

**REQUEST FOR PROPOSALS FOR HOUSING DEVELOPMENT CONSULTANT
MORRIS HOUSING AUTHORITY**

Request Date: November 2, 2022

Submission must be received by 4:00 pm, Wednesday, November 23, 2022

Request for Proposals:

The Morris Housing Authority (MHA) is requesting proposals for a housing development consultant to assist with project planning and preparation of application(s) for funding assistance. MHA recently purchased property at 103 East Street, Morris, CT and plans to develop affordable housing units at this site. The site is approximately 2.3 acres, undeveloped, and adjacent to MHA's Eldridge Senior Housing.

The targeted funding program is yet to be determined, but may be a state, federal, or private funding program or combination.

The selected consultant will work with MHA to ensure compliance with the selected funding program requirements. Please note that if funds are not awarded, the selected contractor may be used for a subsequent funding round, pending consultant availability and agreement among all parties.

The following outlines work specifications and the request for proposals:

- I. Scope of Work:** The services that the consultant must be prepared and qualified to provide are as follows:
- a) Provide guidance on appropriate funding sources and help MHA select a funding program or programs, as needed.
 - b) Prepare the funding applications and submit to the funders with all required application materials by the due date.
 - c) Submit all items required to clear the contract conditions outlined in the funding contract, within the timeframe specified by the funder.
 - d) Prepare draw/disbursement requests to ensure consistency with the procedures established for the funding program.
 - e) Establish project files in the local organization's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the organization's files.
 - f) With the assistance of MHA, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
 - g) Assist MHA in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.) as may be necessary.
 - h) Assist the project architect in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
 - i) Secure the Department of Labor's federal wage decisions and include those in the bid documents as required.
 - j) Prepare construction contracts that comply with state and federal regulations and include necessary language.

- k) Obtain contractor clearances from the funder.
- l) Monitor construction to ensure compliance with equal opportunity and labor standards provisions, as required.
- m) Attend and assist MHA during the funder's project monitoring visits. Prepare MHA response to all monitoring findings and coordinate efforts to provide additional information as needed to the funder.
- n) Assist MHA with meeting state/federal affirmatively furthering fair housing requirements.
- o) Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- p) Assist MHA in meeting the funder's financial reporting requirements.
- q) Prepare close-out documents as needed by the funder.

- II. Statement of Qualifications.** Proposals to MHA should include the minimum information:
- Description of experience with affordable housing and housing assistance funding programs, at multiple levels (private, state, federal), including any relevant recent training
 - Description of past funding application and administrative services
 - Description of organizational capacity to complete all necessary program administration activities, including resumes of all employees who will be or may be assigned to this project
 - References from previous clients of related work within the past five years

- III. Proposed cost of services.** Proposals to MHA should include the proposed cost to accomplish all scope of work for activities outlined above.

- IV. Evaluation criteria.** MHA will evaluate and rank proposals received according to the following criteria. Interviews will be held as deemed needed.

	<u>Maximum</u>
Experience with the selected funding programs:	30 points
Previous work performance:	30 points
Capacity to complete scope of work:	20 points
Proposed cost:	<u>20 points</u>
Total:	100 points

- V. Deadline for submission.** Please submit sealed Proposals, including paper copy and electronic version on a thumb drive, to the office of the Town of Morris First Selectman (Town Hall, 3 East Street, Morris, CT 06763) no later than 4:00pm on Wednesday, November 23, 2022.

Questions regarding this request for proposals should be directed to Jim Simoncelli at jimsimoncelli@outlook.com.

Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

F. Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).