

Request for Proposal
Section 8 Program
Project Based Assistance Program

The Springfield Housing Authority (SHA) is soliciting proposals from local landlords to participate in the Section 8 Project Based Voucher Programs.

All interested parties may obtain a copy of the Request for Proposals (RFP) by contacting the following:

www.springfieldhousingauthority.org or

Springfield Housing Authority
200 North Eleventh Street
Springfield, IL 62703
Attention: Procurement Specialist
(217) 753-5757, ext. 232

RFP guidelines are now available. Proposals are available on a continual basis for a period of one year (February 1, 2018 to January 31, 2019) and will be accepted monthly, by 4:00 p.m. on the 5th calendar day of each month. If the 5th calendar day of the month falls on a non-business day, the proposal will be due the following business day by 4:00 p.m.

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I. GENERAL INFORMATION

OBJECTIVE

The Springfield Housing Authority selects to participate in and administer the Section 8 Project Based Voucher (PBV) program whereby the rental assistance is attached to the structure. The SHA will enter into a HAP contract with the owner for the units of existing housing or newly constructed or rehabilitated housing. During the term of the contract, the SHA will make HAP payments to the owner for units leased and occupied by eligible families.

The Springfield Housing Authority may provide up to 20% of its budget authority as allocated by HUD for use in the Project Based Voucher program. The PBV program requires compliance with all equal opportunity requirements under federal law and regulations including the authorities cited at 24 CFR 5.105(a). The SHA may not provide PBV assistance for housing types inclusive of, but not limited to the following

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care or intermediate care;
- Units that are owned or controlled by an educational institution or its affiliate and are designed for occupancy by students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner occupied units;
- Hi-rise family units (without prior HUD approval); or
- For units occupied by families that are in-eligible for Project Based Assistance based upon local PHA admittance criteria.

Additionally, the SHA may not provide PBV assistance to the following types of assisted units in accordance with 24 CFR 983.54:

- A public housing dwelling unit;
- A unit subsidized with any other form of Section 8 assistance (i.e. tenant based or project-based assistance);
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 / Section 521 / Section 202 / Section 811 / Section 101 rental assistance payments;
- A unit subsidized with any form of tenant-based rental assistance (i.e. HOME funded programs);

- A unit with any other duplicative federal, state, or local housing subsidy.

METHOD OF SOLICITATION

For this solicitation, the SHA utilizes a competitive proposal selection process. The SHA will provide broad public notice inclusive of advertising in local mainstream and alternative newspapers and/or through the cable access channel.

For this request, the SHA will select PBV proposals by the following method:

- Request for Proposals – This request for proposal does not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV on different sites.

This process involves the SHA requesting and receiving simultaneously technical and price proposals from interested parties. The technical and price proposals will be evaluated, scored and ranked separately by the SHA in accordance with the Evaluation/Selection Process and Selection Criteria described in Section IV. The SHA will calculate the total score for each proposal in accordance with the procedures described in Section IV. The proposal receiving the highest score may be awarded the contract.

CONTACT PERSON

All communication regarding the Proposal should be made in writing to Melissa Huffstedtler, Deputy Director. Communication must be delivered to the address below, via e-mail at melissah@sha1.org or faxed to (217) 753-6256.

Springfield Housing Authority
Attn: Melissa Huffstedtler, Deputy Director
200 North Eleventh Street
Springfield, IL 62703

SUBMISSION OF PROPOSALS

The Proposal, prepared in accordance with Section III, must be received by the SHA no later than 4:00 p.m. CST on the 5th calendar day of each month at the following location:

Springfield Housing Authority
Attn: Melissa Huffstedtler, Deputy Director
200 North Eleventh Street
Springfield, IL 62703

If the 5th calendar day of the month falls on a non-business day, the proposal will be due the following business day by 4:00 p.m. The number of copies and packaging requirements are indicated in **Section III** of this document.

ANTICIPATED SCHEDULE OF EVENTS

The anticipated schedule of events for each proposal is as follows:

RFP Package Available	Continual Basis
Deadline for submission of Proposal	5 th Calendar Day of Each Month*
Evaluation completed	10 Business days of receipt of the Proposal
Contract Award/Denied	Next Regularly Scheduled Board Meeting

** If the 5th calendar day of the month falls on a non-business day, the proposal will be due the following business day by 4:00 p.m.*

AGENCY OPTIONS

The SHA may, at its sole and absolute discretion, reject any and all, or part of any and all submissions; postpone or cancel, at any time, the RFP process; or waive any minor, nonmaterial irregularities in the RFP or in proposals received as a result of the RFP. Also, the criteria and process whereby submissions are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of the RFP, shall be at the sole and absolute discretion of the SHA.

In no event will the Agency permit modification to a Proposal after the submission deadline, unless the SHA specifically requests “Best & Final Offers” subsequent to the completion of the evaluation process and discussions with firms in the competitive range.

EXPENSE OF PREPARATION AND SUBMISSION OF PROPOSALS

All expenses involved with the preparation and submission of the proposal shall be borne by the Respondent.

PROPOSALS OPEN TO PUBLIC

Subsequent to the award of the contract, all information submitted as part of, or in support of the Proposal will be available for public inspection in compliance with state and federal laws. Only financial information, if requested as part of the RFP to confirm a Respondent’s financial soundness, will be kept confidential.

II. PROGRAM DESCRIPTION

PROJECT BASED VOUCHER PROGRAM

The Springfield Housing Authority selects to participate in and administer the PBV program. The rental assistance is attached to the structure. The SHA will enter into a HAP contract with the owner for the units of existing housing or newly constructed or rehabilitated housing. During the term of the contract, the SHA will make HAP payments to the owner for the units leased and occupied by eligible families.

Cap on Number of PBV Units per Assisted Building

The SHA may only select proposals and enter into HAP contract to provide PBV assistance for up to 25% of units in each building.

PBV units will not be counted against the 25% cap for the following types of assisted units:

- Units in a single-family building; or
- Excepted units in a multi-family building that are specifically made available for qualifying families.
 - Qualifying families includes elderly or disabled families OR families with one member of the household receiving the following types of supportive services on a minimum of a weekly basis:
 - Case management;
 - Life Skills;
 - Individual and/or group counseling; or ▪ Substance Abuse services.
 - At the time of lease execution, the owner, family, and PHA must sign a statement of family responsibility that must contain all family obligations including the participation in a service program. Failure of the family, without good cause, to fulfill its service obligation will result in termination from Project Based Assistance and the unit will only remain an excepted unit if the unit is made available to another qualifying family.
 - The SHA will monitor said family's supportive services involvement on a monthly basis by requiring release of information documents being signed by the tenant and supportive service provider. The supportive service provider will be required to submit monthly reports to the SHA relative to the tenant's continued involvement in outlined services component. Failure to participate in the recommended services for two (2) or more consecutive months will result in termination from the PBV program.
 - The owner must set aside the number of excepted units made available for occupancy by qualifying families.
 - The SHA will determine the percentage of units per building for qualifying families (between 25% and 100%) to assist based upon the total budget authority available for project-based assistance.

Site Selection Standards

The SHA may select a proposal for existing, new construction or newly rehabilitated housing on a site and enter into a HAP contract for those units meeting the following general criteria:

1. Project based assistance for housing at the selected site is consistent with the goal of deconcentrating poverty and expanding housing or economic opportunities based upon the following considerations:
 - a. Is the proposed PBV development in a HUD designated Enterprise Zone, Economic Community or Renewal Community?
 - b. Is the proposed development located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition?
 - c. Is the census tract in which the proposed PBV development is located undergoing significant revitalization?
 - d. Have federal, state or local dollars been invested in the area to achieve the deconcentration of poverty and expansion of housing or economic opportunity?
 - e. Are new market rate units being developed in the same census tract as the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area?
 - f. If the poverty rate in the area where the proposed PBV development will be located is greater than 20%, the SHA may look at the poverty trend over the previous five (5) years.
 - g. Are there meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located?
2. The site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent Act outlining fair housing.
3. The site meets Housing Quality Standards as outlined by 24 CFR 982.401.

Existing and Rehabilitated Housing Sites

A proposed site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:

- 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;
- 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 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;

- 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.

New Construction Housing Sites

A proposed site for new construction housing must meet the following site and neighborhood standards. The site must:

- 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;
- Not be located in a racially mixed area if the project will significantly increase the proportion of minority to non-minority residents in the area;
- Not be located in a minority concentrated area unless the following applies:
 - 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;
 - The project is necessary to meet overriding housing needs that cannot be met in that housing market areas;
 - The distribution of PBV assisted units is reasonable and over a period of several years will approach an appropriate balance of housing choices within and outside of minority concentration.
- Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions;
- Be accessible to social, recreational, educational, commercial and health facilities 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;
- Except for new construction housing designed for elderly persons, 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.

Environmental Review

PBV selected sites are subject to HUD environmental regulations with 24 CFR parts 50 and 58. The SHA may not enter into a PBV HAP contract with an owner until one of the following occurs:

- The responsible entity 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;

- 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
- HUD has performed an environmental review under 24 CFR part 50 and has notified the PHA in writing of environmental approval of the site.

Upon any environmental findings, as applicable, the owner is required to carry out mitigating measures required by the responsible entity in order to enter into a HAP contract with the SHA.

Housing Quality Standards

Assisted units under the PBV program are subject to Housing Quality Standards as outlined in 24 CFR 982.401.

The Springfield Housing Authority will conduct HQS inspections of individual units prior to selection of the site and again at prior to execution of the HAP contract for each assisted unit. Additionally, for each assisted family in the units, annual inspections will be conducted as well as turnover inspections (move in and move out inspections when the unit becomes vacant and then again leased up). The SHA reserves the right to inspect the unit at any time outside of the aforementioned times (i.e. quality control inspections, tenant compliant or landlord complaint inspections).

Lead Based Paint

The lead-based paint requirements under 982.401 do not apply to PBV programs, however, the Lead-Based Paint Poisoning Prevention Act and the Residential Lead Based Paint Hazard Reduction Act of 1992 and implementing regulations at 24 CFR part 35, subparts A, B, H and R apply to the PBV program.

Housing Accessibility

The proposed and selected housing must comply with program accessibility requirements of section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8. The SHA shall ensure that the percentage of accessible dwelling units complies with said requirements.

In addition, housing first occupied after March 13, 1991 must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205 as applicable.

Execution of HAP Contracts

The SHA may enter into a HAP contract with the selected owner for an initial term of not less than one (1) year and not to exceed ten (10) years for each contract unit.

Within one (1) year of expiration, the SHA may agree to extend the term of the HAP contract up to an additional five (5) years if the SHA determines that an extension is appropriate to continue providing affordable housing for low-income families.

The HAP contract will state that the SHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or the SHA in accordance with HUD instructions. The owner may terminate the HAP contract, upon notice to the SHA, if the amount of the rent to owner for any contract unit is reduced below the amount of the initial rent to owner at the beginning of the HAP contract term. In such cases, the assisted families residing in the contract units will be offered tenant-based voucher assistance.

At the discretion of the SHA, and subject to all PBV requirements, the HAP contract may be amended within the first three (3) years of the contract term for the following requests:

- To substitute a different unit (pending completion of HQS inspection) with the same number of bedrooms in the same building for a previously covered contract unit.
- To add contract units provided that the total number of units in a building that will receive PBV assistance does not exceed 25% of the number of dwelling units in the building or 20% of the SHA's authorized budget authority.
- To reduce the number of contract units by the number of units that has vacant for a period of 120 or more days.

Owner Responsibilities

The owner must maintain and operate the contract units and premises in accordance with the Housing Quality Standards including performance of ordinary and extraordinary maintenance. In addition, the owner is responsible for providing all services, maintenance, equipment and utilities as specified in the executed HAP contract.

At any time in which the owner does not maintain the units and premises in accordance with Housing Quality Standards as outlined in the Administrative Plan under Section XII – Housing Assistance Payment Contract, E. Rent Abatement & Contract Termination for HQS Violations.

Tenant Selection

The SHA will select families from a separately established waiting list for the selected PBV program site. Not less than 75% of the families admitted to the tenant based and project-based voucher programs will be extremely low-income families.

The SHA may only provide rental assistance to families determined eligible at the commencement of PBV assistance in accordance with the Administrative Plan, Section IV Program Eligibility. Should the tenant be “in-place” in the assisted unit, the tenant will be placed on the SHA's waiting list for the PBV program development in order to minimize displacement of existing residents.

In selecting families to occupy PBV units with special accessibility features for persons with disabilities, the SHA must first refer families who require such accessibility features to the owner.

Once a family has been determined eligible, the head of household will be invited to attend a briefing session as outlined in the Administrative Plan, Section X, Issuance of Housing Choice Vouchers and Briefing of Families.

Should the tenant be terminated by the owner for good cause, the tenant will not be eligible for a tenant-based voucher upon lease termination. Should the owner choose not to renew the lease without good cause, the tenant will be offered a tenant-based voucher.

The assisted family has the right to terminate the lease any time after the initial one-year lease term with advance written notice of intent to vacate. In such instances that the family is in good standing with the owner, the family will be offered continued assistance either through either another project-based voucher program or a tenant-based voucher. If continued assistance is not immediately available, the family will receive priority in receiving the next available opportunity for continued tenant based rental assistance. Should the family terminate the assisted lease prior to the initial one-year term, the family relinquishes the opportunity for continued tenant-based assistance.

Rent to Owner

The amount of initial rent to owner is determined prior to execution of the HAP contract in accordance with the Administrative Plan, Section XI, Unit Selection and Approval, K – Initial Contract Rents. There is an exception of initial contract rents for certain tax credit units as follows:

- A contract unit that receives a low-income housing tax credit under the IRS Code of 1986; or
- The contract unit is not located within a qualified census tract; or
- In the same building, there are comparable tax credit units of the same unit bedroom size as the contract unit and the comparable tax credit units do not have any form of rental assistance other than the tax credit; or
- The tax credit rent exceeds the applicable fair market rent.

In such excepted tax credit units, the rent to owner must not exceed the lowest of:

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

The initial contract rent for any other tax credit unit, not included in the aforementioned list, will be determined in accordance with the Administrative Plan, Section XI, Unit Selection and Approval, K – Initial Contract Rents.

For units assisted under the HOME program, rents may not exceed the rent limits as required by the HOME program.

Payment to Owner

The SHA will administer payments to owners as outlined in Section XII, Housing Assistance Payments Contract.

Tenant Rent/Payment to Owner

The SHA will administer payments to owners as outlined in Section VIII, Computing Total Tenant Payment and Tenant Rent.

III. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

OFFEROR'S UNDERSTANDING OF REQUIREMENTS

Offerors are expected to examine the Statement of Work, the proposed Contract Terms and Conditions and all Instructions. **Failure to do so will be at the Offeror's risk.**

Submission

Each Proposal should be organized into two separate parts. They are the **Technical Proposal** and the **Price Proposal**. The Technical Proposal should be organized by the topics described within this Section titled "Content of the Technical Proposal" and "Content of Price Proposal" and submitted in the same order. The information should be 8.5" x 11" format bound by a single staple in the top left-hand corner or a three-ring / spiral binder. A numbered or lettered tab shall separate each section. The Price Proposal should be submitted on the Offer Form included in **Appendix A** and should be submitted in a separate sealed envelope as described below.

Quantity of Copies

Five (5) original copies of both the complete Technical Proposal and the Price Proposal must be submitted.

Packaging the Submission

The **Price Proposals** must be submitted in a separate sealed envelope and not attached or bound to the **Technical Proposal**. The envelope should be clearly labeled "**Price Proposal**" and should indicate the name, address, phone number of the firm making the submission and the Request for Proposal title.

The original copies of the Technical **Proposal** and the envelope containing the Price **Proposal** must be submitted in a sealed envelope or box. The envelope or box should be clearly labeled with the name, address, phone number of the firm making the submission and the Request for Proposal title.

Delivering the Submission

The Proposal must be received by the Springfield Housing Authority by 4:00 p.m. CST on the 5th calendar day* of each month at the following location:

**Springfield Housing Authority
Attn: Melissa Huffstedtler, Deputy Director
200 North Eleventh Street
Springfield, IL 62703**

**If the 5th calendar day of the month falls on a non-business day, the proposal will be due the following business day by 4:00 p.m.*

Telegraphic or facsimile submissions will not be considered.

Questions from Prospective Offerors

Any prospective Offeror desiring an explanation or interpretation of the Request for Proposal, statement of work, etc., must request it in writing. Oral explanations or instructions will not be binding. Any information given to a perspective Offeror concerning a Request for Proposal will be furnished promptly to all other prospective respondents as an addendum to the Request for Proposal, if that information is necessary in preparing and submitting the submission or if the lack of it would be prejudicial to any prospective respondents.

All questions regarding this RFP should be directed in writing, to Melissa Huffstedtler. Inquiries may be delivered by any delivery method including via e-mail at melissah@sha1.org or faxed to (217) 753-6256.

Addendum to the Request for Proposal

The SHA may deem it necessary to make modifications, clarifications or changes to the Request for Proposal at any time. Those modifications will be made in the form of a written addendum issued by the SHA. The issuance of an addendum modifies only those items specifically discussed in the addendum and all other terms and conditions of the Request for Proposal will remain unchanged.

The Offeror must acknowledge receipt of any addenda to the Request for Proposal by signing and returning with the Proposal a copy of the “**Certification of Receipt of Addendum**” form, which will be issued with each addendum. It will be the firms’ responsibility to make an inquiry as to the Addenda issued.

Modification or Withdrawal of the Proposal

In no event will the SHA accept modifications to Proposals after the submission deadline, unless it specifically requests “Best & Final Offers” subsequent to the completion of the evaluation process and discussions with firms in the competitive range.

However, withdrawals of Proposals may be made in writing by any method (facsimile, e-mail or to 200 North Eleventh Street). No Proposals may be withdrawn for a period of sixty (60) days from the submission deadline.

Content of the Technical Proposal

The Technical Proposal shall include all of the items listed below and should be organized by the topics and submitted in the same order.

1. Cover Page

The cover page should identify the Request for Proposal by its name. It should also bear the Respondent's name, address, and telephone and fax numbers.

2. Table of Contents

The table of contents should clearly identify the location of each section of the package by section number or letter and page number. The sections should be identified by consecutive letters or numbers and the contents of each section shall be numbered separately with the section letter or number as a prefix to the page number (e.g. A-1, A-2, A-3).

3. Contents

a. Letter of Intent

b. Firm / Landlord Profiles - Provide a Firm / Landlord Profile of each of the owners participating in the project. The profile should include contact information, management company and owner information as applicable. Also include a brief overview of leasing history in the Springfield community and previous experience with the Section 8 program.

c. Site Description - Provide information relative to the proposed site for Project Based Voucher assistance including the total number of units in the development, the number of units requested to be included in the Project Based Voucher Program, bedroom sizes and / or any amenities located on the premises as well as within a five-mile radius (i.e. access to transportation, employment, grocery stores, schools, etc.).

d. Number of Units Covered Under Project Based Voucher Program -

Indicate the number of units requested to be assisted under the Project Based Voucher Program and the total number of units in the multi-family development. If the proposal requests funding for greater than 25% of the units in the multi-family development, provide a **detailed description** of the supportive services that will be provided to the families or elderly tenants residing in the development. Also include how the service providers will communicate with the Housing Authority to ensure that families in units with supportive services are compliant with said services.

e. Site Standards – Address how the proposed project-based voucher program units meet the following criteria:

- The site and proposed units must meet Housing Quality Standards as outlined in 24 CFR 982.401. HQS Inspections. Include a statement relative to the availability of the SHA to conduct a pre-selection HQS inspection of the site during the proposal review process.
- Include a statement as to how the site is suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 and any other subsequent acts outlining fair housing. If applicable, state how housing first occupied after March 13, 1991 complies with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205 as applicable.
- Indicate how the units are 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;
- Provide information relative to how the units promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
- Provide narrative as to how the units are accessible to social, recreational, educational, commercial and health facilities 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;
- Provide narrative as to how the units are 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.

f. Environmental Review - Include a statement on the applicant's willingness to have an environmental review conducted on the proposed site for the project-based voucher program. If an environmental review has previously been conducted, please include results within the proposal as an attachment/exhibit.

- g. Lead Based Paint** - Include a statement relative to the applicant's ability to comply with said regulations relative to Lead Based Paint.
- h. Contract Term** - Indicate the contract term sought by the applicant under this proposal.

4. Past Performance

Provide information relative to the number and addresses of owned units that have participated under the Section 8 Program previously within either the tenant-based program or previous project-based program.

5. References

Provide a list of not less than three (3) references that have recent knowledge of the applicant's past performance as a landlord.

6. Approach and Methodology Describe the applicant's understanding of the Project Based Voucher program.

7. Small, Minority-Owned and Women-Owned Business Participation

The Springfield Housing Authority supports small, minority-owned and women-owned enterprises (MBE / WBE). Briefly describe the proposed participation of any small, minority-owned or women-owned businesses in this engagement, if any. The description should indicate whether the firm(s) is small, minority-owned or women-owned and whether it is the prime, a joint venture partner, an associated firm or a consultant. It should include an estimation of the percentage of the contract that may be attributable to the firm.

8. Certifications and Affidavits

HUD regulation, federal or state statute or SHA policy requires the following certificates and affidavits. A principal, partner or officer of the firm who is legally authorized to enter into a contractual relationship in the name of the firm must sign the documents. Documents must be notarized by a Notary Public where indicated and corporations should affix their corporate seal to the documents. If more than one firm is included in the project team, the following certifications are to be prepared by the primary firm only, and not consultants. Copies of the required certifications and affidavits are included in **Appendix A.**

- 1. Instructions to Bidders for Contracts (HUD – 5369)
- 2. Representations, Certifications & Other Statements of Bidders (HUD 5369A)
- 3. Instructions to Offerors (HUD – 5369B)
- 4. Certifications and Representations of Offers (HUD – 5369C)

5. Previous Participation Certification (HUD - 2530)
6. Non-Collusive Affidavit
7. General Contract Conditions (Non-Construction) HUD – 5370 – C
8. Non-Construction Contract Provisions (HUD – 51915A)
9. Statement of Bidders’ Qualifications
10. Contract Compliance Attachment
11. Section 3 Clause
12. Section 3 Certification Forms
13. Hold Harmless Agreement
14. Special Contract Requirements
14. Offer Form
15. Sample “Housing Assistance Payment” Contract

Content of the Price Proposal

The Price Proposal must include all of the items listed below:

1. Offer Forms

- The Offeror shall provide all the data required on the Offer Form, samples of which are included in **Appendix A**.
- A principal, partner or officer of the firm who is legally authorized to enter into a contractual relationship in the name of the firm must sign the document. The document must be notarized by a Notary Public where indicated and corporations should affix their corporate seal to the documents.

IV. EVALUATION / SELECTION PROCESS AND SELECTION CRITERIA

Evaluation and Selection Method

No proposal will be opened or reviewed until after the 5th calendar day of each month in which proposals are accepted. Under the competitive proposal selection process, submissions are not opened publicly.

Submissions received will be initially screened for completeness and responsiveness. To be determined responsive, the submission must include the following:

1. A **Technical Proposal** and a **Price Proposal** packaged and identified in accordance with the instruction in Section III.

Submissions lacking these items will be deemed non-responsive and will not be considered further.

The maximum score possible for a Technical Proposal is 85 points.

The Price Proposal Evaluator will calculate the scores for each Price Proposal utilizing the following formula.

The maximum score possible for Price Proposal is 15 points.

Once the Proposal Evaluation Scores have been calculated, the Evaluation/Selection Committee may commence discussions with all offerors determined to be within the competitive range of number of units requested to be assisted and proposed contract rents for said units. An interview may be scheduled with each of those landlords/entities to discuss their proposed scope of work, approach, methodology and price and to clarify concerns identified during the evaluation of their proposals.

Multiple firms / landlords receiving acceptable scores may be recommended for award of the contract. Once a selection has been made, the Evaluation/Selection Committee will present its contract award recommendation to the Executive Director and/or the Board of Commissioners, who have the sole authority to award contracts on behalf of the agency.

Evaluation Criteria and Rating System

Each Proposal will be evaluated and rated using the following criteria and rating system.

TECHNICAL PROPOSAL

1. Capacity to Enter into Project Based Voucher Program HAP Contract (Maximum Rating: 25 Points)

Evidence of the offeror's ability to perform the services, as indicated by:

- The number of units requested to be assisted under the PBV Program.
- The scope of supportive services provided to tenants if the total request of units exceeds 25% of the total units within the development.
- The respondent's ability to provide the required services based on the respondent's workload during the proposed SHA contract.

2. Past Performance (Maximum Rating: 25 Points)

Past performance as indicated by:

- Its experience in providing decent, safe, sanitary housing to low and moderately low-income families.
- The landlord / entity's knowledge of Section 8 programs as well as history as a responsive landlord participating in the Housing Choice Voucher Program.

3. Approach and Methodology (Maximum Rating: 30 Points)

The offerors understand of the overall program management tasks as indicated by his/her willingness to cooperate with:

- Housing Quality Standards / Civil Rights / Disabilities / Lead Based Paint / Environmental Review Requirements;
- Deconcentration of low and moderately low-income families in rental units within the City of Springfield.

4. Small, Minority-Owned and Women-Owned Business Participation
(Maximum Rating: 5 Points)

Evidence that the firm is a minority-owned business and/or that the firm has included small businesses, minority enterprises and/or women-owned enterprises on the project team.

PRICE PROPOSAL

5. Price
(Maximum Rating: 15 Points)

The reasonableness of the landlord's / property management firm's projected contract rent for units requested to be subsidized under the PBV program based on the data provided on the Offer Form.

V. CONTRACT TERMS AND CONDITIONS

Form of Contract

The SHA will require the selected firm to enter into a Housing Assistance Payment Contract that will further specify all terms and conditions of the agreement between the firm and the SHA. A copy of the document will be included within Appendix A.

APPENDIX A

Certifications / Affidavits / Offer Forms

- 1. Instructions to Bidders for Contracts (HUD – 5369)**
- 2. Representations, Certifications & Other Statements of Bidders (HUD 5369A)**
- 3. Instructions to Offerors (HUD – 5369B)**
- 4. Certifications and Representations of Offers (HUD – 5369C)**
- 5. Previous Participation Certification (HUD - 2530)**
- 6. Non-Collusive Affidavit**
- 7. General Contract Conditions (Non-Construction) HUD – 5370 – C**
- 8. Non-Construction Contract Provisions (HUD – 51915A)**
- 9. Statement of Bidders' Qualifications**
- 10. Contract Compliance Attachment**
- 11. Section 3 Clause**
- 12. Section 3 Certification Forms**
- 13. Hold Harmless Agreement**
- 14. Special Contract Requirements**
- 15. Offer For**

