



## MARION COUNTY HOUSING AUTHORITY

---

# REQUEST FOR PROPOSALS

---

## PROJECT-BASED VOUCHER PROGRAM

- Release Date:** October 2, 2019
- Proposals Due Date:** 3:00 p.m. on Friday, October 18, 2019
- Refer Questions to:** Monica Avila  
MAvila@mchaor.org
- Submit Proposals to:** Marion County Housing Authority  
2645 Portland Road NE, Suite 200  
Salem, OR 97301

All proposal documents must be submitted in hard copy.  
Electronic or facsimile submissions shall be rejected.

Electronic copies of this RFP and attachments can be obtained from the Marion County Housing Authority website.

(NO. 2019-09P)

# Contents

COPY OF LEGAL ADVERTISEMENT .....	3
1. INTRODUCTION .....	4
2. BACKGROUND .....	4
3. CONTRACT TERM.....	5
4. SCHEDULE OF EVENTS .....	5
5. SCOPE OF WORK .....	6
6. INSTRUCTIONS TO PROPOSERS.....	14
7. CONTRACT FORM .....	16
8. EVALUATION.....	17
9. AWARD NOTICE AND ACCEPTANCE PERIOD .....	19
10. PROTEST AND APPEALS.....	20
11. TERMS AND CONDITIONS .....	20
12. ATTACHMENTS AND EXHIBITS .....	22
13. PROPOSAL SUBMISSION CHECKLIST FOR PROPOSERS .....	22
ATTACHMENT 1: Proposal Form .....	24
ATTACHMENT 2: Reference Form.....	26
EXHIBIT 1: Links to PBV Housing Assistance Payments (HAP) Contracts.....	28

**COPY OF LEGAL ADVERTISEMENT**

**MARION COUNTY HOUSING AUTHORITY, OREGON  
REQUEST FOR PROPOSALS  
(No. 2019-09P)**

The Marion County Housing Authority (MCHA) is requesting sealed proposals from qualified property owners within the Marion County jurisdiction (excluding the communities inside the Urban Growth Boundaries of the cities of Salem and Keizer), to participate in the project-based voucher (PBV) program. MCHA will consider sealed proposals from neighboring jurisdictions in extenuating circumstances where there is a compelling need, and the neighboring housing authority is willing to enter into an agreement to do so.

Proposals must be received by 3:00 pm, Friday, October 18, 2019 at the Marion County Housing Authority office, 2645 Portland Road NE, Suite 200, Salem, OR, 97301. Proposals received after the designated time and date, per the official MCHA bid clock, will be returned unopened.

The RFP documents can be reviewed and downloaded from the Project-Based Vouchers page of the MCHA website <http://www.co.marion.or.us/HA> or obtained via email at [MAvila@mchaor.org](mailto:MAvila@mchaor.org).

MCHA may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon a finding of MCHA that it is in the public interest to do so.

The Marion County Housing Authority reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of MCHA.

Dated this 22<sup>nd</sup> day of September, 2019

Monica Avila  
Marion County Housing Authority  
Phone: (503)798-4170

## **1. INTRODUCTION**

The Marion County Housing Authority (MCHA) is currently seeking privately owned properties within Marion County (excluding the communities inside the Urban Growth Boundaries of the cities of Salem and Keizer) that qualify to participate in the agency's Housing Choice Voucher (Section 8) Project-Based Voucher Program. MCHA will consider sealed proposals from neighboring jurisdictions in extenuating circumstances where there is a compelling need, and the neighboring housing authority is willing to enter into an agreement to do so.

MCHA is seeking rental property owners and/or developers (Proposers) who wish to attach federal rental subsidies to either (1) existing, (2) substantial rehabilitation or (3) newly constructed affordable rental housing through the Housing Choice Voucher Program and the U.S. Department of Housing and Urban Development Department's (HUD) Project-Based Voucher Rental Assistance Program. It is MCHA's intention to solicit proposals from Proposers, evaluate the qualifications, establish a competitive range, conduct interviews, verify the information presented, and enter into an Agreement with the successful Proposer(s).

All firms submitting proposals are referred to as proposers in this document; after negotiations, the awarded Proposer will be designated as Contractor.

## **2. BACKGROUND**

MCHA has determined that converting some of its tenant-based housing vouchers to project-based vouchers (not to exceed 20% of the inventory) is in the community's interest. This is an appropriate option because it will (1) stabilize much needed affordable, rural housing opportunities, (2) further MCHA's mission and (3) expand housing and economic opportunity.

The Project-Based Voucher program, also known herein as Project-Based Assistance (PBA), is a federal rental assistance program that aids families earning no more than 50% adjusted median income (AMI) through the attachment of rental subsidies to single and multi-family housing units. The rental subsidy is paid by MCHA through HUD and reduces an eligible family's monthly housing costs to no more than 40% of adjusted monthly income. MCHA is authorized to utilize up to 20% of its allocated Housing Choice Voucher Program subsidy for a PBA program. MCHA seeks to award a limited number of PBA vouchers.

MCHA invites interested proposers to participate in the Project-Based Voucher Program. In the Project-Based Voucher Program, assistance is attached to the physical structure and may be in the form of existing housing, newly constructed housing or rehabilitated housing. The actual selection of the units to be project-based shall also be in full accordance with HUD requirements (24 CFR 983) and with MCHA's Administrative Plan.

MCHA intends to issue a maximum of 138 project-based vouchers through this RFP to eligible existing, substantial rehabilitation or new construction affordable housing projects located in Marion County. These project-based vouchers will be dedicated to persons who are very low-income (defined as households whose income does not exceed 50% of the area median income or AMI).

One-bedroom, two-bedroom, three-bedroom, and four bedroom units are preferred, although MCHA reserves the right to modify this distribution as needed. These 50% AMI units may be beneficial in subsidizing a mixed- income project or a multifamily project serving very low-income persons.

### 3. CONTRACT TERM

The Contract is anticipated to start in December 2019. The Contract term shall be for twenty (20) years.

### 4. SCHEDULE OF EVENTS

October 2, 2019	RFP issued
October 9, 2019	Last day to submit questions concerning RFP and project. Email to MAvila@mchaor.org <b>no later than 5:00 p.m.</b> Answers to questions will be posted on the MCHA website.
October 14, 2019	Answers to questions posted on MCHA website
October 18, 2019	<b>Proposals Due no later than 3:00 p.m.</b> at the Marion County Housing Authority 2645 Portland Road NE, Suite 200, Salem, OR 97301. <b>Late submittals will not be accepted.</b>
October 28, 2019	Notification to selected proposer(s)
November 26, 2019	Public notice of selection.

MCHA reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

## 5. SCOPE OF WORK

In providing these services, proposer will be required to maintain compliance with all Federal, State, County and local laws, regulations and ordinances. In addition, proposer shall maintain compliance with applicable HUD regulations for the Project-Based voucher program.

**A. Site and Neighborhood.** The Project-Based Voucher Program requires assistance to be attached to the physical structure and may be in the form of existing housing, newly constructed housing or rehabilitated housing. Proposers may submit individual proposals for each of the three (3) types of Project-based Vouchers:

1. **Existing and Rehabilitated Housing:** The MCHA will determine if a site for existing or rehabilitated housing meets the following site and neighborhood standards. The site 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 service the site. The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.
  - b. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons. Be accessible to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.
  - c. Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.
  - d. Require only that the units selected substantially meet Housing Quality Standards (HQS) at the time of selection, and completely meet HQS by the time of Housing Assistance Payment (HAP) Contract execution. Proposer shall not select a dwelling unit that houses an ineligible family. If eligible, family shall receive waiting list preference to be selected.

2. **New Construction (only):** A site for newly constructed housing must meet the following site and neighborhood standards:
  - a. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.
  - b. A project may be located in an area of minority concentration only if: (1) sufficient comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration; or (2) the project is necessary to meet overriding housing needs that cannot be met in that housing market area.
  - c. The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
  - d. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is a concerted program actively in progress to remedy the undesirable conditions.
  - e. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.
  
3. **Substantial Rehabilitation and New Construction:** Please note the following additional items:
  - a. Owner and MCHA execute an Agreement to enter into a Housing Assistance Payments Contract after approval of subsidy layering review and environmental assessment.
  - b. Housing Assistance Payments (HAP) contract is executed after units are inspected and determined to meet Housing Quality Standards.
  - c. More stringent environmental review and site and neighborhood criteria may be applicable.
  - d. The owner will be responsible to cover costs associated with monitoring Davis Bacon wages triggered by projects with nine (9) or more Project-Based Vouchers.
  - e. Accessibility requirements may be applicable in the construction or

rehabilitation of the project.

#### 4. **Must Minimize Displacement**

- a. Cannot select a dwelling unit that houses an ineligible family.
- b. If eligible, family must get waiting list preference to be selected.

MCHA will not award PBA for shared housing, cooperative housing, transitional housing, manufactured home space rental, or the homeownership option.

Additionally, MCHA will not award PBA for properties that are already subsidized under the following programs: Public Housing, any form of Section 8, any local or state rent subsidy, Section 236, Section 521, Section 202, Section 202 Loan, Section 811 or Section 101 Rent Supplement.

The PBA subsidy will be permanently attached to each assisted unit for the duration of the HAP contract with the owner. The subsidy will become attached to a particular unit after the first subsidized occupant moves in. Thereafter, only qualified program participants may occupy those specific units.

**B. Subsidy Layering.** The successful proposer(s) shall certify that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development or operation of the housing other than the assistance disclosed in the subsidy layering review in accordance with HUD requirements.

MCHA shall enter into an Agreement or HAP contract with the successful proposer(s) upon completion by an independent entity approved by HUD has conducted any required subsidy layering review and determined that the Project-Based Voucher assistance is in accordance with HUD subsidy layering requirements.

**C. Cap on PBA Units.** MCHA shall limit the Project-Based Voucher Program number of units to be 25 units or 25% of PBA units per project during the term of the successful proposer(s) HAP contract.

1. MCHA may project base up to 40% of units in the project if the project is located in a census tract with a poverty rate of 20% or less.
2. Units that do not count toward the 25% or 25-unit cap:
  - a. Unit exclusively serving elderly households. Elderly is defined as 62 years or older.
  - b. Unit housing households eligible for supportive services that are available to all households receiving PBV assistance in the project.



- i. Supportive services include: transportation for activities such as grocery shopping, attending medical and dental appointments; supervised taking of medications; treatment for drug rehabilitation in the case of current abusers; treatment for alcohol addiction in the case of current abusers; eviction prevention and housing stabilization; supportive living for the mentally ill or other people with disabilities; domestic violence counseling; meals on wheels; training in housekeeping and homemaking activities; family budgeting; child care; parenting skills; life skills; computer training; and work skills development and job training.
  
- c. Units that received HUD assistance (Public Housing Capital or Operating Funds; Project-based Rental Assistance; Housing for the Elderly; Housing for Persons with Disabilities; Rent Supplement program; Rental Assistance Program) or was subject to rent restrictions as a result of a HUD loan program (Section 236; Section 221(d)(3) or (d)(4)BMIR; Housing for the Elderly – Section 202; Housing for Persons with Disabilities – Section 811) in the past 5 years, including a new construction unit that qualifies as a replacement unit.

**D. Site Selection and Neighborhood Standards.** All project locations or site(s) shall be located within a MCHA qualified census tract, which meets HUD’s goals for the de-concentration of poverty. Preference will be given to projects located in census tracts with a poverty rate of 20% or less.

However, MCHA will grant exceptions to the 20 percent standard where it is determined that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

1. A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
2. A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
3. A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
4. A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;

5. A census tract where there has been an overall decline in the poverty rate within the past five years; or
6. A census tract where there are meaningful opportunities for educational and economic advancement.

Proposer(s) shall submit justification for the need to project-base their development in such an area and identify the positive impact(s) that the project will contribute to the jurisdiction. All projects shall meet HUD's site and neighborhood standards as described in 24 CFR 983.57 and the MCHA Administrative Plan.

Proposer(s) site for Existing or Substantial Rehabilitation housing shall meet the following site and neighborhood standards. The site shall:

1. Be adequate in size, exposure and contour to accommodate the number and type of units proposed, and adequate utilities and streets shall be available to service the site. (The existence of a private disposal system and private sanitary water supply for the site, approved in accordance with law, may be considered adequate utilities.)
2. Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
3. Be accessible to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.
4. Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower-income workers is not excessive.
5. Poverty concentration criteria established by MCHA in the site selection standards shall be addressed, including mandatory criteria to ensure that statutory goal of de-concentration is met.

**New Construction Housing** shall meet the following site and neighborhood standards:

1. The site shall be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets shall be available to service the site.
2. The site shall not be located in an area of minority concentration, except as permitted in section iii below, and shall not be located in a racially mixed area if the project will

cause a significant increase in the proportion of minority to non-minority residents in the area.

3. Exception: A site may be located in an area of minority concentration only if:
  - a. Sufficient comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration; or
  - b. The project is necessary to meet overriding housing needs that cannot be met in that housing market area.
4. The site shall promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.
5. The neighborhood shall not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is a concerted program actively in progress to remedy the undesirable conditions.
6. The housing shall be accessible to social, recreational, educational, commercial, and health facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted standard housing of similar market rents.
7. Except for new construction, housing designed for elderly persons, travel time, and cost via public transportation or private automobile from the neighborhood to place of employment providing a range of jobs for lower-income workers shall not be excessive.

All building sites and neighborhood locations proposed for existing housing must receive HUD approval prior to the award of subsidy. The sites and neighborhoods will be assessed for the fulfillment of specific HUD criteria, as referenced in 24 CFR 983 and the MCHA Administrative Plan.

**E. Environmental Review.** Environmental Review is required for Existing, New Construction and Substantial Rehabilitation units. For New Construction or Substantial Rehabilitation, work cannot begin, nor can an Agreement to enter a HAP contract occur until the Environmental Review is complete.

The MCHA will not enter into an Agreement or HAP contract with an awarded proposer(s) nor will the MCHA, the awarded proposer(s) or its contractors acquire, dispose of, demolish, or construct real property or commit or expend program or local funds for Project-Based Voucher activities until one of the following occurs:

1. The responsible entity (a unit of general local government, a county or a state) has

completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and request for release of funds;

2. The responsible entity has determined that the project to be assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or
3. HUD has performed an environmental review under 24 CFR part 50 and has notified the MCHA in writing of environmental approval of the site.

The MCHA will require the awarded proposer(s) to carry out mitigating measures required by the responsible entity (or HUD, if applicable) as a result of the Environmental Review. All awards of subsidy are conditional upon the successful completion of an environmental review.

**F. Housing Quality Standards Inspections.** The MCHA shall inspect proposed units before the proposed public notice of selection date (Section 4. Schedule of Events) and Proposer's units shall substantially pass Housing Quality Standards (HQS), per 24 CFR 982.401. Proposer's units shall fully comply with HQS standards before the execution of a HAP contract.

**G. New Construction and Substantial Rehabilitation.** Proposers proposing on New Construction projects shall provide documentation that (1) the units will comply with the HQS and (2) construction or rehabilitation has not begun. Proposals for New Construction projects shall include the following:

1. Site and location of proposed units on site;
2. Number of proposed units by size including number of bedrooms and bathrooms;
3. Services, maintenance, or equipment to be supplied by the proposer without charges in addition to the rent fee.
4. Utilities available to the proposed units, including utilities paid by proposer and utilities paid by tenant.
5. Indication of whether or not the design and construction requirements of the Fair Housing Act and implementing regulations at 24 CFR 100.205 and the accessibility requirements of section 504 of the Rehabilitation Act of 1973 ( 29 U.S.C. 794) and implementing regulations at 24 CFR 8.22 and 8.23 apply to units under the Agreement. If these requirements are applicable, any required work item resulting from these requirements must be included in the description of work to be performed, as specified in paragraph (c)(i)(viii) of this section.
6. Estimated initial rents to proposer for the proposed units.

## H. Additional Requirements.

1. Proposals must clearly show that individuals selected under the “Chronically Homeless” category are eligible in accordance with HUD’s definition for chronically homeless.
2. If an assisted family moves out of the unit, the proposer may keep the housing assistance payment payable for the calendar month when the family moves out (“move-out month”). If the MCHA determines that the vacancy is the proposer’s fault, the proposer may not keep the payment.
3. MCHA will maintain separate waiting lists for its Housing Choice Voucher and Project-Based Assistance programs. Prospective tenants on MCHA’s Project-Based Assistance waiting list will be referred to eligible proposers for screening and selection. Proposers may also refer applicants to MCHA to apply for the Project-Based Assistance waiting list.
4. The PHA will inspect on an annual basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS.
5. Except for certain tax credit units (discussed below), the rent to owner must not exceed the lowest of the following amounts:
  - a. An amount determined by the PHA, not to exceed 110 percent of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
  - b. The reasonable rent; or
  - c. The rent requested by the owner.

For certain tax credit units, the rent limits are determined differently than for other PBV units. Different limits apply to contract units that meet all of the following criteria:

- a. The contract unit receives a low-income housing tax credit under the Internal Revenue Code of 1986;
- b. The contract unit is not located in a qualified census tract;
- c. There are comparable tax credit units of the same bedroom size as the contract unit in the same project, and the comparable tax credit units do not have any form of rental assistance other than the tax credit; and

- d. The tax credit rent exceeds 110 percent of the fair market rent or any approved exception payment standard;

For contract units that meet all of these criteria, the rent to owner must not exceed the lowest of:

- a. The tax credit rent minus any utility allowance;
- b. The reasonable rent; or
- c. The rent requested by the owner.

## 6. INSTRUCTIONS TO PROPOSERS

1. Proposers must submit one (1) original signed proposal, four (4) hard copies and one digital copy on a flash drive of the proposal. Proposals are due at the MCHA **no later than the time and date set forth in the Section 4: Schedule of Events** to

Marion County Housing Authority  
Attention: Monica Avila  
2645 Portland Road NE, Suite 200  
Salem, OR 97301

2. All proposals must be in a sealed envelope or appropriate packaging and addressed to the Marion County Housing Authority. Envelopes or packages shall be clearly marked with the RFP number, **No. 2019-09P**.
3. The proposal must include information responsive to items (a) through (m) set forth below. The proposal may not exceed a total of 25 single-sided, 8.5" x 11" numbered pages of written material. The cover letter, resumes and other required documents are excluded from the total page count. Minimum font size shall be twelve (12) point single spaced, and the minimum margins shall be one (1) inch on all sides. Resumes must be included in an appendix to the proposal. Proposers must complete and submit **Attachment 1: Proposal Form**.
4. Proposers must include the following as part of their proposal:
  - a. **Cover Letter.** The proposal must be submitted with a cover letter describing the proposer's interest and commitment to the proposed project. The letter must include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the selection process. The person authorized by the proposer to negotiate a contract with MCHA must sign the cover letter.
  - b. **Project Location.** Identify the project site(s) by address, Assessor's Map I.D. and

Tax Lot Number. Identify the Census Tract of proposed project site(s) location. (Information will be used to determine if project is located in a qualified census tract.)

- c. **Housing Choice Vouchers.** Identify the number of Housing Choice Vouchers being requested to be Project-Based at the project site.
- d. **Proposed Rents.** Identify the proposed rents by unit type for the project. Included proposed contract rents for PBA subsidized and non-subsidized units. Describe the utilities, services, and appliances (proposer paid) to be included in the proposed rents. Identify the utilities tenants will be responsible for.
- e. **The Project.** Indicate whether it is existing housing, substantial rehabilitation or new construction. Explain why this project is being proposed. Describe the location, physical characteristics, amenities, target population, unit type and number of units in the development. Describe the housing types in the neighborhood, including the concentration of multi-family affordable housing. Include pictures of the project.
- f. **Resources.** Describe the resources that are used in the development of the project. Identify the sources of funding and financing used to develop the project.
- g. **Population.** Identify the target population (i.e. chronic homeless or homeless individuals, extremely low- income family, elderly, disabled, etc.) of the project. Include income level restrictions proposed for the project including non-subsidized units. The following proposals will received bonus points:
  - Projects with units exclusively serving persons age 62 or older; or
  - Projects with units exclusively serving chronically homeless veterans referred by the Veteran Administration department; or
  - Projects with units prioritizing victims or Survivors of Domestic Violence; or
  - Projects with units prioritizing persons referred by the Marion County Law Enforcement Diversion program; or
  - Projects in which the units are for households eligible for supportive services and available to all families receiving PBV assistance in the project. Examples of supportive services considered include: transportation for activities such as grocery shopping, attending medical and dental appointments; supervised taking of medications; treatment for drug rehabilitation in the case of current abusers; treatment for alcohol addiction in the case of current abusers; eviction prevention and housing stabilization; supportive living for the mentally ill or other people with disabilities; domestic violence counseling; meals on wheels; training in housekeeping and homemaking activities; family budgeting; child care; parenting skills; life skills; computer training; and work skills development and job training.

- h. **Project Affordability.** Describe the affordability of the project. Include an analysis of proposed rents versus household income levels to be targeted. What is term of affordability for the project? (i.e., how many years will your project remain affordable?)
- i. **Staffing Plan.** Describe the structure and staffing of the organization as it relates to the project. Explain how proposer's organization's experience and abilities allow effective management of this project. Identify the project owner and property management agent. Describe the organization's past experience, if any, in the administration or management of government subsidized affordable housing projects. Describe the organization's plans to successfully manage and maintain the project and units.
- j. **Project History.** Describe the project's history. Identify the current vacancy rate and the vacancy rate for the past three years (or as many years as have been occupied). If this is new construction, describe the organization's success rate(s) of other projects. Identify how the organization has corrected vacancy problems in the past. If the organization has not had vacancy problems, identify what made the project successful. Identify the organizations current marketing strategy to ensure underserved populations in the area are reached.
- k. **Housing Need:** How does your project address a housing need not currently being met?
- l. **References.** Provide at least three (3) references (names, email addresses and current phone numbers) from recent projects similar in scope and size. Include a brief description of each project associated with the reference, and the role of the respective team member(s) who would be assigned to the project. Proposer must submit references using **Attachment 2: Reference Form**.
- m. **Additional Relevant Information.** The proposer may submit additional relevant information that may be helpful in the selection process (not to exceed the equivalent of two (2) single-sided pages). Additional relevant information counts towards the 25-page proposal maximum.

## 7. CONTRACT FORM

By submitting a proposal, proposer agrees to comply with the requirements of the RFP, including the terms and conditions of the **Agreement to Enter into a Housing Assistance Payments (HAP) Contract (links in Exhibit 1)** as required by the United States Department of Housing and Urban Development.

Any proposal that is conditioned upon MCHA's acceptance of any other terms and conditions will be rejected.



Awarded proposer(s) shall execute a Housing Assistance Payment (HAP) contract with MCHA for a term up to twenty (20) years. .

## 8. EVALUATION

**Minimum Responsiveness.** In order to be responsive, each proposal will be reviewed for minimum responsiveness. Failure to meet minimum responsiveness may result in rejection of the proposal. Each proposal must comply with **Section 6 Instructions to Proposers** and include the following to be considered minimally responsive:

- Cover Letter
- Project Location
- Housing Choice Vouchers
- Proposed Rent
- The Project
- Resources
- Population
- Project Affordability
- Staffing Plan
- Project History
- Attachment 1: Proposal Form
- Attachment 2: Reference Form

**Evaluation Committee.** An Evaluation Committee (EC) will evaluate all responsive proposals. The EC will be composed of MCHA staff and other parties that may have relevant expertise or experience. The EC will score and recommend proposals in accordance with the evaluation criteria set forth in this RFP. Evaluation of the proposals shall be within the sole judgment and discretion of the EC.

**Categories.** The evaluation criteria and their respective weights are as follows:

CATEGORIES	MAXIMUM POINTS POSSIBLE
<b>The Project:</b> Location, number of vouchers requested, identify the proposed rents, the project category (existing unit, new construction or substantial rehabilitation), utilities/services included in the rent, utilities that are tenant responsibility.	15
<b>Resources:</b> Describe the resources that have been or will be used in the development of your project. Identify the sources of funding and/or financing used to develop your project.	10
<b>Population:</b> Identify the target population of your project. Include income level restrictions proposed for the project including non-subsidized units.	10
<b>Population Bonus Points: Proposal includes plan to provide housing for populations specifically identified in Section 6.4.g of this document.</b>	10
<b>Project Affordability:</b> Include an analysis of proposed rents versus household income levels to be targeted. What is term of affordability for your project, i.e. how many years will your project be affordable?	10
<b>Plans to Maintain Project:</b> Describe your plans to successfully manage and maintain the project and units.	10
<b>Staffing Plan:</b> Describe the structure and staffing of the organization as it relates to this project. Explain how your organization’s experience and abilities allow you to effectively manage this project. Identify the projects owner and property management agent. Describe your organization’s past experience, if any, in the administration or management of government subsidized affordable housing projects.	10
<b>Project History:</b> What is your current vacancy rate and the vacancy rate for the past three (3) years, or as many years as you have been occupied. If new construction, describe your success rate with other projects. Describe any vacancy problems and what you’ve done to correct them. If you have not had any problems, what has made your project successful?	15
<b>Housing Need:</b> How does your project address a housing need not currently being met?	100
<b>Total Points Possible</b>	<b>100</b>
Interview/Presentation/Demonstration (optional)	20
<b>Grand Total</b>	<b>120</b>

**Interviews.** Proposers may need to attend an interview. The project manager and any key team members should attend the interview. The determination as to the need for interviews, evaluation criteria, the location, order and schedule of the interviews is at the sole discretion of MCHA. The interview panel may include representatives from MCHA and other agencies, but the specific composition of the panel will not be revealed prior to the interviews. The proposer must bear all presentation costs incurred to attend.

Best Value: MCHA will select the proposal that present the best value and is most advantageous to MCHA and the public. Accordingly, MCHA may not necessarily award the proposer with the lowest price proposal if doing so would not be in the overall best interest of MCHA. MCHA reserves the right to expand or reduce the proposed scope of work during the contract negotiations based on budget constraints and to award to a single or multiple proposers.

MCHA reserves the right to check references only on the highest scoring proposers or depending on the scoring differential just the highest proposer.

## **9. AWARD NOTICE AND ACCEPTANCE PERIOD**

1. Acceptance of a proposal is subject to budget approval, appropriation and budgetary constraints.
2. After the evaluation of proposals and final consideration of all available pertinent information, MCHA will either reject all proposals or issue a written notice of intent to award the contract. The notice shall identify the apparent best evaluated proposal and the notice shall be provided to all proposers submitting a timely proposal. The notice shall not create any rights, interests, or claims of entitlement in the apparent best evaluated proposer.
3. The apparent best evaluated proposer should be prepared to enter into a contract with the MCHA which shall be substantially the same as the Contract for Services in Exhibit 1 to this RFP. Notwithstanding, MCHA reserves the right to add terms and conditions, deemed to be in the best interest of MCHA, during final contract negotiations.
4. If a proposer fails to promptly sign and return the HAP contract as presented, MCHA may cancel the award.
5. The following additional information will be requested of awarded proposers upon project selection and condition approval.
  - a. The completion of an Environmental Review Checklist and site and neighborhood description.
  - b. A complete management and maintenance plan. This plan will describe all

aspects of the site management plan, including the Resident Selection Policies. The plan should also describe the preventive, routine and emergency maintenance procedures for the entire site.

- c. A complete financial plan.

## **10. PROTEST AND APPEALS**

A proposer must deliver a written protest of specification to the MCHA office no later than seven (7) calendar days prior to the proposal due date as follows:

Marion County Housing Authority  
Attention: Monica Avila  
2645 Portland Road NE, Suite 200  
Salem, OR 97301

All letters of protest shall clearly identify:

- a. The legal and factual grounds for the protest.
- b. Description of the resulting prejudice to the proposer; and
- c. A statement of the form of relief requested or any proposed changes to the specification.

The RFP review team will issue a written disposition in a timely manner as set forth in ORS 279B.410(4), which shall include the reason for the action taken and the process for appealing the decision. A proposer must file a written protest with the MCHA and exhaust all administrative remedies before seeking judicial review of MCHA's contract award decision.

Extension of Closing: IF the MCHA receives a written protest from a proposer in accordance with this rule, the MCHA may extend closing if it determines an extension is necessary to consider the protest and to issue addenda, if any, to the solicitation document.

## **11. TERMS AND CONDITIONS**

This RFP is subject to all of the applicable HUD regulations for the Project-Based voucher program located at 24 CFR Part 983. This document can be accessed electronically at the following link: <https://www.law.cornell.edu/cfr/text/24/part-983>

### **RFP Amendment, Cancellation and Right of Rejection.**

MCHA reserves the unilateral right to amend this RFP in writing at any time by public notice in the Statesman Journal. MCHA may extend the deadline for submission of proposals by written addendum. Proposers shall respond to the final written RFP, its exhibits and attachments, and all addenda. MCHA also reserves the right, in its sole discretion, to reject any and all proposals or to cancel or reissue the RFP.

### **MCHA Rights.**

MCHA expressly reserves the right to:

- a. Waive irregularities in the proposals submitted;
- b. Cancel the procurement or reject any proposals or portions thereof in accordance with ORS 279B.100;
- c. Base awards with due regard to quality of services, experience, compliance with specifications, proposal response, and other such factors as necessary in the circumstance;
- d. Make the award to any proposer whose proposal, in the opinion of management or the MCHA Executive Director, is in the best interest of the MCHA; and
- e. Negotiate contract terms and conditions.

### **Confidentiality.**

The MCHA is subject to the Oregon Public Records Law (ORS 192.410 to 192.505), which requires MCHA to disclose all records generated or received in the transaction of MCHA business, except as expressly exempted in ORS 192.51, 192.502, or other applicable law. MCHA will not disclose records submitted by a proposer that are exempt from disclosure under Public Records Law, subject to the following procedures and limitations.

1. The entire RFP cannot be marked confidential, nor, shall any pricing be marked confidential.
2. All pages containing the records exempt from disclosure shall be marked “confidential” and segregated in the following manner:

- a. It shall be clearly marked in bulk and on each page of the confidential document.
- b. It shall be kept separate from the other RFP documents in a separate envelope or package.
- c. Where this specification conflicts with other formatting and response instruction specifications, this specification shall prevail.
- d. Where such conflict occurs, the proposer is instructed to respond with the following: "Refer to confidential information enclosed."
- e. This statement shall be inserted in place where the requested information was to have been placed.
- f. Contractor agrees to meet the highest standards prevalent in the industry or business most closely related to the goods or services of this proposal.

Proposers who desire that additional information be treated as confidential must mark those pages as "confidential, cite a specific statutory basis for the exemption, and the reasons why the public interest would be served by the confidentiality. Should a proposal be submitted as described in this section no portion of it can be held as confidential unless that portion is segregated as described in the criteria above.

**Proposer is Responsible for Incurred Costs.** MCHA shall not be liable for any expenses incurred by proposer in both preparing and submitting its proposal or contract negotiation process, if any.

## **12. ATTACHMENTS AND EXHIBITS**

Attachment 1: Proposal Form

Attachment 2: Reference Form

Exhibit 1: Links to PBV Housing Assistance Payments (HAP) Contracts

## **13. PROPOSAL SUBMISSION CHECKLIST FOR PROPOSERS**

- Cover Letter
- Project Location

- Number of Requested Housing Choice Project-Based Vouchers
- Proposed Rent
- The Project
- Resources
- Population
- Project Affordability
- Housing Need Being Met
- Staffing Plan
- Project History
- Attachment 1: Proposal Form
- Attachment 2: Reference Form

# ATTACHMENT 1: Proposal Form

OFFEROR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

TAXPAYER ID NUMBER: \_\_\_\_\_ DATE/STATE OF INCORPORATION: \_\_\_\_\_

BUSINESS DESIGNATION:     Corporation                       Sole Proprietor                       Partnership  
    S Corporation                       Non-Profit                       Government  
    Other \_\_\_\_\_

CERTIFICATION/LICENSE NUMBER: \_\_\_\_\_

**The undersigned further acknowledges, attests and certifies individually and on behalf of the Proposer that:**

1. That this proposal is, in all respects, fair and without fraud; that it is made without collusion with any official of the county; and that the proposal is made without any collusion with any person making another proposal on this Contract.
2. Information and prices included in this proposal shall remain valid for ninety (90) days after the proposal due date or until a Contract is approved, whichever comes first.
3. The Proposer acknowledges receipt of all Addenda issued under the RFP.
4. The Proposer certifies that it does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, handicap, financial ability, age or other non-job-related factors as per ORS 659 and USC 42 2000e.
5. The Proposer, acting through its authorized representative, has read and understands all RFP instructions, specifications, and terms and conditions contained within the RFP and all Addenda, if any;
6. The Proposer agrees to and shall comply with, all requirements, specifications and terms and conditions contained within the RFP, including all Addenda, if any;
7. The proposal submitted is in response to the specific language contained in the RFP, and Proposer has made no assumptions based upon either (a) verbal or written statements not contained in the RFP, or (b) any previously-issued RFP, if any.
8. The Proposer agrees that if awarded the Contract, Proposer shall be authorized to do business in the State of Oregon at the time of the award;
9. The signatory of this Proposal Form is a duly authorized representative of the Proposer, has been authorized by Proposer to make all representations, attestations, and certifications contained in this proposal document and all Addenda, if any, issued, and to execute this proposal document on behalf of Proposer.
11. By signature below, the undersigned Authorized Representative hereby certifies on behalf of Proposer that all contents of this Proposal Form and the submitted proposal are truthful, complete and accurate. Failure to provide information required by the RFP may ultimately result in rejection of the proposal.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS** - The Offeror certifies to the best of its knowledge and belief that neither it nor any of its principals:

Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;



Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in item number 2 of this certification;

Have, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract;

Have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract; and

Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

**Where Offeror is unable to certify to any of the statements in this certification, Offeror shall attach an explanation to their offer. The inability to certify to all of the statements may not necessarily preclude Offeror from award of a contract under this procurement.**

IF THE PROPOSAL IS MADE BY A JOINT VENTURE, IT SHALL BE EXECUTED BY EACH PARTICIPANT OF THE JOINT VENTURE.

THIS OFFER SHALL BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE PROPOSER; ANY ALTERATIONS OR ERASURES TO THE OFFER SHALL BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

SIGNATURE OF PROPOSER'S DULY AUTHORIZED REPRESENTATIVE FOR ALL SECTIONS:

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Person (Type or Print): \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

**The Offeror will notify the MCHA representative on the cover page of this RFP within 30 days of any change in the information provided on this form.**

## **ATTACHMENT 2: Reference Form**

Proposer must provide references that can be contacted regarding the quality of workmanship and service provided to current and past customers.

The references will be used to confirm the selection rather than as an evaluation criterion. However, if several proposers are close in the final evaluation, references may be used to select the best evaluated proposer.

### **Project Reference #1**

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Date: \_\_\_\_\_

Firm Name for Reference #1: \_\_\_\_\_

Name of Reference #1: \_\_\_\_\_

Telephone Number for Reference #1: \_\_\_\_\_

Email Address for Reference #1: \_\_\_\_\_

### **Project Reference #2**

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Date: \_\_\_\_\_

Firm Name for Reference #2: \_\_\_\_\_

Name of Reference #2: \_\_\_\_\_

Telephone Number for Reference #2: \_\_\_\_\_

Email Address for Reference #2: \_\_\_\_\_

**Project Reference #3**

Name of Project: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Date: \_\_\_\_\_

Firm Name for Reference #3: \_\_\_\_\_

Name of Reference #3: \_\_\_\_\_

Telephone Number for Reference #3: \_\_\_\_\_

Email Address for Reference #3: \_\_\_\_\_

## **EXHIBIT 1: Links to PBV Housing Assistance Payments (HAP) Contracts**

New Construction or Rehabilitation - PBV Housing Assistance Payments Contract

Part 1: [Here](#)

Part 2: [Here](#)

Existing Housing - PBV Housing Assistance Payment Contract

Part: 1: [Here](#)

Part 2: [Here](#)