

REQUEST FOR PROPOSALS

FOR

UPDATING OF HACD ADMINISTRATIVE PLAN (H-23-04)

Thomas J Ward Jr.....Chairman
William Roberts.....Vice-Chairman
Nancy Thompson.....Assistant Secretary
George Connor.....Treasurer
Doug Brown.....Assistant Treasurer

Leah Eppinger, AICP.....Executive Director/Secretary Patrick
Bosworth.....Deputy Executive Director



Housing Authority of the County of Dauphin

501 Mohn Street
Steelton, PA 17113
717-939-9301

TDD 800-545-1833 ext. 304

Request for Proposals
Professional Consulting Services to Update HACD Admin Plan

The Housing Authority of the County of Dauphin (HACD) will utilize competitive negotiation procedures for the procurement of Professional Consulting Services to update the HACD Administrative Plan and Housing Choice Voucher (HCV) Program Standard Operating Procedures (SOPs) as specified in this Request for Proposals ("RFP").

Proposers who possess the ability to successfully perform under the terms and conditions specified by the HACD are invited to submit a proposal for a fixed-rate professional services contract. The Authority solicits and encourages Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) and Section 3 entity participation in all its contracts.

The Request for Proposals (RFP) is available at the offices of the Housing Authority of the County of Dauphin, 501 Mohn Street, Steelton, PA 17113. It can be requested by emailing Faith Brooks, at fbrooks@dauphinhousing.org or calling 717-939-9301 ext 528.

Proposals will be evaluated in accordance with the criteria in the Request for Proposals and the firm whose proposal is most advantageous to the Authority will be selected, subject to negotiation of fair and reasonable compensation.

All proposals, including qualifications and rates and any other pertinent information must be submitted in writing to the Housing Authority of the County of Dauphin, 501 Mohn Street, Steelton, PA 17113, no later than 3:00 PM EST, June 30, 2023.

Authority Background and Introduction

The Housing Authority of the County of Dauphin (HACD) was incorporated in 1959. The Authority was formed to address the shortage of affordable housing for lower income families in Dauphin County.

The mission of the Authority is to provide eligible low-income families with safe, decent, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. Furthermore, the Authority endeavors to provide accessible facilities to persons with disabilities. The Housing Authority is committed to operating in an efficient, ethical, and professional manner as well as creating and maintaining partnerships with its clients and appropriate community agencies.

HACD runs two major HUD programs including Public Housing and Housing Choice Vouchers. The two programs include multiple special programs bringing the number of households served being 724 and 1196 respectively.

Project Description > Scope

This RFP will be used to obtain proposal from qualified professional consulting services to update the HACD Administrative Plan and HCV Program SOPs as specified in this Request for Proposals. This information will allow HACD to review proposals and enter into negotiations with the vender whose proposal is most advantageous to the Authority with price and other factors considered. It is the desire of HACD to partner with a provider who will be responsible for tailoring the Admin Plan and corresponding SOPs to HACDs specific operation. These revisions will be developed in collaboration with HACD management staff.

1. The Administrative Plan and Standard Operating Procedures will be a desk guide to ensure employees are performing tasks in a uniform and correct manner. The SOPs must include screen shots from the HACD's program software, e if applicable. The SOPs will cross reference the Administrative Plan. The Administrative Plan and Standard Operating Procedures must address industry best practices and HUD regulations governing the operation of the Housing Choice Voucher Program.
2. The Administrative Plan must establish local policies for program administration. The plan must conform with HUD regulations and state the HACD policy in those areas where the Housing Authority has discretion to establish local policy.
 - a. The plan is a formal document which communicates to all interested parties the policy choices the HACD made where federal regulations or law does not direct the HACD's actions or decisions.

3. The updated Administrative Plan and Standard Operating Procedures must be tailored to HACD's specific operation and will be developed in collaboration with HACD's management staff. The Administrative Plan and SOPs will remain the property of the HACD.
 - a. The HACD will retain the right to change, add and delete content and make unlimited copies for distribution.
 - b. The Administrative Plan and Standard Operating Procedures will be a desk guide to ensure employees are performing tasks in a uniform and correct manner.
 - c. The SOPs must include screen shots from the HACD's program software if applicable.
 - d. The SOPs will cross reference the Administrative Plan. The Administrative Plan and Standard Operating Procedures must address industry best practices and HUD regulations governing the operation of the Housing Choice Voucher Program.

4. Areas to be addressed include but are not limited to the following:
 - a. Application and Waiting List process
 - b. Annual and Interim re-certifications and re-examinations
 - c. Contracting
 - d. Issuing vouchers (of all relevant agency designations)
 - e. Porting in and out of clientele
 - f. Quality control and inspections
 - g. Expanding housing opportunities
 - h. Eligibility and denial of assistance
 - i. Calculating rent, UAP and HAP payments
 - j. Use of payment standards and utility allowances
 - k. Housing search & leasing, rent reasonableness, housing quality standards
 - l. Termination of assistance and HAP contracts, to include informal hearings and reviews
 - m. HUD reporting requirements
 - n. Financial management & utilization
 - o. Family self sufficiency and other special programs etc

The initial term of this contract will be 180 calendar days.

Project Description > Specifications

The services must be performed, but not limited to:

1. The successful Offeror must describe how it will approach the work associated with the requested services, including an understanding of the scope of services required
2. The successful Offeror must provide unique or innovative approaches to be utilized in performing the requested services. All graphic presentations are optional.

General Requirements

1. All submittals must conform to requirements outlined herein. HACD reserves the option to require oral presentation by firm(s) and to request additional information during the proposal review period.
2. Complete written documentation of materials in a manner suitable for use by HACD and HUD or governing entities as required.
3. Coordinate all services with HACD. Meet with HACD and HUD stake holders and local officials as may be necessary.
 - a. Coordinate all services with other companies as determined necessary by HACD.
4. Provide the basis, source, and methodology for arriving at conclusions in all materials and reports.
5. The submittal must provide an execution plan that includes task schedules for how this work will be accomplished. There may be subsequent instructions issued to the successful candidate in connection with the final process.
6. The submittal must make provisions to meet and comply with all applicable laws and regulatory criteria.

Timeline

Selection Process Timeline:

- Request for Proposal Published – May, 11, 2023
- Question Period Close – June 23, 2023, 12 NOON EST
- Addendum (if required) Post Date – June 23, 2023, 4 PM EST
- Responses Due – June 30, 2023 3:00 PM EST
- Planned Contract Award Date – July 5, 2023

Deadline for Response

Qualified firms must forward a response to this RFP on or before **3:00 PM EST** on **Friday June 30, 2023**, to be considered. Late proposals will NOT be considered, they will be returned, unopened. Two (2) paper copies and one digital copy are required.

Responses must be submitted to Faith Brooks, HCV Supervisor, 501 Mohn Street, Steelton, PA 17113. Mark envelopes of your proposal **“Proposal for Updating of HACD Administrative Plan.”** Proposals must include the following HUD forms:

1. HUD 5370-C1, General conditions for non-Construction Contracts (with or without Maintenance Work) (Appendix A)

2. HUD 5369-C, Certifications and representations of Offerors (Non-Construction contract) (Appendix A)

All proposals shall include a statement indicating that the submitter is authorized to offer this proposal by his/her company and may bind the company under if selected.

Correspondence

1. Requests for additional information related to this RFP should be made in writing and emailed to the Authority's HCV Supervisor at fbrooks@dauphinhousing.org by **June 23, 2023**. This will allow time for the issuance of any necessary amendment(s) to the RFP.
2. An amendment may be issued prior to the opening of the submittals for the purpose of changing or clarifying the intent of this RFP. All amendments shall be binding in the same way as if originally written in this RFP.
3. Any interpretation affecting all Offerors, made prior to the submittal due date, will be issued in the form of an amendment. HACD will not be bound by or responsible for any other explanations or interpretations of this RFP package other than those given in writing as set forth in this paragraph. Oral instructions, interpretations, or representations will not be binding upon HACD or HACD representatives.
4. Sub-consultant(s) and others who have been requested by the prime consultant Offeror to assist in preparing a proposal shall obtain necessary information from the Offeror. They shall not directly contact HACD representatives for this information.
5. Contracts for these programs and services may be awarded to one or more firms whose submittals were judged to be the most advantageous to HACD. In the event services are initiated prior to the processing of a fully executed contract, such services would be provided without guarantee of compensation.

Document Requirements

The following is a description of the minimum information, which must be supplied by Offerors in their submittals. It is up to the Offeror to give such supplementary facts or materials that it considers may be of assistance in the evaluation of the proposal submitted. Submittals that omit critical elements may be considered non-responsive. Each submittal shall include a Table of Contents listing the submittal contents. The critical elements of the proposal shall include the following information:

1. Letter of Transmittal, signed by the person authorized to commit the organization to perform the services in the submittal.
2. Table of Contents
3. Executive Summary: Provide a brief overview of the firm's business, including the range of services offered. Firms should provide information reflecting how and why the firm's services meet HACD's needs. List the firm's team members, roles, responsibilities, qualifications, and the identity of the primary contact person. The

Offeror shall identify, hereunder, if this proposal is a joint venture or partnership with another entity.

4. Related experience of Offeror with PHA (Public Housing Authorities), HUD, and HCV Program regulations. Provide a narrative which explains the Offeror's experience, anticipated/proposed method for coordinating and communicating with HUD, HACD, its consultants, federal, state, city, county, and stake holders.
5. Related experience of firm(s) in providing similar professional consulting services for housing authority HCV programs.
6. Methodology/strategy to accomplish the scope of services
7. Fee schedule
8. Schedule of anticipated performance/timelines
9. List of business references (minimum of 5), including a list of all PHA's for which the Offeror has provided consulting services of this nature for an HCV program. Provide a brief description of the services provided
10. Section 3 program experience and compliance
11. Minority and Women Business Enterprises participation: Describe and provide evidence of the firm's plans to make a good-faith effort to maximize the utilization of women and minority-owned business enterprises and/or women enterprise firms. In addition, all submittals shall include completed M/WBE forms.
12. Certifications and Affidavits. Offerors shall submit executed originals of the following:
 - a. "Attachment B:" Conflict of interest Questionnaire
 - b. "Attachment C:" Form of Non-Collusive Affidavit
 - c. "Attachment D:" VWBE Participation Form
 - d. "Attachment E:" Bidder's Proposed M/WBE Participation Form
 - e. "Attachment H:" Certifications and Representations of Offerors for Non-Construction Contracts (Form HUD 5369-C)
13. Insurance: Evidence of all appropriate and applicable insurance coverage carried by the firm, including policy coverage periods. Offerors shall furnish HACD with certificates of insurance showing that the following insurance is in force, will insure all operations under this RFP, and include Offeror as a named insured. Required insurance levels are as follows:
 - a. Workers' compensation in accordance with the State of Pennsylvania rules and regulations.
 - b. General liability insurance with a single limit for bodily injury of \$1,000,000 per occurrence and property damage limit of no less than \$1,000,000 per occurrence. The insurance may have a combined aggregate of coverage amounting to no less than \$1,000,000. Such insurance shall protect offeror against claims of bodily

injury or death and property damage to others. The insurance shall cover the use of all equipment, hoists and vehicles used on the site(s) not covered by offeror's automobile liability. If offeror has a "claims made policy," then the following additional requirements apply: The policy must provide a "retroactive date" which must be on or before the execution date of the Agreement and the extended reporting period may not be less than five years following the completion date of the Agreement.

- c. Automobile liability on owned and non-owned motor vehicles used on the site(s) or in connection herewith for a combined single limit of bodily injury and property damage of not less than \$1,000,000 per occurrence.
 - d. All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of Pennsylvania . Offeror shall not permit the insurance policies required to lapse during the period for which the Agreement is in effect. All certificates of insurance shall provide that no coverage may be cancelled or non-renewed by the insurance company until at least thirty (30) day's prior written notice has been given to HACD.
14. Key Team Members: List of all key members of firm(s) and any sub-consultant(s) who will be assigned to this project. Indicate the level of effort and function of each member on the project. Description of organization structure to showing how the key members will be involved. Include resumes of these individuals. The resumes should include the following minimum information:
- a. Names
 - b. An explanation of the functions they will perform and their titles by classification.
 - c. Their relevant educational backgrounds
 - d. Their relevant work experience
 - e. Their work experience with governmental clients
 - f. Any specialized skills, training, and/or credentials relevant to the required services.

Methodology / Strategy to Accomplish Services

The successful Offeror must describe how it will approach the work associated with the requested services, including an understanding of the scope of services required and unique or innovative approaches to be utilized in performing these services. All graphic presentations are optional.

Selection Process

The Housing Authority will award a contract to the vendor that appears to be best suited to perform the services at a reasonable cost. Proposals will be evaluated according to the following criteria:

1. Company experience, certifications, expertise, references from similar agencies (40%)
2. Description of approach (20%)
3. Timeline for completion of project (20%)

4. Fees (20%)

Should the Authority feel more information is needed from any respondent, interviews will be scheduled prior to the award date.

HACD's Reservation of Rights

HACD reserves the right to:

1. Reject any or all proposals, to waive any informality the RFP process, or to terminate the RFP process at any time, if deemed by HACD to be in its best interests.
2. Not to award a contract pursuant to the RFP.
3. Terminate a contract awarded pursuant to this RFP, at time for its convenience upon 10 days written notice to the successful proposer(s).
4. Determine the days, hours, and locations that the successful proposer(s) shall provide services called for in this RFP.
5. Retain all proposal submitted and not permit withdrawal for a period of 60 day subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer.
6. Negotiate a contract with the individuals(s), firm(s), or organization(s) who provides the greatest benefit to DCHA, not necessarily the lowest cost.
7. Reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
8. Have no obligation to compensate any proposer for any costs incurred in responding to this RFP
9. At any time during the RFP or contract process to prohibit any further participation by a proposer to reject any proposal submitted that does not conform to any of the requirements detailed herein. By downloading electronic RFP or RFQ, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the Contracting Officer in writing within five (5) days of the discovery of any item listed herein or of any item that is issued thereafter by HACD that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve HACD, but not he prospective proposer of any responsibility pertaining to such issue.

Proposals are due **June 30, 2023 at 3:00 PM EST**. Two (2) paper copies and one digital copy are required.

Evaluation Criteria

1. This is a qualification and fee based selection. Submittals must be prepared in conformance with the guidelines stated herein.
2. Submittals will be evaluated by an Evaluation/Selection Committee. This team will review the submittals and make a recommendation to the Executive Director, Leah

Eppinger, AICP. The Executive Director will present recommendations to the Board of Directors of HACD, who have authority to award contracts.

3. HACD reserves the right to call for supplemental information from Offerors and to meet with all or any one of them to clarify points of uncertainty or ambiguity. Offerors agree to cooperate fully and promptly in providing such supplemental information or meeting requests.
4. Selection of the successful Offeror will be at the sole discretion of HACD. All submittals shall be evaluated. Up to three of the most qualified (top ranked), responsive and responsible firms may be invited for panel interviews and discussions. If a contract is awarded, it will be awarded to the responsible agency/organization whose qualifications and other factors are deemed most advantageous to HACD. Additionally, HACD shall have the right to reject any and all proposals at its discretion.
5. HACD reserves the right to award multiple contracts to multiple Offerors. Those firms will be invited to negotiate all aspects of the fee proposal to arrive at a firm and reasonable price as determined by HACD.

APPENDIX**A**

1. HUD 5370-C1, General conditions for non-Construction Contracts (with or without Maintenance Work) (Appendix A)
2. HUD 5369-C, Certifications and representations of Offerors (Non-Construction contract) (Appendix A)