



2020-009
REQUEST FOR PROPOSALS
FOR
PROJECT-BASED VOUCHER PROGRAM (PBV)

The Housing Authority of the City of Abilene, Texas is accepting proposals for Project Based Vouchers for Existing Housing, Newly Constructed Housing and Rehabilitated Housing units. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document.

ALL PROPOSALS MUST BE SUBMITTED BY MAIL TO:
ABILENE HOUSING AUTHORITY
ATTENTION: DEANNA DAWSON - PROCURMENT & COMPLIANCE COORDINATOR
4398 N. 7TH STREET
ABILENE, TEXAS 79603

**PROPOSALS MUST BE RECEIVED ON OR PRIOR TO 3:00PM
SEPTEMBER 3rd, 2020**

Phone: 325-676-6032

Fax: 325-738-8091

Relay Services: 711 or 1-800-RelayTX

Website: www.abileneha.org

Equal Opportunity Employer / Equal Housing Opportunities 

If you or anyone in your household is a person with disabilities and would like to request the opportunity for consideration of a reasonable accommodation relating to this notice, please contact our office immediately at 325-676-6032 or by mailing a written request to:

4398 N. 7th St. Abilene, Texas 79603.



PURPOSE AND ELIGIBLE ACTIVITES

The Abilene Housing Authority (AHA) is making available a total of up to a maximum of 75 Project-Based Vouchers (PBV) to support the preservation of affordable housing opportunities for:

1. Elderly (62+) and/or disabled families
2. Families experiencing or at-risk of being homeless (as defined by HUD's definition of homeless)

Project-Based Vouchers may be awarded to units in: **existing housing**; or **newly constructed or rehabilitated housing**.

Existing Housing is defined as: Housing units that already exist on the proposal selection date and that substantially comply with the HQS on that date. (The units may fully comply with the HQS before execution of the HAP contract).

Newly Constructed Housing is defined as: Housing units that do not exist on the proposal selection date and are developed after the date of the selection pursuant to an agreement between the AHA and the owner for use under the PBV program.

Rehabilitated Housing is defined as: Housing units that exist on the proposal selection date, but do not substantially comply with the HQS on that date, and are developed, pursuant to an Agreement between the PHA and owner, for use under the PBV program. For more detailed description of "substantial" refer to 24 CFR 5.100.

Applying organizations should be aware of the following conditions:

1. All required land use approvals must be obtained. Any award of vouchers is contingent upon receiving all required land use approvals.
2. The project must meet all applicable requirements of the HUD PBV and Housing Choice Voucher (HCV) program regulations. For more information see: https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/project#Overview
3. The project will be subject to a HUD subsidy layering review, in accordance with HUD subsidy layering regulations (24 CFR 4.13) to prevent excess subsidy.
4. The housing project 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, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C 794) and implementing regulations at 24 CFR part 8.



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5. The Abilene Housing Administration Plan, Chapter 17 which can be accessed on the AHA website, under the HCV Administrative Plan Tab.
<http://www.abileneha.org/hcv-admin-plan>
 6. An Environmental Review will be required and will be at the expense of the applicant.
 7. Due to the above conditions and requirements, applicants should be aware of the significant lead time necessary to secure all of the required approvals prior to commencement of construction.
 8. Execution of an Agreement to enter into a Housing Assistance Payment (HAP) contract is contingent upon completion of all of the above requirements.

ELIGIBLE APPLICANTS

For-Profit, Non-Profit 501(c)(3) Housing Development, or Public Facility Corporations (PFC) proposing to create housing in existing housing, or for newly constructed or rehabilitated housing that will serve elderly and/or disabled low or moderate income and/or homeless families who are in jeopardy of becoming homeless.

For more information on Income Limits see: <http://www.abileneha.org/hcv-resources>

The following housing types are **NOT** eligible for PBV awards under this RFP:

- (a) Shared housing;
- (b) Units on the grounds of penal, reformatory, medical, mental, or similar public or private institutions;
- (c) Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or immediate care. However, PBV assistance may be provided for a dwelling unit in an assisted living facility that provides home healthcare services such as nursing and therapy for residents of the housing;
- (d) Units that are owned or controlled by an educational institution or its affiliate and are designed for occupancy by students of the institution;
- (e) Manufactured homes;
- (f) Cooperative housing;
- (g) Transitional housing;
- (h) Units occupied by an owner of the housing;
- (i) Units occupied by a family ineligible for participation in the PBV program;

In addition, PBV assistance will not be provided to:

- (a) A public housing dwelling unit;
- (b) A unit subsidized with any other form of Section 8 assistance (tenant-based or project based);
- (c) A unit subsidized with any governmental rent subsidy (a subsidy that pays all or any part of the rent);



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- (d) A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
 - (e) A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1);
 - (f) A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program);
 - (g) A Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C 1701q);
 - (h) Section 811 project-based supportive housing for persons with disabilities (42 U.S.C 8013);
 - (i) Section 202 supportive housing for the elderly (12 U.S.C 1701q);
 - (j) A Section 101 rent supplement project (12 U.S.C 1701s);
 - (k) A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (e.g., a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C 12701 et seq.);
 - (l) A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by the AHA in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; a social security payment; or a federal, state, or local tax concession (such as relief from local real property taxes)
- *(Note) or any additional housing types listed in AHA's Admin Plan (Chapter 17)

REQUIREMENTS FOR ORGANIZATIONS RECEIVING PROJECT-BASED VOUCHERS FROM AHA AND HUD MUST:

1. Have a board of directors (or similar oversight body) that hires the executive director (or comparable position of authority) and sets policy and financial guidelines.
2. Have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a grievance procedure.
3. Designate a point of contact for AHA
4. Provide to AHA, HUD or its agents reports, financial and other information as requested that may be needed to ensure compliance with local, state, and federal laws and regulations.
5. Have both the legal and financial ability to enter into an agreement for Housing Assistance Payment (HAP) contract and have the project completed for which the PBV's have been requested within 42 months after the date of the award. The ability to complete either one or both of these tasks voids the contract and the AHA reserves the right to withdraw the award.



PROPOSAL INSTRUCTIONS

Proposals will only be received by mail addressed to:

Abilene Housing Authority
Attention: Deanna Dawson – Procurement and Compliance Coordinator
4398 N. 7th Street
Abilene, Texas 79603

Submissions must be postmarked by [September 3rd, 2020](#)

All proposals must include:

- Statement of Respondent's Qualifications
- All requirements for the Proposal Response
- Three (3) references for work completed over the past five (5) years
- A minimum of two (2) years of financial statements

Proposals that are emailed, faxed or hand delivered will **NOT** be accepted.

STATEMENT OF RESPONDENT'S QUALIFICATIONS

The respondent must submit on a separate sheet(s) the following information and data to be included with the proposal:

1. Name of Organization and when organized.
2. Permanent main office address.
3. State whether respondent is a Corporation, Partnership, or Sole Proprietor.
4. If Corporation, date and state of Incorporation.
5. A breakdown of the minority ownership of the business (Gender, White, Black, Hispanic, American Hispanic, American Indian/Eskimo, Asian/Pacific islander, etc.) Who owns what percent of the business, and any other related information?
6. Number of years engaged in contracting business under present name.
7. Contract in progress (gross amounts of contracts, estimated completion dated, project owner, architect).
8. General character of work performed by your company.
9. Report on any failures to complete work awarded to you (where, when & why). Report any contracts you have defaulted on.
10. Name and address of bonding company and name and address of agent.
11. List of three (3) currently completed projects, including name, address, phone number, and type of work

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PROPOSAL RESPONSE

Owner Statement of Preservation/Community Impact

Provide a statement explaining the anticipated impact that the proposed housing will have on the neighborhood and census tract where it is located.

Owner Experience

AHA will evaluate the relevant previous experience and qualifications of the Owner in owning/developing multi-family real estate. The proposed Owner (individual, corporation, or in the case of a limited partnership, the general partner(s) of the Ownership entity) must demonstrate prior ownership experience in multi-family rental housing projects.

List and briefly describe any projects within the last five (5) years that exhibit the Owner's experience in multi-family real estate, focusing on the experience most relevant to this RFP. For each project, provide the following information:

1. Project Name and Location.
2. Brief description of the project (indicate if existing housing, newly constructed or rehabilitated housing and indicate financing sources and amounts).
3. Owner Entity and Developer Team members.
4. Dates during which services were performed.
5. Describe the services performed and your firm's role.
6. Brief description of community.
 - a. Population type and income levels served.
 - b. Type of local/state/federal funding or rental assistance (if applicable).
 - c. Physical description (number of units, number of buildings/stories, square footage, site acreage).

Also provide the following:

- Identify the Respondent's ownership status a for-profit or non-profit Owner.
- Provide a complete disclosure of all entities and individuals comprising the Owner.
- Provide complete organizational charts that clearly show all principals of the Owner.
- Provide a summary list of the Owner's current portfolio of properties.
- Indicate whether the Owner has ever experienced a foreclosure/bankruptcy.
- Please describe if the Owner or Management has previous experience with the low-income housing tax credit program, HUD, or other federal/state programs.



Management Team

Respondent must demonstrate the experience and capabilities of the Management Team in managing affordable multi-family rental properties. List and briefly describe projects within the last five (5) years that exhibit the Management Team's experience in multi-family real estate, focusing on the experience most relevant to this RFP.

Submit a proposed management plan that will be evaluated on the basis of its completeness, sound policies and procedures, demonstration of coordination with the Service Provider and Owner, and demonstration that the Existing Housing Units will be managed in accordance with professional standards and approaches.

Site Requirements

Respondents should review AHA Administrative Plan, Chapter 17 – II. G Site Selection Standards for site selection requirements.

In addition, respondents must provide the following:

- Evidence of site control including option agreement, sales contracts or proof of current ownership.
- Documentation of zoning status
- If applicable, a letter of intent to enter into an intergovernmental agreement from another housing authority who will authorize AHA to operate within their jurisdiction.

Also provide written description of the housing to be subsidized through this application, including:

- A written description of the project site and neighborhood, including the address for proposed new or rehabilitation properties, if applicable.
- A written description of the units to be constructed or rehabilitated, if applicable.
- A list of units categorized by size (square footage).
- Unit bedroom count for all units.
- Unit bathroom count for all units.
- Sketches of any proposed construction or renovation, if applicable.
- Complete construction specifications for all proposed new construction or rehabilitation.
- A written description of all construction or rehabilitation activities, including exterior site improvements.
- Listing of amenities, facilities and services near the site.
- Estimated date of construction or rehab completion, if applicable.



- Estimated date of tenant occupancy.

If applicable, the respondent must provide a written description of the Relocation Plan which needs to include:

- The number of families to be relocated.
- A written description of the site(s) which will be used for the temporary relocation of tenants, including the address(es).
- The agent who will execute the plan.
- The total relocation cost.
- The source of funds for all relocation activities.
- The estimated length of temporary displacement.
- The proposed terms of tenancy upon the re-occupancy of the rehabilitated unit.

Financial Feasibility

AHA will conduct a financial review to ensure that the Proposed Project has appropriate financing.

Respondent must provide the following:

- A two-year operating budget and pro forma for the operation of the Housing Units covered by the Project Proposal.
- Proof of funding sources (e.g. letter of interest or commitments) for all proposed funding sources for at least two years.
- Certification identifying whether the Housing Units are/or will be receiving rental assistance or operating subsidy from any source (local, state, or federal sources as well as other public or private sources including other project-based assistance, rent supplement and/or tenant-based voucher programs).

All other certifications and documentation required by this RFP

ANTICIPATED SCHEDULE OF EVENTS


Release/Advertisement of RFP	Thursday, July 23 rd , 2020
Last day for Submission of Questions	Tuesday, August 25 th , 2020
Proposals Due	Thursday, September 3 rd , 2020
Proposal Review Completed	Wednesday, September 9 th , 2020
Proposal Selection Announcement	Friday, September 11 th , 2020

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PROPOSAL REVIEW

The AHA will select a committee of three (3) to review all proposals. Before selecting units, the AHA committee will determine that each proposal is responsive to and in compliance with the AHA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements. The AHA ranking list will be prepared according to the points awarded to each proposal.

The AHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the AHA to be in its best interest. The AHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. The AHA shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

The AHA will notify all respondents of their decision within 10 business days after making the selections. AHA reserves the right to award all, a portion or none of the vouchers applied for.

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SELECTION CRITERIA	MAX POINTS AVAILABLE
Term of Contract Requested	10
Site Location	10
Design	20
Development Experience	10
Owner Experience	5
Management Experience	5
Project Feasibility/Readiness to begin Construction	20
Public Purpose	20
TOTAL	100
1. TERM OF CONTRACT REQUESTED	
If the applicant is requesting a fifteen (15) year contract	7
If the applicant is requesting a ten (10) to fourteen (14) year contract	5
If the applicant is requesting a six (6) to nine (9) year contract	3
If the applicant is requesting a contract of less than five (5) years	0
2. SITE LOCATION	
Project is located outside an area of high low-income concentration	10
Project is within one (1) mile of shopping, significant health and recreational facilities and neighborhood services, or is within one mile of bus to these services	5
3. DESIGN	
If architectural elevations, setbacks, and massing considered acceptable for proposed use and in relation to adjacent land uses by City Planning Department staff; project amenities are appropriate for the planned use*	20
If the proposed project meets most of the above criteria and only slight modifications will be necessary to meet City Planning Approval	10
<i>*Project Amenities: For a family housing development, the site plan provides for laundry facilities, recreational facilities on site or such facilities exist within 1.5 miles of the project site. For a senior housing development, in addition to the above, units should have access to exterior in form of balconies or first floor patio and interior common*</i>	
4. DEVELOPMENT EXPERIENCE	
If the applicant has developed 100 or more low income housing units as a primary or co-sponsor in the past five (5) years	10
If the applicant has developed less than 100 or more low income housing units as primary or co-sponsor in the past five (5) years	5
5. OWNER EXPERIENCE	
If the applicant has 20 or more years' experience in owning affordable rental housing	5
If the applicant has 10 to 19 years' experience in owning affordable rental housing	2
If the applicant has 20 or more years' experience in owning other types of rental housing	2
If the applicant has 10 to 19 years' experience in owning other types of rental housing	1
6. MANAGEMENT EXPERIENCE	
If the applicant has 20 or more years' experience in managing and maintaining affordable rental housing	5
If the applicant has 10 to 19 years' experience in managing and maintaining affordable rental housing	2
If the applicant has 20 or more years' experience in managing and maintaining other rental housing	2
If the applicant has 10 to 19 years' experience in managing and maintaining other rental housing	1
7. PROJECT FEASIBILITY/READINESS TO COMMENCE CONSTRUCTION	
If zoning and other required entitlements are approved and 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved	20
If zoning and other required entitlements are likely to be approved and if less than 80% of amount of projected construction period or permanent period debt financing required for feasibility is conditionally committed and/or reserved	10
8. PUBLIC PURPOSE	
If 75% or more of all units will be restricted to low income occupancy	20
If 50% to 74% of all units will be restricted to low income occupancy	10
If 49% or less of all units will be restricted to low income occupancy	5

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EXECUTION OF AN AGREEMENT

Before executing an Agreement with any selected owner, the AHA must:

1. Establish rents in accordance with §983.12. For any AHA owned unit, an independent entity will determine a recommendation for initial rents which then will be submitted to the HUD field office for approval.
2. Obtain subsidy-layering contract rent review from HUD, if applicable.
3. Obtain environmental clearance in accordance with §983.12.
4. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the AHA's approved unit selection policy.

ADDENDUMS

All questions and requests for information must be addressed and emailed to the Contracting Officer (CO), Deanna Dawson at deanna.dawson@abileneha.org. The CO will respond to all such inquiries in writing by addendum to all prospective respondents, which will be posted on the AHA website.

RESPONDENTS RESPONSIBILITY

It is the responsibility of the respondent to complete the RFP in accordance with the terms and conditions outlined.

It is the responsibility of the respondent to be familiar with the HUD Project-Based Voucher Program and the Abilene Housing Authority's Administrative Plan, Chapter 17. The general rules for the HUD Project-Based Voucher (PBV) Program can be found at 24 CFR 983. The governing document for the PBV Program can be found in the AHA Administrative Plan, Chapter 17, which can be accessed on the AHA website.

Respondent is responsible for contacting their local city, county and state to ensure that the respondent has complied with all laws and is authorized and/or licensed to do business in Texas.

Respondent and its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to perform under the contract.

Respondent is responsible for all costs incurred, directly or indirectly, in response to this RFP, including the preparation, submittal, or presentation of the proposal. The cost for developing the proposal and participating in the procurement process is the sole responsibility of the Respondent. AHA will not provide reimbursement for such costs.

It is the responsibility of the Respondent to monitor AHA's website for any addenda issued.

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