



## Request for Proposals

### Indefinite Quantity Contract for Public Housing and Housing Choice Voucher Program Consulting Services

**RFP #24-02**

Proposal Deadline: **February 26, 2024, at 4:00 PM**

# Request for Proposals

## I. INTRODUCTION

Suffolk Redevelopment and Housing Authority, hereinafter referred to as "SRHA," a political subdivision of the Commonwealth of Virginia operating within the City of Suffolk, is soliciting proposals from firms to provide an Indefinite Quantity Contract for Public Housing and Housing Choice Voucher Consulting Services.

SRHA owns and manages 260 units of public housing and administers 1245 Section 8 vouchers to include Housing Choice Voucher, HUD VASH and Project Based Vouchers.

The purpose of this RFP is to solicit proposals so that SRHA may select from amongst a range of proposals which best meets its needs and requirements. SRHA urges all interested firms to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the primary basis for final selection.

It is understood that if SRHA awards a contract hereunder, the award of such contract is tentative and is not binding upon either party until SRHA issues a written notice to proceed. If SRHA does not issue a written notice to proceed, then SRHA will not be obligated financially or otherwise to any respondent to this Request for Proposals, nor will any respondent to this request for proposals, under such circumstances, be obligated to perform any service for SRHA.

## II. GENERAL SPECIFICATIONS

The Authority hereby requests proposals from qualified firms to provide support and technical assistance services for the Department of Housing Management of the Authority for planning, management development, finance, administration planning, quality control, training, grantsmanship, project development, housing development and such other needs as the Authority may from time to time define. Assisting the Authority to achieve program success and compliance with the Public Housing Assessment System (PHAS) and the Section Eight Assessment Program (SEMAP)

It is the Authority's intent to enter into an Indefinite Quantity Contract (IQC) with the successful bidder for provision of these services for a period not to exceed five years. The services will be specified and undertaken on a Task Order basis. One such Task Order is defined in this Request for Proposals (RFP). It is to undertaken concurrent with the award of the IQC as the first Task Order. Other tasks will be defined and Task Orders awarded on an as needed basis during the term of the contract.

It is impossible at this time to accurately estimate the entire scope of cost of this project, but in no event over the course of the **three year** contract will the Authority expend more than **\$ 80,000** on this contract.

## III. GENERAL STRUCTURE OF THE IQC

1. The requested services are to be performed in support of the Authority's mission, and in compliance with the requirements of HUD programs placed upon the Authority by HUD or

other entities or established by the Authority.

2. All tasks shall be performed in a manner consistent with relevant federal, state, and local laws, the Code of Federal Regulations, and various HUD Handbooks and Notices, as appropriate.
3. The Authority will issue Task Orders, based upon the requirements of the Authority for its operations in order to achieve compliance with HUD requirements or to meet such other needs as deemed appropriate by the Authority.

The process for issuing a Task Order will be:

- a. The Authority will issue a request for a possible Task Order to the IQC contractor. The Request will provide background on the perceived need, it will identify any applicable statutory or administrative requirements, it will indicate the desired services and/or products, it will provide guidance on the anticipated period of performance (including any binding deadline), and the anticipated level of effort. The Request may be indicative of, but not inclusive, regarding the need, scope, and/or level of effort. The Contractor will be expected to provide substantial assistance in responding to the task requirements.
- b. The Contractor's Project Director will review the Request. Within the specified period for response (typically no more than fourteen (14) days), the Contractor will prepare a draft Task Order.
- c. The draft Task Order will provide the following:
  1. Task Leader and key staff
  2. Work Plan and schedule
  3. Budget and schedule of payments
- d. The Authority will review the draft Task Order and approve it intact, negotiate modifications, or reject it with a request for resubmittal. If the Authority rejects a proposed Task Order, it can choose to pursue completion of the work by other means.
- e. The Authority will issue a binding Notice to Proceed. The work will begin within fourteen (14) days unless otherwise specified in the Task Order Plan.
- f. All work products will be delivered in appropriate form, with a hard copy which is to be reproduced and with an electronic version (on an appropriate sized computer disk) which is compatible with the system used by the Authority.

#### **IV. REQUIRED SUBMISSION FORMAT**

The proposal must be submitted in accordance with the specifications of this Request for Proposals and include all of the items listed below. The proposal shall include a Table of Contents and be bound and presented in tabbed sections as described below. The proposals will need to be tabbed and numbered. No requirement and/or specification should be construed as an attempt on the part of the Authority to limit competition.

Other information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items. **Please do not submit unrelated promotional material or information that is of a boilerplate nature.** The proposal should be concise and to the point. Sections to be included are:

1. A letter of interest on your firm's letterhead referencing the RFP subject to which the firm is responding. The letter should state the respondent's understanding of the range of services to be performed as stated in the General Specifications; a statement that any and all addenda were received; a statement indicating why the firm believes it to be the best qualified to perform the work; and a statement that the proposal is a firm and irrevocable offer for 60 days. A representative of your firm authorized to make such statement and offers must sign this letter.
2. A narrative description of the firm's experience in performing the similar services as those being requested in the General Specifications by SRHA and the firm's ability to understand the various institutional dynamics, the Authority/City relationships, and resident involvement concerns. Firms must demonstrate knowledge of federal and state laws, including HUD regulations as it pertains to the Scope of Work. Demonstrate the ability of your firm to handle a contract of this scope. Include the names, addresses, and telephone numbers of at least three (3) clients for references in which you performed work similar in nature.
3. A list, description, qualifications, and profiles of a firm's principles. Also include a list of key staff's professional and technical competence and experience who will be assigned to perform the work. Also include location of facilities or offices, number of years in business and number of employees.
4. The proposer shall submit a draft Task Order for the Task described on Page 2:
5. Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968.
6. Certification that firm, and its designated agent(s), has not been debarred, suspended, or otherwise prohibited from practice.
7. Completion of Form HUD-5369-C, Certifications and Representations of Offerors, Non Construction Contract.
8. Provide an hourly rate for consulting services and any other additional costs that may apply. Information is to be provided in a separate sealed envelope marked "Cost Proposal." *NOTE: The proposed cost will be considered in addition to the above technical and experience factors in determining the most advantageous proposal.*
9. Each proposal (1-original and 3 copies) will need to have each section numbered and tabbed.

**V. EVALUATION FACTORS**

Proposals from interested organizations or individuals will be evaluated on the following factors:

<b>Item</b>	<b>Evaluation Criteria</b>	<b>Point Value</b>
1	Evidence of an understanding of the services required.	20
2	Evidence and demonstration of respondent's experience with similar work as defined in the General Specifications. Provide three (3) references in which similar work was performed.	20
3.	Evidence of the firm's capability to perform services required, including profiles of a firm's principles and staff's professional and technical competence and experience, location of facilities or offices, number of years in business, number of employees, along with a list of personnel who will be assigned to perform the services requested and their qualifications and experience.	20
4.	The proposer shall submit a draft Task Order for the Task described on Page 2:	25
5.	Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968.	15
6.	Certified statement that the firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or local agency.	Any person or agency on the HUD debarred list/U. S. Attorney General's List of ineligible contractors will not be considered.
7.	A completed Form HUD-5369-C, Certifications and Representations of Offerors, Non-Construction Contract.	Mandatory

**VI. SELECTION PROCESS**

SRHA intends to negotiate with the top ranked firm(s) after an evaluation of the factors listed above.

A final payment plan will be negotiated with the number one ranked firm. If an agreement cannot be reached, SRHA will then negotiate with the number two-ranked firm, etc.

SRHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of the SRHA, that method will provide the greatest benefit to the SRHA.

## **VII. CONTRACT TERM AND SPECIFICATIONS**

The term of the contract shall be one year from the date of the contract with an option of annual renewals, not to exceed three (3) years.

The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R Part 135, which implements Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with Part 135 regulations.

The respondent may not transfer or assign any portion of the contract without prior written approval from the SRHA.

## **VIII. SUBMISSION DEADLINE**

The deadline for submission of the proposal is **4:00 p.m. on Thursday, February 26, 2024.** Proposals must be mailed to Keva L. Newsome, Director of Housing Management, Suffolk Redevelopment and Housing Authority, 530 East Pinner Street, Suffolk, VA 23434, or delivered to SRHA's main office 530 East Pinner Street, Suffolk, VA 23434,. Envelopes are to be clearly marked on the outside as Request for Proposal **RFP #24-02.**

## **IX. CONTACT INFORMATION**

Questions concerning this RFP shall be directed to Keva L. Newsome, Director of Housing Management, and shall be in writing and faxed to (757) 539-5184 or e-mailed to [knewsome@suffolkrha.org](mailto:knewsome@suffolkrha.org). It shall be the responsibility of the sender to verify receipt of all transmissions. SRHA shall not be responsible for missed transmissions. All questions must be submitted to Keva L. Newsome by February 23, 2024, and both the question(s) and answer(s) will be shared with all parties that received the RFP.

## **X. RFP TERMS AND CONDITIONS**

SRHA reserves the right to reject any and all proposals submitted to award portions of this contract in whole or in part, and to waive any informalities in the submission of proposals. SRHA does not discriminate against faith-based organizations nor any person on the basis or race, color, sex, religion, national origin, age, familial status, or handicap. If you have any questions or concerns regarding this policy, please contact the Equal Opportunity Officer, Sherryann Brown, Administration Operations Director at 757-539-2100.

While it is the intent of SRHA to award a contract based on the RFP and responses, SRHA reserves the right to not award a contract.