



HOUSING AUTHORITY OF THE CITY AND COUNTY OF DENVER

SOLICITATION TYPE:	Request for Proposal
SOLICITATION NUMBER:	HCV20-01
DESCRIPTION:	HCV/Section 8 Project Based
Vouchers	
ISSUE DATE:	January 31, 2020
WRITTEN REQUESTS DUE:	February 07, 2020 at 4:30pm Submit to aperez@denverhousing.org
DUE DATE:	February 14, 2020
DUE TIME:	4:30pm MDT
SUBMITTAL PLACE:	Denver Housing Authority HCV Department 1035 Osage Street, 9 th Floor Denver, CO 80204
DIRECT INQUIRIES TO:	Anthony Perez aperez@denverhousing.org

The RFP and any future amendments can be obtained at:
<http://dha-spsvr/development/DeveloperProgram/Pages/default.aspx>

**SOLICIATION /CONTRACT
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I. INTRODUCTION

Overview

The Denver Housing Authority (DHA) is a quasi-municipal corporation with a portfolio of over 11,000 units and Housing Choice Vouchers, providing affordable housing to more than 26,000 very low, low and middle income individuals representing over 10,000 families.

DHA's vision has the goal that every individual or family shall have quality and affordable housing, in communities offering empowerment, economic opportunity, and a vibrant living environment.

DHA's mission is to serve the residents of Denver by developing, owning and operating safe, decent and affordable housing in a manner that promotes thriving communities.

Project

DHA announces the availability of approximately 40 HCV Section 8 Project-Based Vouchers to support the creation of affordable housing opportunities as described in the Scope of Work. The project site must be located in the City and County of Denver, support Denver's Five Year Affordable Housing Action Plan "Housing an Inclusive Denver".

This offer will be awarded only to acquisition and rehabilitation project(s) with a construction start anticipated in the next 12 months. The final award of vouchers is conditioned on a commitment from the developer to provide supportive services for special needs and very-low income families.

This opportunity is covered more fully in the Scope of Work.

Issuer

The Housing Authority of the City and County of Denver (DHA)

Method of Solicitation

DHA will utilize a competitive proposal selection detailed below in Section III.

RFP Schedule

RFP Document Release:	January 31, 2020
Written Questions (Clarifications) Due:	February 07, 2020
Written Responses Issued:	February 10, 2020
RFP Due date	February 14, 2020
Final Selections (Due to COVID-19 restrictions, this is amended)	Revised: 05/05/2020

This RFP and any future amendments can be obtained at:

<http://dha-spsvr/development/DeveloperProgram/Pages/default.aspx>

II. SCOPE OF WORK

Project Description

DHA is seeking projects that will increase the affordable housing supply for the city's most vulnerable populations such as persons who are experiencing homelessness, persons with disabilities, persons with special needs, and persons with behavioral health conditions. These projects should provide safe, affordable, community based housing that provides tenants with supportive services.

There is a cap of either the greater of 25 units or 25% on the number of units in any one project that can be project-based. The following units are excluded from the 25 percent or 25-unit project cap: units exclusively serving elderly families and units serving households eligible for supportive services that are available to all households receiving PBV assistance in the project.

The properties must be located in the City and County of Denver and provide housing that meets DHA's goal to select sites for PBV that provide for de-concentrating poverty and expand housing and economic opportunities. All properties must meet both HUD and DHA requirements regarding PBV assistance as noted in the Code of Federal Regulations Title 24, Part 983 found at <https://www.hud.gov/sites/documents/983.PDF> and in Section 12 of DHA's Section 8 Administrative Plan (pages 125 – 146) found at www.denverhousing.org/aboutus/agencyplan/Pages/default.aspxfault.aspx. Additional information can be found in the Federal Register titled: 82 FR 5458 published on January 18, 2017 and at 82 FR 32461 published on July 14, 2017.

DHA Owned Units

Under the PBV regulations, DHA may apply for designation of PBVs for DHA owned units. The regulations require that DHA offer the PBVs via a public and competitive solicitation, to which the DHA itself may respond. All proposals selected for units where DHA has an "identify of interest" must be approved by HUD, or an independent entity selected by HUD. The HUD office must review the selection process and determine that the DHA-owned units were appropriately awarded based on the selection procedures specified in the DHA administrative plan and the review and ranking criteria of this application. **DHA intends to respond to this RFP.**

Ineligible Units

Certain special housing types are NOT eligible for project-based assistance. These include transitional housing, owner-occupied units, shared housing, Section 202 housing, Section 236 housing (exception made for units subsidized with Section 236 reduction payments), Section 811 and units occupied by families who are not eligible for participation in the PBV program. Please see 24 CFR 983.53 for a completed list of ineligible properties.

Rent Limits

The units that will be listed on the project-based contract will have rent limits. HUD regulations must be followed at the time that the rents are set for the initial rental and any subsequent rent increase that is requested by the Owner.

Federal Requirements

Certain other Federal requirements also apply to PBV assistance, including, but not limited to:

- a. Fair Housing: Non-discrimination and equal opportunity. See 24 CFR 5.105 (a) and Section 504 of the Rehabilitation Act. Selected projects are subject to Fair Housing reviews which may include review of marketing and outreach plans and reasonable accommodation policies.
- b. Environmental Review: PBV activities are subject to HUD environmental regulation in 24 CFR 50 and 58. DHA will obtain documentation of environmental clearance from the Responsible Entity. (See CFR 983.58).

- c. Subsidy Layering: The project will be subject to a HUD subsidy layering review, in accordance with HUD regulations (24 CFR 4.13) to prevent excess subsidy.
- d. Labor Standards: Regulations implementing the Davis-Bacon Act, Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), 29 CFR part 5, and other federal laws and regulations pertaining to labor standards applicable to an Agreement covering nine or more assisted units.
- e. Eligibility Restriction: prohibition on use of debarred, suspended, or ineligible contactors. (See CFR 5.105(c) and 24 CFR, part 24.
- f. The project must comply with design and construction requirements for 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 Part8.
- g. Section 3 of the Housing and Urban Development Act of 1968
- h. Minority and Women's Business Enterprise (MWBE) contracting requirements

III. RESPONSES

Proposals must be submitted as an electronic file on a flash drive and one unbound original copy of the proposal. All Proposals shall be clear, concise and shall be limited to twenty (20) pages single-spaced on letter size paper, excluding the cover letter and table of contents. Attachments do not count toward the 20 page limit. All Proposals shall be enclosed in an envelope, sealed, and clearly labeled as follows:

Solicitation: HCV/Section 8 Project Based Vouchers
 Proposer Name: _____ RFP HCV20- 01
 Due Date: February 14, 2020 at 4:30 P.M. MDT

Proposals shall be submitted in the following six (6) sections, which are explained in more detail below:

- 1 Owner/Developer Experience
- 2 Management Experience
- 3 Site Location and Design
- 4 Proposed Operating Budget
- 5 Supportive Services Plan
- 6 Project Feasibility/Readiness to begin Construction

IV. EVALUATION CRITERIA

The decision to provide PBV assistance will be based on the extent to which such assistance will:

- Enable housing and support services providers to rapidly move people out of homelessness and provide them with supportive services that they need in order to maintain housing stability long-term;
- Upgrade and assure the long-term viability of the city's rental housing availability;
- Increase the supply of affordable housing and location choices available to low income households;
- Integrate housing and supportive services for low-income families with special needs; or
- Promote the coordination and leveraging of housing resources.

Site Selection

It is DHA's goal to select sites for PBV assistance that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, DHA will limit approval of sites for PBV assistance in census tracts that have poverty concentrations of 20 percent or less. However, DHA will grant exceptions to the 20

percent standard where DHA determines that the project-based assistance will expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

- A HUD designated Qualified Census Tract;
- A census tract in which the proposed development will be located in a HUD designated Enterprise Zone, Economic Community, or Renewal Community;
- 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;
- A census tract in which the proposed development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- 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;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational economic advancement.

Proposal Review Panel

Each proposal will be reviewed to determine that they are responsive to and in compliance with DHA’s written criteria and procedures and in conformity with HUD programs regulations and requirements.

Proposals will be evaluated and scored according to the Evaluation Criteria described below. Evaluations will be performed by a PBV Selection Panel. Members of the Panel shall complete a combined evaluation of qualifications and score each proposal in accordance with the Scoring Criteria. Following completion of the RFP evaluations, DHA will establish a competitive range amongst the prospective proposals and will award up to 40 total vouchers based on the needs that are established by each awardee that include how resources are best leveraged to provide affordable housing. DHA reserves the right to allocate more or less than 40 vouchers.

Prior to the final project selection, DHA will conduct a site and neighborhood review. Site selection standards include (1) an assessment of the physical attributes and appropriates of the site for the proposed units and (2) an assessment of whether the project is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities.

EVALUATION CRITERIA

V. TECHNICAL SUBMISSION REQUIREMENTS

The following instructions are for purposes of responding to this RFP only and will not become part of any resultant contract.

1. Submission of Proposals

It is very important that the Proposal be properly identified on the face of the envelope as set forth below in order to ensure that the date and time of receipt is stamped on the face of the envelope. Receiving procedures are: date and time stamp those envelopes identified as Proposals and deliver them immediately to the appropriate

contracting official and only date stamp those envelopes which do not contain identification of the contents and

Criteria	Maximum Points
1. Owner/Developer Experience	
Provide owner background, including ownership status as for-profit or nonprofit owner, summary list of current portfolio of properties. Applicant has 15 or more years' experience in owning affordable rental housing. Proposal should demonstrate the developer's capacity to perform administrative, managerial and operational functions; and to oversee the work necessary for successful completion of the proposed project.	15
2. Management Experience	
Describe the experience and capabilities of the Management Team in managing affordable multifamily rental properties with experience related to population specific projects and the experience with Housing Choice Vouchers. Submit a proposed Management Plan that describes policies and procedures and details the coordination with the Service Provider and Owner.	15
3. Site Location and Design	
Provide evidence of site control including option agreements, sales contracts or proof of current ownership. Provide a brief narrative of the project with an explanation of how project is consistent with the goal of de-concentrating of poverty and expanding housing and economic opportunities. Provide description of location that includes neighborhood characteristics and availability of services including: public transportation, schools, shopping, employment and health facilities. (See 24 CFR Section 983.57 Site Selection Standards). Provide Professional Design Development drawings to illustrate the buildings and unit floor plans and site plan. Provide description of the proposed project, including the number of units by size and bedroom count; number of PBV's requested with unit size and bedroom count. What are the proposed contract rents? What are the project/property amenities for the residents?	20
4. Proposed Operating Budget	
Budget Narrative: Provide a 15-year Pro Forma that contains full financial detail including project sources and uses, rental income, operating expense, development costs, and multi-year cash follow.	15
5. Supportive Services Plan	
A detailed Supportive Service Plan will include such items: anticipated resident needs and program goals; implementation and monitoring plan for services, programs and activities; staffing; experience of the service provider; budget and source of funds and coordination with and commitment of community resources.-The plan should also define what services are being provided to support and maintain long term housing stability. This list is provided as guidance and is not considered to be exhaustive.	20
6. Project Feasibility/Readiness to begin Construction	
Project has a significant percentage of finance sources committed and there is a detailed plan identifying the remaining funding, including an explanation of the status and commitment timelines for each source. Who is the contractor? What is the anticipated construction start date? Provide project schedule.	15

deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

- (a) Proposals and modifications thereof shall be enclosed in an envelope, sealed and clearly labeled as follows:

PROPOSAL DOCUMENTS:

Name of Proposal
Address of Proposer

RFP Number
Date and Time Proposal Due (as specified in this RFP)

- (b) All Proposals transmitted by mail shall be addressed as set forth in (a) above and mailed to:
Anthony Perez DRH/PBV Manager
Housing Authority of the City and County of Denver/Housing Choice Voucher
P.O. Box 40305
Denver, CO 80204
- (c) All Proposals hand delivered shall be enclosed in an envelope and addressed as set forth in (a) above and hand delivered to:

Anthony Perez DRH/PBV Manager
Housing Authority of the City and County of Denver/Housing Choice Voucher
1035 Osage Street, 9th Floor
Denver, CO 80204
- (d) The clock above the 9th Floor receptionist's desk at 1035 Osage Street shall be used to determine the time Proposals are received by the Authority.
- (e) Proposals or modifications will not be considered unless they have original signatures and are transmitted by mail or hand delivered.
- (f) The scope of work is being procured by the competitive proposals method, also called a Request for Proposal (RFP). Proposals will not be publicly opened, but shall be kept confidential until after contract award.

2. Required Documents The following documents are required to be submitted with the Proposal:

- (a) Non-Collusive Affidavit
- (b) Disclosure & Lobbying Activities
- (c) Worker Status Affidavit
- (d) IRS FORM W-9

3. Explanation to Prospective Proposer

Any Prospective Proposer desiring an explanation or interpretation of the RFP must submit a written request to the appropriate person listed in the RFP by 4:00pm on February 07, 2020, to allow a written reply to reach all Prospective Proposers before submission of their Proposal. Oral explanations or instructions given before the award of the contract will not be binding upon the Authority, its instrumentality, or its affiliate. Any information given to a Prospective Proposer concerning an RFP will be furnished promptly to all Prospective Proposers as an amendment to the RFP, if that information is necessary in submitting Proposals or if the lack of it would be prejudicial to any other Prospective Proposer.

4. Contract Award

- (a) DHA will enter into an Agreement to Enter into a Housing Assistance Payments (AHAP) contract resulting from this RFP to the responsible Proposer whose Proposal conforming to this RFP will be most advantageous to the Authority, and other factors specified elsewhere in this RFP, considered.

5. Service of Protest

- (a) Any protest against the award of the contract, pursuant to this solicitation, shall be served on the Authority within ten (10) days after the Authority announces the award. The protestor must obtain a written and dated acknowledgment of receipt of the complaint from the Authority Procurement Services Department. The determination of the Authority with regard to such protest or to proceed to award, notwithstanding such protest, shall be final unless appealed by the protestor.
- (b) The protest must be printed, typewritten or otherwise duplicated in a legible form. The content of the written notice must contain:
- (c) The name, address and phone number of the person filing the protest and an explanation of how their substantial interests have been affected by the Authority's determination;
- (d) A statement of how and when the person filing the protest received notice of the Authority's determination;
- (e) A statement of all issues of disputed material fact. If there are none, the protest must so indicate;
- (f) A concise statement of the facts alleged, as well as the Authority's policies which entitle the person filing the protest to relief;
- (g) A demand for relief to which the person deems themselves entitled; and;
- (h) Any other information the person contends is material to the protest.

6. Open Records Act

Proposers are hereby notified that information submitted as part of or in support of the Offer may be available for public inspection in compliance with the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.*

7. Restriction on Disclosure and use of Data

If the Proposer includes proprietary or confidential information in its Proposal, but does not want that information disclosed to the public for any purpose or used by the Authority except for evaluation purposes, then the Proposer shall conspicuously display the following statement on the first page of the Proposal:

“The Proposal includes proprietary or confidential information that shall not be disclosed outside the Authority, and/or the Authority's evaluation committee, and shall not be duplicated, used, or disclosed, in whole or in part, for any purpose other than to evaluate the Proposal.”

Proposer shall specifically identify, by page number or otherwise, the proprietary or confidential information subject to the restriction that have been included in its Proposal, pursuant to state or local law. Proposer understands and acknowledges that if the Contract is awarded the Authority shall have the right to duplicate, use or disclose the proprietary or confidential information to the extent provided in the contract; and that this restriction does not limit the Authority's right to use the proprietary or confidential information if it is obtained from another source without restriction.

8. Retention

All Proposals are the property of the Authority and shall be retained by the Authority and therefore will not be returned to the Proposer.

9. Costs

The issuance of this RFP does not obligate the Authority to pay any costs incurred by any Proposer in

connection with (a) preparation and presentation of a Proposal, (b) any supplement or modification of this RFP, or (c) negotiation with the Authority or other party arising out of or relating to this RFP or the subject matter of this RFP.

10. RFP and Amendments

Proposals shall address only this RFP and amendments to this RFP

11. Conflicting Provisions

Unless otherwise specified within this RFP or contract documents, any provision in any of the RFP documents that conflicts or is inconsistent with any provisions in any of the other RFP documents, including attachments, shall be void to the extent of any such conflict or inconsistency. In the event that any provision in any document listed in the RFP conflicts with any provision of the contract, the contract shall govern.

VI. CONTRACT ADMINISTRATION BY AUTHORITY

1. Contract Administration Office

The Housing Choice Voucher Department is responsible for administration of the contract.

2. Contacts

Please direct all correspondence to the following:

Anthony Perez, DRH/PBV Manager
Housing Authority of the City and County of Denver
1035 Osage Street, 9th Floor
Denver, Colorado 80204
(720) 932-3124
aperez@denverhousing.org

3. Agency Hours

- (a) DHA's normal work hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. Access to the Authority and/or its developments may be restricted to these hours and days.
- (b) DHA recognizes the following holidays: New Year's Day, Martin Luther King Jr.'s Birthday (3rd Monday in January), President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day. If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Saturday, the preceding Friday will be observed.
- (c) Observance of such days by the DHA personnel shall not otherwise be a reason for an additional period of performance, or entitlement of compensation, except as set forth within the executed contract.

VI. INTERVIEWS

Interviews may be conducted of the Proposers. The Proposer's interview team should contain key staff intended to be assigned to the project.

VIII. VERIFICATION/REVIEW

Upon receipt of notification from the Authority that you have been awarded the contract for the project, the following tasks shall be completed prior to execution of a contract.

1. Review scope and type of project.
2. Review program requirements for completeness and suitability with the Owner's.
3. Review owner's time schedule.

IX. ATTACHMENTS

1. HUD Form 52531-A: Part I of the PBV Agreement to Enter into Housing Assistance Payments Contracts (New Construction or Rehabilitation) https://www.hud.gov/sites/dfiles/PIH/documents/HUD-52531A_PBV_Part-I-of-the_AHAP.pdf
2. HUD Form 52531-B: Part II of the PBV Agreement to Enter into a Housing Assistance Payments Contracts (New Construction or Rehabilitation) https://www.hud.gov/sites/dfiles/PIH/documents/HUD-52531B_PBV_Part_II_of_the_AHAP.pdf
3. HUD Form 52530-A : Part I of the PBV Housing Assistance Payments Contract (New Construction or Rehabilitation) https://www.hud.gov/sites/dfiles/PIH/documents/HUD-52530A_PBV_New_Construction_Part_1.pdf
4. HUD Form 52530-B : Part II of the PBV Housing Assistance Payments Contract (New Construction or Rehabilitation) https://www.hud.gov/sites/dfiles/PIH/documents/HUD-52530B_PBV_Existing_Housing_Part_2.pdf
5. Non-Collusive Affidavit (**Complete and submit with application**, see below)
6. Disclosure & Lobbying Activities (**complete and submit with application**) <https://files.hudexchange.info/resources/documents/HUD-Form-Sflll.pdf>
7. Representation, Certifications and Other Statements of Proposer <https://www.hud.gov/sites/documents/5369-A.PDF>
8. Request for Taxpayer ID Number (W9) <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

9. Worker Status Affidavit (below)

NON-COLLUSIVE AFFIDAVIT

By submission of this bid or proposal, the bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor;
- b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
- c) No attempt has been or will be made to induce any other person, partnership, or corporation to submit or not to submit a bid or proposal or to fix overhead, profit, or cost element of said bid price, or that of any other or to secure any advantage against the Housing Authority;
- d) The person, signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
- e) That attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

_____ deposes and says that he is _____

the party making the foregoing proposal or bid for _____ (project description), that such proposal or bid is genuine and not collusive and that all stus herein are true.

Signature:

Bidder (if the bidder is an Individual)

Partner (if the bidder is a Partnership)

Officer (if the bidder is a Corporation)

Subscribed and sworn to before me this _____ day of _____

My commission expires: _____

Notary Public

(Seal)

- F. The Company shall not use the E-Verify Program or the Department Program to undertake preemployment screening of job applicants while this contract is being performed.
 - G. If the Company obtains actual knowledge that a subcontractor performing work under this contract knowingly employs or contracts with an illegal alien, the Company shall be required to:
 - 1. Notify the subcontractor and DHA within three (3) days of such actual knowledge; and
 - 2. Terminate the subcontract with the subcontractor if within three (3) days of receiving the required notice the subcontractor does not stop employing or contracting with the illegal alien. The Company shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
 - H. The Company will notify DHA, in writing, of its participation in the Department Program.
 - I. The Company will, within twenty (20) days after hiring an employee who is newly hired for employment to perform work under this contract, provide a written, notarized affirmation to DHA that it has examined the legal work status of such employee, retained file copies of the documents required by 8 U.S.C. § 1324a, and not altered or falsified the identification documents for such employee.
 - J. The Company will comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation undertaken by it to determine compliance with the requirements of C.R.S. § 8-17.5-101 *et seq.*
4. I have read and understand the certifications contained herein.
5. The Company hereby agrees to provide within thirty (30) days, upon request, any documents DHA requires to verify the information provided herein.
6. I understand and acknowledge that the following penalties will apply if DHA determines that the Company has submitted a false Worker Status Affidavit:
- A. If discovered prior to any contract being awarded, the Company will be ineligible for award of the contract, and will be permanently placed on the DHA debarment list; or
 - B. If discovered during the term of the contract, the contract will immediately be terminated, and the Company will be permanently placed on the DHA debarment list; or
 - C. If discovered after the completion of the contract, the Company will be permanently placed on the DHA debarment list.

7. I am the _____ (Title) of the Company, and I am authorized to execute this affidavit on its behalf, and to bind the Company regarding the matters contained herein. I have personal knowledge of the statements made in this affidavit and state that the same are true.

FURTHER Affiant sayeth naught.

Signature _____

Subscribed and sworn to before me this ___ day of _____, 20__ by _____.

WITNESS my hand and official seal.

My commission expires: _____

[SEAL]