



**TOPEKA HOUSING AUTHORITY
2010 SE CALIFORNIA
TOPEKA, KANSAS 66607**

**PROJECT BASED VOUCHERS
REQUEST FOR PROPOSALS**

**REQUEST FOR PROPOSALS (RFP)
DUE MARCH 14, 2014**



**EQUAL HOUSING
OPPORTUNITY**

RFP OBJECTIVES

- (1) The Topeka Housing Authority (THA) has four broad objectives in issuing this Request for Proposals (RFP).
- A) Improve the quality of rental housing available to veterans who need a moderate degree of supportive services to obtain and retain rental housing.
 - B) Break the cycle of homelessness.
 - C) Increase the supply of deep subsidy affordable housing in the City of Topeka, Kansas.
 - D) Deconcentrate poverty and expand housing and economic opportunities.

INTRODUCTION

(2) The U.S. Department of Housing and Urban Development (HUD) has issued Notice PIH 2014-03 (HA) that sets out procedures for making application for approximately \$7 million set-aside funding for Project Based HUD VASH vouchers. It is the intent of the Topeka Housing Authority (THA) to make application for such funding under the terms of this Notice.

(3) To apply for set-aside funding THA must first solicit RFP responses from qualified respondents interested in and capable of providing quality rental housing to veterans who need a moderate degree of supportive services assistance.

(4) After selecting what THA deems to be the best, most qualified respondent using the policies and procedures set out in 24 CFR 983 and THA's Administrative Plan THA must then incorporate the selected respondent's proposal in an application to HUD submitted by THA as part of a nationwide competitive process

(5) THA has chosen to utilize the RFP proposal solicitation process set out in 24 CFR Part 983.51, Section (b)(2).

OBLIGATIONS OF RESPONDENTS

(6) Respondents to this RFP must certify and then provide details sufficient to demonstrate that the respondent fully and completely qualifies as a RFP respondent under the terms of 24 CFR Part 983.51, Section (b)(2). Further, respondents must certify that they will assume all costs to THA and all liability that accrues to THA if this certification is in error.

(7) Respondents must provide suggested content for all proposal specific data and information required to complete HUD Forms 52531A and 5253B1 and HUD Form 52530B. It is expressly understood that THA reserves the right to insure that all entries are in compliance with HUD regulations and THA administrative requirements.

(8) This PBV initiative is designed to deconcentrate poverty and expand housing and economic opportunities. In preparing a response to this RFP respondents are invited to discuss and clarify any particular way or ways in which their response will further this objective.

(9) Keeping the four broad RFP objectives above in mind [see paragraph (1)] respondents are invited to suggest contractual arrangements under which they would be willing to make units available for designation as Project Based Voucher VASH units. Designated PBV units could comprise all or a portion of a complex or complexes, and could involve units designated by address or units that “float” within a complex or complexes.

PBV CONTRACT DETAILS

(10) THA will enter into a contract with the contractor or contractors selected under the terms of this RFP for 75 or fewer rental units, subject to funding availability. All units must meet HUD Housing Quality Standards (HQS); must have been built after 1978; must meet accessibility standards; and must be eligible for designation as a PBV unit under the terms of HUD regulations.

(11) THA will examine the proposed site or sites before entering into any partnership agreement under the terms of this RFP. The purpose of this examination will be to insure that the units in question comply or can readily be made to comply with Housing Quality Standards (HQS) and HUD site standards.

(12) Subsidy layering review will be conducted by HUD or an independent entity approved by HUD, if applicable. A subsidy layering review is intended to prevent excessive public assistance for the housing by combining housing assistance payment subsidy under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits. THA will not enter into a contractual agreement until HUD, or an independent entity approved by HUD, has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.

(13) Activities under this RFP are subject to HUD environmental regulations and requirements and may be subject to review under the National Environmental Policy Act by local authorities. THA will not enter into a contractual agreement with an owner until any necessary environmental review is completed.

(14) Rents paid to the owner will be determined as set out in HUD regulations. Generally, this will involve THA taking into account a broad range of HUD identified factors including but not limited to rent reasonableness, utility costs, age, condition, bedroom size, Fair Housing considerations, and Fair Market Rents.

(15) This project will utilize a site based waiting list maintained by the owner or the owner's designee in accordance with HUD and THA requirements, and in a manner agreed on by the owner and the VA. THA will screen applicants that come to the top of a waiting list to insure that they are eligible to participate in the VASH Program. THA assumes no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy.

(16) The owner is responsible for screening and selection of eligible families and the assignment of a unit of appropriate size in conformance with HUD and THA screening and unit assignment requirements. The owner must promptly notify rejected applicants in writing in conformance with HUD regulations and their written procedures.

(17) The owner may not refuse to lease contract units to, or otherwise discriminate against any person or family in leasing of a contract unit, because of race, color, religion, sex, national origin, disability, age or familial status. The owner must comply with the following requirements: The Fair Housing Act (42 U.S.C. 3601–19) and implementing regulations at 24 CFR part 100 *et seq.*; Executive Order 11063, as amended by Executive Order 12259 (3 CFR, 1959– 1963 Comp., p. 652 and 3 CFR, 1980 Comp., p. 307) (Equal Opportunity in Housing Programs) and implementing regulations at 24 CFR part 107; title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4) (Nondiscrimination in Federally Assisted Programs) and implementing regulations at 24 CFR part 1; the Age Discrimination Act of 1975 (42 U.S.C. 6101–6107) and implementing regulations at 24 CFR part 146; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at part 8 of this title; title II of the Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.* ; 24 CFR part 8; section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR part 135; Executive Order 11246, as amended by Executive Orders 11375, 11478, 12086, and 12107 (3 CFR, 1964– 1965 Comp., p. 339; 3 CFR, 1966–1970 Comp., p. 684; 3 CFR, 1966–1970 Comp., p. 803; 3 CFR, 1978 Comp., p. 230; and 3 CFR, 1978 Comp., p. 264, respectively) (Equal Employment Opportunity Programs) and implementing regulations at 41 CFR chapter 60; Executive Order 11625, as amended by Executive Order 12007 (3 CFR, 1971–1975 Comp., p. 616 and 3 CFR, 1977 Comp., p. 139) (Minority Business Enterprises); Executive Order 12432 (3 CFR, 1983 Comp., p. 198) (Minority Business Enterprise Development); and Executive Order 12138, as amended by Executive Order 12608 (3 CFR, 1977 Comp., p. 393 and 3 CFR, 1987 Comp., p. 245) (Women's Business Enterprise). The owner must also comply with applicable local and state anti-discrimination requirements.

(18) The VASH tenant and the owner must enter into a written lease agreement that is signed by both parties with a copy provided to THA. If an owner uses a standard lease form for rental units to unassisted tenants in the locality or premises, the same lease must be used for PBV Program assisted tenants, except that the lease must include a HUD-required tenancy addendum.

(19) THA and the owner will use THA's Administrative Plan for Section 8 as the basis for resolving program operations problems and issues.

PROPOSAL SUBMISSION DETAILS

(20) Proposals will be reviewed and ranked and will be subject to the selection criteria described below. The following procedures will be followed by THA in accepting and screening owner proposals submitted for this RFP.

(21) Proposals must be submitted to:
Topeka Housing Authority
2010 SE California
Topeka, KS 66607

(22) Written proposals and supporting documentation must be clearly marked and must be submitted prior to 4:00 p.m. on Friday, March 14, 2014. Responses to this RFP may also be delivered via electronic mail to response@tha.gov only in Adobe PDF or equivalent format. Only one copy is required. Late applications will not be considered.

(23) Questions about this RFP may be directed toward the contact person listed below. Generally, responses to questions about this RFP will be provided only to the extent that they address issues unrelated to competitive advantage. If it becomes necessary to provide answers to any question or questions that relate to competitive advantage the answer or answers will be provided electronically to all parties who have responded or who have indicated an interest in responding to this RFP.

(24) The contact person for this RFP is:
Trey George
Topeka Housing Authority
2010 SE California
Topeka, KS 66607
(785) 357-8842 x110
tgeorge@tha.gov –questions and general information
response@tha.gov --responses ONLY, will not open till after March 14, 2014

(25) All respondents must provide the following.
A. A point of contact and contact information
B. A brief description of the firm/firms responding
C. Brief biographies and qualifications of key personnel who will be assigned to this project and descriptions of the role/roles these persons will play

(26) Proposals must include all of the information requested above.

(27) Respondents may include supplemental materials and information of their choosing that THA may use to make judgments regarding the nature and quality of their RFP response.

(28) THA will not reimburse any respondent for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, the RFP does not obligate THA to accept or contract for any expressed or implied services. THA reserves the right to request that any respondent to clarify its response or to supply additional material deemed necessary to assist in the evaluation of a response.

(29) Proposals may be modified or withdrawn by written request prior to the date and time specified for proposal submission.

(30) THA will review all responses. Any response that does not meet THA and HUD basic eligibility requirements will be designated as non-responsive.

(31) Proposals that meet basic eligibility requirements will be evaluated and ranked. THA may, at its sole and absolute discretion, select one or more of the responses submitted, or none of the responses submitted. THA may reject any and all, or parts of any and all submittals. THA may, at its sole and absolute discretion and at any time, re-advertise this RFP, postpone, or cancel this RFP process. THA may waive any irregularities in this RFP and in any responses received. The criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of THA.

(32) THA reserves the right to conduct phone or in-person interviews and to use information from third-party sources in making a selection decision.

(33) THA prohibits discrimination in any manner on the basis of race, color, creed, national origin, sex, sexual preference, age, or disability and will pursue an affirmative policy of fostering, promoting and conducting business with minority owned enterprises. THA is committed to Small Disadvantaged Business Concerns (SDBC) participation. THA has a Section 3 initiative and is committed to hiring and securing the services of low income individuals and firms.

(34) Respondents are hereby notified that all information submitted as part of, or in support of, submissions will be available for public inspection and copying in accordance with Kansas law regarding public records.

(35) All respondent principals and staff shall possess required state and local licenses. In addition, the successful respondent shall comply with all laws, ordinances and regulations applicable to the activities contemplated herein, especially those applicable to conflict of interest. Candidates are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the services provided.

(36) The respondent will agree that there will not be discrimination as to race, sex, sexual preference, familial status, religion, color, age, creed, or national origin in regard

to obligations, work, and services performed under the terms of any contract ensuing from this RFP. The respondent will agree to comply with Executive Order No. 11246 entitled "Equal Employment Opportunity" and as amended by Executive Order No. 11375, as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

(37) THA will use the following scoring system to rank responses.

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| 30 Points | Existing housing that will be ready for occupancy within 60 days of the selection date for PBV's. |
| 15 Points | Newly constructed or rehabilitated units that will execute an agreement to enter into a housing assistance payments (HAP) and start construction within 6 months of the selection date for PBV's. |
| 5 Points | Newly constructed or rehabilitated units that will execute a HAP and start construction within 12 months of the selection date for PBV's. |
| 25 Points | The project is being developed in coordination with the Enhanced Use Lease (EUL) program. |
| 30 Points | Relative need based on HUD/VA analysis of homeless veteran data. |

105 Points

(38) Respondents are required to examine this RFP carefully. Failure to do so will be at the respondent's own risk. It is assumed that the respondent has made full investigation so as to be fully informed of the extent and character of the activities contemplated and the requirements of this RFP. No warranty is made or implied as to the information contained in this RFP.

(39) A respondent's failure to provide complete and/or accurate information in response to this RFP may disqualify the respondent from further participation in the selection process.