

RAD PHYSICAL CONDITIONS ASSESSMENT RFQ

**Introduction**

The Dakota County Community Development Agency (CDA) will be applying to participate in HUD’s Rental Assistance Demonstration Program (RAD). Once the application is submitted, the CDA will await a CHAP (Commitment to Enter into a Housing Assistance Payments) from HUD. The CDA is required to develop and submit a RAD compliant Capital Needs Assessment (CNA) as part of the financing plan within 180 days of the HUD issuance of the CHAP.

**Request for Proposal**

The CDA is seeking proposals from consultants for the completion of the Capital Needs Assessments (CNAs), as required by HUD’s Rental Assistance Demonstration Program at the CDA’s 80 unit property and a sampling of the 243 scattered site properties.

A pre-proposal meeting will be held on Thursday, September 6th at 11:00 a.m. at the CDA offices located 1228 Town Centre Drive, Eagan, MN. Attendance at the pre-proposal meeting is voluntary and is not necessary for the submittal of a proposal.

The Capital Needs Assessor’s Qualifications and Assessments shall comply with all RAD CNA requirements, including without limitation:

1. HUD’s Rental Assistance Demonstration (RAD): Physical Condition Assessment Statement of Work and Contractor Qualifications (attached).
2. HUD e-tool CNA Assessment Tool v1.2 and instructions
3. HUD “Rental Assistance Demonstration – Guide to the RAD Physical Condition Assessment (RPCA)”
4. HUD Notice PIH 2012-32 (HA), H-2017-03 REV 3, dated January 12, 2017

The consultant’s reports shall include identification and discussion of all potential energy measure improvements and water conservation improvements per the HUD RAD CNA directions. The Consultant’s report shall also identify and discuss any available Xcel Energy, Dakota Electric, or other utility company, rebate programs.

The RPCA (RAD Physical Condition Assessment) drives the scope of rehab work, the development budget, and the initial and annual deposits to replacement reserves. The Capital Needs Assessment will allow the CDA to complete a financing plan for HUD approval and to budget and implement building improvements, energy/water conservation opportunities and “green” improvements under future competitively bid contracts. Preparation of bid documents and administration of construction contracts to implement building improvements, energy, water and green improvements is not included in the scope of this agreement. The consultant will, however, be required to provide data and to cooperate with the consultants that are selected under future requests for proposals.

CDA staff will assist the consultant with scheduling the Capital Needs Assessments and will provide access to buildings and units. CDA staff will also assist the Consultant by generating notices and delivering them to the residents.

**Services**

Services shall include:

1. Meet with CDA staff to prepare for capital needs assessments. Review HUD CNA requirements, CNA forms and data to be provided by CDA. Review planned schedule for completing the various components of the CNA.
2. Conduct each site inspection as required and complete each draft CNA in accordance with HUD requirements.
3. Submit each draft CNA to the CDA for review and comments. The draft shall include a categorization of immediate needs, needs to be funded in years 2 through 5, and needs to be funded years 6 through 20.
4. Revise draft CNAs as necessary to gain CDA approval.
5. Submit CNAs to HUD for review.
6. Revise submitted CNAs as necessary to gain HUD and CDA approval.
7. Submit two bound hard copies and one electronic copy of each final CNA to the CDA.

**Deliverables/Timeframes/Milestones**

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| --- | --- |
| **Deliverable** | **Timeframe** |
| Physical Needs Assessment (PNA) Draft Version | Within ninety (90) days after the effective dates of the Notice to Proceed (NTP) |
|  |  |
| Energy Audit - Draft Version | Within ninety (90) days after the effective date of the NTP |
|  |  |
| Physical Needs Assessment (PNA) Final Version | Within thirty (30) days after receipt of comments on the “Draft Version” of the PNA |
|  |  |
| Energy Audit – Final Version | Within thirty (30) days after receipt of comments on the “Draft Version” of the Energy Audit |

**Submittals:**

Submit one original, two copies and one digital copy. Proposals should be submitted in the following format, with Tabs separating each section:

**1. Letter of Transmittal.** A transmittal letter signed by the Contractor authorized to submit the proposal and to make commitments on behalf of the company.

**2. Table of Contents.** A table of contents shall be provided that lists each section of the proposal.

**3. Organization History.** Give a brief description of the firm and its history.

**4. Qualifications.** A description of the firm’s qualifications to perform the RPCA, GPNA and EA.

**5. Experience.** Provide a list of the organizations for which the Contractor has performed relevant work, going back at least 5 years. Particular emphasis should be on contracts with public housing agencies and performance of physical needs assessments and energy audits for properties of similar character to those of the subject PHA or where a RAD compliant CNA has been performed.

**6. Staffing.** Provide a list of staff members who will work on this contract, including principals and staff-level personnel, along with qualifications of each.

**7. Evaluation Criteria.** Provide information addressing each of the evaluation criteria.

**8. Pricing.** Provide pricing separately for the RPCA, GPNA, and EA and Total Costs for providing the services covered by this RFP. Show each staff member, hours proposed, and hourly rates (fully loaded). Also show material and other costs, including travel, general, administrative, overhead, and profit. **Pricing is a secondary consideration** **to this RFQ**.

**9. References.** Provide a list of clients, including the organization name, contact person, telephone number, and address as well as brief descriptions of the scope of work. Information provided for at least three similar RAD compliant CNAs completed within the last five years.

**10. Section 3 and WMBE.** The consultant must provide documentation regarding any claimed status as a Section 3 business or Women-Owned or Minority-Owned Business Enterprise.

**11. Insurance.** The selected consultant will be required to provide a certificate of insurance certifying that they have insurance coverage that will cover their employees while on CDA property and will protect the CDA from liability for the actions of their employees.

Proposals that are incomplete with respect to the requirements listed above may be considered unresponsive and may be disqualified at CDA’s discretion. The CDA reserves the right to request additional information from any and all firms, to waive any informality in the procurement process, and to decline to award a contract to any and all firms, regardless of the responsiveness of the firms’ proposals.

In order to be considered qualified to perform the services under the Scope of Work, contractors performing the RPCA/GPNA/EA. must meet qualifications on the attachment, “Qualifications.”

**Evaluation Criteria**

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| --- | --- |
| **Point Value** | **Criteria** |
| 30 | Experience |
| 20 | Quality of proposed Capital Needs Assessment |
| 20 | Qualifications |
| 10 | Section 3, MBE/WBE |
| 20 | Pricing |
| 100 | Total Points |

**Proposals are due Thursday, September 20, 2018 by 4:00 p.m. at the Dakota County CDA at 1228 Town Centre Drive, Eagan, MN 55123.**

**Submit Proposals to:**

Anna Judge, Director of Property Management

Dakota County CDA, 1228 Town Centre Drive, Eagan MN 55123

**Questions regarding this proposal shall be directed in writing to:**

Anna Judge, Director of Property Management @ [ajudge@dakotacda.state.mn.us](mailto:ajudge@dakotacda.state.mn.us)

**Attachments:**

* Rental Assistance Demonstration (RAD): Physical Condition Assessment Statement of Work and Contractor Qualifications
* Profile of Firm Form
* HUD 5369-B
* Section 3 Business Certification