

**HOUSING AUTHORITY OF THE CITY OF PITTSBURGH**

**REQUEST FOR PROPOSALS  
PROJECT-BASED VOUCHER PROGRAM**

**RFP#125-55-12**

**Due Dates:**

**January 23, 2013, 9:00 A.M.**

**May 29, 2013, 9:00 A.M.**

**October 2, 2013, 9:00 A.M.**

**To: Mr. Kim Detrick  
Procurement Director  
Office of Procurement  
100 Ross Street  
2<sup>nd</sup> Floor, Suite 200  
Pittsburgh, PA 15219**

## **Section I INTRODUCTION**

The HACP is a municipal corporation, formed under the U.S. Housing Act of 1937, codified at 42 U.S.C. Section 1401 et seq. as amended and the Housing Authority Law of the Commonwealth of Pennsylvania codified at 35 P.C. 1542, et. seq. as amended. As such, the HACP is charged with providing “affordable decent, safe and sanitary housing for low-income persons.”

The HACP has approximately 300 employees and services over 20,000 residents. The Authority itself maintains approximately 5000 units of rental housing; and, through its Section 8 program, funds the rental of more than 5500 other units of privately owned housing.

Major operational departments include Property Management, Maintenance, Occupancy, Section 8, and Modernization & Development. Major administrative departments include Legal, Finance, Management Information Systems, and Human Resources. Our public and community relations departments are Community Affairs and Resident Self-Sufficiency. All departments work together to achieve the goals of the Authority that are set by the Board of Commissioners. Day to day decision-making rests with the Executive Director, who reports to the Board of Commissioners on a regular basis.

The Housing Authority of the City of Pittsburgh (“HACP”) requests proposals from qualified property owners and/or developers under the Project-Based Voucher (“PBV”) Program. The HACP’s PBV program is designed to conform to the Project-Based Voucher Program Final Rule published on October 13, 2005 at 24 CFR Part 983 as modified by the Housing and Economic Recovery Act of 2008 and Federal Register Notice 73 FR 71037, and the Housing Authority of the City of Pittsburgh’s Moving To Work Agreement (hereinafter, “MTW”).

Any questions regarding this Request for Proposals should be in writing and directed to:

Mr. Kim Detrick – Procurement Director  
Housing Authority of the City of Pittsburgh  
Procurement Department  
100 Ross Street 2<sup>nd</sup> Floor Suite 200  
Pittsburgh, PA 15219  
412.456.5116 Option 1  
412.456.5007 fax  
[kim.detrick@hacp.org](mailto:kim.detrick@hacp.org)

A complete proposal package may be obtained from:

Business Opportunities Section of the HACP website, [www.hacp.org](http://www.hacp.org)

Following are the Key Dates associated with this Request for Proposals:

January 23, 2013, 9:00 A.M.	Deadlines for Submission of Proposals
May 29, 2013, 9:00 A.M.	Kim Detrick – Procurement Director Procurement Department
October 2, 2013, 9:00 A.M.	Housing Authority of the City of Pittsburgh 100 Ross Street, 2 <sup>nd</sup> Floor, Pittsburgh, PA 15219
Wednesday, January 11, 2013, 3:00 PM	Deadline for the submission of written questions for the first cycle.
Monday, May 13, 2013, 3:00 P.M.	Deadline for the submission of written questions for the second cycle.
Monday, October 16, 2013, 3:00 P.M.	Deadline for the submission of written questions for the third cycle.
Wednesday, January 9, 2013, 2:00 P.M.	Pre-submission conference for the first cycle.
Wednesday, May 8, 2013, 2:00 P.M	Pre-submission conference for the second cycle.
Wednesday, Sept. 11, 2013, 2:00 P.M.	Pre-submission conference for the third cycle.

Location of Pre-submission conference:      Housing Authority of the City of Pittsburgh  
200 Ross Street,  
9<sup>th</sup> Floor Board Room  
Pittsburgh, PA 15219

Although not mandatory, all prospective respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duty imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the request for proposals.

**\*\*Deadlines are subject to extension at HACP discretion and will be communicated as an addendum to this solicitation.**

## **Section II SCOPE OF SERVICES**

HACP desires approximately **200 units** of housing under this solicitation to be awarded to the successful property owners and/or developers.

HACP is undertaking this solicitation to expand the available housing choices for families relocating during the redevelopment of Addison Terrace/Additions, and to spur development of quality housing in areas where HACP is planning or undertaking redevelopment.

The only assistance available and to be considered through this process is PBV assistance. Any other elements of a proposed project, such as use of HACP or other publicly or privately owned property, or a need for gap or other financing support beyond the project based voucher assistance, should be addressed separately from the proposals submitted in response to this RFP. It is highly recommended that any such items be addressed prior to submission, as these issues can affect proposal responsiveness and scoring. Please follow directions regarding financing information required, as all planned financial resources and sites must be specifically identified in the proposal with indications of intent on the part of public property owners and/or financing resources.

**Potential respondents are encouraged in the strongest possible terms to attend the pre-submission conference.**

### **DESCRIPTION OF PBV PROGRAM**

Through the PBV program, HACP will enter into housing assistance payment contracts with selected property owners/developers for designated rental units for a term of up to fifteen years subject to funding availability. Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. HACP's published subsidy standards (See Exhibit 1) will determine the appropriate unit size for the family size and composition.

HACP is now seeking proposals for PBV assistance for rehabilitated or newly constructed housing units (units rehabilitated or developed pursuant to an agreement for use in the PBV program).

Certain types of housing units and/or developments are not eligible for PBV assistance including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care. However, HACP may approve assistance for a dwelling unit in an assisted living facility that provides home health care service such as nursing and therapy for residents of the housing;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract;
- Subsidized housing unit types determined ineligible in accordance with HUD regulations. These include, but are not limited to, public housing units; units subsidized with any other form of Section 8 assistance; units subsidized with any governmental subsidy that covers all or part of the operating costs of the housing; units subsidized with rental assistance under Section 236, Section 521 or Section 101; units subsidized with Section 202 including supportive housing for the elderly; units subsidized under Section 811; units subsidized with any form of tenant-based rental assistance as defined at 24 CFR 982.1(b)(2) including units subsidized with such assistance under the HOME program; and, units with any other duplicative federal, state or local housing subsidy as determined by HUD or HACP.

**Additional Restrictions and Limitations on the Use of Project Based Voucher Assistance:**

**The number of PBV assisted units in the project cannot exceed 25 percent (25%) of the total number of dwelling units in the project. The only currently available exceptions to the 25% cap are:**

- a. Units in a single-family building defined as projects with 4 or fewer units.
- b. “Excepted Units” made available specifically for qualifying elderly or disabled families.
- c. “Excepted Units” made available specifically for qualifying families receiving supportive services as defined below.

In order to qualify for an Excepted Unit for families receiving supportive services, the unit must be reserved for qualifying families and at least one member of the family must be receiving at least one of the following qualifying services:

- A. Self-Sufficiency Program – a structured program designed to assist a family or family members in identifying and completing specific goals in order to achieve employment and self-sufficiency. Qualifying programs must include a contract of participation signed by the participant and the sponsoring entity, individual service plans identifying short and long term goals, case management and regular monitoring of participant performance, and at least quarterly reporting of participant progress. Contracts of participation cannot exceed 7 years.
- B. Academic Enrichment Program for elementary through high school students – a structured program designed to assist and support a school student to improve academic performance and life outcomes, including school attendance and academic improvement. Qualifying programs must include a contract of participation signed by the participant, the participant’s parent or guardian, and the sponsoring

entity; structured academic focused program; case management or other ongoing and regular monitoring and support services for the participant; frequent interaction with the student's school; parent participation requirements, and at least quarterly reporting on each individual participant's progress.

- C. Other specific services as proposed by project operators, and approved by the HACP, that are in the best interests of HACP and project residents, and comply with 24 CFR 983.56 (b).

Property managers shall be responsible to ensure that families qualifying for "Excepted Units" for families receiving supportive services maintain compliance with approved programs, and HACP shall audit the property managers' records to confirm compliance monitoring. All such qualifying families must sign a statement of family responsibility that contains all of the family obligations including the family's participation in a service program under this section. Failure by the family without good cause to fulfill its service obligation will require the HACP to terminate assistance and will allow the property manager to terminate the lease. The assistance will continue to be available for the unit as an Excepted Unit as long as the unit is made available to another qualifying family. Services do not have to be provided on site if they are approved services as described above.

If the family completes its Self-Sufficiency Contract or other Supportive Services requirement (for example, youth participating in academic support programs successfully complete their programs and graduate) the unit continues to count as an excepted unit as long as the family remains in the unit.

Note: The limit on PBV units to 25% of the total number of dwelling units in the project represents a change in the law included in the Housing and Economic Recovery Act of 2008 (HERA). Although the Project-Based Voucher Regulation at 24 CFR 983.56 still uses the term 'building', HERA changed the term 'building' to the term 'project', defined to mean a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. In a Federal Register Notice of November 24, 2008, HUD announced that this provision is self-implementing, meaning that it is applicable even though the corresponding CFR has not been revised.

In order to conform with this provision, proposers considering multiple non-contiguous buildings or multiple buildings on non-contiguous sites, where each building or site would have 4 or fewer units and thus would not be subject to the 25% limit, are instructed to submit separate proposals for each building or site to clearly differentiate each as a separate project.

**Proposers considering "Excepted Units" made available specifically for qualifying families receiving supportive services should specifically identify the service to be provided, the entity providing the service, and provide a detailed description of the service including contract of participation requirements and monitoring measures.**

**Sites selected for PBV assistance must:**

- Be in full compliance with the applicable laws regarding non-discrimination and accessibility requirements, including the Fair Housing Act and Title VI of the Civil Rights Act of 1964;
- Meet Housing Quality Standards (HQS) (HQS is a series of standards for unit condition related to habitability, safety, and decency. HQS standards can be found at 24 CFR Part 982.)
- Meet the site and neighborhood selection requirements included in the Housing Authority of the City of Pittsburgh's Moving To Work Agreement, as follows:
  - a. Units may be located in HACP's jurisdiction, including within, but not limited to, the following types of urban areas: (i) an area of revitalization that has been designated as such by the City of Pittsburgh, including Redevelopment Areas and Enhanced Enterprise Communities, (ii) an area where public housing units were previously constructed and were demolished, (iii) a racially or economically impacted area where the assisted units are part of an HACP strategy to preserve existing affordable housing, (iv) an area where the Authority is undertaking a HOPE VI or other HUD-funded, master-planned development, (v) an area where a needs analysis indicates that subsidized housing represents a low percentage of the total number of housing units, or, (vi) an area with a low concentration of public housing units where existing public housing units are being relocated.
  - b. For the purposes of this RFP, HACP has identified the lower, middle and upper Hill and surrounding neighborhoods, and Larimer and surrounding neighborhoods, as areas meeting the criteria of items a. (ii), (iii), and (iv) above.

**Additional Requirements and Procedures for Selected Projects**

***For Rehabilitation or New Construction Projects***

Activities under the PBV program are subject to HUD environmental regulations and review under the National Environmental Policy Act (NEPA) by local authorities.

When rehabilitated or newly constructed housing sites are selected for PBV assistance, the owner must agree to develop the contract units to comply with Housing Quality Standards (HQS as defined at 24 CFR Part 982). The owner and the owner's contractors and subcontractors must comply with all applicable State and federal labor relations laws and regulations, federal equal employment opportunity requirements and HUD's implementing regulations.

HACP will enter into an Agreement to Enter into a Housing Assistance Payments Contract with the selected proposer(s) subsequent to selection and confirmation of compliance with program requirements. This agreement is included as an attachment. (See Exhibit 2 & 2A) Please note that any required environmental reviews as required by NEPA regulations, and any subsidy layering reviews, if applicable, must be completed prior to execution of the Agreement to Enter

into a Housing Assistance Payment Contract (AHAP), and that construction can not begin until the AHAP Contract has been executed.

For proposals indicating a gap in financing due to pending funding applications or letters of intent rather than binding commitments, proposers will have one-hundred-eighty (180) days from date of award to produce evidence of all necessary financial commitments, prior to HACP entering into an Agreement. If additional time is required, extensions can be requested. **Proposals indicating a gap in financing without a letter of intent, pending application, or specifically identified and available potential funding source (such as an open, announced, or recurring solicitation or competition) will not be considered.**

Once units are completed, have passed the required HQS inspection, and qualifying tenants have been approved for occupancy, HACP will enter into a Housing Assistance Payments (“HAP”) contract with the owner for all sites selected and approved for PBV assistance. HACP will make housing assistance payments to the owner in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term subject to funding availability.

***For All Projects***

HACP will complete initial eligibility screenings for all applicants, however, the owner is responsible for screening and selection of the family to occupy the owner's unit.

During the course of the tenant’s lease, the owner may not terminate the lease without good cause. “Good cause” does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may: renew the lease; refuse to renew the lease for good cause; refuse to renew the lease without good cause.

The amount of the rent to owner is determined in accordance with HUD regulations. The rent to owner including utility allowances must not exceed the lowest of:

- i. An amount determined by HACP, not to exceed 105 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance (see Exhibit 1);
- ii. For units meeting the Uniform Federal Accessibility Standards (UFAS), an amount determined by HACP, not to exceed 120 percent of the applicable fair market rent (FMR) for the unit bedroom size including any applicable tenant-paid utility allowance;
- iii. The reasonable rent; or
- iv. The rent requested by the owner.

Please include proposed rent levels in your proposal.

Current Payment Standards for determining maximum rents and HACP’s utility allowances are attached as an exhibit to this RFP. (see Exhibit 1&4)

Rent levels are subject to HACP review and approval, including review for rent reasonableness, as required by HUD.

The total rent to the owner for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by HACP in accordance with the contract with the owner.

A Frequently Asked Questions (FAQ) document has been prepared and is attached and incorporated into this RFP to provide additional information and clarity on the requirements of this RFP.

### **Section III**

## **APPLICATION REVIEW PANEL & APPLICATION REVIEW PROCESS**

### **A. APPLICATION REVIEW PANEL**

HACP's Executive Director or other Authorized Officer will appoint a PBV Selection Panel to review, evaluate, rank and select the applications according to the criteria described herein.

### **B. APPLICATION REVIEW**

The HACP will review all applications and before selecting units, the HACP will determine that each application is responsive to and in compliance with the HACP's written selection criteria and procedures, and in conformity with HUD program regulations and requirements.

**ALL PROPOSALS MUST PROVIDE ADEQUATE INFORMATION FOR THE HACP TO DETERMINE PROPOSAL COMPLIANCE WITH THE FOLLOWING:**

- Evidence of site control (e.g., sales agreement, option, deed, letter of intent) by proposer or committed proposer partner(s). Where the site is controlled by a public entity such as the HACP or the Urban Redevelopment Authority, documentation of the availability of the site, the intent of the controlling entity, and the status of negotiations with the controlling entity and of the disposition process must be included.
- That the owner and other project principals are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents must not exceed 105% (120% for UFAS units) of the applicable Fair Market Rent including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.53 (Eligible and ineligible Properties and HACP- owned units), §983.4 (Other Federal requirements), and the Site and Neighborhood Standards detailed above.
- Property will not be constructed or rehabilitated with other assistance under the U.S. Housing Act of 1937 in accordance with §983.54.
- No construction has begun.

Not more than 25 percent of units per project, for projects of more than four units (defined to mean a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land, as identified in a proposal), are eligible for PBV assistance, except to the extent such buildings include exception units for seniors or persons with disabilities or families receiving specified supportive services, as described above.

**If a project does not meet the requirements indicated above, it will be designated non-responsive.**

Proposals that meet these requirements will be evaluated and ranked by the PBV Selection Panel. An HACP ranking list will be prepared according to the points awarded to each proposal. The HACP may, in its discretion, select one or more of the proposals submitted, or none of the proposals submitted. HACP currently projects awarding approximately 200 project based vouchers as a result of this RFP.

HACP will consider proposals three times per year. For each submission deadline identified above, HACP will review all proposals received by that deadline and make award determinations based upon the criteria established in this RFP. Proposals received after any submission deadline will be considered during the next review cycle.

The HACP reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed by the HACP to be in its best interests. The HACP 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. The HACP shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

#### **D. OTHER REQUIREMENTS**

1. Before executing an Agreement to Enter into a Housing Assistance Payment Contract with any selected owner, HACP will:
  - a. Establish rents in accordance with §983.301 through 983.354.
  - b. Obtain subsidy-layering contract rent reviews from HUD, if applicable. HUD subsidy layering review guidelines will consider the effect the operational support provided to the project by the PBV's will have in regards to the level of subsidy "required to make the project feasible without over compensation." This may include analysis of the amount of cash flow generated by a project over a 15 year operating pro forma period, in order to determine if excess funding exists in the project. If the cash flow analysis, minus any required reserve amounts, exceeds 10 % of total expenses, than the PBV assistance may be greater than necessary to provide the affordable housing. The subsidy layering review may also include development costs and fees to determine if they are within HUD established safe harbor standards.
  - c. Obtain environmental clearance in accordance with §983.58, if applicable.
  - d. Submit a certification to the HUD field office stating that the unit or units were selected in accordance with the HACP's approved unit selection policy.
2. Before an agreement is executed for new construction and rehabilitation units, the owner must submit the design architect's certification that the proposed new construction reflected in the working drawings and specifications comply with housing quality standards, local codes and ordinances, and zoning requirements.

**SECTION IV  
CONTENT OF RESPONSE DOCUMENTS**

Offerors submitting Proposals should fully read and comprehend this entire Request for Proposals. Proposals received without all of the required information may be deemed non-responsive. Four (4) copies of owner applications must be submitted on the form or in the format provided by HACP. Only paper applications will be accepted. Format is provided as described below.

Proposals for PBV assistance must provide information on the following topics and in the listed order:

1. General Information:
  - (a) Letter of Interest including contact name and telephone number (Cover letter)
  - (b) Type of Organization; Corporation, Limited Liability Company, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, members, partners, principals and any other persons exercising control over the entity(ies).
  - (c) Organizational Certifications:
  - (d) Copies of Certificate of Incorporation, Certificate of Organization, Partnership Agreement, Joint Venture Agreement or other organizational documents.
  - (e) All applicable Licenses/Certifications.
  - (f) A corporate or partnership resolution signed by the Secretary of the Corporation or Partnership and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.
2. Listing and narrative of the Respondent's Team Members and the roles each will have in the initiative being pursued under this RFP.
3. Exhibit 3 Application Form (available in electronic format at [www.hacp.org](http://www.hacp.org)) including:
  - Building Information
  - Need for PBV assistance to make the project feasible
  - Other forms of assistance received
  - Other affordability restrictions (if any)
  - Handicapped unit accessibility features
  - Intended resident population
  - Tenant selection criteria and plan
  - Unit Information
  - Community/Neighborhood Amenities
  - Unit/Development Amenities

- Owner experience owning/developing rental housing
- Owner experience managing/maintaining rental housing
- Management and Maintenance Plans
- Services to be provided, with service providers, if applicable (Including services for all residents. Services provided that are required of residents for occupancy in “Excepted Units” should be included in an Additional Exhibit as described under 4.e. below).
- Additional narrative pages may be added. It is recommended that a narrative highlighting applicable items from the Application Form that correlate to each of the rating factors on page 8 be included.

4. Additional Exhibits

- (a) Sources and Uses for Rehabilitation/Construction Financing
- (b) Project Draft Pro-forma
- (c) Clear Evidence of Site Control (documentation of ownership or agreements with property ownership)
- (d) For New Construction Proposals – Schematic Site Plan showing building footprints, parking, and rough site grades.
- (e) For “Excepted Units” – the number of units by size and type, description of specific services to be provided, identification of the service provider and their qualifications, and information on the contract of participation requirements and monitoring measures.

5. Minority and Women Business Participation (Attachment 1)

Describe ways the Respondent will utilize MBE/WBE businesses to meet HACP’s and the City of Pittsburgh’s goal of 18% Minority owned and 7% woman owned business participation. **The attached Special Participation Summary must be completed.** Submission of additional narrative with a detailed plan to maximize the participation of MBE/WBE in the award of contracts/purchase of goods and services is encouraged.

5. Section 3 Participation Plan (Attachment 2)

Describe ways the Respondent will comply with HACP’s Section 3 Policy for hiring HACP residents and/or other local low-income individuals by completing the Section 3 Plan included as an Attachment, and adding additional narrative as needed. **The attached Section 3 Plan, including a Tier Selection and attachment if required, must be completed.** Submission of additional narrative with a detailed plan to maximize the hiring of Section 3 residents by the proposer, contractors, and subcontractors is encouraged.

Also, if the Respondent is not a community-based organization, please describe the respondent’s experience in working with community-based organizations to achieve locally determined goals such as local business participation and local hiring. Include a description of the specific roles and responsibilities of any partnering organizations.

## SECTION V EVALUATION CRITERIA

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response. Responses may receive a maximum score of one hundred (100) points subdivided as follows:

### **Site Location/Community Amenities: Maximum 25 points**

Areas meeting the HACP site selection criteria under Section II, Item a. on page 7 of this RFP will receive more points. More points will be awarded for properties in the Hill or Larimer areas, fewer points for other areas. Sites with good access to community amenities such as parks, schools, and stores, and to transportation and employment centers will also receive more points.

### **Design/Unit Amenities & Public Purpose including UFAS Units: Maximum 20 points**

Good design, especially utilizing “green” building principles will be scored higher. Also, HACP’s public purpose emphasizes a need for units in a variety of bedroom sizes; projects that include 3, 4 and/or 5 bedroom units will receive additional points in this category.

### **Owner Rental Housing & Management Experience: Maximum 15 points**

Owners/developers who have finished similar projects and can show a high likelihood that the project will be completed successfully will be scored higher. Managers who have managed similar projects successfully will be scored higher.

### **Project Feasibility/Readiness to begin Construction: Maximum 15 points**

Evidence of readiness to proceed will be considered. Renderings, floor plans, schematic site plans, scope of work or other documentation all may be submitted. Evidence that financing is in place to complete the project will also be considered in this criteria item.

### **MBE/WBE Participation Maximum 10 points**

Demonstrated experience and commitment of the Offeror to assist the HACP in meeting its requirements and goals related to Minority/Women Business Participants.

### **Section 3 Maximum 15 points**

Demonstrated experience and commitment to assist the HACP in meeting its requirements and goals related to Section 3.

### **Deductions**

Points may be deducted for failure to submit all required documents or for submitting irrelevant or redundant material.

**SECTION VI  
SELECTION AND AWARD PROCESS**

Pursuant to 24 C.F.R. Section 983 and the HACP Housing Choice Voucher Program Administrative Plan, the HACP is conducting this competitive selection process for the Project-Based Voucher Program as described in Section II of this solicitation. The following instructions are intended to aid Offerors in the preparation of their Proposals:

**A. Pre-Submission Conference**

A pre-submission conference will be conducted prior to each of the three submission and selection cycles as identified in Section I of this RFP. Nothing discussed or expressed at the Pre-Submission Conference will change, alter, amend or otherwise modify the terms of this Solicitation unless a subsequent written amendment (addendum) is issued. Verbal responses by HACP's representatives shall not constitute an amendment or change to this Solicitation.

Material issues raised and addressed at the Pre-Submission Conference shall be answered solely through an addendum to this Solicitation. Likewise, ambiguities and defects of this Solicitation raised at the Pre-Submission Conference shall be corrected by a written amendment only, which, if issued, shall form an integral part hereof.

Although not mandatory, all prospective respondents are strongly encouraged to attend the Pre-Submission Conference. Failure to attend will not excuse the legal contractual duty imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the request for proposals.

Each entity shall submit any questions or requests for additional information in writing to the Procurement Director.

**B. Amendments to Solicitation**

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, electronic mail, and/or by fax, to all potential Offerors who attend the Pre-Submission Conferences and/or receive the solicitation materials.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Offerors are responsible for obtaining all information required thus enabling them to submit Responses.

**C. Submission of Proposals and/or Amendments to Proposals; Deadlines**

Responses may be hand-delivered or sent by certified or registered mail, return receipt requested, to the following address:

Mr. Kim Detrick  
Procurement Director  
Procurement Department  
Housing Authority of the City of Pittsburgh  
100 Ross Street, 2<sup>nd</sup> Floor Suite 200  
Pittsburgh, PA 15219

Proposals and supporting documentation will be accepted and considered three times per year. All applications and supporting documentation received prior to each of the submission deadlines identified below will be considered after that submission deadline has passed. Applications received after any of the submission deadlines will be considered during the subsequent review cycle. Submission deadlines under this RFP are as follows:

- (Phase A) January 23, 2013, 9:00 A.M.
- (Phase B) May 29, 2013, 9:00 A.M.
- (Phase C) October 2, 2013, 9:00 A.M.

Proposals must be received at the above address no later than the deadlines identified above, regardless of the selected delivery mechanism.

Each Response will be date-time stamped immediately upon its receipt at HACP to document its timeliness. Any Proposal received after the specified deadline will be considered in the subsequent review cycle.

Any amendments to a response must be received before the specified response due date and time established for the delivery of the original Proposal except as identified in the Instructions to Offerors attached hereto.

#### **D. Evaluation and Award Process**

HACP staff will review each Proposal to determine if it was complete and if it was responsive to this Request for Proposals. HACP may allow an Offeror to correct minor deficiencies in its Proposal that do not materially affect the Proposal.

All Proposals determined to be complete and responsive will be provided to an HACP Evaluation Committee. HACP's Evaluation Committee will evaluate the Proposals utilizing the criteria established in Section V of this Request for Proposals.

HACP reserves the right to interview Offerors, request additional information from selected Offerors, and/or negotiate terms and conditions with selected Offerors.

HACP may perform a responsibility determination of the qualifying Offerors which may include reference and financial background checks.

HACP may award Project Based Vouchers to a qualifying Offeror or Offerors determined to be responsive and responsible and whose offer(s) is in the best interest of HACP.

HACP shall not be responsible for and will not reimburse any Offeror for any cost(s) associated with preparing a proposal.

A Proposal submitted by an Offeror does not constitute a contract, nor does it confer any rights on the Offeror to the award of a contract. A letter or other notice of Award or of the intent to

Award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

**E. NON-RESPONSIVE OR NON-COMPLIANT APPLICATIONS**

If the HACP determines that an application is non-responsive or non-compliant with this RFP, written selection criteria and procedures, or HUD program regulations, the application will not be considered.

The HACP reserves the right to cancel this RFP for any reason or to reject applications at any time for misrepresentation, errors, or omissions of any kind, regardless of the stage in the process that has been achieved.