

Missouri Housing Development Commission

REQUEST FOR PROPOSALS TO PREPARE FOR SUBMISSION, A RESPONSE TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S REBID FOR PBCA CONTRACTORS



Strength, Dignity, Quality of Life

MISSOURI HOUSING
DEVELOPMENT COMMISSION

RESPONSE DEADLINE:
Thursday, August 5, 2010 by 5:00 P.M. Central time

Missouri Housing Development Commission
4625 Lindell Blvd., Suite 300
St. Louis, Missouri 63108
Contact: Marian Stewart, Director of Asset Management
Phone: 314-877-1350
Facsimile: 314-877-1315

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

INTRODUCTION

Missouri Housing Development Commission: In 1969, the 75th General Assembly of Missouri, in the face of a general housing shortage severely affecting low and moderate income persons, established the Missouri Housing Development Commission (“MHDC” or the “Commission”) in order to increase the availability of decent, safe and sanitary housing at prices within the means of low and moderate income persons. The Commission is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Chapter 215 of the Revised Statutes of Missouri, as amended and supplemented.

The Commission’s Work: For the past nine years, MHDC has served as the Performance Based Contract Administrator (“PBCA”) for the U.S. Department of Housing and Urban Development’s (“HUD”) Project Based Section 8 program in Missouri. Prior to becoming a PBCA, MHDC was experienced in property management and compliance within its own portfolio and had administered Project Based Section 8 as the Traditional Contract Administrator. MHDC recognizes that its core responsibility as a PBCA is to perform the tasks set forth in HUD’s Annual Contributions Contract (“ACC”); however, the Commission is not satisfied with simply meeting contracted requirements, MHDC approaches its tasks with the mindset of excellence, outstanding service, and ownership of responsibilities. MHDC is proud of what has been accomplished during the past nine years and values the partnership it has with HUD. To this end, the Commission seeks competent professional assistance to ensure the continuation of this contractual relationship.

Purpose: HUD is rebidding the PBCA Section 8 Program in order to comply with the Inspector General’s (IG) audit. The anticipated release date is August 2010. The Commission’s purpose with this Request for Proposals (“RFP”) is to solicit competent and professional assistance to prepare and submit an outstanding and professional application that complies with HUD’s requirements for responding to the rebid, and that will again result in MHDC’s selection as the PBCA for the state of Missouri.

Term of Service: It is expected that the firm(s) selected pursuant to this RFP (the “Selected Contractor(s)”) will serve as an independent consultant for a period of up to one year. Any transaction initiated prior to the ending date of the term of service, for which a material amount of time or expense has been incurred, will be completed by the Selected Contractor although the closing might occur following the end of the term of service. MHDC reserves the right, at its sole discretion, to terminate the agreement with any Selected Contractor prior to the expiration of the term of service, or to extend the agreement (with the concurrence of the Selected Contractor) for such additional term as may be needed to accomplish the services required.

The RFP is available from MHDC in hard copy by U.S. mail or electronically on MHDC’s website at www.mhdc.com.

SCOPE OF SERVICES

The Selected Contractor shall be required to become familiar with the PBCA program requirements and prepare a response in writing to HUD's release of the invitation for submission of applications. The response shall comply with all technical submission criteria (i.e., any designated formatting, fonts, page limitations, etc.) and stated deadline(s) in addition to specifically addressing the key elements, including those outlined below:

- Legal Qualification – Organizational Documents and Legal Opinions
- Capability Statement
- Technical Approach
- Quality Control Plan
- Cost Based Fee and Cost Certification
- Cost Based Fee and Fee Percentage
- Application Evaluation
- Continuity of Operations Plan (COOP) and Certification

The scope of services to be provided may require any or all of the following:

1. Understanding the PBCA program in general; including MHDC, HUD and owner responsibilities.
2. Learning MHDC processes, staffing and technology usage as they relate to administration of this program.
3. Participating in meetings and phone conferences as required to ensure orderly and timely performance of all activities and compilation of information for response to the rebid.
4. Conducting and providing any research, training or consultative services as may be required and/or deemed necessary to the submission of a response to the rebid.
5. Potentially traveling between MHDC's St. Louis and Kansas City offices.
6. Attendance at any pre-bid conferences as may be requested.

INSTRUCTIONS

Five copies of your proposal along with one electronic copy on a CD-ROM are due before 5:00 p.m. Central time Thursday, August 5, 2010 (the "Proposal Due Date") in the office of Missouri Housing Development Commission, 4625 Lindell Blvd., St. Louis, MO 63108, to the attention of Marian Stewart, Director of Asset Management.

Respondents are advised that all submissions may be made available to the public on request upon completion of the process and award of an Agreement. Accordingly, any information which the respondent thinks benefits from an exception to disclosure under the Missouri Sunshine Law (RSMo §§610.010-225) shall be clearly identified as such and segregated from the rest of the proposal. MHDC, in its own discretion, shall determine which information may be disclosed under the Missouri Sunshine Law. By responding to this RFP, respondent agrees that any determination made regarding disclosure of information contained in the response is satisfactory.

GENERAL INFORMATION

Provide a brief description of your firm including, but not limited to, the following:

1. Firm Information. Provide a description of your firm that includes the location of the firm's office(s), the length of time your firm has been in business, the number of principals and staff and a discussion of any substantive changes in its ownership, management and business practice(s) in the last three (3) years.
2. Firm Ownership. Pursuant to the Commission's Standards of Conduct, any response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the respondent. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. If the respondent to this RFP is a publicly-held corporation, the disclosure under this section shall include the names of the respondent's board of directors, its chief executive officer, chief financial officer, chief operating officer and any individual participating in the preparation of the application vis-à-vis this RFP. The respondent shall disclose as a part of this response any employment or contractual relationship the respondent maintains with any previous MHDC employee or commissioner (including those individuals who had the power to vote on behalf of an elected commissioner). Questions regarding these requirements may be directed to the Commission's legal counsel, Weylin Watson, by phone at 816-759-6624 or email at wwatson@mhdc.com.
3. Contact Person. Provide the name, address, phone number, fax number and email address of the firm's contact person for this engagement.
4. Housing Experience. Include general discussion of your firm's experience working with similarly situated agencies on similar engagements.
5. Minority and Section 3 Participation. If you are claiming M/WBE status or your services include Section 3 participation, describe your firm's status as either a minority or woman-owned business or Section 3 participating business, including any relationships that you have with other firms that are either minority, woman-owned or Section 3 that would assist in any capacity with services to be provided to MHDC. If you have a relationship with a minority, woman-owned or Section 3 business that will assist with proposed services, provide detailed information about your proposed work-sharing arrangement. If none are described, confirm that your firm will provide all services described above without the involvement or assistance of any other firm.
6. Professional Liability Insurance. Describe the type and amount of professional liability insurance your firm carries. Sample documentation of insurance coverage should be provided with your response. If selected, MHDC shall be named as an additional insured on your policy.
7. Investigations and Proceedings. Indicate whether your firm has any knowledge of any active investigations or criminal proceedings by the Internal Revenue Service, the Securities and Exchange Commission, HUD or any other state or federal agency with regard to your members or practices. If so, please provide a brief description of such investigation and the name and phone number of a person whom MHDC might contact to obtain more information.

Identify any administrative proceeding, investigation or litigation regarding your firm and/or any member of the firm which is ongoing or has been settled or otherwise concluded during the past two years.

8. Excluded Parties. Indicate whether your firm or any of its principals have ever been debarred, suspended, proposed for debarment, excluded or disqualified under the nonprocurement common rule, or otherwise declared ineligible from receiving federal contracts, certain subcontracts or certain federal assistance and benefits. If so, please provide a brief description of such action and the name and phone number of a person whom MHDC might contact to obtain more information.
9. Undocumented Workers. All respondents to this RFP shall provide MHDC with an affidavit stating that the respondent does not employ any person who is an unauthorized alien in conjunction with the contracted services and that the respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. This affidavit shall be updated and executed again at the time the engagement of the selected respondent is memorialized in an agreement. Please find attached hereto a draft affidavit. Questions regarding these requirements may be directed to the Commission's legal counsel, Weylin Watson by phone at 816-759-6624 or email at wwatson@mhdc.com.

SPECIFIC EXPERIENCE AND RESOURCES

1. Specific Experience. Describe your firm's prior experience performing work requested of a similar nature to that of this RFP.
2. MHDC Experience. Describe your firm's historical experience in serving MHDC or other state or local housing providers.
3. Staffing. Identify the staff who will be assigned to serve MHDC under this RFP, including office location, phone number, fax number and email address. Provide appropriate resumes and identify their responsibilities in serving MHDC.
4. Technological Capabilities. Describe any specialized technology, if any, that may be utilized to provide services under this RFP.
5. Firm Resources. Identify resources of the firm that will be made available to MHDC.
6. Other Information. Discuss any topics not covered in this Request for Proposals that you would like to bring to the attention of MHDC.

COSTS

Respondents are required to provide with its submission, a proposed fee schedule that outlines the basis of its charges for services to be provided under this RFP. Final payment negotiations will take place between MHDC and the Selected Contractor, and will be memorialized in the resulting contract.

MISCELLANEOUS

If you desire additional information or clarification you may contact Darlene Sims, IBPS Task Supervisor at dsims@mhdc.com. All questions must be in writing and MHDC will attempt to answer all questions within two business days. All responses will also be in writing and will be available to any party that requests copies thereof.

Contact with Commissioners and Staff. Prior to the final selection, MHDC reserves the right to contact any or all respondents by phone or email as may be necessary and appropriate to clarify certain information provided by the respondent in the proposal.

Standards of Conduct. Please refer to MHDC's "Standards of Conduct" for information regarding contact with MHDC commissioners or staff pertinent to this proposal. MHDC's "Standards of Conduct" document is available on MHDC's website at www.mhdc.com.

Modifications to Proposals. Respondents may not modify or correct its Proposal any time after the Proposal Due Date, except in direct response to a request from the Commission for clarification.

Revisions to this RFP. In the event that it becomes necessary to revise any part of the RFP, MHDC will provide an addendum to each known firm receiving this RFP and make the addendum available on MHDC's website. Any additional information required to clarify portions of this RFP will be issued in the form of an addendum.

Review and Selection Process. All proposals will be reviewed by MHDC staff, who will develop recommendations and present those recommendations to the MHDC Board of Commissioners for consideration and selection, which is anticipated at the August 20, 2010 meeting. MHDC may, at its option, request one or more respondents to make an oral presentation. This presentation is at the expense of the respondent.

Expenses Relating to Proposals. MHDC shall not be liable for any expenses incurred by respondents in replying to this RFP.

Rejection and Negotiation. MHDC reserves the right to reject any or all proposals, to request additional information, or to negotiate the terms of the agreement with the selected respondent(s). The Regulatory Compliance Services Agreement will be awarded to the firm(s) which, in the opinion of MHDC, is (are) the best qualified to provide such services.

RFP REVIEW AND SELECTION CRITERIA

Proposals will be evaluated on a variety of factors, including:

1. The firm's willingness to follow the guidelines in this RFP.
2. Experience and qualifications of both the firm and the staff to be assigned to provide specific services requested, as evidenced by formal training; education; professional licensing and direct or related experience.
3. Firm's ability to provide the required services on a timely basis in light of the anticipated release date for HUD's rebid.

4. The firm's experience providing similar services.
5. The firm's expertise in the area of subsidized multi-family rental housing.
6. Involvement and accessibility of staff to be assigned to this project.
7. Organization, size and structure of firm.
8. The firm's inclusion of minority, women and/or Section 3 participation, including the firm's employees and/or any participation with a minority, woman-owned or Section 3 business.
9. Projected costs and proposed fee structure for services to be performed. The lowest bid will not be the sole criteria used to determine firm selection. Notwithstanding the above, MHDC reserves the right not to award a contract or to award a contract on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.
10. The Commission's prior experiences, if any, with the firm and any other factors the Commission believes would be in its best interest to consider.
11. Related investigations and regulatory proceedings involving the firm will be taken into account, depending upon the nature and significance of the proceedings.

