

CHARLESTON - KANAWHA HOUSING AUTHORITY
REQUEST FOR PROPOSALS

PROJECT BASED VOUCHER PROGRAM

I. SPECIAL CONDITIONS

A. REQUIREMENTS

1. Charleston - Kanawha Housing Authority (CKHA) will receive proposals from owners of existing rental units for consideration in assigning Project-Based Voucher (PBV) rental assistance. CKHA will assist up to ten one-bedroom units in the city of Charleston, WV, through its Section 8 Rental Assistance Program. These units must be rented to persons with disabilities that have professional case management services provided by a qualified agency. CKHA will enter into a Housing Assistance Payment Contract with the owner for a period of up to ten years to assist eligible persons residing in these units.
2. The deadline for receipt of proposals has been established as 4:30 PM, Monday, August 30, 2010. Proposals received after the established deadline may be considered non-responsive and rejected. Proposals may be hand delivered to the Administrative Office located at 1525 Washington Street, West, Charleston, WV 25312 or faxed to (304) 348-6455. Mailed proposals shall be sent to Post Office Box 86, Charleston, WV 25321-0086, and the outside of the envelope shall indicate the following in the lower left-hand corner:

PROJECT BASED VOUCHER RFP
DEADLINE: 4:30 PM, MONDAY, AUGUST 30, 2010

3. Any questions regarding the RFP should be directed to Jeff Knight, Director of Leased Housing. Questions may be sent via e-mail at jknight@charlestonhousing.com.
4. Requirements for the proposal to be considered:
 - a. The property must meet local building codes of the City of Charleston and the Housing Quality Standards (HQS) as established by the U.S. Department of Housing and Urban Development. Additionally, the units must be in compliance with Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8. Approved proposals are also subject to an environmental review under 24 CFR 983.50.
 - b. The owner must provide evidence of ownership and the right to lease units in the City of Charleston; including Business License, Rental Registration Certificate and Certificate of Occupancy from the City, if applicable.
 - c. The owner must provide a description of the property, including:
 1. The development's name, location and unit type.
 2. Total number of units at the site and bedroom distribution.
 3. Total number of units requested for PBV assistance.

4. Accessibility features for handicapped individuals.
 5. Amenities in the units.
 6. Utilities available to the units and specification of utility service to be included in the rent and services to be paid by the tenant.
 7. Management and maintenance services.
- d. Documentation of agreement between the owner and the agency/organization who will provide case management services.

B. ELIGIBILITY CRITERIA

In order to be eligible for consideration, each property owner must submit written evidence with its proposal demonstrating that it fulfills the following criteria:

1. Experience as an owner in the tenant-based voucher program and owner compliance with the owner's obligations under the tenant-based program;
2. Extent to which the project furthers CKHA goal of de-concentrating poverty and expanding housing and economic opportunities;
 - a. CKHA's goal is to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal CKHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.
 - b. However, CKHA will grant exceptions to the 20 percent standard where CKHA determines that the PBV assistance will complement other local redevelopment activities designed to de-concentrate 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.

**Request for Proposals
Project Based Voucher Program**

- c. Under no circumstances will CKHA approve PBV assistance in a census tract with a concentration factor greater than forty percent or 75 percent of the community-wide poverty rate, whichever is lower.
- 3. Extent to which services for special populations is provided on site or in the immediate area for occupants of the property; and
- 4. If applicable, extent to which units are occupied by families that are eligible to participate in the PBV program.
- 5. Extent to which the proposed site complies with the following neighborhood standards:
 - a. Is adequate in size, exposure, and contour to accommodate the number and type of units proposed;
 - b. Has adequate utilities and streets available to service the site;
 - c. Promotes a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons;
 - d. is accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
 - e. Is located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

C. EVALUATION CRITERIA

Following the proposal receipt deadline, an evaluation will be made of all proposals. Evaluation criteria shall be as follows:

EVALUATION CRITERIA	POINTS POSSIBLE
Experience as an owner in the tenant-based voucher program and owner compliance with the owner’s obligations under the tenant-based program.	0 - 20
Extent to which the project furthers CKHA goal of de-concentrating poverty and expanding housing and economic opportunities.	0 - 20
Extent to which services for special populations is provided on site or in the immediate area for occupants of the property.	0 - 25
Extent to which units are occupied by families that are eligible to participate in the PBV program	0 – 15
Extent to which units meet CKHA’s Neighborhood Standards	0 – 20
Meets Licensing and Insurance Requirements	Yes _____ No _____
TOTAL	100

II. GENERAL CONDITIONS

1. Charleston - Kanawha Housing Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process. Withdrawal of proposals prior and subsequent to the opening shall be permitted only in accordance with Charleston - Kanawha Housing Authority's Procurement Policy, Section III.C. 4a & 4b.
2. Charleston - Kanawha Housing Authority reserves the right to make an award based solely on the proposals or to negotiate further with one or more firms. The firm selected for the award will be chosen based on greatest benefit to Charleston - Kanawha Housing Authority. Charleston - Kanawha Housing Authority's decision is final; there is no appeal process.
3. The bidder is required to complete and submit with the proposal the attached Affidavit in proof that he/she has not entered into any collusion with any person in respect to the bid for this contract. A purchase order will be issued to the selected vendor.
4. Charleston - Kanawha Housing Authority reserves the right to terminate the contract for unsatisfactory performance in compliance with the terms of the Housing Assistance Payment (HAP) contract.
5. The selected firm shall comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).
6. The selected firm shall comply with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by the Department of Labor regulations (29 CFR Part 5).
7. The selected firm shall provide access to any books, documents, papers and records that are directly pertinent to contract services for the purpose of making audit, examination, excerpts and transcriptions at no charge. Such access shall be made to the U. S. Department of Housing and Urban Development officials, Comptroller General of the United States, Executive Director, or any of their duly authorized representatives.
8. The selected firm shall retain all required records for three (3) years following the date of expiration and all other pending matters are closed and shall provide access to Charleston - Kanawha Housing Authority at no charge during that period.
9. The selected firm shall protect, defend, indemnify, and save harmless Charleston - Kanawha Housing Authority against any or all claims that may result or arise from the performance of this contract.
10. In accordance with federal regulations, Charleston - Kanawha Housing Authority requires a drug-free work place. The selected firm shall require all employees sign copies of the notice to honor and abide by the requirements of the Drug Free Work Place Act.
11. The selected firm shall be required to abide by all Federal, State and/or local regulations with regard to equal employment opportunity.

12. Pursuant to Charleston - Kanawha Housing Authority's Procurement Policy, specifically Section VIII. A. 1., special consideration may be given to proposals received from Section 3 businesses, small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in a Charleston - Kanawha Housing Authority development. Evidence in the form of a certification shall be required for qualified businesses, and is attached hereto. The bidder shall complete the attached Certification and shall submit it with the bid.
13. In order to comply with the law and provisions of the Immigration and Reform and Control Act of 1986, the selected firm must verify that all its employees are United States citizens or aliens authorized to work in the United States.
14. No member, officer or employee of Charleston - Kanawha Housing Authority during his/her tenure or one year thereafter, shall have any interest, direct or indirect, in any contract that may be issued as a result of this request for bids.
15. The Contract shall not be assigned in whole or in part, or subcontracted by the selected firm, without prior written approval of Charleston - Kanawha Housing Authority.