



PUBLIC NOTICE

REQUEST FOR PROPOSALS TO PROVIDE SECTION 8 PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT NEW CONSTRUCTION OR REHABILITATION

The Housing Authority of the City of Lakeland (also known as the "Lakeland Housing Authority" or "LHA") is requesting proposals for qualified applicants to provide eighty (80) Section 8 Project-Based Vouchers (PBV) under a PBV Housing Assistance Payments Contract for a New Construction or Rehabilitation project with at least 100 units of Affordable Housing. The successful applicant will enter into a Housing Assistance Payment (HAP) Contract with the LHA.

The complete Request for Proposals (RFP) may be obtained by emailing a request to ***Procurement@LakelandHousing.org***. Responses must be submitted by 2:00 p.m., Eastern Time, February 27, 2017.

Minority Business Enterprises, Woman Business Enterprises, Small Disadvantaged Business Enterprises, and Section 3 business concerns are encouraged to respond to this RFP.

LAKELAND HOUSING AUTHORITY

SECTION 8 PROJECT-BASED VOUCHER PROGRAM PBV HOUSING ASSISTANCE PAYMENTS CONTRACT NEW CONSTRUCTION OR REHABILITATION REQUEST FOR PROPOSALS

1. ADMINISTRATIVE BACKGROUND

The LHA is a public body corporate and politic established in 1939 under the U.S. Housing Act of 1937 and Chapter 421, Florida Statutes. The LHA and its affiliate provide low-income housing assistance mainly to the residents of Lakeland, Florida. A seven member Board of Commissioners appointed by the Mayor of the City of Lakeland governs it. The LHA and its affiliate currently owns and, with the assistance of *West Lake Management, LLC*, manages: federally assisted housing rental properties that include a mix of public housing; tax credit; public housing/tax credit (mixed finance); and Section 8 Project based/tax credit affordable rental units, all of which are located in Polk County, Florida, most of which are located within the city of Lakeland. A majority of the LHA's revenue is received through the U.S. Department of Housing and Urban Development (HUD) and agencies of or affiliated with the State of Florida.

The mission of the LHA is to provide quality, affordable housing and self-sufficiency opportunities in an effective and professional manner.

2. SCOPE OF SERVICES

2.0 The LHA is seeking proposals from qualified, licensed and bonded entities to provide the following detailed services:

2.1 Eligible Projects

The successful proposer will:

2.1.1 Provide a proposal for new construction or substantial rehabilitation affordable housing projects only. LHA will only be considering proposals for affordable housing development that will be located within the city limits of Lakeland with a preference for the Lake Hunter Terrace Neighborhood surrounding the WestLake Apartments community.

2.1.2 For the purpose of this RFP, the term "*Substantial Rehabilitation*" shall mean "the improvement of a unit in substandard condition to a

decent, safe and sanitary level, meeting HUD's Housing Quality Standards (HQS) must have been finished within 12 months of first occupancy". Units are in substandard condition when, while they may be structurally sound, they do not provide safe and adequate shelter, and in their present condition endanger the health, safety, or well-being of the occupants. Such housing has one or more defects or a combination of potential defects in sufficient number or extent to require considerable repair or rebuilding or is of inadequate original construction. The defects shall be either so critical or so widespread that the structure should be extensively repaired. The estimated cost of the rehabilitation should not be less than 25 percent of the value of the property (including land) after rehabilitation.

The rehabilitation should be of such scope that, when completed, all the components in the house are operable and should not be anticipated to require any work or major expense over and above normal maintenance during the initial term of the PBV HAP Contract.

- 2.1.3 Proposals may be rejected for projects receiving other government funding for operating costs/rent subsidy for units that are requesting PBVs. All projects will be required to complete the subsidy layering review process.
- 2.1.4 Projects must be able to meet all HUD and LHA PBV program requirements.
- 2.1.5 Preparation Owners/Developers/Project Sponsors must be in good standing with HUD and LHA. Proposals will not be considered from entities that have unresolved contract issues with HUD or LHA. Proposals that were previously awarded LHA PBVs that failed to execute a HAP contract with LHA may be rejected.
- 2.1.6 There is a limit of 25% of the number of housing units in any one project that may have project-based assistance. However, this limit does not apply to buildings with fewer than five (5) units, units designed for elderly or disabled individuals/families, or to units that will require active participation in a LHA-approved program for families receiving supportive services, in accordance with 24 CFR § 983.56 (b)(2)(ii)(B)&(C), for all applicable units.
- 2.1.7 Applicants should be aware of the following conditions:

1. All required land use approvals must be obtained. Any awarded vouchers are contingent upon receiving all required land use approvals.
2. The project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations.
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. Successful applicants will be required to submit a list of documents to LHA which will then be submitted to HUD for review.
4. The housing 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 Part 8.
5. An Environmental Review and/or Assessment will be required. If an Assessment is required, the cost will be charged to the applicant.
6. Due to the above-referenced conditions and requirements, applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
7. Execution of an Agreement to enter into a Housing Assistance Payments Contract ("AHAP") is contingent upon completion of all of the above requirements which must be signed before construction of the proposed development or rehabilitation begins (including excavation, site preparation, or land clearance). Upon final inspection of the work, the applicant and LHA will execute a Housing Assistance Payments Contract.
8. Respondents should note that upon execution of the AHAP, the applicant will be required to comply with Federal requirements imposed by the AHAP including the use of the Federal Davis-Bacon construction wage guidelines, participation of Section 3 and minority-owned and women-owned business enterprises, and the need to obtain National Environmental Policy Act environmental clearance. A copy of the AHAP may be requested from LHA prior to the submission of a response to this RFP.

9. Any award is contingent upon receipt of adequate funding and necessary approvals by HUD.

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

1. Shared housing units;
2. Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (however, PBV assistance may be provided in assisted living facilities);
4. Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students;
5. Manufactured homes;
6. Cooperative housing;
7. Transitional Housing;
8. High-rise elevator for families with children;
9. Units occupied by an owner of the housing; or
10. Units occupied by a family ineligible for participation in the PBV program.

In addition, PBV assistance **will not** be provided to:

1. A public housing unit;
2. A unit subsidized with any other form of Section 8 assistance;
3. A unit subsidized with another form of governmental rent subsidy;
4. A unit subsidized with another form of governmental subsidy that covers all or any part of the operating costs of the housing;
5. A unit subsidized with Section 236 rental assistance payments (12 U.S.C 1715 z-1) (except that LHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);

6. 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);
7. 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 note);
8. Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
9. Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
10. A Section 101 rent supplement project (12 U.S.C. 1701s);
11. 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.;
12. A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or by the LHA in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; social security payments; or federal, state, or local tax concession (such as relief from local real property taxes).

2.2 LHA Owned Units

HUD considers any unit in which LHA or its officers or employees hold a direct interest in the building to be a "LHA-owned units." LHA owned units may be assisted under the PBV program [24 CFR 983.51(e)]. If LHA were to submit a proposal in response to this RFP, or to have an ownership interest in a proposal submitted in response to this RFP the HUD-Jacksonville Field Office or a HUD-approved independent entity must review the selection process and make a determination that the LHA-owned units were appropriately awarded based on the selection procedures specified in the LHA administrative plan as well as the review and ranking criteria of this RFP.

2.3 Rent Reasonableness

LHA is required to determine if the proposed rents are reasonable as compared to similar non-subsidized rental units within the same census tract as the proposed project. LHA will take into account the out-of-

pocket expenses for utilities as per the applicable utility allowance schedule that is in effect on the date the proposal is due to LHA. Proposed rents cannot exceed 110% of the HUD Published Fair Market Rent that is in effect on the date the proposal is due to LHA. For LHA owned units, the initial contract rents must be reviewed and approved by an Independent Entity.

2.4 Threshold Factors

Section 1: Application for Project Based Vouchers (PBV)

1. Include a completed PBV Application addressing all Threshold Factors and valuation Criteria.
2. Additional Application Requirements:
 - a. Projects must execute an AHAP and start construction by September 1, 2017. Owners must be realistic when developing the proposed timeline. Projects that fail to meet the proposed timelines may be rejected for consideration of future PBV awards.
 - b. Census tract and the most current poverty rate of the census tract--The proposal must address how the project complies with HUD's statutory goal of "deconcentrating poverty and expanding housing and economic opportunities." Details of this requirement can be found in Attachment A.
 - c. The project must include a minimum of ten (10) ACC units approved by LHA and HUD and ten (10) Market Rate housing units restricted under the Low Income Housing Tax Credit program. The project must have no less than 100 housing units.
 - d. The project must be located within the Lake Hunter Terrace neighborhood of Lakeland, Florida.

Section 2: Description of Proposed Project

1. Provide information regarding the owner/applicant including name, address, and contact information.
2. Provide a brief narrative of the project including a description of the housing (existing, new construction, or rehabilitation). Include a proposed contract term not to exceed 15 years.

3. Include a description of any on-site and nearby amenities and/or supportive services to be provided to tenants.

4. Include the total number of units by bedroom size, for which PBV program is proposed and the total number of units in the project. For projects requesting PBVs for more than 25% of the total number of units in the project, provide a description of the specific HUD exemption that applies. (Exemptions to the 25% cap of PBVs can be found in 24 CFR § 983.56 (b).) If residents will be required to participate in supportive services, attach a copy of the Supportive Services Plan.

5. Provide information regarding the proposed rent for each unit size and information regarding which utilities are included in the rent and/or which utilities tenant- paid.

6. Please include a sketch of the proposed work and the estimated construction/rehabilitation costs. Provide evidence that the units will be UFAS and HQS compliant, and otherwise meet all applicable State and Local Building Codes at the time of HAP Contract execution.

7. Provide written tenant selection criteria as well as the plan to fill the PBV units. The plan must include a statement that all PBV vacancies must be filled by PBV eligible applicants from the LHA PBV waitlist and must describe, with specificity, your tenant screening criteria. The plan must include any tenant selection preferences for the project. Screening criteria for assisted and unassisted tenants must be consistent.

8. Include data on the near- and long-term marketability of the project including information regarding how the project will be marketed and the degree of demand for the units.

Section 3: Identify Interested Parties and Conflicts of Interest

1. Include the identity of the Owner and, if applicable, the: Developer, Architect, Management Agent, seller of the property, officers and principal members, shareholders, investors and other parties having a substantial interest in the project. Applicant is to provide statement and HUD Form 2880.

2. Disclose any possible conflict of interest of any parties (possible or apparent conflicts shall be stated at this time). Include a statement if there are no known conflicts/potential conflicts. Applicant is to provide statement.

3. Federal rules and regulations expressly prohibit certain individuals from having an interest, either direct or indirect, in a HAP contract. These restrictions involve present and past employees and members of the Board of Commissioners of LHA, as well as, certain local and elected officials. If any individuals involved with the project may meet this definition, list their names and describe the circumstances. Applicant is to provide statement.
3. Certification that the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs. Applicant is to provide proof. Additional information can be found at <http://www.hud.gov/offices/enforce/ecmemo.cfm>.
4. Completed the “Affidavit of Non-Collusion” (provided as **Exhibit I**).

Section 4: Financing and Site Control

1. For new construction and rehabilitation projects, provide a Development Pro Forma.
 - a. Information should be provided to support any firm financing commitments.
 - b. Financing commitments are not required at the time of submission to LHA; however, the developer or project sponsor should address how they will obtain any necessary financing and the time period for obtaining these funds.
2. For all projects, provide an Operating Pro forma for a minimum of ten years.
3. The applicant *must have site control* at the time of submission to LHA as evidenced by a deed, ground lease option, purchase and sale agreement, or other instrument acceptable to LHA. Site control must be for *at least six months* to allow for the completion of the HUD review process and the time required to secure any development financing. Evidence must also be submitted to demonstrate that the site is properly zoned for the proposed project.
4. For rehabilitation projects, provide an itemized listing of the work to be performed and an average per unit cost of the work to be performed.

5. Attach a copy of an approved environmental review. If the review has not been completed, provide proof that it is not required or information regarding when the review will be conducted. LHA may preliminarily approve a project for which a review has not yet been conducted, but the review is required prior to Agreement to Enter into a Housing Assistance Payments Contract (AHAP).

Section 5: Experience of Developer or Project Sponsor

1. LHA will give preference to proposals where the developer, owner and/or project sponsor has substantial experience in the management and development of large affordable housing projects and has experience in the management and development of housing where supportive services are provided.

- a. Provide information regarding related experience developing and managing similar projects.
- b. Provide information regarding related experience managing affordable housing developments, including, but not limited to, experience with Project Based Vouchers and the Housing Choice Voucher Program.
- c. Provide information regarding how the Respondent plans to manage the units. Include specifics and sample policies and procedures (when applicable) in the areas listed below:
 1. Rent Collection
 2. Property Inspections and Routine Maintenance
 3. Emergency Repairs
 4. Tenant Relations
 5. Other applicable policies and procedures

3.0 SPECIFIC REQUIREMENTS

3.1 Resident Choice and Continued Assistance

When a family moves out of a unit with PBV assistance, it must be replaced by a family that is referred from LHA's waiting list. This will ensure that the specified number of subsidies continue to be used at the development throughout the term of LHA's contract with the owner.

3.2 HAP Contract

A copy of HUD form 52641, HAP contract, is included and made a part hereof as enclosure.

3.3 Contract Term and Extension

LHA has discretion to set the initial contract term for any period of time up to a maximum of fifteen years subject to the availability of adequate annual appropriations. The initial contract may be extended for an additional period of up to fifteen years if the LHA considers such an extension appropriate to achieve long-term affordability or to expand housing opportunities. At LHA's option, the initial contract may bind the owner to accept the extensions offered by LHA.

3.4 HQS and Inspections

Each unit identified to receive project-based assistance must pass a HQS inspection before a HAP contract may be signed. Project-based voucher contracts are subject to the same annual inspection requirements as regular vouchers.

3.5 Rent

LHA's contract with the owner sets the rent for each unit with PBV assistance. The amount of the rent may not exceed the lower of the applicable maximum level, as explained below, or the "reasonable" rent in light of the rents charged for comparable unassisted units in the area. The applicable maximum level is the maximum voucher payment standard which is 110 percent of the HUD-determined fair market rent ("FMR"). Up to this maximum, the rent for a unit is allowed as long as the rent is reasonable. In some cases, HUD may approve at its discretion exception rents for as much as 120 percent of the HUD-determined FMR. An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by LHA in accordance with the HAP contract.

3.6 Rent Increases

Rent increases during the term of the contract may be approved by LHA if the increased rents do not exceed the above rent limits and are reasonable. HUD's annual adjustment factors do not apply.

3.7 Individual or Family Share of the Rent

Individuals or families with PBVs pay 30 percent of their adjusted income for rent and utilities.

3.8 Waiting List

LHA will maintain a separate waiting list for the project eligible for PBV assistance. Owners are responsible for selecting tenants for units assisted with PBVs from among the persons or families referred by LHA from its waiting list. An owner may refer persons or families that apply directly to the development to LHA to be placed on the waiting list. No person or family is required to accept PBV assistance. If the applicant declines to accept the PBV assistance, said applicant will retain their place on the tenant-based voucher waiting.

3.9 Targeting

The income of persons or families selected for PBV units is considered in determining whether LHA has complied with the requirements that, at least, 75 percent of new admissions to the voucher program each year must have incomes at or below 30 percent of the area median income.

3.10 Feasibility

Proposed development must be substantial rehabilitation or new construction and financially feasible as well as operationally viable as demonstrated via submission of development and operating pro-formas.

3.11 Location

LHA will provide PBV assistance with the goal of deconcentrating poverty and expanding housing and economic opportunities to the maximum extent feasible. Proposed developments located in close proximity to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services, either on- site or off-site including those that may be geared toward elderly residents are desired.

Since it is LHA's goal to select sites for PBV assistance that provide for deconcentrating poverty and expanding housing and economic opportunities, LHA will limit approval of sites for PBV assistance in census tracts that have poverty concentrations of 20 percent or less. However, LHA will grant exceptions to the 20 percent standard where LHA 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 where:

- the proposed development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community

- the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment
- the proposed development will be located in an area undergoing significant revitalization as a result of state, local, or federal dollars invested in the area
- new market rate units are being developed where such market rate units will positively impact the poverty rate in the area
- there has been an overall decline in the poverty rate within the past five years
- there is meaningful opportunities for educational and economic advancement

LHA may not enter into an AHAP for rehabilitated housing until it has determined that the site complies with the HUD-required site and neighborhood standards set forth at 24 CFR 983.57(e) for new construction developments as applicable.

Upon completion of construction and issuance of an occupancy permit and provided that all other requirements under this RFP have been met, LHA will enter into a HAP contract with the owner for the site selected and approved for PBV assistance.

LHA will make housing assistance payments to the owner in accordance with the HAP for those contract units leased and occupied by eligible families during the HAP contract term.

4. **SUBMISSION REQUIREMENTS**

Each respondent must develop its submission to meet the specific requirements of item 2. **Scope of Services** of this RFP. Each response must be in the format described in item 8. **Submittal Format** of this RFP. The **Section 8 Project-Based Voucher Program RFP Checklist** (Exhibit A) attached to this RFP is a mandatory submission requirement.

Submittals that do not include all requested information may be deemed unresponsive and may be disqualified.

5. **COMMUNICATION**

In order to maintain a fair and impartial competitive process, the LHA shall avoid private communication concerning this procurement with prospective Offerors during the entire procurement process. Please respect this policy and do not attempt to query LHA personnel regarding this RFP.

Ex parte communication regarding this solicitation is prohibited between a potential or current respondent and any LHA or *Lakeland-Polk Housing Corporation*

("LPHC") Board of Commissioners member, LHA or West Lake Management staff, or any other person serving as an evaluator during this procurement process. Respondents contacting any LHA or LPHC Board of Commissioners member, LHA or West Lake Management employee, or proposal evaluator regarding this solicitation risk elimination of their proposals from consideration. Correspondence with the LHA's Facilities Manager, **Lori Halula-Eyer**, does not constitute *ex parte* communication. Oral instructions or information concerning the specifications of this project provided by any LHA or LPHC Board of Commissioners member, other LHA or West Lake Management employee, or agent to a prospective Offerors shall not bind the LHA or West Lake Management.

In the event that a potential Offerors has questions that he/she would like to have addressed, the potential Offerors may email questions to Procurement@Lakelandhousing.org, prior to **9:00 a.m., Eastern Time, February 8, 2017**. Receipt of the request will be acknowledged. A response will be sent to all potential Offerors who received this RFP directly from the LHA on or before **6:00 p.m., Eastern Time, February 09, 2017**.

6. MODIFICATION OF SOLICITATION

The LHA reserves the right to modify this RFP as deemed necessary by the LHA. Any such modification or amendment will be sent by email on or before **6:00 p.m., Eastern Time, on February 09, 2017** to all potential Offerors who received this RFP directly from the LHA.

The LHA also reserves the right: to increase or delete any scheduled items; to award portions of this RFP; to waive informalities and technicalities; to make no award; to terminate this RFP solicitation at any time; and to make awards consistent with LHA's policies and the laws governing the U.S. Department of Housing and Urban Development (HUD) and/or State of Florida programs.

The Respondent shall acknowledge its response to this RFP receipt of any amendment(s) or modifications. The Respondent's failure to acknowledge an amendment or modification may result in rejection of the offer.

7. SUBMITTALS ARE PUBLIC RECORD

After the award of an agreement resulting from this RFP, all information submitted by the Offerors shall be public record and subject to disclosure pursuant to the Florida Public Records law. The Offerors shall not copyright or cause to be copyrighted any portion of any said document submitted to the LHA as a result of this RFP.

8. SUBMITTAL FORMAT

Submittal Format: Submittals should be provided in the following format securely bound:

Letter of Transmittal:

Include a letter of transmittal on the Offerors stationary bearing the signature of an authorized representative of the Offeror and the name(s) of the individual(s) authorized to negotiate services and costs with the LHA. The letter should state the Offeror's understanding of the work to be done, the commitment to perform the work expeditiously, a brief statement indicating why the Offeror believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for, at least, ninety (90) days. The letter shall contain a statement of the veracity of the Offeror's submittal and it shall be notarized.

Tab 1—Demonstrated Understanding of the Services to be Provided and Technical Approach:

As fully detailed in item 2., Scope of Services, and item 3., Specific Requirements of this RFP, the Offeror shall, at a minimum, clearly outline its:

- Demonstrated understanding of the LHA's requirements
- Proposed plan to provide the required services

Tab 2—Qualifications and Experience of the Firm and Individual(s) Performing the Services:

The Offerors entity must:

- Submit a concise description of its managerial, technical, and financial capacity to deliver the proposed services including professional resumes for the persons identified in Exhibit B *Proposer Profile Form*. Such information shall include the Offeror's qualifications to provide the services
- Provide a realistic timeline identifying when significant project benchmarks will be attained
- Provide a detailed description of the organization structure and staffing
- Describe previous development experience with similar projects
- Provide a staffing plan for this project that specifies staff's roles, existing time commitments, and previous development experience. Indicate whether any of the staff will be locally based.
- Identify the individual that will serve as the project manager and who will direct and coordinate the project to completion
- Provide resumes of all key personnel that will be assigned to work with the LHA
- Indicate the estimated percentage of time to be devoted to this project for each identified individual and his/her role in the respondent's organization
- Provide a staffing plan for this project that specifies staff roles, existing time commitments

Tab 3—Utilization of Small Disadvantaged Businesses (SDB), Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Section 3 Business Based on the requirements set forth in this RFP, describe the Offeror's approach and process to promote SDB, MBE, WBE, and Section 3 business concerns' participation in the development effort. Also, describe some of the Offeror's successful past efforts to provide genuine training and employment to Section 3 individuals.

Tab 4--Submission of Required Documents

Insurance:

The Offeror must provide proof of the following minimum insurance coverages or include a plan to acquire such coverages prior to the execution of a contract with the LHA. Please note any additional premiums required for these coverages will be at the expense of the Offeror.

- Professional Liability insurance in the amount of \$1,000,000 per occurrence for the successful respondent to this RFP as well as any other professionals used by the successful respondent with respect to negligent acts or errors and omissions in connection with professional services to be provided for this project.
- General Liability insurance and Automotive Liability insurance in the amount of \$1,000,000 per occurrence. (Note: Prior to entering an agreement with the LHA, the successful respondent will be required to have the Lakeland Housing Authority, the Lakeland-Polk Housing Corporation, and West Lake Management named as an "additional insured" on each policy.)
- Workers' compensation coverage of, at least, the State of Florida minimum for all staff who will be employed on the project.

(Note: The successful respondent shall maintain each of the above insurances in force during the term of the contract.)

Other Documents:

Complete and provide the all documents which are attached to this RFP as listed as listed in Exhibit A—RFP Checklist

Tab 5—References:

For projects within the last five years, provide the name, email address, and telephone number of: two (2) professional references and one (1) housing authority reference. Respondents may include more than one housing authority as a professional reference. References must verify Respondent's representations. Please use the Professional References form (Exhibit C) to provide the information. Note: The LHA reserves the right to check other reference sources as well.

Responses that do not include all of the required information requested above may be deemed unresponsive and may be disqualified.

9. SUBMITTAL DUE DATE

An original—designated as the “original” and signed in blue ink--and four (4) copies of the submittal are to be delivered to the LHA on or before **2:00 P.M., Eastern Time, on February 23, 2017**. No submittal to this RFP will be accepted after this specified time.

10. SUBMISSION OF OFFERS

a. All submittals transmitted by mail or hand-delivered shall be in sealed packages and addressed to:

**Lori Halula-Eyer
re: Section 8 Project-Based Voucher Program RFP
Lakeland Housing Authority
430 Hartsell Avenue
Lakeland, Florida 33815**

Submittals transmitted by facsimile or electronic mail will not be accepted.

b. All submittals and accompanying material will become the property of the LHA and will not be returned to the respondent.

11. CLARIFICATION OF RESPONSES

The LHA reserves the right to obtain clarification of any point in a respondent’s submittal or to obtain additional information necessary to properly evaluate a particular submittal. Failure of a respondent to comply with such a request for additional information or clarification could result in rejection of that respondent’s response.

12. SCORING/AWARD EVALUATION CRITERIA

An evaluation committee shall evaluate and score each submittal using the method described in this RFP. The evaluation committee shall evaluate each submittal for factors such as: the ability of professional personnel and other factors that address the anticipated needs and requirements of the LHA. The LHA may conduct discussions with and may require public presentations by firms regarding their qualifications and their ability to furnish the required services. A contract will be awarded to the respondent whose submittal best meets the above qualifications as well as the needs and requirements of the LHA. The LHA reserves the right to reject any or all submittals or to award one or more contracts or no contract.

a. The evaluation criteria to be used in reviewing submittals and their respective weights are as follows:

- Letter of Transmittal--Failure to submit this document could render the respondent's submittal as *non-responsive*, and therefore, it may not receive consideration.
- Offeror's experience as described in the response to this RFP and evidence of ability to perform the work—*up to 30 points*
- Experience and qualifications of key staff, location of staff, including the firm's capacity, knowledge, and experience with the Section 8 Project-Based Vouchers--*up to 25 points*
- Offeror's current and anticipated workload along with firm's approach and ability to meet the LHA's deadlines—*up to 10 points*
- Evidence of the Offeror's past performance when providing similar services and references—*up to 20 points*
- Evidence of the Offerors demonstrated knowledge and familiarity of applicable governmental regulations and codes as required by the U.S. Department of Housing and Urban Development, Internal Revenue Service, State of Florida, and any other agencies having authority—*up to 10 points*
- Ability of the Offerors to successfully meet the requirements of 24 CFR 135 pertaining to Economic Opportunities for Section 3 Residents and Section 3 Business Concerns. Status of the Offerors as a SDB, MBE, WBE or Section 3 Business Concern or a statement of a Section 3 Plan with respect to this development project—*up to 5 points*
- *Submission of Required Documents* as requested in "Tab 5"—failure to provide these documents may render the response to this RFP as *non-responsive* and, therefore, may cause the submitted response to be rejected.

Total Possible Points—100 Points

b. The LHA reserves the right to waive any minor irregularities or technicalities in the submittals received.

13. SMALL DISADVANTAGED BUSINESSES, MINORITY BUSINESS ENTERPRISES, WOMAN BUSINESS ENTERPRISES, AND SECTION 3 QUALIFIED BUSINESSES

The LHA strongly encourages the participation of Small Disadvantaged Businesses, Minority-owned businesses, Women-owned businesses (please see item 2 of HUD Form 5369-C—Exhibit E), and Section 3 business concerns, and/or Section 3-qualified businesses (please see the Section 3 Clause—Exhibit G—and the Section 3 Business Form Exhibit H) in this and all the LHA projects, programs, and services.

14. NEGOTIATIONS AND AWARD

Negotiations may be conducted with respondents determined to have a reasonable chance of being selected for award, based on evaluation of qualifications, and other factors considered to be most advantageous to the LHA. Such respondents shall be accorded fair and equal treatment with respect to any opportunity for negotiations and revisions of submittals—to assure full understanding of and conformance to the services requested by the LHA. No respondent shall be assisted in bringing its submittal up to the level of another in order to be considered for award. The LHA reserves the right to request additional information concerning any/all submittals submitted. A common deadline shall be established for the receipt of submittal revisions based on negotiations.

15. DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder or the interpretation of the provisions of the RFP, the decision of the LHA shall be final and binding upon all parties.

16. ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the successful Offerors(s) without the express written consent of the LHA.

17. MANDATORY CONTRACT PROVISIONS AND CLAUSES

At a minimum, the contract awarded under this RFP will require compliance with the following HUD forms: *5369-B, 5369-C and 50070*;—copies are attached to this RFP--as well as applicable portions of *LHA's Section 3 and Minority and Woman Business Enterprise Policy* which can be accessed at: <http://uploads.lakelandhousing.org/MWBE-Section-3-Policy.pdf>.

SPECIAL CONDITIONS

By submitting a response to this RFP, the Offerors acknowledges and agrees that it is familiar with, or will become familiar with, the following documents and regulations as required (documents are not provided herein by the LHA):

- 4 CFR Part 8—Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development
- Section 504 of the Rehabilitation Act, as amended, and the rules and regulations there-under
- 24 CFR Part 135, employment opportunities for Section 3 business concerns and low-income persons
- The HUD Procurement Handbook (7460.8)
- 24 CFR Part 85 (HUD procurement regulations) and OMB Circular A-87 (concerning procurement and costs)
- Florida Housing Finance Corporation requirements
- Federal Home Loan Bank and Affordable Housing (FHFC) Program guidelines
- 24 CFR 968 (Public Housing Modernization regulations)
- 24 CFR 941 (Mixed-finance development regulations)
- The HUD Mixed-Finance Guidebook, December 12, 1998
- The Quality Housing and Work Responsibility Act of 1998
- Low Income Housing Tax Credit program (IRS)
- State of Florida low income housing assistance programs for rental and home ownership units
- U.S. Department of Housing and Urban Development Choice Neighborhood Initiative

ATTACHMENT A

PBV Regulation 983.57 (b) Re: Compliance with HUD's statutory goal of "deconcentrating poverty and expanding housing and economic opportunities"

All applications must include a written narrative in their proposal addressing each of the following seven criteria:

1. **HUD Designated Zone**--Whether the census tract in which the proposal will be located is in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.
2. **Public Housing Demolition**--Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition.
3. **Significant Revitalization**--Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization.
4. **Public Investment**--Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement.
5. **New Market Rate Units**--Whether new market-rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market- rate units will positively impact the poverty rate in the area.
6. **Decline in Poverty Rate**--If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate.
7. **Education and Economic Opportunities**--Whether there are meaningful opportunities for educational and economic advancements in the census tract where the proposed PBV development will be located.

Every PBV applicant must demonstrate to LHA that their project satisfies the twin goals of deconcentrating poverty and expanding housing and economic opportunity regardless of the project's poverty rate as defined by the most recent census data. However, sufficient information must be provided to ensure that after considering all of these factors collectively, LHA can conclude the proposal meets the goal of deconcentrating poverty. The applicant does not have to address each of the seven criteria noted above. LHA will make its assessment of an applicant's project's compliance with achieving these goals based on the totality of the applicant's response taking into consideration the target population to be served (i.e. family, elderly, disabled, populations needing supportive services).

In addition, PBV units shall not be awarded for units in an area of minority concentration unless one of the following is met:

1. Sufficient comparable opportunities exist to house minority families in the income range to be served by the project in areas outside of minority concentration; or
2. The project is necessary to meet overriding housing needs in the market area.

Projects that are deemed by LHA to be an integral part of the overall local strategy for the preservation or restoration of the immediate neighborhood or that are experiencing significant private investment to improve the economic character of the area shall be deemed to meet these criteria.

LHA requires the applicant to discuss each factor as it relates to the project's actual census tract. LHA will only consider information about activity in neighboring census tracts if the information about the actual census tract demonstrates that HUD's goals of deconcentrating poverty and expanding housing and economic activity are being achieved in the actual tract.

EXHIBIT A

SECTION 8 PROJECT-BASED VOUCHER PROGRAM RFP CHECKLIST

Note: This completed and signed off checklist is a mandatory submission requirement.

Firm Name: _____

Y/N	MANDATORY SUBMISSION/INCLUSION REQUIREMENTS*	COMMENTS
	Response to this RFP--One "Original" and Four Copies Submitted	RFP shall be submitted in a sealed envelope(s) and marked "Section 8 Project-Based Voucher Program"
	Acknowledgement receipt of modification or amendment to the original RFP	Indicted number(s) assigned to modification and/or date received:
	Response deadline met prior to 2:00 PM, Eastern Time, February 23, 2017	Hard Copy Only
	HUD form 52641, HAP Contract	As described in item 3.2 (no submittal—for reference only)
	Letter of Transmittal	As outlined in item 8
	Demonstrated Understanding of the Services to be Provided and Technical Approach	As outlined in item 8, Tab 1
	Qualifications and Experience of the Firm and Individual(s) Performing the Services	As outlined in item 8, Tab 2
	Utilization of SDB/MBE/WBE & Section 3 Business Enterprises	As outlined in item 8, Tab 3
	Submission of Required Documents	As outlined in item 8, Tab 4
	Proposer Profile Form	Exhibit B
	Professional References Form	Exhibit C, As outlined in item 8, Tab 5
	Instructions To Offerors—Non-Construction, HUD 5369-B	Exhibit D (no submittal--for reference only)
	Certification and Representation of Offerors—Non Construction, HUD 5369-C	Exhibit E
	Certification for a Drug-free Workplace, HUD 50070	Exhibit F
	Section 3 Clause	Exhibit G (no submittal--for reference only)
	Section 3 Business Form	Exhibit H
	Non-Collusion Certification	Exhibit I
	Public Entity Crimes Statement	Exhibit J

* Failure to provide these documents may render the response to this RFP as *non-responsive* and, therefore, may cause the submitted response to be rejected.

**ACKNOWLEDGEMENT OF RECEIPT
OF
AMENDMENT OF SOLICITATION**

- 1 **AMENDMENT NUMBER:** _____
- 2 **ISSUED BY:** The Housing Authority of the City Lakeland (the "Authority")
- 3 **DATE AMENDMENT OF RFP ISSUED:** _____
For SECTION 8 PROJECT-BASED VOUCHER PROGRAM
- 4 **BRIEF DESCRIPTION OF AMENDMENT:**
(Attach copy(s) of Amendment(s) as issued by the Authority)

5 THE ABOVE SOLICITATION IS AMENDED AS SET FORTH IN THE ATTACHED AMENDMENT(S) AS ISSUED BY THE AUTHORITY. PROPOSERS/ DEVELOPER PARTNER MUST ACKNOWLEDGE RECEIPT OF THIS/THESE AMENDMENT(S) PRIOR TO THE HOUR AND DATE SPECIFIED FOR RECEIPT OF PROPOSALS, BY SIGNING THIS FORM BELOW.

EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

ACKNOWLEDGMENT OF RECEIPT:

Name

Title

Signature

Date

EXHIBIT B

PROPOSER PROFILE FORM

Federal Employer Identification Number: _____

Firm Name:

Business Address:

City _____ State _____ Zip Code _____

Names and Titles of Two Contact Persons:

1. _____ Phone (____) _____
Name Title

2. _____ Phone (____) _____
Name Title

Submittal is for: Parent Company Division
 Subsidiary Branch Office

Type of Firm: Corporation
 Partnership
 Sole Ownership
 Joint Venture

Names & Address of Parent Company, if applicable:

Former Firm Name(s), if applicable:

Please indicate if your firm is a recognized Minority Business Enterprise.

Yes No

If yes, please indicate the appropriate category(ies):

American Indian Female-Owned Spanish Surname
 African-American Asian-American Other

EXHIBIT C

PROFESSIONAL REFERENCES

Provide the name, mailing address, and telephone number of: two (2) professional references and one (1) housing authority reference. Reference must verify Proposer's representations.

Reference	
Address	
Phone	
E-mail	
Description of Services Provided	
Dates Services Provided	
Reference	
Address	
Phone	
E-mail	
Description of Services Provided	
Dates Services Provided	
Housing Authority	
Address	
Phone	
Email	
Description of Services Provided	