



**City of Tucson, Housing & Community Development Department
Pima County, Community Development and Neighborhood Conservation**

Request for Proposal: November 21, 2014

Proposal number: HCD/PCD CDBG112114

TITLE: Safe, Healthy and Green Environments for Transitional and Shelter Housing

Program Year: FY 2014-2015

Issue Date: November 21, 2014

Proposals Due: Thursday, December 18, 2014 at 3:00 P.M., Mountain Standard Time

Submit signed Proposals in a sealed envelope clearly marked on the outside with the Proposal number, title, due date, time and Applicant's name to:

Elaine Raviele, Community Services Project Supervisor
City of Tucson - Housing & Community Development Department (HCD)
Planning & Community Development Division (PCD)
310 N. Commerce Park Loop
Tucson, AZ 85745

SOLICITATION: The City of Tucson and Pima County are soliciting proposals from Applicants qualified, responsible and willing to provide services to the community in compliance with all requirements contained or referenced herein.

You may download a full copy of this Proposal at: <http://hcd.tucsonaz.gov/hcd/whats-new>

Applicants are required to check this website prior to the due date for addenda and/or additional information to assure that the Proposal incorporates all addenda. Prospective Applicants may also pick up a copy of the Proposal Monday through Friday, 8 am to 5 pm MST, at the above address.

Questions should be submitted to:

Anna Steiner, Project Coordinator
310 N. Commerce Park Loop
Anna.Steiner@tucsonaz.gov
Tucson, AZ 85745
(520) 837-5317

Published Announcement:

Arizona Daily Star: November 21, 2014

Technical Assistance and Information Meeting:

Applicants are strongly encouraged to attend this session

December 4, 2014

10:00 A.M.

City of Tucson- Community Resource Campus
Sentinel Building Meeting Rooms
320 N. Commerce Park Loop
Tucson, AZ 85745

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Application:

- Attachment A** **Cover Sheet (1 page)**
- Attachment B** **Proposal – Project Description (Limit 4 pages)**
 RFP Checklist

I. Introduction

The City of Tucson and Pima County are collaborating to address capital needs of *emergency and transitional housing facilities* with attention to the safety, health and green improvements for these facilities that are owned or leased by non-profit agencies. *Poster Frost Mirto* conducted an assessment of the homeless shelters and transitional housing in Tucson and Pima County for the purpose of developing capital and maintenance public policy and investment strategies to make that specialized housing inventory safer, healthier and greener for the agencies and their clients. The document is referred to as the Green and Healthy Assessment of Pima County's Emergency Shelters and Transitional Housing ("Assessment"). Only agencies that have participated in the Assessment are eligible to apply. The participating agencies may apply to address facility improvements as recommended by the Assessment.

Should an agency that was not included in the original Assessment want to be considered for funding at a future point in time, they may apply to be listed within the Assessment. Agencies within the city limits should contact Anna Steiner, City of Tucson at (520) 837-5317, agencies outside of the city limits should contact Gloria Soto, Pima County at (520)724-3751 for further information.

Note: Agencies funded through this process are required to become members of the 'Maintenance Collaborative' and attend/participate at quarterly sessions. Further details concerning this group and related activities will be available at the Technical Assistance session on December 4, 2014.

II. Funding

Project is supported by Community Development Block Grant allocations from the City of Tucson: \$200,000 (\$150,000 FY 2015 and carry-forward from FY 2014) and Pima County: \$100,000.00.

III. Description of Fund Source

Community Development Block Grant funding priorities are developed through a community consolidated planning process as required by HUD.

A Community Development Block Grant (CDBG)

The CDBG program affords residents of the city of Tucson and Pima County with the opportunity to improve their communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons. Grant awards are made to carry out a wide range of community development activities directed toward neighborhood revitalization, community development and the provision of improved community facilities and services. Projects in unincorporated Pima County, Marana and South Tucson are given priority by Pima County. Projects funded by the City of Tucson must be located within the City boundaries. The City of Tucson will require that a realty mortgage be placed on the property for ten (10) years for projects funded in excess of \$25,000.00. See:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/programs

A-1 Income Eligibility

Programs must meet income eligibility requirements by directly benefiting persons with low- and moderate-income; or project must be located in an area where the majority (51%) of the residents are low-and moderate-income.

<u>Number of Persons In Household</u>	<u>Extremely Low Income 30 % Median</u>	<u>Very Low Income 50% Median</u>	<u>Low Income 80% Median</u>
1	\$12,000	\$19,950	\$31,950
2	\$13,700	\$22,800	\$36,500
3	\$15,400	\$25,650	\$41,050
4	\$17,100	\$28,500	\$45,600
5	\$18,500	\$30,800	\$49,250
6	\$19,850	\$33,100	\$52,900
7	\$21,250	\$35,350	\$56,550
8	\$22,600	\$37,650	\$60,200

Above figures are most recent limits from December 18, 2013. Note that these limits are periodically revised by the Department of Housing & Urban Development (HUD). See: <http://www.huduser.org/> for updates.

IV. Proposal

A complete Application must be submitted for each facility in which capital improvement is requested. A complete Application includes the following:

- A.** Cover Letter
- B.** Cover Sheet (Attachment A);
- C.** Completed Application (Attachment B);
- D.** Attachments as requested – see Proposal Checklist on page 9

V. Evaluation Criteria and Selection Process

HCD shall evaluate only those Proposals that, at the time of their submission, meet the minimum qualifications and are deemed complete. Any clarification of an Application shall be requested and responded to in writing.

A panel consisting of staff from the City of Tucson, Pima County, as well as staff from Poster Frost Mirto and Habitat for Humanity will review the Proposals to determine merit, quality and level of priority need based upon the priorities and cost/benefits derived from the assessment. A site visit may be requested to view areas for which agencies seek funding.

Criteria with maximum points attainable:

- A.** Project Approach, Description and Need (20)
- B.** Safe, Healthy and Green Impacts (10)
- C.** Housing Emphasis (10)
- D.** Age of Building (10)
- E.** Organizational Capacity (5)
- F.** Project Time Line (5)
- G.** Site Control (10)
- H.** Operations and Maintenance (5)
- I.** Attendance at Maintenance Collaborative Sessions (5)
- J.** Prior Assistance Through Safe, Healthy and Green (5)
- K.** Capital Improvements (5)
- L.** Budget/Leverage (10)

VI. Supplementary Information and Certifications

Once an award is made and **at the time of contracting**, funded Applicants may be required to submit one or more of the following certifications or certify assurance with the following:

- A. Certificate of Insurance as required by the City and County;
- B. Applicable certifications, accreditations and licenses;
- C. Most recent audit or a financial statement as required.

VII. Proposal Formatting

- A. Proposal should be typed in minimum 11-point font with 1 inch margins.
- B. Use page numbers for the entire proposal.
- C. Submit **one original and one copy** of each proposal. Please **do not** place your proposal in a binder.
- D. Proposals must be signed by an authorized agent (person who has the authority to bind the entity, e.g. President, Chief Executive Officer) of the Applicant.

VIII. Documents

Poster Frost Mirto - Green and Healthy Assessment of Pima County's Emergency Shelters and Transitional Housing: July 23, 2012 is available for viewing at Pima County, 2797 E. Ajo Way, 3rd Floor, Tucson, AZ 85713 from 8:00 AM to 5:00 PM. Please contact either of the following staff for further information:

Gloria Soto, Pima County, at (520) 724-3751 or Gloria.Soto@pima.gov
Anna Steiner, City of Tucson, at (520) 837-5317 or Anna.Steiner@pima.gov

IX. Provisions

Receipt of a proposal does not constitute acceptance of an offer to provide services. The City of Tucson and Pima County reserve the right to:

- A. Make no funding awards.
- B. Make necessary program activity adjustments based on final award.
- C. Renew contract(s) for up to one subsequent one-year period if applicable to funding source.

COVER SHEET
Safe Healthy Green Environments for Transitional and Shelter Housing

Legal Name of Applicant, Agency: _____

Agency Mailing Address: _____ Zip: _____

501©(3) or 501©(4) Certification ____ Yes ____ No Faith-based organization? ____ Yes ____ No

Federal Tax ID #: _____ Date of Incorporation: _____ DUNS #: _____

Project Location: _____ **Zip:** _____

Tax Code(s) of Subject Property: _____ Ward number (if applicable) _____

Name of Facility (if applicable): _____ Census Tract: _____

CDBG Funding Request: \$ _____ **(Maximum request \$50,000)**

Other Agency Funds/Leverage: \$ _____

TOTAL PROJECT COST: \$ _____

Are Funds Requested used as a: Match Leverage N/A

Proposed Repairs are: Planned Delayed Emergency

Describe project in 100 words or less:

Name and Title of Contact Person for this Proposal: _____

E-Mail: _____

Telephone Number: _____ Cell: _____ Fax: _____

By completing this box, agency confirms that the person responding to this RFP is authorized on behalf of the organization to apply for grant funding, all information provided is accurate and complete and the organization will comply with all contract requirements if funding is awarded. Incomplete proposals may be disqualified.

Official's Signature

Date

Typed Name of Authorized Official

Title

Proposal – Limit 4 pages

Project Description

A. Project Approach, Description and Need (Maximum Points: 20)

Provide full address of agency facility. Attach a site map identifying location of proposed improvements.

Clearly describe how the CDBG funds (maximum \$50,000) will be used to correct found deficiencies in the Poster-Frost-Mirto report. Outline the existing condition and age of those systems for which rehabilitation/replacement is sought.

How will your project impact the affordability or sustainability of the facility? (HUD performance outcome)

Who is the target population at your facility, and how many clients are served annually?

Who will be the main beneficiaries of this project – clients or agency?

What will the estimated benefits/savings be due to these improvements? How have you calculated this figure?

Why should an investment be made in this project at this time?

B. Safe, Healthy and Green Impacts (Maximum Points: 10)

Detail how the investment will increase the safety, healthy and green attributes of the facility and if your agency will also undertake weatherization activities. Is the investment part of a broader strategy for the property? Is this a multi-year project that is broken down in phases? If there will be unmet needs after a SH&G investment in the property, how will they be evaluated and prioritized by your organization?

C. Housing Emphasis (Maximum Points: 10)

What type of facility is being proposed for rehabilitation? Is it an emergency or transitional shelter? (10 points) or Long Term Rental Housing? (5 points). Provide information as follows:

Multi- Unit

- 1) Number of housing units
- 2) Square feet of each unit
- 3) Square feet of total property under roof
- 4) Square feet of entire property
- 5) Complete the following table

Number of bedrooms		Baths		Number of units on this facility with this configuration	
Number of bedrooms		Baths		Number of units on this facility with this configuration	
Number of bedrooms		Baths		Number of units on this facility with this configuration	

Mass Shelter

- 1) Square feet of total property under roof
- 2) Square feet of entire property
- 3) Occupancy limit

D. Age of Building/Prior Improvements (Maximum Points:10)

What year was your facility built? Have any major improvements (over \$15,000) been made to the facility in the past 5 – 7 years? What funding source? Have City or County funds been received previously for this project? If 'Yes' provide date, amount and purpose/benefit.

Describe the exterior grounds at this facility.

If facility was built before 1978, please provide lead based paint information (if known).

E. Organizational Capacity (Maximum Points: 5)

Describe your agency's organizational skills, experience and resources necessary to implement and manage the proposed rehabilitation project. Describe staff's roles, responsibilities, education and experience and identify the program manager.

F. Project Time Line (Maximum Points: 5)

Is the project shovel ready; can it be completed within 9 months of the fully executed contract? Provide clearly-defined milestones for all activities. If the project needs building plans, what has the Agency done, to date, for this purpose? If the project needs building permits, where is the agency in the process of acquiring the permits?

G. Site Control (Maximum Points:10)

Does your agency currently have clear site control of the subject property for a minimum of 10 years? Is the facility owned by City of Tucson, Pima County or your agency? Is there a mortgage? If 'Yes', provide details as to amount owed and term of mortgage. Is the property leased? If 'Yes', describe lease agreement, amount and term. Does your agency have owner's authorization for improvements?

H. Operations and Maintenance (Maximum Points: 5)

Does the agency have a long-term maintenance plan for the on-going management of the property? When was it created? Describe your maintenance policy procedures and provide copies of past three years of past maintenance plans. Does your agency have maintenance staff? If 'Yes', how many FTEs and what are their skills, knowledge and training? How will you meet future training needs to maintain the intended project?

I. Attendance at Maintenance Collaborative Sessions (Maximum Points: 5)

Describe your agency's attendance and participation at Maintenance Collaborative meetings? Were any changes made as a result of those sessions? Points will be allocated as follows: 10+ sessions: 5 points, 9 - 5 sessions = 4 points, 4 – 1 sessions = 3 points.

J. Prior Assistance Through Safe, Healthy and Green (Maximum Points: 5)

Has agency been previously funded through a City/County SHG grant? If 'Yes', provide name of funded project and amount of funding allocated. Up to 5 points will be allocated to those agencies that have not been previously funded.

K. Capital Improvement Plan (Maximum Points: 5)

Does agency have an adopted Capital Improvement plan? Has it been regularly updated? Were any facility improvements identified in the PFM study undertaken within the past 3 years with non-CDBG funds?

Does the agency have a capital reserve plan for this facility? Provide date plan created/last updated and outline the role of the Board of Directors in overseeing policies.

L. Budget/Leverage (Maximum Points: 10)

Provide a detailed project budget and confirm that payment of Davis Bacon wage rates has been taken into account. Include details of other funding source(s) and describe materials, supplies or staff funding leveraged. *Maximum request from CDBG funds is \$50,000.*

Cost Category	Requested Amount	Funds from other Sources	Total Project Cost
Construction Costs			
Rehabilitation			
New Construction			
Site Improvement			
Professional Services			
Architect			
Engineer			
Other			
Total			

Note:

- CDBG funds cannot be used to pay agency staffing costs to manage or perform this rehabilitation project
- Attach copies of three (3) dated cost estimates for this proposal, performed by professional contractors, architects or engineers
- All work performed must be conducted by a licensed contractor paying Davis Bacon wage rates (in most cases). If you have questions, please contact the City or County concerning this requirement
- Attach copies of the following documentation to your proposal:
 - Total Agency Budget, last 3 years
 - Total Agency Operation & Maintenance budget, last 3 years
 - Total Agency Capital Improvement Budget, last 3 years

SAFE, HEALTHY AND GREEN ENVIRONMENTS FOR TRANSITIONAL AND SHELTER HOUSING

RFP CHECKLIST

- 1) Have you completed: Attachment A: Cover Sheet (1 page)
Attachment B: Proposal (4 pages)
- 2) Have you attached?
 - a) Map clearly identifying project location/site of improvements
 - b) Copy of property lease (if applicable)
 - c) Total Agency Budget, last 3 years (FY 2015, FY 2014 and FY 2013)
 - d) Total Agency Operation & Maintenance budget, last 3 years
 - e) Total Agency Capital Improvement Budget, last 3 years
 - f) Three (3) dated cost estimates for this proposal (ensure that payment of Davis Bacon wage rates is taken into account)
- 3) Did you provide ONE signed original and ONE copy of the entire packet?

Thank you.

If you have project questions, or need assistance, please contact:

Anna Steiner, City of Tucson Project Coordinator
Telephone: (520) 837-5317
Anna.Steiner@tucsonaz.gov

Or

Gloria Soto, Pima County Project Coordinator
Telephone: (520) 724-3751
Gloria.Soto@pima.gov