

Procurement Department
112 Boulevard of the Allies,
Pittsburgh, PA 15219
www.hacp.org

October 6, 2023

MEMORANDUM FOR: All potential respondents

FROM: Kim Detrick, Director of Procurement & Chief Contracting Officer

SUBJECT: Request for Proposals (RFP) – Round 8; Project Based Voucher and Gap Financing Program

The Housing Authority of the City of Pittsburgh (HACP) is pleased to announce the availability of funding for the Project Based Voucher (PBV) and Gap Financing program (PBV/Gap Financing program). The PBV/Gap Financing program provides rental operating subsidy and last resort gap financing loans for the successful development of quality and affordable rental housing units throughout the City of Pittsburgh.

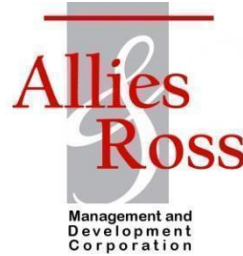
HACP will **accept physical proposals dropped off in person from 8:00 a.m. until the closing time of 9:00 a.m. on Tuesday, October 24, 2023** in the lobby of 412 Boulevard of the Allies Pittsburgh, PA 15219. Proposals may be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219. In response to the COVID-19 Pandemic, HACP will **also accept online submissions** for this RFP. For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/uta1QTK3jTMQoH05arZE>

All proposals must be received no later than 9:00 a.m. on Tuesday, October 24, 2023, regardless of the selected delivery mechanism.

The PBV/Gap Financing program RFP, detailed submission instructions and requirements, and underwriting guidelines are attached to this memorandum and are also posted on HACP's website at www.hacp.org/doing-business/procurement-search/.

Attachment: Request for Proposals (RFP #600-31-23)



Procurement Department
412 Boulevard of the
Allies
Pittsburgh, PA 15219
www.hacp.org

PROJECT-BASED VOUCHER AND GAP FINANCING PROGRAM

Request For Proposals – ROUND 8 #600-31-23

Due: 9:00 a.m. on Tuesday, October 24, 2023

**To: Kim Detrick,
Director of Procurement & Chief Contracting Officer**

412 Boulevard of the Allies, Pittsburgh, PA 15219
Website: www.hacp.org/doing-business/procurement-search/

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Attachments to this RFP

Attachment A. PBV/Gap Financing Program & Underwriting Guidelines

Attachment B. Forms (The proposal checklist and all required forms are organized in an Excel Workbook as part of the RFP package.)

SECTION I OVERVIEW

Program Introduction

The Housing Authority of the City of Pittsburgh (HACP), through this Request for Proposals (RFP), is soliciting qualified respondents (Respondents) to apply for funding through the Project-Based Voucher (PBV) and Gap Financing program (PBV/Gap Financing program). Eligible Respondents include private, for-profit developers and non-profit organizations. Respondent and Owner/Developer are used interchangeably in this RFP. Eligible uses of these funds are the development, rehabilitation and/or preservation of affordable, quality housing in the City of Pittsburgh.

HACP's PBV/Gap Financing program provides project-based operating subsidy and last resort development financing for Owners/Developers to develop, rehabilitate and/or preserve affordable rental units throughout the city. HACP founded the PBV/Gap Financing program to address specific housing needs. The first is the need to expand the *availability of housing* to low income families in the city. The second is the need to provide these same families *access to quality housing*, which they can feel safe in and be proud of. To date, from Rounds 1 through 7 of the PBV/Gap Financing RFP, 191 PBV units (a total of 612 mixed-income units) have been constructed, 92 PBV units (a total of 166 mixed-income units) are currently under construction, and 119 PBV units (a total of 265 mixed-income units) are in the pipeline for construction. In this Round of funding, the goal is to further the success of the program by continuing to address the existing housing needs in the City of Pittsburgh.

To support the successful completion of an affordable housing development proposal, HACP is offering funding through this opportunity:

- Section 8 Project-Based Housing Choice Vouchers (PBV); and/or
- Last resort gap financing in the form of soft and/or hard loans (Gap Financing).

THIS RFP ONLY ACCEPTS PROPOSALS THAT ARE SEEKING PBV AND GAP FINANCING. FOR MORE INFORMATION ON THE PBV-ONLY RFP, PLEASE CONTACT HACP'S HOUSING CHOICE VOUCHER (SECTION 8) DEPARTMENT AT housingchoicevouchers@hacp.org.

Respondents must refer to, and read in entirety, this RFP, the PBV/Gap Financing Program & Underwriting Guidelines (**Attachment A**) for detailed program requirements, and Forms (**Attachment B**) for all applicable submission requirements and instructions.

Available Funds

The availability of funds under the PBV/Gap Financing program is dependent on the availability of Moving to Work (MTW) funds. HACP retains the right to award all, part or none of the assistance available through this RFP and increase or decrease the Gap

Financing budget for this RFP. This funding is bound by the approvals and requirements of HACP and the Department of Housing and Urban Development (HUD).

Timeline for this RFP

Following are the key dates and submission instructions associated with this RFP.

<p>Pre-Submission Conference will be held via Zoom:</p>	<p>9:00 a.m. on Tuesday, October 17, 2023 Zoom Link: https://us06web.zoom.us/j/87641107897?pwd=kwynTbPGDhN4oxj3hKoatgy1NfsOSF.1 Dial-in number: +1-301-715-8592 Meeting ID: 876 4110 7897 Passcode: 687293</p>
<p>Questions regarding this RFP must be submitted by:</p>	<p>9:00 a.m. on Wednesday, October 18, 2023 Email questions to: Kim Detrick at Kim.Detrick@hacp.org</p>
<p>Due Date for Submission of Proposals</p>	<p>9:00 a.m. on Tuesday, October 24, 2023</p>
<p>Submit Proposals to:</p>	<p>In person drop-off: Only from 8:00 a.m. until the closing time of 9:00 a.m. on Tuesday, October 24, 2023 in the lobby of 412 Boulevard of the Allies, Pittsburgh, PA 15219.</p> <p>By mail: Proposals may be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th Floor, Pittsburgh, PA 15219.</p> <p>Online: For respondents wishing to submit online, please go to the following web address to upload documents: https://www.dropbox.com/request/uta1QTK3jTMQoH05arZE</p> <p>All proposals must be received no later than 9:00 a.m. on Tuesday, October 24, 2023, regardless of the selected delivery mechanism.</p>

Critical Timeline Post-Award

1. For non-Low-Income Housing Tax Credit (LIHTC) projects, due-diligence items* are due 180 days from the date of the PBV/Gap Financing award letter.
2. For 9% LIHTC transactions, the Respondent must submit a 9% LIHTC full underwriting application to the Pennsylvania Housing Finance Agency (PHFA) by the 2024 application deadline to be determined by PHFA and provide evidence of the application within 7 days of the LIHTC application submission. The due-diligence items* are due to HACP within 180 days following the notification of LIHTC award for the Respondent's proposed project in this RFP by PHFA. If the Respondent's application submission for 9% LIHTC for the project proposed in response to this RFP is unsuccessful, HACP's RFP commitment will be automatically terminated.
3. For 4% LIHTC transactions, the Respondent must submit a 4% volume-cap bond allocation/LIHTC full underwriting application to PHFA by the 2024 application deadline to be determined by PHFA and provide evidence of the application within 7 days of the LIHTC application submission. Following PHFA's notification of the 4% LIHTC award for the Respondent's project proposed in this RFP, the due-diligence items* are due within 180 days following the LIHTC award. If the Respondent's application submission for 4% LIHTC for the proposed project of this RFP is unsuccessful, HACP's RFP commitment will be automatically terminated.

**** The due-diligence items for this purpose are as follows:***

1. ***Securing of all equity and grant funding awards and written commitment of all loans;***
2. ***Draft of HUD Development Proposal package including the TDC workbook;***
3. ***Draft of Exhibits B and C of the Agreement to Enter into a Housing Assistance Payments Contract.***

Note: HACP can request more information and documentation, as needed, at its discretion.

What is New in this RFP?

There are no changes to this RFP since Round 7 of the PBV and Gap Financing RFP

SECTION II SCOPE OF SERVICES

The PBV/Gap Financing program represents one of the many funding sources targeted at the development of affordable housing units, either rehabilitated or newly constructed, within the City of Pittsburgh. Through this RFP, HACP provides an open, fair and inclusive platform for Owners/Developers to contribute to the growth of affordable mixed-income housing options.

Respondents are encouraged to propose an optimal number of units given their organizational capacity and project feasibility. Proposals including affordable units within larger unsubsidized developments are encouraged. Owners/Developers are also encouraged to be innovative in the leveraging of these resources and the structuring of financial deals to promote diverse and healthy communities.

Respondents who receive a PBV/Gap Financing award are subject to and must perform services in compliance with HACP's policies, procedures, and Board of Commissioners' approvals; and all rules, regulations and requirements of PBV set forth in 24 CFR 983 and Mixed-Finance Development set forth in 24 CFR Part 905, Subpart F and all other applicable Federal regulations. PBV/Gap Financing projects must also comply with HUD's MTW local non-traditional development program guidelines as described below.

HACP and its instrumentality, Allies & Ross Management and Development Corporation (ARMDC), will perform programmatic and underwriting analyses on all proposals received in response to this RFP.

SECTION III PROGRAM REQUIREMENTS

The PBV/Gap Financing program requirements are provided in the PBV/Gap Financing Program & Underwriting Guidelines (**Attachment A**). Respondents must refer to, and read in entirety, the PBV/Gap Financing Program & Underwriting Guidelines before completing and submitting their PBV/Gap Financing proposals.

Special Note: Good Standing and No Debarments/Suspensions

Each Respondent must be in good standing with HACP, and any Federal, State or Municipality that has or has had a contracting relationship with the firm. If Respondent is not in good standing with HACP, and/or any Federal, State or Municipality this must be disclosed. If a Federal, State or Municipal entity has terminated any contract with a Respondent for deficiencies or defaults, that Respondent must disclose this information to HACP. HACP will consider such facts and circumstances during its evaluation of the Respondent's proposal. If the selected Respondent fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

A Respondent may be an individual or a business corporation, partnership, firm, joint venture or other legal entity duly organized and authorized to do business in the City of Pittsburgh, financially sound and able to provide the services being procured by HACP. If a Respondent has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the Respondent fails to disclose such information and HACP discovers it thereafter, then HACP could terminate the contract.

Respondents must have and maintain all necessary insurance to cover malpractice liability and workers' compensation at all times, at least from the award date of this RFP.

SECTION IV PROPOSAL SUBMISSION INSTRUCTIONS & REQUIREMENTS

A hardcopy submission must be submitted in a three-ring binder and tabbed numerically according to the Underwriting Proposal Checklist (Tab 00).

An online submission must be organized numerically according to the Underwriting Proposal Checklist, and bookmarked using the **Bookmark** function of PDF reader/viewer programs such as Adobe Acrobat Reader. Please include your name and email address when prompted before submitting, and upload all relevant attachments as one document. Formatting for online submission should be organized in the same manner as if submitting the information via CD or flash drive. The title of the uploaded proposal shall be as follows: **[Full Company Name]_RFP #600-31-23_Proposal**. In the unlikely event your proposal is too large to be uploaded as a single file, add: **_Part-1, _Part-2... etc.** to the end of the file name.

Proposals without all of the required information may be deemed non-responsive and failure to follow the instructions may result in the deduction of points as well as lower points in the corresponding scoring criteria.

The proposal submission instructions below follow the order of the Underwriting Proposal Checklist (Tab 00) and explain each of the submission requirements. Items highlighted in gray are fillable forms and can be found in **Attachment B**, Forms, in Microsoft Excel format. Respondents must refer to all submission instructions and requirements below.

- Tab 00: Underwriting Proposal Checklist – The **Proposal Checklist** must be completed and submitted as the table of contents for the proposal package.
- Tab 01: Letter of Interest – Provide a letter of interest clearly stating (i) the name of the proposed development; (ii) the number of PBV units requested; (iii) the amount of Gap Financing requested; and (iv) a contact name and telephone number. Maximum length: 1 page, Times New Roman, font size 12, single spaced.
- Tab 02: Organizational Documents
 - 02.01: 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).
 - 02.02: Copy of Certificate of Incorporation, Certificate of Organization, Partnership Agreement, Joint Venture Agreement or other organizational documents.
 - 02.03: All applicable Licenses/Certifications.
 - 02.04: 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.

Tab 03 through Tab 05 are program threshold requirements. To be eligible for evaluation and thereby be eligible to receive funding, projects must meet these requirements. Failure to provide adequate information for these threshold requirements may result in the proposal being deemed ineligible for further evaluation and scoring.

- Tab 03: Evidence of Site Control – Provide a copy of applicable documents including a sales agreement, option agreement, deed, letter of intent by Respondent or committed Respondent partner(s). Where the site is controlled by a public entity such as 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. Please provide fully executed documents and where not possible, provide drafts of documents. If providing more than one document, please have clearly marked dividers between documents.
- Tab 04: Proposed Gross Rents – Complete the proposed initial gross rents chart. Proposed initial gross rents must not exceed the Tiered Voucher Payment Standard as provided in Exhibit C. For mobility impaired accessible units, contract rents must not exceed the Reasonable Accommodations Voucher Payment Standard.
- Tab 05: PBV Verification – Complete the PBV verification form.
- Tab 06: PBV Application Form and Supporting Documents – Complete the PBV application form. If applicable, provide supporting documents as requested in the form, i.e. the Tenant Selection Criteria, Management Plan, Maintenance Plan, and the letter of intent to extend the PBV contract term. Use clearly marked dividers between each document.
- Tab 07: References for the Owner/Developer Entity – Provide at least 3 references for projects in which the Owner/Developer Entity has performed services similar to those described in this RFP. Provide all information as requested for each reference in the references table.
- Tab 08: Instructions to Offerors (HUD Form 5369B) and Certifications and Representations of Offerors Form (HUD Form 5369C) – Read the Instructions to Offerors and complete the Certifications and Representations of Offerors form.

Information from Tab 09 to Tab 15 will be used for the evaluation and scoring of each proposal for this RFP. Please provide all required documentation according to the instructions. Details on the evaluation criteria can be found in Section V of this RFP.

- Tab 09: Site and Neighborhood Standards
 - 09.01: Complete the Site and Neighborhood Standards form. Reference to Choice Neighborhoods Targeted Boundary Maps can be found in Attachment C of this RFP.
 - 09.02: Provide a print out of the Transit Score and the Walk Score for the proposed project. Visit <https://www.walkscore.com/>, enter the project's address and print out the results page that shows the Transit Score and Walk Score. This print-out should be 1 page only.

- Tab 10: Capacity & Experience of Development Team
 - 10.01: Owner/Developer Entity’s Capacity and Experience – Describe the Owner/Developer Entity’s organizational capacity. Include the names of the key staff members that will be assigned to this project if the Respondent is successful and a brief description of their experience, including how many projects (similar to this RFP) each staff has successfully managed. Describe the Owner/Developer Entity’s experience in successfully working on projects with a similar scope of work as the one described in this RFP. Also state how many development projects the firm has completed in the past 5 years and provide the following table for each project:

Project Name and Location	
Number of Units	
Number of Low Income Affordable Units (i.e., affordable for households with 80% area median income or lower)	
Financing Sources (i.e. 4% or 9% LIHTCs, Section 8, etc.)	
Current Stage of Development (either Pre-development, Construction, Lease-Up or Stabilized Occupancy)	

Maximum length: 10 pages, Times New Roman, font size 12, single spaced.
 Additional documentation, such as resumes, can be provided in Tab 15: Appendix.

- 10.02: Financial Capacity Review – Provide two years of most recent audited financial statements.
- 10.03: Property Management Agent’s Capacity and Experience – Describe the property management agent’s capacity. Specify the number of total housing units managed and the number of affordable housing units managed. Maximum length: 5 pages, Times New Roman, font size 12, single spaced. Additionally, complete the property management list. Include the properties that the management agent has managed in the past 10 years.
- Tab 11: Project Financing & Compliance with Funding Guidelines
 - 11.01: Development Cost – Complete the Total Development Cost table.
 - 11.02: Compliance with HUD Safe Harbor Standards – Complete the fee tables.
 - 11.03: Proformas – Complete the Proforma Income table, Proforma Assumptions table and the 15-year Proforma table including the 15-year cashflow projection.
 - 11.04: Financing Summary – Complete the Financing Summary chart.
 - 11.05: Evidence of Committed Sources of Funds – Financial commitments can take the form of a commitment letter and/or term sheet from financial

institutions or a Letter of Intent from other equity providers. **Provide only fully executed commitments** and arrange them according to their lending position. For e.g. equity, 1st mortgage, 2nd mortgage, etc. For proposals indicating a gap in financing due to pending funding applications or letters of intent rather than binding commitments, Respondents will have one-hundred-eighty (180) days from the 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, including possible last resort gap financing offered by HACP) will not be considered.

- Tab 12: Project Design
 - 12.01: Unit Mix Chart – Complete the **Unit Mix chart**.
 - 12.02: Provide a statement by the Architect identifying the design narrative including, if applicable, the inclusion of the following characteristics in the proposed project's design, and describe the process the Architect will put in place to ensure that HACP and its 3rd party certifier will be included in the design process. Each characteristic will be described under a separate sub-heading. Maximum length: 2 pages, Times New Roman, font size 12, single spaced. Characteristics include:
 - Accessibility – Conforming to accessibility requirements.
 - Visitability – Visitability is a design criterion that affords all persons basic access to residential buildings. Some design features include zero-step entrances, wider doors and doorways, grab bars, wider hallways, accessible exterior routes, etc. More information can be found in the latest version of PHFA Submission Guide for Architects which can be found in <https://www.phfa.org/mhp/technicalservices/>.
 - Universal design – Size and space designed for all users (with a wide range of abilities, disabilities, and other characteristics) via equitable, flexible, simple and intuitive use.
 - 12.03: Provide a statement by the Architect identifying the design narrative including, if applicable, the inclusion of the following characteristics in the proposed project's design. Each characteristic will be described under a separate sub-heading. Maximum length: 2 pages, Times New Roman, font size 12, single spaced. Characteristics include:
 - Intent to pursue sustainable energy and energy efficiency certifications/standards – e.g. Enterprise Green Communities Initiative, the National Green Building Standards, LEED New Construction or equivalent, etc.
 - Energy efficiency strategies
 - Water efficiency strategies
- Tab 13: Project Readiness
 - 13.01: Drawings – Provide the site plan and schematic drawings for the proposed project. Maximum 10 pages.

- 13.02: Evidence of environmental site assessments – Provide the executive summary of the report completed for the proposed project.
- 13.03: Evidence of geotechnical assessments – Provide the executive summary of the report completed for the proposed project.
- 13.04: Evidence of zoning approval(s) – Provide zoning approval(s) for the proposed project.
- 13.05: Evidence of community involvement – Demonstrate extensive and sufficient amount of community involvement activities by providing
 - A narrative of the community engagement activities to date. Maximum length: 2 pages, Times New Roman, font size 12, single spaced.
 - Letters of support from community groups. (Note: Respondents should provide evidence of input from RCO, if the project’s neighborhood has an RCO.)
 - Evidence of public meetings (meeting agenda, presentation material, notes of meeting, etc.). Maximum: 10 pages of supporting documents.
- Tab 14: Minority and Women Business Enterprise (MBE/WBE) and Section 3 Plans
 - 14.01: MBE/WBE Special Participation Summary Form – Complete the **Special Participation Summary form** to demonstrate how the Respondent will utilize MBE/WBE businesses to meet ARMDC’s goal of 25% Minority-owned and 10% Women-owned business participation for construction and professional contracts. For every MBE/WBE business listed in the form, the Respondent must provide in Tab 14.02 a corresponding MBE/WBE Certification and a commitment letter from the Respondent to the MBE/WBE business that is signed by both parties.
 - 14.02: MBE/WBE Certifications and Commitment Letters – For every MBE/WBE business listed in Tab 14.01, the Respondent must provide under Tab 14.02 a corresponding MBE/WBE Certification and a commitment letter from the Respondent to the MBE/WBE business that is signed by both parties. If there is more than one business, use clearly marked dividers between each business.
 - 14.03: Section 3 Participation Plan – Complete the **Section 3 Participation Plan** to demonstrate how the Respondent will comply with HACP’s Section 3 Policy for hiring HACP residents and/or other local low-income individuals. The Section 3 plan includes various Tiers for selection (select as many as applicable) and depending on the Tiers selected the Respondent must provide the necessary attachments.
- Tab 15: Appendix – Use clearly marked dividers to separate documents in the Appendix.

SECTION V EVALUATION CRITERIA

The Evaluation Committee will evaluate and will score each proposal that is submitted as a complete response in accordance with the scoring criteria that are summarized below. Responses may receive a maximum score of one hundred (100) points, subdivided as follows:

Site and Neighborhood Standards: **Maximum 20 points**

- Minority Concentration (max. 4 points)
- Poverty Concentration (max. 4 points)
- Unemployment Rate (max. 4 points)
- Access to Schools (max. 4 points)
- Access to Transportation (max. 2 points)
- Walkability (max. 2 points)

Note: Any proposal with a project site located entirely within the Choice Neighborhoods boundaries will receive maximum points for this category. The Choice Neighborhoods Boundary Maps can be found in [Attachment C](#) of this RFP.

Capacity and Experience of Development Team: **Maximum 25 Points**

- Owner/Developer Entity Capacity and Experience (max. 15 points)
- Property Management Agent Capacity and Experience (max. 10 points)

Project Financing & Compliance with Funding Guidelines: **Maximum 20 points**

- Gap Financing Request per PBV Unit (max. 5 points)
- Compliance with HUD Safe Harbor Standards (max. 5 points)
- Net Cash Flow (max. 5 points)
- Evidence of Committed Project Financing (max. 5 points)

Project Design: **Maximum 9 points**

- Diversification and combination of bedroom-types (max. 3 points)
- Accessibility compliance with the inclusion of visitability or universal design (max. 2 points)
- Intent to pursue sustainability certifications/standards (max. 2 points)
- Energy Efficiency Strategies (max. 1 point)
- Water Efficiency Strategies (max. 1 point)

Project Readiness: **Maximum 11 points**

- Construction Readiness (max. 6 points)
- Community Involvement (max. 5 points)

MBE/WBE and Section 3 Plans: **Maximum 15 points**

- Completeness and soundness of the MBE/WBE plan and supporting documentation (max. 10 points)
- Completeness and soundness of the Section 3 participation plan and supporting documentation (max. 5 points)

SECTION VI PROCUREMENT AND AWARD PROCESS

Pursuant to 2 C.F.R. 200.319/24 CFR 983, 24 C.F.R. Section 85.36(d)(3) and if relevant 24 C.F.R Section 900.316, HACP is conducting this competitive selection. The following instructions are intended to aid Property Owners/Developers in the preparation of their Responses:

A. Pre-Submission Conference

A Pre-Submission Conference will be conducted at **9:00 a.m. on Tuesday, October 17, 2023**. 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, if warranted, 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.

All prospective Respondents are strongly encouraged to attend the Pre-Submission Conference and site visit. Failure to attend will not excuse the legal contractual duties imposed by this Solicitation and the subsequent contract on each respondent to familiarize itself with the varying conditions at each site.

B. Amendments to Solicitation

Any and all amendments to this Solicitation shall be sent by certified mail, return receipt requested, and/or by fax, to all potential Respondents 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, Respondents are responsible for obtaining all information required thus enabling them to submit proposals.

C. Submission of Responses and/or Amendments to Responses; Deadlines

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

Mr. Kim Detrick
Director of Procurement & Contracting Officer
Housing Authority of the City of Pittsburgh
412 Boulevard of the Allies, 6th Floor
Pittsburgh, PA 15219

HACP will **accept physical proposals dropped off in person only from 8:00 a.m. until the closing time of 9:00 a.m. on Tuesday, October 24, 2023** in the lobby of 412 Boulevard of the Allies, Pittsburgh, PA 15219. Proposals may be mailed via USPS at which time they will be Time and Date Stamped at 412 Boulevard of the Allies, 6th

Floor, Pittsburgh, PA 15219. In response to the COVID-19 Pandemic, HACP will **also accept online submissions** for this RFP. For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/uta1QTk3jTMQoH05arZE>

All proposals must be received no later than 9:00 a.m. on Tuesday, October 24, 2023 regardless of the selected delivery mechanism.

Any response received after the specified deadline shall be automatically rejected and will be returned unopened. Any amendments to a response must be received before the specified response due date and time established for the delivery of the original response.

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 a Respondent to correct minor deficiencies in its proposal that does 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 RFP.

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

HACP will perform a responsibility determination of the highest-ranked Respondent, which may include reference and background checks.

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

A proposal submitted by a Respondent does not constitute a contract, nor does it confer any rights on the Respondent to the award of a contract. A letter or other Notice of Award or have the intent to award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.

Proposals that meet these requirements will be evaluated and ranked by the HACP evaluation committee. A 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. 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 shall have no obligation to compensate any applicant for any costs incurred in responding to this RFP.

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**Request for Proposals
For
Project-Based Voucher
& Gap Financing Program**

ATTACHMENT A

PBV/Gap Financing Program & Underwriting Guidelines

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

**Request for Proposals
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ATTACHMENT B

Forms

HOUSING AUTHORITY OF THE CITY OF PITTSBURGH

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ATTACHMENT C

Choice Neighborhoods Boundary Maps