



REQUEST FOR PROPOSALS

Public Housing Asset Repositioning
Consultant

North Andover Housing Authority

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Request for Proposals (RFP), Public Housing Asset Repositioning Consultant

INTRODUCTION

The North Andover Housing Authority (NAHA) is requesting proposals from consultants to assist the NAHA with the possible repositioning of Morkeski Meadows a public housing asset consisting of 105 elderly/disabled units (60 units at Morkeski Meadows, 45 units at McCabe Court) in two phases. The first will be to assist the HA in determining the feasibility of options available for repositioning of public housing assets. If repositioning is determined to be feasible, the second phase will be to assist the HA with the conversion.

All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and all attachments in its entirety.

CONTACT AND SUBMITTAL INFORMATION

NHA CONTACT PERSON	Maggie A. Cleary, Executive Director
NHA CONTACT INFORMATION	mcleary@northandoverha.com 1 Morkeski Meadows North Andover, MA 01845 978-682-3932 x102
PROPOSAL SUBMITAL DEADLINE	December 1, 2023
PROPOSAL SUBMITAL	The information submitted must be labeled <u>North Andover Housing Authority Repositioning Proposal</u> and be submitted by email, in person or by mail at the following address: Email: mcleary@northandoverha.com Subject Line to State: North Andover Housing Authority Repositioning Proposal Mail: North Andover Housing Authority ATTN: Maggie Cleary 1 Morkeski Meadows North Andover, MA 01845

1.0 NAHA'S RESERVATION OF RIGHTS

- a. The NAHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the NAHA to be in its best interest.
- b. The NAHA reserves the right not to award a contract pursuant to this RFP.
- c. The NAHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days of written notice to the successful proposer(s).
- d. The NAHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the NAHA Executive Director (ED).
- e. The NAHA reserves the right to negotiate the fees proposed by the proposer entity.

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- f. The NAHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- g. The NAHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

2.0 SCOPE OF WORK:

The NAHA is soliciting proposals from qualified individuals or firms for the following services:

Assist the NAHA with determining the feasibility of public housing repositioning options for the 105 public housing units (1 AMP) in two locations, Morkeski Meadows and McCabe Court, owned by the NAHA.

The NAHA's goal is to hire a qualified Public Housing Asset Repositioning Consultant that will bring the knowledge and experience of their organization and consulting team to provide the following.

Phase I

- a. Offer technical expertise, evaluation, advantages, disadvantages, comparisons and financial implications of repositioning and the different repositioning options, and recommendations to the NAHA of the feasibility and possible structures relating to all available repositioning options.
- b. Facilitate the development of a budget, possible timeline and resource requirements needed to complete recommended repositioning, if any.
- c. Educate NAHA Staff and Commissioners on recommendations.

Phase II

If it is determined that repositioning is a feasible option that brings benefit to the NAHA and its tenants the NAHA may proceed, at their discretion, with a Phase II consulting contract to execute the transition, including:

- a. Educate the NAHA staff, Board of Commissioners and Residents about repositioning, the feasible options and answer questions as the process moves forward;
- b. Monitor, oversee, and submit the required items (i.e. environmental report, proforma, HUD form documents, studies, etc.) to meet the HUD-required milestones, including any Financing Plan which will be used in the HUD conversion approval process;
- c. Participate in communications with the NAHA and HUD to help the project to move through the conversion process;
- d. Facilitate the conversion closing process, serving as a liaison between HUD and the NAHA. The Consultant will help to resolve any outstanding issues and guide the NAHA through review and execution of conversion documents, including contracts and agreements with HUD, and other conversion-related documents required for the project.

3.0 PREFERRED QUALIFICATIONS

The NAHA prefers to work with individuals and/or firms that meet the following qualifications:

- a. Previous experience working with various repositioning options (Section 18, Voluntary Conversion, RAD) with comparable sized housing authorities.

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- b. Previous experience working with federal, state, or other local programs that are administered by other government agencies, or non-profit organizations.
- c. Previous experience working with HUD RAD conversions to include those with limited or no rehabilitation debt.
- d. Willingness to work as a team and develop and train HRA staff as to the conversion process, areas of concern, areas of opportunity, and managing general responsibilities.

4.0 PROPOSAL

Proposal Format: The NAHA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Bid” basis. Therefore, the NHA requests that each proposer submits the following information.

Section	Description
1	Letter of Interest: A <u>brief statement</u> summarizing the experience of the Respondent. Include the contact name, title, address, email and telephone number to be contacted for clarification or additional information regarding proposals.
2	Key Team Members: List of principals or key members of the firm who will be involved in the project, their background, experience, and qualifications specific to the requirements of the proposed project.
3	Previous Related Experience and Capacity: Give a brief history of the firm, including a list of similar projects completed or in progress by your firm. Include names and contact information from the companies that the services were performed for.
4	Approach, Timeline & Work Plan: Describe your philosophy, approach, and preferred methods for meeting the requirements as listed in the scope of services. Describe anticipated timeline and work plan to complete the proposed project phases.
5	References: Submit a minimum of three business references with whom your firm has completed similar or like services to those being proposed. The listing shall, at a minimum, include the following: the client’s name, contact name, telephone number, e-mail address and a brief description and scope of the service(s) provided and dates the services were provided.
6	Fees: Provide one cost sheet. Each cost sheet must list a “total cost” to provide the services as outlined, itemizing the cost by activity for Phase I and Phase II separately. Identify estimated reimbursables, if applicable. Please note, the information on fees should be clear if there is a difference for the various types of conversion options.
7	Other Information (Optional Item): The proposer may include any other general information that the proposer believes is appropriate to assist the HRA in its evaluation.
8	Exhibits: NAHA Required Forms Section 3 Business Concern <ul style="list-style-type: none"> a. Instructions to Offeror Non-Construction, HUD-5369-A

5.0 REQUESTS FOR INFORMATION

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the NAHA Executive Director, Maggie Cleary. Proposers must not make inquiry or communicate with any other NAHA staff member or official pertaining to this RFP. Failure to abide by this requirement may be cause for the NAHA to not consider a proposal submittal received from any proposer who has not abided by this directive.

6.0 PROPOSAL EVALUATION

The following factors will be utilized to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal.

MAX POINT VALUE	FACTOR DESCRIPTION
25 points	Evidence of the proposer’s ability to perform the work as indicated by profiles of the principals’ and staffs’ professional and technical competence/experience.
20 points	Timeline proposed and evidence of the proposer’s capability to provide professional services in a timely manner.
20 points	Evidence of the proposers past performance and demonstrated knowledge in terms of quality of work and performance timelines.
20 points	Cost to provide services.
10 points	Interview with NHA staff
5 points	Section 3
100 points	Total Points

Evaluation Method:

- a. **Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
- b. **Evaluation:** NAHA staff will evaluate the responsive proposals submitted and award points subjectively pertaining to evaluation factors. Staff will contact references for the top three scoring proposals and contact the companies for additional information.
- c. **Recommendation:** The NAHA staff will make a recommendation to the Commissioners about the preferred candidate. Every firm that submitted a proposal is invited to attend this meeting. The NAHA will determine the contract recipient.

7.0 INSURANCE REQUIREMENTS:

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the NAHA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation
5. Certification of non-debarment.

It is the responsibility of the successful proposer to ensure that all work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, regulations, and laws.