



REQUEST FOR PROPOSAL (RFP)- #19-04 **AFFORDABLE HOUSING COMPLIANCE SERVICES**



OVERVIEW:

Greater Dayton Premier Management (GDPM) is a public housing authority serving Montgomery County, Ohio. GDPM is seeking proposals from highly qualified firms to provide Affordable Housing Compliance Services. GDPM, through its nonprofit development entity, Invictus Development Group is undergoing a portfolio wide conversion of its Section 9 Public Housing program. The bulk of the conversion will occur using HUD’s Rental Assistance Demonstration (RAD). The RAD conversion will occur as part of GDPM portfolio conversion from Section 9 of the Housing Act of 1937 to Project Based Vouchers (PBV) under Section 8 of the Housing Act.

The RAD conversion removes HUD’s Declaration of Trust which allows GDPM to pledge the converted properties as security of loans. With this new flexibility, GDPM will utilize financing tools such as Low Income Housing Tax Credits (LIHTC), private debt, along with other soft funds such as Home Investment Partnership (HOME), Federal Home Loan Bank (FHLB), and others.

GDPM anticipates that its portfolio unit mix will become increasingly diverse, creating the need for additional compliance monitoring, specifically for LIHTC and HOME units. Both programs require strict compliance to federal regulations, and the failure to do so can lead to the forfeiture of funding. With few exceptions, GDPM intends to maintain ownership and management of the converted properties. As such, it is imperative that the Consultant work with GDPM to ensure that all units remain in compliance with program rules.

GDPM received portfolio authorization under the RAD program in late 2017. GDPM’s RAD Progress is as follows:

Total Public Housing Units	2749
RAD Conversions Completed	50
RAD Units Anticipated to Close in 2019	58
RAD Units Anticipated to Close in 2020	388

In addition to the LIHTC property GDPM owns and manages, GDPM has two Ohio Housing Finance Agency (OHFA) funded projects underway. Telford-Shroyer is a RAD project funded with state and national housing trust funds. The Southern Montgomery County project is a RAD project recently funded with 4% LITHC, tax exempt bonds and OHFA HOME funds.

THE RFP AND TIMELINE:

The purpose of the RFP is to evaluate responses in order to select an Affordable Housing Compliance Consultant (Consultant) to provide property management consulting services for multi-family housing developments funded with a variety of sources as described in the Overview. Most of these developments will be subsidized through the Rental Assistance Demonstration (RAD), PBV program and will be subjected to LIHTC and/or HOME program requirements.

The selected Consultant shall have experience with public housing authorities, OHFA and RAD. Through this solicitation, GDPM intends to award one Consultant with a single contract to provide compliance services related to multi-family affordable housing rental management. This RFP will result in an agreement not to exceed five years.

The selected Consultant will be included in GDPM’s Management Capacity Review for the recently awarded Southern Montgomery County 4% Bond project. The selected Consultant must be available to commence work as soon as October, 2019 as outlined in the Timeline below.

TIMELINE:

September 20	Request for proposal released
October 4	Deadline for written questions from responders
October 8	Deadline for GDPM responses to questions (responses will be posted on GDPM’s website)
October 21	Proposal due back to GDPM- 10:00 AM
October 22	Interview if required
October 23	Consultant selection
October 30	Work begins for up to 5 year term
November 14	Final Application due to OHFA for Southern Montgomery County

SCOPE OF SERVICES:

Respondents must be able to demonstrate in their proposal, direct experience providing expert compliance and technical assistance services with respect to affordable housing programs such as LIHTC, HOME and RAD. Consulting services will include the provision of guidance, recommendations, comprehensive communication support and education tools. Services shall include the design of a Compliance Manual for use by GDPM staff.

Specific functions and/or deliverables include the following:

1. Initial Household Eligibility Determination of existing tenants related to the LIHTC program to ensure acquisition credit compliance. Additionally, advise GDPM regarding other funding and subsidy compliance requirements. Provide guidance on conflicting requirements and how to navigate identified conflicts.
2. Assist GDPM staff in reviewing and understanding all funding source documentation and partnership agreement. Provide guidance on items such as minimum set-aside and income/rent limits.
3. General compliance consulting and technical assistance, as needed, at the request of GDPM staff.
4. Provide guidance on updated rules and regulations for LIHTC, RAD, PBV, HOME and other programs as applicable.
5. Review existing GDPM property management forms to ensure compliance and efficiency, assist with modifications and new forms for GDPM use, where necessary.
6. Programmatic training and technical assistance for LIHTC, HOME and RAD PBV, as requested by GDPM.
7. LIHTC reporting/consulting to include compiling and reviewing reports, and advising in accordance with program requirements, as requested by GDPM.
8. New move-in file review and on-going monitoring of existing tenant compliance as requested by GDPM.
9. Re-certification, interim file review, or ongoing monitoring as requested by GDPM.
10. File audit preparation and response consulting as requested by GDPM.

11. Conduct end of lease-up check to ensure that permanent first year files contain all approved paperwork.
12. Physical inspection preparation and response to LIHTC program required inspections.
13. Be available to conduct onsite internal audits and ongoing remote consulting/compliance review. GDPM utilizes Yardi Voyager cloud-based property management software. Familiarity with this system is preferred.

RESPONSE REQUIREMENTS:

Respondents are expected to respond to all required sections of the RFP. If a Respondent discovers any mistakes or omissions in the RFP they must notify GDPM's Contact Person via email at kpatrick@gdpm.org. Clarifications or corrections will be posted at www.gdpm.org.

Respondents must include the following in their response:

1. Professional Services Quote Form (executed with acceptance of GDPM terms and conditions)
2. Narrative including the following:
 - Identify the firm and its organizational structure along with the name(s) of the team members assigned to oversee project.
 - Response describing specifically how your firm would provide Affordable Housing Finance Services, detailing unique qualifications, technical capability, and/or characteristics which distinguish your firm from others.
 - Succinct responses to the specific evaluation criteria listed in #1, 3 and 4 of the Evaluation and Selection Criteria section
3. Rate Schedule as detailed in number 2 under the Evaluation and Selection Criteria Section.
4. Attachments:
 - Professional Services Quote Form (signed)
 - GDPM General Terms & Conditions for Professional Services (reference document)
 - HUD 5369 Form & Instructions (signed)
 - Certification of Debarment (signed)
 - MBE Good Faith (signed)
 - Section 3 (signed)
 - Equal Employment Opportunity Statement (signed)
 - Drug Free Workplace Certification (signed)
 - Non-Collusive Affidavit (signed)
 - Certificate of Insurance

EVALUATION AND SELECTION CRITERIA

1. Qualifications & Relevant Experience (40 points)

- Identify the individual(s) in charge of day-to-day management of the requested services. Please include the names, resumes, and relevant experience of all professionals.
- Demonstrate your firm and assigned professionals' experience with the following (include the number of projects over the last 5 years):
 - Property Management Consulting for the LIHTC program
 - Ohio LIHTC developments
 - Property Management Consulting involving RAD PBV conversions
 - Property Management Consulting involving National Housing Trust Funds and the HOME program
 - Consulting for Public Housing Authorities (“PHAs”)
 - Experience with Yardi Voyager

List of former or current clients, including other Public Housing Authorities, for whom the respondent has performed similar services. The listing must include: company name, contact person, phone number, email address and brief summary of work completed.

- The firm should disclose any pending investigations or enforcement or disciplinary actions imposed on the firm within the past three years.
- Thoroughly explain your proposed means of communication (in person or remote), availability for meetings, general communications, coordination, and supervision.
- Discuss how you stay up to date with program rules and keep your clients in compliance as rules may be changed.

2. Calculation of Fees (25 points)

- Provide an itemized breakdown of billing rates and hourly costs, list of key personnel and their hourly rates, reimbursable expenses, etc.
 - Pricing options for additional levels of services that may be applicable.
 - Provide an estimate for the total billable hours an estimated cost for compliance services over a 3 year period.
- Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of GDPM.

3. Availability to provide services within the required schedule (15 points)

- Please provide your commitment and ability to immediately commence the engagement should you be engaged as Consultant.

4. Innovation (10 points)

- Describe the firm's involvement with any creative or innovative techniques or solutions for affordable housing property management and/or compliance related issues.

5. General Quality of the Response to the RFP (10 points)

- This factor will be rated for the completeness, quality and conciseness of the Response, in addition to any interview(s) that may be conducted.

6. Section 3 (15 points)

- **Category 1 Business (15 points)** 51% or more of the business is owned by public housing residents of a specific public housing community for which the Section 3 covered assistance is expended
- **Category 2 Business (12 points).** 51% or more of the business is owned by residents of a public housing community or communities within GDPM for which the Section 3 covered assistance is not being expended.
- **Category 3 Business (9 points)**
 - 51% or more of the business is owned by Section 3 eligible residents and/or
 - Will subcontract in excess of 25% of the total amount of subcontracts to category 1 or 2 Section 3 businesses
- **Category 4 and 5 Business (6 points)** Full time, permanent workforce includes 30% or more of Section 3 eligible residents. An entity selected to carry out HUD Youth Build program in Montgomery County in which Section 3 covered funding is expected
- **Category 6 Business (3 points).**Joint venture with inclusion of Section 3 business is a form of organization where: Section 3 business is responsible for a clearly defined portion of the work to be performed, holds management responsibilities in the joint venture, performs at least 25 percent of the work and is contractually entitled to compensation proportionate to its work.

TOTAL MAXIMUM POINTS: 115

PROPOSAL SUBMISSION

Preparation of Proposal

Proposals must provide a clear picture of the Respondent's qualifications to provide the services required in the RFP. The Respondent should respond to the RFP instructions and requirements.

All proposals become property of GDPM. All proposals will be considered public information.

Proposal Development Cost

The cost of creating proposals is the responsibility of the Respondent. The Respondent must guarantee the pricing listed in the proposal will remain in effect for a minimum of 180 days after the proposal date.

False or Misleading Statements

Proposals containing false or misleading statements may be rejected.

Delivery of Proposals

- **One electronic copy** to housingdevelopment@gdpm.org; and procurement@gdpm.org.

The completed proposal package must be received by **10:00 a.m. Eastern Standard Time (EST), on Monday, October 21, 2019.** An email acknowledgement will be issued for all proposals received. Proposals received after the deadline will not be considered.

All Respondents must carefully review their final proposals. Once received by GDPM, proposals cannot be modified; however GDPM may request information or respond to inquiries for clarification purpose only.

Acceptance and Rejection of Proposals

GDPM reserves the right to accept or reject any or all proposals, to take exception to the RFP specifications, or to waive any formality. Respondents may be excluded from further consideration for failure to comply with the specifications of this RFP. The recommendation of GDPM staff, GDPM Chief Executive Officer and GDPM's Board of Housing Commissioners shall be final.

Withdrawal of Proposal

Proposals may be withdrawn by written request submitted by the Respondent prior to the RFP opening date. Negligence on the part of the Respondent in preparing the required documents confers no right of withdrawal or modification of proposal data after such documents are opened.

Evaluation and Award of Contract

GDPM will select the highest-ranked respondent(s) based upon the technical factors outlined in the RFP (see Evaluation Criteria). Following the selection of the highest ranked respondent, negotiations are open with the intent to reach an agreement on fair and reasonable pricing.

GDPM reserves the right to waive any minor irregularity or technicalities in the proposals received. GDPM reserves the right to award without discussion(s) and may make an award to multiple Respondents. The process will involve the ranking of Respondents by the appointed GDPM evaluation committee.