the protest received notice of the Authority's determination:
 - b. A statement of how and when the person filing the protest received notice of the Authority's determination:
 - c. A statement of all issues of disputed material fact. If there are none, the protest must so indicate:
 - i. A concise statement of the facts alleged, as well as the Authority's policies with entitle the person filing the protest to relief:
 - ii. A demand for relief to which the person deems themselves entitled; and:
 - iii. Any information the person contends is material to the protest.

5. Open Records Act

Proposers are hereby notified that information submitted as part of or in support of the offer may be available for public inspection in compliance with the Colorado Open Records Act. C.R.S. 24-72-201 *et seq.*

6. Restriction on Disclosure and use of Date

If the proposer includes proprietary or confidential information in its Proposal, but does not want that information disclosed to the public for any purpose or used by the Authority except for evaluation purposes, then the Proposer shall conspicuously display the following statement on the first page of the Proposal:

“The Proposal includes proprietary or confidential information that shall not be disclosed outside the Authority, and/or the Authority's evaluation committee, and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate the Proposal.”

Proposer shall specifically identify, by page number or otherwise, the proprietary or confidential information subject to the restriction that have been included in its Proposal, pursuant to state or local law. Proposer understands and acknowledges that if the Contract is awarded the Authority shall have the right to duplicate, use or disclose the proprietary or confidential information to the extent provided in the contract; and that this restriction does not limit the Authority's right to use the proprietary or confidential information if it is obtained from another source without restriction.

7. Retention

All Proposals are the property if the Authority and shall be retained by the Authority and therefore will not be returned to the Proposer.



8. Costs

The issuance of the RFP does not obligate the Authority or pay any costs incurred by the Proposer in connection with (a) preparation and presentation of a Proposal, (b) any supplement or modification of this RFP, or (c) negotiation with the Authority or other party arising out of or relating to this RFP or the subject matter of this RFP.

9. RFP and Amendments

Proposals shall address only the RFP and amendments to this RFP.

10. Conflicting Provisions

Unless otherwise specified within this RFP or contract documents, any provision in any of the RFP documents that conflicts or is inconsistent with any provisions in any of the other RFP documents, including attachments, shall be void to the extent of any such conflict or inconsistency. In the event that any provision in any document listed in the RFP conflicts with any provision of the contract, the contract shall govern.

VIII. Contract Administration by Authority

1. Contract Administration Office

The Housing Choice Voucher Department is responsible for administration of the contract.

2. Contacts

Please direct all questions to the following:

Jefferson County Housing Authority
c/o Mike Hunter
7490 W. 45th Ave.
Wheat Ridge, CO 80033
Via: mhunter@jcha.org

Agency Hours

JCHA's normal work hours are from 8:00 a.m. to 4:30 a.m., Monday through Friday, excluding holidays. Access to the Authority and/or its personnel may be restricted to these hours and days. Office is currently closed to the public but personnel are available via telephone and email.

JCHA recognizes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday (3rd Monday in January), President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day. If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Saturday, the preceding Friday will be observed.

Observance of such days by the JCHA personnel shall not otherwise be a reason for an additional period of performance, or entitlement of compensation, except as set forth within the executed contract.

IX. Interviews

Interviews may be conducted of the Proposers if requested by the Housing Authority. The Proposer's interview team should contain key staff intended to be assigned to the project.



X. Verification/Review

Upon receipt of notification from the Authority that you have been awarded the contract for the project, the following tasks shall be completed prior to execution of a contract.

1. Review scope and type of project.
2. Review program requirements form completeness and suitability with the Owner's.
3. Review owner's time schedule

And will be required to complete (and may not be limited to):

1. Agreement to Enter into Housing Assistance Payments Contract (AHAP)
 - a. HUD Form 52531-A: Part 1 (New Construction or Rehabilitation)
 - b. HUD Form 52531-B: Part 2 (New Construction or Rehabilitation)
2. Housing Assistance Payments Contract
 - a. HUD Form 52530-A: Part 1 (New Construction or Rehabilitation)
 - b. HUD Form 52530-A: Part 2 (New Construction or Rehabilitation)
 - c. HUD Form 52530-B: Part 1 (Existing)
 - d. HUD Form 52530-B: Part 2 (Existing)
3. Non-Collusive Affidavit (complete and submit with application)
4. Disclosure & Lobbying Activities (complete and submit with application)
5. HUD Form 5369-A: Representations, Certifications, and other Statements of Bidders