

REQUEST FOR PROPOSALS

DEVELOPER

500-600 BLOCK

EAST BRECKINRIDGE STREET

PROPOSAL #1471

For

Louisville Metro Housing Authority

420 South 8th Street

Louisville, Kentucky 40203

Lisa Osanka

Interim Executive Director and Contracting Officer

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I. REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

DEVELOPER

500-600 BLOCK EAST BRECKINRIDGE STREET

Proposal #1471

The Louisville Metro Housing Authority (LMHA) is requesting proposals from interested parties in connection with the above referenced project. Interested parties may acquire copies of the RFP on-line at the LMHA web page at *lmha1.org* under "bid opportunities" or at the Louisville Metro Housing Authority offices at 420 South 8th Street / Louisville, Kentucky 40203. Contact Bernard Pincus at (502) 569-3457 for additional information.

Proposals must be received at the Louisville Metro Housing Authority at the following address by 10:00 a.m. local time, Tuesday, August 7, 2018. Address proposals to:

**Louisville Metro Housing Authority
3223 South Seventh Street Road
Louisville, Kentucky 40216**

The Louisville Metro Housing Authority reserves the right to accept or reject any or all proposals and/or waive any informalities in the procurement process. LMHA is an equal opportunity employer and is committed to affirmative action in the involvement of minority businesses to the maximum extent possible. LMHA encourages MBE firms or individuals to respond. Non-minority firms or individuals are requested to seek participation of minority businesses as sub-consultants or in partnership arrangements to the maximum extent possible.

II. INSTRUCTIONS TO OFFERORS
(HUD-5369-B)

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



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1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
- (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
- (3) letter or telegram, or
- (4) facsimile, if facsimile offers are authorized in the solicitation. The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by an offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here:]

III. PROJECT SPECIFIC INFORMATION

- A. Program Summary
- B. Scope of Services
- C. Instructions and Notice to Proposers
- D. Evaluation Factors for Award
- E. Selection Process
- F. Intent of Request For Proposals (RFP)
- G. LMHA Options

PROJECT SPECIFIC INFORMATION

*Louisville Metro Housing Authority
420 South 8th Street
Louisville, Kentucky 40203
Lisa Osanka, Acting Executive Director*

Issue Date: July 18, 2018

Submission Date: August 7, 2018

A. PROGRAM SUMMARY

The Louisville Metro Housing Authority (LMHA) is a high performing public housing authority which presently manages approximately 3,400 units of conventional and scattered-site housing in Louisville, Kentucky. LMHA is a HUD-designated Moving to Work (MTW) agency, and also operates a Section 8 Rental Assistance Program.

Louisville Metro Housing Authority (LMHA) owns a number of residential lots and lots with homes in the Smoketown Neighborhood on the 500-600 blocks of East Breckinridge Street. LMHA is seeking a Developer to infill the empty lots and restore the existing homes, if feasible. New construction and restoration should be sensitive to the character of the existing streetscape and neighborhood. The property locations are:

- 532 East Breckinridge Street (lot + house)
- 534 East Breckinridge Street (lot)
- 614 East Breckinridge Street (lot)
- 621 East Breckinridge Street (lot)
- 622 East Breckinridge Street (lot +house)
- 624 East Breckinridge Street (lot + house)
- 625 East Breckinridge Street (lot)
- 626 East Breckinridge Street (lot + house)
- 627 East Breckinridge Street (lot)
- 628 East Breckinridge Street (lot)
- 630 East Breckinridge Street (lot)
- 632 East Breckinridge Street (lot)

B. SCOPE OF SERVICES

The successful Developer will purchase all twelve properties from LMHA and develop them in accordance with this RFP and all applicable code and zoning requirements.

C. INSTRUCTIONS AND NOTICE TO PROPOSERS

1. GENERAL

The instructions that follow provide guidance for the preparation and submission of proposals. Their purpose is to establish the requirements, format, and content of proposals

so that proposals are complete, contain all essential information and can be evaluated fairly.

2. SUBMISSION & CONTENT OF PROPOSAL

a. Inquiries

Inquiries concerning the Request for Proposals (RFP) should be submitted in writing to the issuing office as follows:

Louisville Metro Housing Authority
420 South 8th Street
Louisville, Kentucky 40203
Attn: Bernard Pincus, Director-Capital Improvements Department
pincus@lmha1.org

b. Submission Date

Proposals shall be submitted in original and three (3) copies, prepared in the format and detailed as outlined below, to enable the Authority to make a thorough evaluation.

Proposals shall be submitted in sealed envelopes and marked "***Developer / 500-600 Block East Breckinridge Street***". All proposals must be received no later than **10:00 a.m.** local time on August 7, 2018. **Proposals are to be submitted at the following location:**

**Louisville Metro Housing Authority
3223 South Seventh Street Road
Louisville, Kentucky 40207**

Faxed or e-mailed proposals will not be accepted. All proposals will be valid for sixty (60) days.

3. ACKNOWLEDGEMENT OF AMENDMENTS

The proposer shall acknowledge in their proposal, receipt of any amendment(s) to this RFP. The proposer's failure to acknowledge an amendment may result in rejection of the offer.

4. COMPLETE AND ACCURATE SUBMISSION

A proposer's failure to provide accurate information in response to this RFP may disqualify the proposer from further participation in the selection process.

A proposal may be corrected, modified, or withdrawn, provided the correction, modification, or request for withdrawal is made by the proposer in writing and is received at the location and time designated in the RFP for final receipt of proposals. After such date and time, the proposer may not change any provision of its proposal in a manner prejudicial to the interest of the LMHA and /or fair competition.

5. RETENTION

All proposals are the property of LMHA and shall be retained by LMHA. Therefore, proposals will not be returned.

6. CANCELLATION/WAIVER

LMHA reserves the right to cancel this RFP or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of LMHA. LMHA further reserves the right to waive any minor informalities in any proposals received, if it be in the public interest to do so. The decision as to who shall receive the award to purchase, or whether or not an award shall be made as a result of this RFP, shall be at the absolute sole discretion of LMHA.

7. PART OF CONTRACT

The contents of the proposal submitted by the successful proposer(s) may become part of any contract award at the sole discretion of LMHA.

8. NO COMPENSATION FOR RESPONSE

Respondent will not be compensated for work or costs related to preparation and submission of this proposal.

D. EVALUATION FACTORS FOR AWARD

All proposals will be initially reviewed to determine compliance with the proposal format requirements specified within this RFP. Proposals that do not comply with these requirements may be rejected without further review. All remaining proposals will be evaluated based on the evaluation criteria outlined below:

1. Experience & Qualifications (maximum points – 40)

The essence of the project is to restore existing homes, if feasible, and construct new homes on existing empty lots. Development is to be consistent with neighborhood and street character. In deference to this goal provide evidence of the developer's technical and professional competence and experience for this project.

2. Timeliness (maximum points – 15)

Provide a proposed timeline for project implementation and plans for adhering to the timeline. Note-construction must be completed by December 31, 2022 or units that have not been rehabilitated and lots that have not had new homes constructed on them will revert to LMHA.

3. Opportunities for Smoketownl Neighborhood Residents (maximum points – 20)

Training and work opportunities provided for residents of the Smoketown neighborhood.

4. Fee to be paid to LMHA (maximum points - 25)

Indicate a holistic amount to be paid to LMHA for purchase of all the properties.

E. SELECTION PROCESS

The purpose of this RFP is to solicit quality proposals that meet the needs and requirements of LMHA. It is further desired that the RFP process will ensure competitiveness among offerors. All interested offerors are urged to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the basis for selection of finalists. All proposals will be reviewed based on the evaluation criteria contained in this RFP. Firm(s) will be selected based upon the evaluation criteria and specific needs.

In order to be considered, proposals must be received at the location listed in Section C.2.b. no later than 10:00 a.m. local time, on August 7, 2018 via mail or delivery. Proposals must be sealed, marked with the title of this RFP, and the offeror's name, address, and telephone number. All material must be submitted on as 8½" X 11" format. Submit an original and three (3) copies.

The above stated deadline is firm as to date and hour. An offeror may select any mode of delivery; however, the risk of no-delivery shall remain with the offeror. Submissions received after the deadline will be ineligible for consideration, and will be returned unopened.

Faxed or e-mailed submissions will not be accepted. All timely submissions become the property of LMHA and will not be returned. Proposals will be held in confidence and not released in any manner until after contract award.

F. Intent of Request For Proposals (RFP)

The intent of this RFP is to establish the general scope of work for the services needed and to provide prospective offerors with sufficient information to enable them to provide an acceptable response to this RFP. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise or additional information may be needed. Questions and inquiries regarding this RFP must be submitted in writing. All inquiries must be received no later than 12:00 noon local time on July 27, 2018 and should be submitted to:

Bernard Pincus
Louisville Metro Housing Authority
420 South 8th Street
Louisville, KY 40203

or

pincus@lmha1.org

Answers will be provided as written addenda to this RFP, issued by fax and/or e-mail to all firms that have requested the RFP.

It will be endeavored to provide copies of addenda to all potential offerors to have acquired this RFP, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the same shall become part of this RFP and all offerors will be bound thereby, whether or not the addenda are actually received by the offeror. All addenda will be

G. LMHA OPTIONS

LMHA reserve the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of LMHA. LMHA further reserves the right to waive any minor informalities or the failure of any offeror to comply therewith, if it is in the public interest to do so. LMHA will pay no compensation to any proposer for any costs related to preparation or submittal of this proposal.

LMHA will reject the proposal of any offeror who is suspended and/or debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing authorities, and reserves the right to reject the proposal of any offeror who has previously failed to perform any contract properly for LMHA.

The determination of the criteria and process whereby proposals are evaluated and the decision as to who the property will be sold shall be at the sole and absolute discretion of LMHA.