



**Request for Proposals
(RFP)
for
Project-Based Voucher Program
for Existing Units**

PROPOSALS DUE NO LATER THAN:

4:00 P.M. PDT

August 1, 2019

(via e-mail and hard copy)

Address Submissions to:

Housing & Community Development Division, City of Vallejo

ATTN: LaTanya Terrones

200 Georgia St.

Vallejo, CA 94590

latanya.terrones@cityofvallejo.net

Publication Date: June 18, 2019, June 28 2019, and July 2, 2019

I. Introduction

The Vallejo Housing Authority (VHA) has identified an increased need in the City for more affordable housing opportunities.

The VHA will make available up to fifty (50) project-based vouchers (vouchers) in its Housing Choice Voucher Program (HCV) for existing studio, one-, two-, and/or three- bedroom units located in the City of Vallejo. A housing unit is considered an "existing unit" for the purposes of the Project-Based Voucher (PBV) Program if, at the time of the notice of VHA selection, the units substantially comply with the Housing Quality Standards (HQS).

The units must be ready for occupancy by October 1, 2019.

In the PBV Program, the assistance is attached to the unit/structure. During the term of the Housing Assistance Payment (HAP) contract, VHA will make housing assistance payments to the owner for units leased and occupied by eligible individuals/families taken from the VHA waitlist.

VHA strongly encourages participation by owners of units located outside of poverty-concentrated areas to participate in the PBV Program. All properties must be located within the Vallejo City Limits.

These vouchers will not be available for units already receiving any other type of rental subsidy from local, state, county or federal sources. However, the VHA will consider properties that are receiving Low-Income Tax Credits (LITCS).

The current schedule anticipates that the vouchers will be awarded by August 23, 2019 with lease-up occurring within ninety (90) days of the award. VHA intends to award 20-year contracts with options to renew.

VHA invites proposers to submit written proposals regarding the property(ies) for which they seek vouchers. An owner with multiple properties interested in the PBV Program must submit a separate proposal for each proposed property.

VHA hereby incorporates HUD regulations found at [24 CFR 983](#) into the requirements of this RFP. Additionally the VHA's Administrative Plan, Chapter 17 Project-Based Vouchers, is incorporated in this proposal and can be reviewed [here](#).

The Housing Opportunity Through Modernization Act of 2016 (HOTMA), which became law in August 2016, contains a series of amendments to the PBV law. HOTMA provides for HUD implementation of these provisions by notice or regulation. HUD's implementation may impose new requirements that affect PBV owners. For provisions where HUD implementation will allow discretionary action by VHA and the owner, VHA in its sole discretion may decide whether to allow or require such discretionary actions. An owner may request that the VHA consider such actions.

In accordance with 24 Code of Federal Regulations ([CFR](#)) [983.255](#), VHA has no responsibility or liability to the owner or any other person for the family's behavior or suitability for tenancy.

II. Participation in PBV Program - Assistance Requirements

Once the VHA determines that a proposal qualifies for project-based assistance, VHA will inspect the unit(s) to ensure that it substantially complies with HQS. For the purposes of this proposal substantially is defined as less than \$500 of work is needed to bring the unit into compliance. HUD-established HQS specifications are described in [24 CFR 982.401](#). All PBV assisted units must meet HQS and other requirements before rental assistance can commence. If a unit does not substantially comply with HQS, the unit will be deemed ineligible for project-based assistance.

In accordance with [24 CFR 58\(d\)](#), proposers must complete an environmental assessment that demonstrates compliance with the National Environmental Policy Act (NEPA), or identify the appropriate categorical exclusion, if applicable, prior to the award of any vouchers.

Upon completion of a successful HQS Inspection, VHA and the property owner will enter into a HAP contract for specified units for a term of up to 20 years with renewal options. The HAP contract establishes the initial rents for the units and describes the responsibilities of the VHA and the owner. All HAP contracts and subsequent renewals are contingent upon the future availability of appropriated HUD funds for the HCV Program.

Rental assistance (which is based on each household's income) is provided while the units are occupied by eligible individuals or families referred from VHA's waiting list. In determining an appropriate rental assistance payment for units assisted under the PBV Program, VHA will examine only those costs associated with the housing component of the unit. The gross rent for the units is the amount of assistance for rent and tenant provided utilities. The rent to the owner must not exceed the lowest of the following amounts:

- The gross rent shall not exceed 110% of the applicable fair market rent (or any HUD-approved exception payment standards for the unit size minus any utility allowance);
- Reasonable rent; or
- The rent requested by the owner

The current Fair Market Rents for determining rents are:

Unit Size (# of bedrooms)	HUD's FY 2019 Fair Market Rent	VHA's Payment Standards
1	\$1184	\$1207
2	\$1443	\$1500
3	\$2086	\$2005

III. Cap on Number of PBV Units Per Project

HUD regulations place a cap on the number of PBV units a project may have. The cap is the greater of twenty-five (25) units or twenty-five percent (25%) of a property's units. Units in one of the following categories are excluded from this cap;

- That are exclusively serving elderly families (as defined in 24 CFR 5.403)
- Households eligible for supportive services available to all families receiving PBV assistance. The project must make supportive services available to all assisted families in the project (but the family does not have to actually accept or receive the supportive service for the exception to apply to the units).

IV. Allocation of Vouchers

The VHA reserves the right to modify the available allocation of 50 vouchers. The VHA also reserves the right to determine the number of vouchers to award to a proposer. The VHA may award vouchers for some, but not all, units contained in a proposal, and/or split the 50 PBV among more than one proposer.

Designated and existing PBV units that are occupied on the proposal selection date must be occupied by a family eligible for Section 8 PBV assistance (see income limits) for the term of the HAP contract. If the family is not eligible, the unit cannot be selected for PBV assistance. To the extent practicable, the owner shall provide VHA information regarding the likely eligibility of any families in occupancy for Section 8 assistance. VHA reserves the right not to enter into a HAP contract with an owner for any units if a significant number or proportion of originally-proposed units cannot be assisted because current families in occupancy are ineligible for Section 8 assistance. Owners shall take no action to require or encourage families to move in advance of selection for PBV assistance, and such action may be the basis for rejecting the allocation of any PBV.

HUD ESTABLISHED INCOME LIMITS 2019								
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of median income	\$18,00	\$20,600	\$23,150	\$25,750	\$30,170	\$34,590	\$39,010	\$43,430
50% of median income	\$30,000	\$34,300	\$38,600	\$42,850	\$46,300	\$49,750	\$53,150	\$56,600

V. Application Requirements

Applications will be reviewed and ranked based upon the selection criteria described below. The following procedures will be followed by the VHA in accepting and screening owner applications for the PBV program.

a. Application submission deadline

Applications and supporting documentation must be submitted by August 1, 2019 at 4:00pm PDT to:

City of Vallejo Housing and Community Development Division
Attn: LaTanya Terrones
200 Georgia St.
Vallejo, CA 94590

b. Inquiries

For inquiries or questions please contact:

LaTanya Terrones, 200 Georgia St. Vallejo, CA 94590
latanya.terrones@cityofvallejo.net, (707) 648-4359

City's responses to questions will be included in an Addendum to this RFP, if necessary, which will be issued and posted to the Bids & Proposals page on the City website at:

http://www.ci.vallejo.ca.us/doing_business/bids_proposals

c. Application format

Owner proposals must be submitted on the form and in the format provided by the VHA. Applications can be obtained [here](#).

d. Application content

The application will ask for information including the following topics:

- Applicant information
- Property Description
- Number and size of units
- Other forms of Assistance received
- Requested contract term (cannot exceed 20 years)
- Owner experience with affordable housing
- Units and neighborhood amenities
- Intended resident population example families or seniors
- Onsite services including providers if applicable
- Qualifications, experience and capacity

VI. Application Review

Once proposals have been received, a panel will evaluate and rank each proposal meeting the minimum acceptable qualifications with the following criteria:

	CRITERIA	POINTS
1.	PROPERTY'S AND UNIT'S PHYSICAL CONDITION	Maximum 15 Points
	Good: The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in good physical condition.	15
	Fair: The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in fair physical condition.	10
	Poor: The physical description and photos of the development/property in/on which the unit is located as provided in this proposal indicate that the development/property presented for project-based assistance is in poor physical condition.	5
2.	HOUSING SITE AND NEIGHBORHOOD STANDARDS	Maximum 15 Points
	Proximity of Services (Retail shopping stores, including grocery or pharmacy) and Transportation (Bus or Rail Line) Education	
	Good: The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are good.	15
	Fair: The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are fair.	10
	Poor: The description of the amenities associated with the unit as provided in this proposal indicates that the amenities associated with the unit presented for project-based assistance are poor.	5
3.	SUPPORTIVE SERVICES FOR SPECIAL POPULATIONS	Maximum 15 Points
	Extent to which and experience providing supportive housing services to population of proposed project and services planned for occupants. If not providing services directly; services made for occupants.	
4.	PREVIOUS EXPERIENCE IN THE TENANT-BASED VOUCHER PROGRAM AND COMPLIANCE WITH OWNER'S OBLIGATIONS UNDER THE TENANT-BASED VOUCHER PROGRAM	Maximum 25
	VHA will consider size of affordable housing portfolio and evidence of financial stability	
	Excellent (20 or more years)	25
	Good (19-10 years)	17
	Fair (1-9 years)	9
	Poor (1 Year or less)	0
5.	De-Concentration of Poverty and Expanding Housing and Economic opportunities	Maximum 25
	Excellent: Poverty concentration census tract <20%	20
	Fair: Poverty concentration census tract more than 20%, but less than 75%	15
	Poor: Poverty concentration census tract >75%	0
6.	Responsiveness to RFP Requirements	Maximum 5
	TOTAL POSSIBLE POINTS	Maximum 100

VII. Right of the City to Reject Proposals

The City of Vallejo reserves the right to reject any or all proposals based on its sole discretion, or to waive any minor defects or irregularities in any proposal or in the proposal process, or to solicit new proposals on the same project or on a modified project which may include portions of the original proposed project as in the best interest of the City. The City may, in its discretion, elect to waive any requirements(s), either for all proposals or for a specific proposal which the City, in its sole discretion, deems non-material.

The City may reject or disqualify a proposal under any of the following circumstances:

- The Proposer misstates or conceals any material fact in the proposal.
- The proposal does not strictly conform to applicable laws or any requirements of this RFP.
- The proposal does not include documents, certificates, affidavits, acknowledgements, initial deposit or other information required by the RFP.
- The proposal has not been executed by the Proposer through or by an authorized officer or representative of the Proposer or Proposer's team.
- The Proposer fails to comply with all provisions, requirements and prohibitions binding on all Proposers as herein set forth or fails to comply with applicable law.
- The Proposer fails to acknowledge receipt of any formal addenda.
- For any other reason deemed in the best interests of the City.

VIII. Selection and Negotiation Schedule

Schedule for selection and negotiation process is as follows:

<u>Activity</u>	<u>Date</u>
City issues RFP:	June 18, 2019
Submission deadline:	August 01, 2019
Staff review:	August 08, 2019
Possible Unit Inspections (tentative date):	August 16, 2019
Selection of Property Owner and Units	August 22, 2019

The City reserves the right to amend this schedule at its sole discretion.

IX. Award of Agreement

The City reserves the right to negotiate the terms of the Agreement for this project with one or more proposers. Upon completion of the review/evaluation, the City shall notify those proposers who will be considered for further evaluation and negotiation. All proposers so notified shall negotiate in good faith in accordance with direction from the City. Any delay caused by proposer's failure to respond to direction from the City may lead to rejection of the proposal.

No proposal shall be binding upon the City until the Agreement is signed by duly authorized representatives of the selected proposer and the City.

X. Cost of Preparation of Proposal

The City will not pay costs incurred by the proposer in the proposal preparation, printing or negotiation process. All such costs shall be borne by the proposer.

XI. Notification of Withdrawal of Proposal

Proposals may be modified or withdrawn at any time prior to the date and time specified for proposal submission by an authorized representative of the proposal and by formal written notice. Proposals submitted will become the property of the City after the proposal submission deadline.

XII. Prevailing Wage

In accordance with the provisions of Section 1770 of the Labor Code of the State of California, the Director of the Department of Industrial Relations has determined the general prevailing rate of per diem wages applicable, and a current copy of said prevailing wages is on file with the City Clerk. Should the minimum Federal Wage Rate be higher than the rate determined by the Director of the Department of Industrial Relations, then the Federal Wage Rate Determination shall govern.

In addition, the City Charter requires that use of any public funds over \$1,000 shall require prevailing wage rates paid by any contractor, partner, operator, or other entity that is party to an agreement with the City, and all his/her subcontractors shall pay their employees on said work a salary or wage at least equal to the prevailing salary or wage for work of similar character in the locality in which the public work is performed.

XIII. Public Record and Non-Disclosure Agreements

Each proposer is hereby informed that, upon submittal of its proposal to the City in accordance with this RFP, the proposal is the property of the City.

- A. Unless otherwise compelled by a court order, the City will not disclose any proposal while the City conducts its deliberative process in accordance with the procedures identified in this RFP. However, after the City either awards an agreement to a successful proposer, or the City rejects all proposals, the City shall consider each proposal subject to the public disclosure requirements of the California Public Records Act (California Government Code Sections 6250, *et seq.*) unless there is a legal exception to public disclosure.
- B. If a proposer believes any portion of its proposal is subject to a legal exception to public disclosure, the proposer shall: (1) clearly mark the relevant portions of its proposal "Confidential"; (2) upon request from the City, identify the legal basis for exception from disclosure under the Public Records Act; and (3) the proposer shall defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the "Confidential" portion of the proposal.

XIV. Conflict of Interest

Proposer and any agents, sub-consultants or subcontractors, agree to indefinitely hold confidential any sensitive information provided by the City during the proposal process such as required for a complete and accurate proposal.

XV. Term of Agreement

The term of the written agreement shall commence on the date last signed by the successful proposer and City and shall continue in accordance with the agreed-upon project timeline described in the written agreement.

XVI. Conflict of Interest

Proposers should disclose any past, ongoing or potential conflicts of interest which the proposer may have as a result of performing the work described in this RFP.

XVII. Insurance

The awarded Proposer shall procure and maintain for the life of this contract agreement, insurance coverage obtained and written in the State of California of the following types and amounts, with a maximum deductible of \$25,000 per occurrence:

General Liability \$1,000,000 per occurrence / \$2,000,000 aggregate annually

Property Damage \$1,000,000 per occurrence / \$2,000,000 aggregate annually

Worker's Compensation: Worker's Compensation and Employer's Liability Insurance with limits as required by Chapter 440, California Statutes.

A current copy of an insurance certificate, or a letter of intent to provide insurance from the issuing company (including a description of types of coverage and dollar amount limits) shall be submitted with the RFP.

The successful proposer shall submit a Certificate of Insurance (with endorsements) that names the City and the VHA as additional insured to the City concurrently with the execution of the written agreement and prior to the commencement of any services.

XVIII. Indemnification

Proposer shall indemnify, hold harmless, and defend City, its officers, officials, directors, employees, agents, volunteers and affiliates and each of them from any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, consultant's fees, expert fees, losses or liability, in law or in equity, of every kind and nature operations, to be performed under this proposal and future agreement for Proposer's or contractor's tort negligence including active or passive, or strict negligence, including but not limited to personal injury, but not limited to bodily injury, emotional injury, sickness or disease, or death to persons and/or damage to property of anyone, including loss of use thereof, caused or alleged to be caused by any act or omission of the Proposer, or any subcontractor, or anyone directly or indirectly employed by any of them or anyone for the full period of time allowed by the law, regardless to any limitation by insurance, with the exception of the sole negligence or willful misconduct of the City.

XIX. Business License

The successful proposer must either possess a current, valid Vallejo business license or must have submitted a Vallejo business license application and fee at the time of agreement award.

CONTACT:

Please contact LaTanya Terrones at 707-648-4359 or latanya.terrones@cityofvallejo.net if you have any questions.

Attachments:

1. Project Based Voucher Program Application
2. U.S. Department of Housing and Urban Development form-2530
3. Certification of Equal Opportunity
4. Disclosure of Lobbying Activities HUD Form-SF-LLL
5. Certification of Census Tract
6. Certification of Payments to Influence Federal Transactions HUD-Form 50071
7. Certification Regarding Debarment and Suspension HUD-Form 2992
8. Applicant/ Recipient Disclosure/Update Report HUD- Form 2880
9. Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards