

Request for Proposals
for
Leasing a Three Unit Transitional Housing Project
From the
Red Wing Housing and Redevelopment Authority

June 13, 2017

Red Wing Housing and Redevelopment Authority
428 West Fifth Street
Red Wing, MN 55066

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Request for Proposals for Leasing a Three Unit Transitional Housing Project
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THE RED WING HOUSING AND REDEVELOPMENT AUTHORITY (HRA) will accept proposals for Leasing a Three Unit Transitional Housing Project for the HRA until 2:00 PM on Friday, August 18, 2017, at Red Wing HRA, located at 428 West Fifth Street, Red Wing, MN 55066.

Copies of the Request for Proposals may be obtained at the same location free of charge beginning Friday, June 16, 2017. You may also request an electronic copy by email from randal.hemmerlin@ci.red-wing.mn.us. Questions regarding the Request for Proposals can be addressed to Becky Hinrichs, HCV Housing Specialist/Section 8 at (651) 301-7027.

Where appropriate, the bidder must comply with Executive Order 11246, Federal Labor Standards, Equal Opportunity requirements, and related program requirements as detailed in the Contract Documents.

THE HOUSING AUTHORITY IS AN EEO/AA/ADA EMPLOYER.

**RED WING HRA
428 WEST FIFTH STREET
RED WING, MN 55066**

Request for Proposals for Leasing a Three Unit Transitional Housing Project
from the
Red Wing Housing and Redevelopment Authority

I. INVITATION

The Red Wing Housing and Redevelopment Authority (hereinafter referred to as HRA) is requesting proposals from qualified individuals and firms (hereafter called firm) to enter into a leasing contract to operate, maintain and serve households in a three-unit (two - one bedroom units and one – two bedroom unit) housing project funded under Publically Owned Transitional Housing (POTH) program for the next five years beginning with year 2017 and ending with the year 2022.

It is intended that the selected firm provide diverse, professional services and perform any and all requirements and necessary actions in the transitional housing process. The successful firm will be expected to seek out qualified individuals and households for the purpose of providing a transitional housing program, set up a transitional housing leasing contracting with the individuals or households, provide services to ensure their success and graduate the individuals from such program within an 18 to 24 month time period from entry.

The firm shall be prepared to provide services following the signing of a service agreement.

The HRA's work is funded by the U.S. Department of Housing and Urban Development (HUD) or other funding. All work in this contract must adhere to the appropriate federal, state, and local regulations, including Section 3 of the Housing and Urban Development Act of 1968 as amended (12 U.S.C. 1701u). One of the purposes of Section 3 is to give to the greatest extent feasible, and consistent with existing federal, state and local laws and regulations, job training, employment, contracting, and other economic opportunities to Section 3 residents and Section 3 business concerns.

II. LEASING DESCRIPTION

The leasing description will consist of operating a successful transitional housing program, and maintaining the three unit building. Examples of work to be accomplished, but not limited to, are listed below:

- Operate a Transitional Housing program under an acceptable Transitional Housing Management Plan.
- Select qualified individuals and households to enter the Transitional Housing program.
- Enter into a lease arrangement and Transitional Housing Plan with the selected individuals.
- Maintain the three-unit property in an acceptable manner to the HRA.
- Enter a leasing agreement with the HRA.
- Pay a monthly rent to the HRA for the use of the building.
- Communicate as necessary with the HRA in the performance of the building lease.

III. ADDITIONAL SERVICES

- Ability to present to the HRA Board of Commissioners success of the program annually.
- Firm capacity to maintain necessary financial and management records.

IV. AWARD CONTINGENCIES

A. INSURANCE REQUIREMENTS

The agreement will require that the firm will provide the following insurance:

<u>Coverage</u>	<u>Amount</u>
Worker's Compensation	Statutory
Comprehensive General Liability	BI \$1,000,000 per occurrence PD \$ 100,000 per occurrence
Automobile Liability	BI/PD \$1,000,000 combined single limit
Professional Liability (Errors and Omissions)	\$ 1,000,000

The HRA shall be named as an additional insured, except on Professional (Errors and Omissions) and Worker’s Compensation coverage, and will be given thirty (30) days notice in advance of cancellation, non-renewal, or material change in any coverage. A certificate of insurance evidencing such coverage shall be approved by the HRA and placed on file with the HRA prior to commencement of work under this contract. The firm shall indemnify and hold harmless the HRA, of any losses, damages, costs, expenses, judgments, or decrees arising out of, or resulting from, the negligent acts of the firm. In the event any action in court is brought against a party so indemnified, the HRA shall tender the defense of any such claim or action at law or in equity to the firm or firm’s insurer, and upon such tender it shall be the duty of the firm or firm’s insurer to defend such claim or action without cost or expense to the HRA.

- B. Evidence that your firm or the participating professionals for this work are not debarred, suspended, or prohibited from professional practice by any governmental agency.

- C. Firm must adhere to the HRA Code of Conduct.

V. SUBMISSION REQUIREMENTS

Your proposal must be received at Red Wing HRA, located at 428 West Fifth Street, Red Wing MN 55066, on or before Friday, August 18, 2017 at 2:00 PM. **The Deadline is firm as to date and hour. Fax or email submissions will not be accepted.** All timely submissions will become property of the HRA and will not be returned to the proposer. Proposals received after this time will not be considered. One original and two (2) copies of the Proposals should be submitted. Your Proposals must be addressed to Becky

Hinrichs, HCV Housing Specialist/Section 8, Red Wing HRA, 428 West Fifth Street, Red Wing, MN 55066 and must be placed in the mail in time to be received at the time required. Please identify the envelope with the statement “Request for Proposals for Leasing a Three Unit Transitional Housing Project.”

VII. ORGANIZATION OF SUBMISSION

The instructions below provide guidance on the preparation of submissions. Their purpose is to establish the requirements, order and format of responses so that qualifications contain all essential information and can be evaluated easily.

- 1) Letter of Interest
- 2) Profile of Firm or Key Members: List of principals or key members of the firm who will be involved in the transitional housing, their background, and experience, particularly the background, experience or qualifications in fields related to the requirements of this proposed contract. List professional licenses held and applicable or pertinent certifications. Provide the same information requested above for any firms that will be providing any of the professional requirements of this proposal as a sub contractor to your firm. Include information about your firm's facilities and resources for performing this work.
- 3) Experience and Capacity: Give a brief history of the firm, including a list, and approximate dollar value of related type contracts completed or in progress and the type of services performed by your firm in connection with the contracts. Include the names, the address, their phone numbers, and the person(s) within the owner's organization who were responsible for the contract. Explain capability to provide services in a timely manner.
- 4) References: Quality of references (3 minimum). Evidence of your firm's ability to successfully complete transitional housing services. This may include specific examples of successful experiences. The degree to which the references are relevant to the proposal and the degree to which reference checks provide affirmation of the offeror's competence with respect to development, and management of a Strategic Plan.
- 5) MBE/WBE/Section 3: The degree to which respondent demonstrates the ability and experience to provide for MBE/WBE/Section 3 participation.
- 6) Lease Amount offered to HRA. The HRA will review lease offers against the FMR level for the County, as follows:
 - FMR – October 1, 2016
 - 1-bedroom - \$596.00
 - 2-bedroom - \$792.00

VIII. CRITERIA FOR EVALUATING REQUEST FOR QUALIFICATIONS

Your Proposal submittal should include information about your firm's capabilities and past experiences, particularly relative to the type of work being undertaken (Leasing a Three Unit Transitional Housing Project), and any other information that will demonstrate your firm's abilities to perform the required services. Your qualification submittal must include complete information on each of the following. (Note: Each area will be evaluated as indicated.)

- 30 Points List of principals or key members of the firm who will be involved in the transitional housing, their background, and experience, particularly the background, experience, or qualifications in fields related to the requirements of this proposed contract. List professional licenses held and applicable or pertinent certifications. Provide the same information requested above for any firms that will be providing any of the professional requirements of this proposal as a sub contractor to your firm. Include information about your firm's facilities and resources for performing this work.

- 20 Points Capability to provide services in a timely manner. Past performance in terms of cost control, quality of work, and compliance with performance schedules. Knowledge of working with Transitional Housing programs administered through HUD, Minnesota Housing, DEED, USDA Rural Development and other similar government entities.

- 20 Points Description of the Transitional Housing services offered by your firm. History of the firm, including a list, and approximate dollar value of related type projects completed or in progress and the type of services performed by your firm in connection with the project. Include the names of the organizations, the city location, their phone numbers, and the person(s) within the organization who were responsible for the project, and the locations of the projects. References as provided.

- 10 Points Evidence of your firm's ability to successfully operate a Transitional Housing program. Review of examples provided.

- 20 Points Lease Amount Offered to the HRA

You are encouraged to include any other information that you feel will point out qualifications of your firm relative to the type of work being considered.

Your resume must include complete information covering all of the above items to enable the HRA to make accurate determinations regarding the qualifications of your firm.

IX. PROCEDURE FOR SELECTION OF A FIRM

Staff of the HRA will evaluate all of the proposal submittal against the evaluation factors stated in this Request for Proposals and will/may invite firms to participate in an interview. An interview could modify the original points assigned to a firm.

In determining the firm to be selected, the HRA will select the highest ranking firm and present the Proposal to the HRA Board of Commissioners for approval. Final authority to accept a firm rests with the HRA Board of Commissioners. The HRA reserves the right to reject all proposals.

The HRA reserves the right to negotiate the Contract Fees with the highest ranking firm.

After the contract is awarded, all of the firms who submitted a proposal will receive a written acknowledgement of their proposal. The HRA will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.

X. PROCEDURES FOR EXECUTION OF CONTRACT

Once the HRA Board of Commissioners has approved a firm, staff will contact the successful firm and present a leasing contract to that firm for signature. Once the leasing contract is signed by all parties, the firm will be expected to perform on the leasing contract.

If there are any questions concerning this Request for Proposals, contact Becky Hinrichs, HCV Housing Specialist/Section 8, (651) 301-7027 or at becky.hinrichs@ci.red-wing.mn.us.