



## Battle Creek Housing Commission

250 Champion Street  
Battle Creek, MI 49037  
Telephone (269) 965-0591  
Fax (269) 965-8847

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

Mail or submit proposals to:

Lee Talmage, Executive Director  
Battle Creek Housing Commission  
250 Champion Street  
Battle Creek, Michigan 49037

**Tuesday November 28, 2023**

**By 4:00 P.M. EST**

Proposals received after the date and time specified will not be accepted.  
For clarifying information, please contact Lee Talmage, the Battle Creek Housing Commission  
Executive Director, directly. 269 965-0591 ext 105



## **PURPOSE**

The Battle Creek Housing Commission (BCHC) is seeking to increase the number of affordable housing units in the City of Albion via the Housing Choice Voucher (HCV) program it administers in the City of Albion. BCHC would like to create new affordable housing within the city by leveraging its ability to place up to five (8) Project-Based Vouchers (PBVs) in qualified affordable housing projects. By awarding PBVs to affordable housing projects in this manner, these projects will have the ability to attract the maximum amount of investment from typical affordable housing sources like the federal Low-Income Housing Tax Credit Program (LIHTC) and the Affordable Housing Program (AHP).

## **PROJECT-BASED VOUCHERS BACKGROUND**

Project-based vouchers (PBVs) are a component of a public housing agency's (PHA's) Housing Choice Voucher (HCV) program. The program is completely funded by the United States Department of Housing and Urban Development (HUD). PHAs are not allocated additional funding for PBV units; the PHA uses its tenant-based voucher funding to allocate project-based units to a project. Projects are typically selected for PBVs through a competitive process managed by the PHA; although in certain cases projects may be selected non-competitively. A PHA can use up to 20-30 percent of its authorized voucher units and/or budget authority to project-base units in a specific project if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development.

## **SUBMISSION REQUIREMENTS**

Each responding package should include the following:

1. Cover letter for introductory purposes only.
2. A Signed Questionnaire Form included as ATTACHMENT A to this RFP.
3. A project "Narrative" that includes how the PBVs leverages other resources.
4. Financial Pro-Forma for the project that demonstrates the project's viability.
5. Documentation that Developer has sought, or been awarded, Payment in Lieu of Taxes (PILOT) status from the City of Albion.
6. Acknowledgement that HUD Form 5369-B was reviewed (in cover letter).
7. Completion and submission of HUD Form 5369-C.
8. Number of vouchers requested.
9. Bedroom sized of potentially subsidized units.

Please note that the Questionnaire Form is the scoring basis of your response package. We have established the maximum number of points awarded for each area of evaluation. It must be completed in its entirety with all of the requested and required attachments. If the response package is incomplete, your submission may be deemed “non-responsive”.

Email Submission Requirements: BCHC must receive (1) electronic copy (pdf attachment) of the complete submission package via e-mail to Lee Talmage at [lee@battlecreekhousing.org](mailto:lee@battlecreekhousing.org) no later than 4:00 PM (EST), Tuesday, November 28, 2023.

Please note in the e-mail subject line: Project-Based Voucher (PBV) RFP Response. In the email itself, please include the primary respondent’s contact information (name, address, telephone number, additional e-mail addresses). The submission shall include an attachment that includes the required Questionnaire and appropriate attachments that correspond to the items in the Questionnaire Form.

Email responses received later than the date and time specified may be rejected or deemed “non-responsive”.

#### **ANTICIPATED SCHEDULE**

The schedule below represents the anticipated schedule:

- RFP distributed to potential respondents: November 15, 2023
- Deadline for receipt of proposals: Friday November 28, 2023
- Evaluation of Submissions: November 29, 2023
- Selection of Successful Applicant / Bidder Estimated: November 29, 2023
- Letter issued to Successful Applicant(s): November 29, 2023

#### **RESERVATION OF RIGHTS**

BCHC reserves the right to:

1. Reject any or all responses, to waive any informalities in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHC to be in its best interest.
2. Not to select or make award to anyone with a history of poor performance on projects performed for BCHC and/or any other client of the submitting firm at the sole opinion and discretion of BCHC.
3. Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice.

4. Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this solicitation.
5. Reject and not consider any bid that does not, in the opinion of BCHC, meet the requirements of this solicitation, including but not necessarily limited to incomplete response and/or alternate (not including "or equal" items) or non-requested items or services.
6. To make an award to the same applicant/bidder (aggregate) for all items; or, to make multiple awards to multiple firms for various scopes of work.
7. BCHC reserves the right to reject all proposals and to re-solicit new proposals should this solicitation fail to produce an acceptable agreement. BCHC may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.
8. Further, BCHC reserves the right to request additional information from any respondent after the submission deadline. BCHC also reserves the right to reject any and all, or parts of any and all, proposals received in response to this RFP or to cancel or postpone this solicitation process if BCHC determines that such rejection, cancellation or postponement is in the best interests of BCHC, to request additional information; and to waive any irregularities in this solicitation or in the proposals received as a result of the solicitation.
9. If applicable, the determination of the criteria and process pursuant to which proposals are evaluated, the decision regarding who shall be selected to act as bond counsel in connection with the transaction and the decision whether or not to designate bond counsel as a result of this RFP shall be at the sole and absolute discretion of BCHC.

#### **APPLICANT/BIDDER'S RESPONSIBILITY**

It is the applicant/bidder's responsibility to:

1. Carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.
2. Bear all expenses involved with the preparation and submission of RFP proposals.
3. Be familiar with HUD's Project-Based Voucher program.

#### **ADDITIONAL INFORMATION**

More information on the PBV program and on any and all required regulatory agreements and contracts can be found on the HUD website: [www.hud.gov](http://www.hud.gov)

## ATTACHMENT A

### **RFP QUESTIONNAIRE**

Please use the following questions to respond to our RFP. You do not need to write a full narrative in answer to each question but please indicate if you think your firm should receive the maximum point award for that particular question. The total number of points awarded for this questionnaire may not necessarily equal 100 points. All supporting documentation should be attached to this signed questionnaire.

#### **PROJECT DESCRIPTION & DEVELOPER EXPERIENCE**

**Financing Leverage:** Describe how the award of PBVs will leverage other resources. [Twenty (20) Points]

**Number of Units Leveraged:** How many total units in the development? Please add that percentage that will be served by the PBVs. [Ten (10) Points]

**Income/Population Targets:** What are the income targets for the total project? Does the project target any specific populations (e.g., Seniors, Homeless, etc.)? [Ten (10) Points]

**Location Target:** Where is the project located? How close to other PBV projects? [Ten (10) Points]

In regards to the question above, did any project contain infrastructure financing or local government funding? [Ten (10) Points]

**Readiness to Proceed:** Has the project already received any funding? What is the state of the project's site control? Do you have local approvals in place? Is this project a "By Right" development? [Twenty (20) Points]

#### **DEVELOPER CAPACITY & BUSINESS LIABILITIES**

**Developer Capacity Review:** In less than one page, please describe your capacity and ability to deliver the development as planned. Has the applicant been awarded similar financing recently? [Twenty (20) Points]

**Business Liability & Other Activity:** Has your firm or principals of your firm been involved in any of the following activities [Negative Ten (-10) Points]:

- Current financial default of more than sixty (60) days duration
- Mortgage assignment or workout arrangement
- Foreclosure or Bankruptcy
- Litigation relating to financing or construction of the project, which is pending or which was adjusted with a finding of liability against the developer, including mechanic's lien litigation
- Real Estate Tax Delinquencies

**BONUS -Capacity & Readiness:** Is your firm a Section 3 or Minority/ Women Owned Business concern? Does your firm have the capacity or plan to procure Section 3 Subcontractors or employment for this procurement? Please provide explanation and detailed plan. **[Ten (10) Points]**

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Name of Primary Respondent (Printed)

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Signature

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Date

**NOTE:** UNITED STATES CODE, UNDER TITLE 18, SECTION 1001, STATES THAT A PERSON IS GUILTY OF A FELONY FOR KNOWINGLY AND WILLINGLY MAKING FALSE STATEMENTS TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES.

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