

Harrisonburg Redevelopment and Housing Authority
REQUEST FOR PROPOSALS
For Utility Allowance and Rent Reasonableness Survey/ Study
June 8, 2017

A. Introduction

The Authority is soliciting proposals from qualified firms to provide utility allowance survey/study and/or rent reasonableness survey/study for use in the City of Harrisonburg and Rockingham County area. The firm will provide these services consistent with United States Housing and Urban Development guidelines. Offerors submitting proposals to the RFP must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

Proposals in response to this RFP are due no later than 12:00 noon (Eastern Standard Time) on June 26, 2017. Proposals may be mailed or emailed, and should be addressed as follows:

By Mail

PROPOSAL: Utility Allowance and/or Rent Reasonableness Survey/Study
Michael G. Wong, Executive Director
Harrisonburg Redevelopment and Housing Authority
286 Kelly Street
P.O. Box 1071
Harrisonburg, VA 22802

By Email

To: wongway@harrisonburgrha.com
Subject: PROPOSAL: Utility Allowance and/or Rent Reasonableness Survey/Study

Questions regarding this RFP should be directed prior to June 23, 2017 to Liz Webb, Housing Choice Voucher Manager, by email (liz@harrisonburgrha.com) or fax (540-432-1113).

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE OFFICES OF HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. HRHA WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE. NO FACSIMILIES WILL BE ACCEPTED.

HRHA reserves the right to reject any and all proposals.

B. Background

HRHA serves residents of the City of Harrisonburg by providing affordable housing for low-income families, including seniors and disabled individuals. The agency's mission and philosophy is:

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination; and to foster redevelopment of blighted areas to ensure the economic, social and housing vitality of our community.

Philosophy

To treat all individuals with respect and dignity, to base all decisions on rational and provable data and to operate with efficiency in the delivery of all services.

The Harrisonburg Redevelopment and Housing Authority ("the Authority") is a political subdivision of the Commonwealth of Virginia created pursuant to Title 36 of the Code of Virginia. An election was held in accordance with the Act on November 8, 1955, at which a majority of the qualified voters of the City voting in such election approved the need for a Redevelopment and Housing Authority to be activated in the City. The Authority was duly organized on November 29, 1955, and has been in operation since that date without interruption.

The Harrisonburg Redevelopment and Housing Authority operates under state enabling legislation and federal housing regulations of the Department of Housing and Urban Development (HUD). The Authority manages 279 affordable housing units and administers 858 Housing Vouchers. It employs 19 individuals and operates on an annual budget of approximately \$7 million.

C. Solicitation

The Authority is soliciting proposals from qualified firms to provide utility allowance and/or rent reasonableness survey/study to be completed and data available by **August 15, 2017**.

Proposals may be submitted for one or both projects.

Proposals should be based on a two-year contract, with a one-year renewal option.

D. Scope of Work

1. Utility Allowance survey/study for the following programs:

- (a) Housing Choice Voucher Program (858 vouchers) in accordance with 24 CFR 982.517, for the following unit types:
 - Single Family Detached
 - Mobile Home
 - Apartment (Garden / High Rise)
 - Townhouse / Rowhouse / Duplex
- (b) Please include in your quotation the option to include energy efficient versions of these schedules.
- (c) HRHA-Owned Project-Based Vouchers (129 units)*
Following guidance for public housing at 24 CFR Part 965, for the specified units, based on total usage for each utility type, using heat loss/gain engineering calculations based upon the thermal characteristics of each building type while considering the standard of living within the community. Adjustments should be made based on climate, vacancies, energy improvements, etc.:

#	Size	Type
18	1BR	Garden Apartment
16	3BR	Garden Apartment
36	2BR	Townhouse
34	3BR	Townhouse
12	4BR	Townhouse
2	2BR	Duplex
4	3BR	Duplex
2	3BR	Single Family Detached
1	4BR	Single Family Detached
4	5BR	Single Family Detached

* Tenants generally pay for all utilities, though HRHA pays for water in some units. Most units are all electric, but some have gas for heating and/or water heating. Detailed information will be provided to the firm upon contract award.

The study should use methodologies acceptable to HUD, utilizing current local utility rates and charges as researched by the firm, with assistance if needed from HRHA. Schedules must be prepared and submitted in accordance with HUD requirements on the form prescribed by HUD (52667). The deliverable should include all supporting documentation to correspond with the schedules.

2. Rent Reasonableness Survey/Study to be completed in accordance with 24 CFR 982.507(b) and 24 CFR 983.303(c) for HRHA programs as follows:

(a) Housing Choice Voucher Program (858 units)

The methodology used to determine rent reasonableness should be specified in a policy that can be incorporated in HRHA’s Voucher Program Administrative Plan

(b)HRHA-Owned Project-Based Vouchers (129 units/Franklin Heights +30 Units/Commerce Village)

Firm must be an independent agency approved by HUD in accordance with §983.59, and able to furnish a copy of the determination of reasonable rent for HRHA-owned units to HRHA and to the Richmond HUD field office

E. Evaluation of Proposals

Proposals will be evaluated and the contract awarded in accordance with U.S. Department of Housing and Urban Development procurement regulations, the “Procurement of Professional Services” provisions of the Virginia Public Procurement Act (Section 11-35 ff. of the Code of Virginia of 1950) and the Purchasing Policy of the Housing Authority. Any firm, which has the capability to perform these services and desires to be considered for selection is invited to submit a proposal, which responds to the following evaluation factors and additional requirements of this RFP:

1. Evaluation Factors

<u>EVALUATION FACTOR</u>	<u>POINTS</u>
a. Demonstrated expertise and experience in providing utility allowance and rent reasonableness survey and study services relevant training, knowledge, experience and level of involvement of the proposed team.	30
b. Detailed work plan of proposed analysis to include specific process and methodologies used for conducting of the utility allowance and rent reasonableness survey/study.	30
c. Any non-binding fee estimate information that may be provided, including reimbursable expenses.	20
d. Proposal implementation schedule, project timeline, and ability to meet the proposed deadline	15
e. MBE Participation	<u>5</u>
TOTAL POSSIBLE POINTS	100

G. Additional Requirements

1. MBE certification or similar documentation, if applicable
2. Three references including contact information
3. Willingness to participate in a conference call interview