



REQUEST FOR PROPOSAL - RFP P18011  
FOR  
PROJECT BASED VOUCHERS FOR EXISTING HOUSING UNITS

RFP ISSUE DATE: November 12, 2018

PROPOSAL DUE DATE:  
**December 10, 2018 by 4:30PM**

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**MARIN HOUSING AUTHORITY  
RFP 05-2017**

**HOUSING CHOICE VOUCHER PROGRAM PROJECT-BASED ASSISTANCE  
FOR EXISTING HOUSING UNITS**

**1. GENERAL INFORMATION**

The Housing Authority of the County of Marin (MHA) has identified an increased need in Marin County for more affordable housing opportunities in general and, specifically for families and individuals who meet the definition of homelessness under the McKinney-Vento Homeless Assistance Act and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.

In order to create more affordable housing with long-term affordability restrictions, MHA will make available up to fifteen (15) project-based vouchers (vouchers) in its Housing Choice Voucher Program (HCVP) for *existing studio*, one-, two-, three-, four- and five-bedroom units located in Marin County. A housing unit is considered an *“existing unit”* for the purposes of the PBV program if, at the time of the notice of MHA selection, the units substantially comply with Housing Quality Standards (HQS).

The units must be ready for occupancy no later than February 1, 2019.

In the Project-Based Voucher Program, the assistance is attached to the unit/structure. During the term of the Housing Assistance Payment (HAP) contract, MHA will make housing assistance payments to the owner for units leased and occupied by eligible individuals/families taken from the MHA waitlist.

In accordance with 24 Code of Federal Regulations (CFR) 983.255, MHA has no responsibility or liability to the owner or any other person for the family’s behavior or suitability for tenancy.

MHA strongly encourages participation by owners of units located outside of poverty concentrated areas to participate in the Project-Based Voucher Program. All properties must be located in Marin County.

These vouchers will not be available for units already receiving any other type of rental subsidy from local, state, county, or federal sources. Additional preference will be given to those properties where affordability is threatened.

The award of the vouchers is subject to approval by the MHA Board of Commissioners (Board). The current schedule projects that the vouchers will be awarded December 18, 2018 with lease up occurring within ninety (90) days of the award. MHA intends to award 15-year contracts with options to renew.

MHA 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.

MHA hereby incorporates HUD regulations found at 24 CFR 983 set out in Attachment 1 into the requirements of this RFP. Additionally the MHA's Administrative Plan, Chapter 17 Project-Based Vouchers is incorporated in this proposal and can be found at [www.marinhousing.org](http://www.marinhousing.org).

The Housing Opportunity Through Modernization Act of 2016 (HOTMA), which became law in August 2016, contains a series of amendments to the project-based voucher law. HOTMA provides for HUD implementation of these provisions by notice or regulation. HUD's implementation may impose new requirements that affect PBV owners. For provisions where HUD implementation will allow discretionary action by MHA and the owner, MHA in its sole discretion may decide whether to allow or require such discretionary actions. An owner may request that MHA consider such actions.

#### **About the Project-Based Voucher Program**

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

#### **Participation in the Project-Based Assistance Program Requirements**

Once the Evaluation Committee determines that a proposal qualifies for project-based assistance, MHA will inspect the unit(s) to ensure that it substantially complies with Housing Quality Standards. HUD-established HQS specifications are described in the Code of Federal Regulations, Chapter 24, Section 982.401. All PBV assisted units must meet HQS and other requirements before rental assistance can commence. If it does not substantially comply with HQS, the unit will be deemed ineligible for project-based assistance.

Upon completion of a successful Housing Quality Standards inspection, MHA and the property owner will enter into a Housing Assistance Payments (HAP) contract for specified units for a term of up to 15 years with renewal options. The HAP contract establishes the initial rents for the units and describes the responsibilities of the Housing Authority and the owner.

HAP contract renewal after the initial term may occur at the sole option of the Housing Authority for such period as the Authority determines is appropriate to expand housing opportunities and to achieve long-term affordability of the assisted housing. All HAP contracts and subsequent renewals are contingent upon the future availability of appropriated HUD funds for the HCV Program

Rental assistance (which is based on each household's income) is provided while the units are occupied by eligible individuals or families referred from MHA's waiting list. In determining an appropriate rental assistance payment for a unit assisted under the Project-Based Program, MHA will examine only those costs associated with the housing component of the unit. Costs related to supportive services associated with the unit, if any, will not be considered when establishing reasonable rental assistance payments for the unit. The gross rent for the unit is the amount of assistance for rent and tenant provided utilities.

The rent to the owner must not exceed the lowest of the following amounts:

- The gross rent shall not exceed 110% the applicable fair market rent (or any HUD-approved exception payment standards for the unit size minus any utility allowance);
- Reasonable rent; or
- The rent requested by the owner.

The current approved MHA Voucher Payment Standards are as follows:

Unit Size	Payment Standard
Studio	<b>\$1,813</b>
1 Bedroom	<b>\$2,250</b>
2 Bedroom	<b>\$2,809</b>
3 Bedroom	<b>\$3,534</b>
4 Bedroom	<b>\$4,346</b>

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. MHA must re-determine the rent to the owner upon the owner's request or when there is a five percent or greater decrease in the published FMR.

MHA will maintain the waiting list for this project-based program. MHA will administer the waiting list in accordance with its Administrative Plan that is available for review online or at MHA's Central Office

#### **Cap on Number of PBV Units per Project**

The cap is the greater of 25 units or twenty-five percent (25%) of a property's units can be project-based. Units in one of the following categories are excluded from this cap;

- That are exclusively serving elderly families (as defined in 24 CFR 5.403).
- Housing households eligible for supportive services available to all families receiving PBV assistance. The project must make supportive services available to all assisted families in the project (but the family does not have to actually accept or receive the supportive service for the exception to apply to the units).

Supportive services include but are not limited to the services listed below. To be eligible for this service exception, a project must offer at least one of the services listed below to all assisted families. It is not necessary that the services be provided at or by the project owner. Services that are eligible for this exception from MHA Administrative Plan Chapter 17 Section 17-II.F.:

- Transportation for activities such as, (but not limited to) grocery shopping, job training, education, attending medical and dental appointments, etc.
- Supervised taking of medications
- Treatment for drug addiction (for recovering and current users)
- Treatment for alcohol addiction (for recovering and current users)
- Training and development of housekeeping and homemaking skills
- Family budgeting
- Child care
- Parenting skills
- Computer access and training
- Library access
- Work skills development, job training and employment counseling

- Educational/vocational opportunities
- Case management services and/or counseling
- Access to Health and Psychiatric Services, i.e. nurse/medical staff, mental health professional, etc.
- Life skills training
- Access to on-site/off-site social activities

Annually, during the recertification process, MHA will confirm the supportive services are still being offered to exempted families. If a family at the time of initial tenancy is receiving, and while the resident of an excepted unit has received, FSS supportive services or any other supportive services as defined in the MHA Administrative Plan, and successfully completes the FSS contract of participation or the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.

**Optional Possible MHA Provision of Supportive Services**

MHA may be able to provide or obtain certain types of supportive services on a fee for service basis for owners to offer resident families. Interested owners should contact MHA for additional information.

**Occupancy and Vacancy of PBV Units**

Project-based units must be leased only to families eligible for Section 8 assistance for the term of the HAP contract. For existing properties, designated PBV units that are occupied on the proposal selection date must be occupied by a family eligible for Section 8 PBV assistance (see income limits). If the family is not eligible, the unit cannot be selected for PBV assistance. To the extent practicable the owner shall provide MHA information regarding the likely eligibility of any families in occupancy for Section 8 assistance. MHA reserves the right not to enter into a HAP contract with an owner for any units if a significant number or proportion of originally-proposed units cannot be assisted because current families in occupancy are ineligible for Section 8 assistance. Owners shall take no action to require or encourage families to move in advance of selection for PBV assistance.

	1 PERSON	2 PERSONS	3 PERSONS	4 PERSONS	5 PERSONS	6 PERSONS	7 PERSONS	8 PERSONS
30% of Area Median Income	\$30,800	\$35,200	\$39,600	\$44,000	\$47,550	\$51,050	\$54,600	\$58,100
50% of Area Median Income	\$53,350	\$58,650	\$66,000	\$73,300	\$79,200	\$85,050	\$90,900	\$96,800

### Allocation of Vouchers

MHA reserves the right to modify this proposed allocation of 25 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

MHA also reserves the right to determine the number of vouchers to award to an Offeror. MHA may award vouchers for some, but not all, units contained in a proposal.

## 2. RFP INSTRUCTIONS

### A. RFP SCHEDULE

Request for Proposals Released	November 12, 2018
Questions Due	November 26, 2018
Posting of Responses for Questions	December 3, 2018
Proposals Due	December 10, 2018 by 4:30 p.m.
Evaluation Process	December 11, 2018
Ranking of Proposals (and negotiation, if necessary, with Top Proposer(s))	December 13-14, 2018
Award Contract (Tentative)	December 18, 2018

### B. PROPOSAL CONTENT AND FORMAT

The proposal must contain specific information to facilitate its evaluation and must be submitted in the following format:

#### Section 1 – COVER PAGE

#### Section 2 - TABLE OF CONTENTS

Include a table of contents for material contained in the proposal.

#### Section 3 - QUALIFICATIONS, EXPERIENCE AND CAPACITY

- A. Describe experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program.

- B. Describe how the project furthers MHA goal of deconcentrating poverty and expanding housing opportunities**
- C. If applicable, describe the extent to which services for special populations will be made available for occupants of the property.**
- D. If applicable, describe the extent to which your project will provide housing to for families and individuals who meet the definition of homelessness under the McKinney-Vento Homeless Assistance Act and contained in the Continuum of Care Interim Rule at 24 CFR 578.3.**

#### **Section 4 - PROPERTY DESCRIPTION**

It is expected that Offerors will propose different types of units located in different types of settings. MHA would like to know as much about the unit and its particular setting as possible. Some units may be located in large developments; others may be duplex units. In describing the proposed property, please provide information about the unit itself, and the development in which it is located or, in the case of a townhouse, the property associated with the unit.

This 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:

##### **A. Physical Description(s) of Property(ies)**

- Street Address, City, State, Zip Code
- Age of Unit
- Bedroom Size
- Handicapped Accessibility Features
- Include a Photo of the interior of each unit and the exterior entrance to the development/property

##### **B. Property's(ies) Amenities**

- Unit's/development's amenities including availability of laundry onsite or in individual units,
- Proximity to bus lines, grocery stores, medical facilities, etc.
- Decks or patios attached to units
- Off-street parking, garages

(If there are multiple identical units in a development, it is not necessary to describe each individually, but be sure to include each unit's street address. Also, it is not necessary to provide photos of each unit if there are multiple identical units in a development.)

##### **C. Vouchers Sought**

Specify the number of vouchers sought for each bedroom size at each development.

EXAMPLE: "The Offeror seeks project-based assistance for three (3) one bedroom units at Goldenhill Courtyard and one (1) two-bedroom unit at XYZ Gardens."

### Section 5 – REFERENCES

Provide the names, addresses, and telephone numbers of two organizations that MHA may contact as references for the Offeror's ability to serve as a Project-Based landlord.

**Section 6 - Required Documents;** the following documents are required to be submitted with the Proposal:

- a) Insurance and Indemnification
- b) Request for Taxpayer ID Number (W9)
- c) Non-Collusion Affidavit (Attachment 6)
- d) Census Tract Certification (Attachment 7)
- e) Equal Opportunity Requirement (Attachment 8)
- f) Site Control Evidence

### C. RFP CONTACT INFORMATION

The contact person for this RFP for MHA is:

Kimberly Carroll, Deputy Executive Director  
4020 Civic Center Drive  
San Rafael, CA 94903  
415-491-2348

Email: [KCarroll@marinhousing.org](mailto:KCarroll@marinhousing.org)

### D. RFP SUBMISSION INFORMATION

**Proposal Deadline:** Your proposal must be received **NO LATER THAN 4:30 PM on December 10, 2018.**

**Proposals received after that time will not be considered.** Proposals must be submitted using the enclosed proposals form and include all required attachments. Proposers shall submit 4 hard copies of their proposals in addition to one copy of the proposal in PDF format on a flash drive or CD in a sealed container delivered via mail, hand delivery or courier with the following clearly marked on the exterior:

HCV Project-Based Assistance for Existing Housing Units- P18012

HOUSING AUTHORITY OF THE COUNTY OF MARIN  
Attention: Kimberly Carroll, Deputy Executive Director  
4020 Civic Center Drive  
San Rafael, CA 94903

All respondents are required to confirm with MHA the submission of a proposal and the delivery method used (such as hand delivery, UPS, FedEx, USPS, or courier). Confirmations should be delivered by emailing Kimberly Carroll at [KCarroll@marinhousing.org](mailto:KCarroll@marinhousing.org) on the day that the proposal is to be delivered to MHA.

### E. RFP QUESTIONS

All questions concerning the RFP shall be directed in writing to Kimberly Carroll, Deputy Executive Director. Questions should be emailed to [KCarroll@MarinHousing.org](mailto:KCarroll@MarinHousing.org) **no later than November 26, 2018 by 4:30 p.m.** MHA will issue addenda as needed to answer any properly submitted questions or to supplement or modify the information contained in this RFP.

**Commented [KV1]:** We should specify how you are receiving proposals. Gifford's opinion is "sealed proposals" as required by HUD for RFPs cannot be received via email and must be submitted in sealed boxes. I have added language reflecting that and the language that you suggested this morning, which I do think is a good idea. If you want to make the call that they be received via email, let me know and I will make the language look like that.

To avoid all appearances of impropriety proposer should only contact the above referenced staff person and shall not attempt to contact any MHA Commissioner or the Executive Director. No oral request for clarification or information will be accepted.

**3. PROPOSAL EVALUATION**

Once proposals have been received, a panel will evaluate and rank each proposal meeting the minimum acceptable qualifications with the following criteria:

	<b>CRITERIA</b>	<b>POINTS</b>
<b>1.</b>	<b>PROPERTY'S AND UNIT'S PHYSICAL CONDITION</b>	<b>Maximum 15 Points</b>
	<b>Good:</b> The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in good physical condition.	15
	<b>Fair:</b> The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in fair physical condition.	10
	<b>Poor:</b> The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in poor physical condition.	5
<b>2.</b>	<b>HOUSING SITE AND NEIGHBORHOOD STANDARDS</b>	<b>Maximum 15 Points</b>
	Proximity of Services (Retail shopping stores, including grocery or pharmacy) and Transportation (Bus or Rail Line) Education	
	<b>Good:</b> The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are good.	15
	<b>Fair:</b> The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are fair.	10
	<b>Poor:</b> The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are poor.	5
<b>3.</b>	<b>SUPPORTIVE SERVICES FOR SPECIAL POPULATIONS</b>	<b>Maximum 15 Points</b>
	Extent to which and experience providing supportive housing services to population of proposed project and services planned for occupants. If not providing services directly, services made for occupants.	
<b>4.</b>	<b>PHYSICAL ACCESSIBILITY 24 CFR 983.102</b>	<b>Maximum 5 Points</b>
	Exceeds the percentage of accessible dwelling units required by HUD.	5
	Meets the percentage of accessible dwelling units required by HUD.	3
<b>5.</b>	<b>PREVIOUS EXPERIENCE IN THE TENANT-BASED VOUCHER PROGRAM AND COMPLIANCE WITH OWNER'S OBLIGATIONS UNDER THE TENANT-BASED VOUCHER PROGRAM</b>	<b>25</b>
	MHA will consider size of affordable housing portfolio and evidence of financial stability	
	<b>Excellent</b> <b>20 or more years</b>	25
	<b>Good</b> 19-10 years	17
	<b>Fair</b> 1-9 years	9

	<b>CRITERIA (cont.)</b>	<b>POINTS</b>
	Poor Less than one-year	0
6.	<b>De-Concentration of Poverty and Expanding Housing and Economic opportunities.</b>	<b>20</b>
	Excellent: Poverty concentration census tract <20%	20
	Fair: Poverty concentration census tract more than 20%, but less than 75%	10
	Poor: Poverty concentration census tract >75%	0
7.	<b>Does the project provide affordable housing for families and individuals who meet the definition of homelessness under the McKinney-Vento Homeless Assistance Act contained in the Continuum of Care Interim Rule at 24 CFR 578.3.</b>	<b>Maximum 5 Points</b>
8.	<b>Responsiveness to RFP Requirements</b>	<b>Maximum 5 Points</b>
<b>TOTAL POINTS POSSIBLE</b>		<b>Maximum 100 Points</b>

#### **4. RFP TERMS AND CONDITIONS**

##### **TIME OF OFFER**

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 MHA that incorporates all of the requirements of this RFP and the HCVP. If the selected Offeror fails to enter into a HAP contract within ninety (90) days following the HAP funding award announcement, MHA reserves the right to award the HAP contract to one or more other successful.

##### **RELEASE OF INFORMATION**

Information submitted in response to this RFP will not be released by MHA during the proposal evaluation process or prior to a contract award. Once contracts have been awarded, release of information will be subject to the California Public Records Act.

##### **PROTESTS/DISPUTES**

Any protest against this request for proposals must be received at least ten calendar days before the due date for receipt of proposals. Any dispute against rejection of a proposal or protest of Notice of Award a contract must be received within seven calendar days, after publication of Notice of Award, or the protest will not be considered. Any bid protest or dispute must be in writing and submitted to RFP contact person.

The Proposer's written protest must specify the legal, procedural, and/or factual grounds upon which the protest is based as well as a statement of relief requested. The judgment used in scoring by individual evaluators is not grounds for protest. A written decision on the matter shall be issued to the disputing or protesting party within ten (10) days of receipt.

##### **PROPOSER WITHDRAWAL AND MODIFICATION**

By submitting a proposal in response to this RFP, Proposer agrees their proposal is a binding offer to perform the work described in this RFP. Proposals may be withdrawn or modified prior to the proposal due date and time by submitting a written request to the Solicitation Coordinator for this RFP. Proposals may not be withdrawn or modified after the proposal due date and time unless MHA agrees in writing.

##### **UNAUTHORIZED SUBCONTRACTING PROHIBITED**

The successful respondent shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP without the prior written consent of MHA. Any purported assignment of interest or delegation of duty, without the prior written consent of MHA shall be void and may result in the cancellation of the PO or the contract with MHA.

##### **DEBARMENT STATEMENT**

By submitting this proposal, respondent agrees that they, nor any partner, subcontractor or staff member is debarred, suspended, or otherwise prohibited from conducting business with any Federal, State or Local agency.

## **NEGOTIATIONS**

MHA reserves the right to enter into negotiations, at its sole discretion, with the apparent successful Proposer(s). If MHA, in its sole discretion, determines that such negotiations have reached an impasse, MHA reserves the right to terminate negotiations with that Proposer and commence negotiations with the next highest-ranked responsive Proposer or to terminate all negotiations. This process may continue until an agreement is reached and the Contract is executed or MHA cancels this RFP or terminates negotiations.

## **COST OF THE PROPOSAL**

Costs incurred by any proposer in response to this RFP shall be the responsibility of the proposer and no cost will be reimbursed by MHA. Proposers shall not include any such expense as part of this proposal.

## **NOTICE OF AWARD**

After completion of the evaluation process, MHA will name a/the “Successful Proposer(s)” and issue a “Notice of Intent to Award” to this Proposer. Identification of the “Successful Proposer” is procedural only and creates no right in the named Proposer(s) to contract award. The successful proposer will be notified through a formal letter.

## **CONTRACT AWARD**

MHA reserves the right to award the contract(s) to the Offeror(s), whose proposal(s) is/are determined by MHA in its sole judgment to be the most advantageous proposal, taking into consideration the evaluation criteria. Should the selected finalist(s) fail to enter into a contract with MHA, MHA reserves the right to award the contract to another/other Offeror(s). MHA may choose to reject all proposals and not award a contract with or without reissuance of another RFP if it is in the best interest of MHA.

## **MHA RESERVATION OF RIGHTS**

MHA 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 MHA to be in its best interests.

MHA reserves the right to select more than one respondent, to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of MHA’s choosing.

MHA reserves the right not to award a contract pursuant to this RFP.

MHA reserves the right to modify the number of project-based vouchers that it awards pursuant to this RFP.

MHA reserves the right to request an oral interview with, and additional information from, companies/individuals prior to final selection of a provider.

MHA reserves the right to reject and not consider any bid that does not meet the requirements of this RFP, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.

MHA shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.

MHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed herein. Each prospective bidder is hereby agreeing to abide by all terms and conditions listed within this document. Any exceptions must be clearly noted in the proposal.

**INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the MHA, may invalidate the proposal submitted. Furthermore, the MHA shall reserve the right to reject, without consideration, alternate quotes that do not meet the requirements of this RFP.

All proposals submitted in response to this RFP will become the property of MHA and will not be returned.