



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

Request for Proposal: November 17, 2016

Proposal number: CDNC-HCD-11-17-16-CDBG-SHG

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

Program Years: FY 2017-2018

Issue Date: November 17, 2016

Proposals Due: Friday, January 27, 2017 at 4:30 P.M., Mountain Standard Time

Submit One Signed Proposal and One Complete Digital Copy in a sealed envelope clearly marked on the outside with the Proposal number, title, due date, time and Applicant's name to:

Erin Badger, Special Staff Assistant
Community Development and Neighborhood Conservation Department
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

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://webcms.pima.gov/cms/One.aspx?portalId=169&pageId=24903>

Applicants are required to check the above Pima County RFPs and Funding Opportunities website link, prior to the due date for addenda and/or additional information to ensure that the Proposal incorporates all requirements. Prospective applicants may also pick up a copy of the Proposal Monday through Friday, 8 am to 5 pm MST, at the above address.

DESCRIPTION: The City of Tucson and Pima County are collaborating to address capital needs of the 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 at a future point in time, please contact Pima County staff to inquire about how to be included in the report.

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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 at a future point in time, they may apply to be listed within the Assessment. Agencies should contact Erin Badger, Special Staff Assistant, or John Matheny, Program Coordinator at 520-724-6767 for further information.

II. Funding

The Safe, Healthy and Green Environments for Transitional and Shelter Housing is a five-year initiative supported by US Department of Housing and Urban Development (HUD), Community Development Block Grant (CDBG), and allocations from the City of Tucson and Pima County. Both the City of Tucson and Pima County have committed to program one million dollars over the five years at \$150,000 and 100,000 respectively per year. This RFP will program FY 17-18 CDBG funds; in addition, pre- awarded projects may be incorporated into both the City of Tucson and Pima County's FY 17-18 Annual Action Plan to HUD.

III. Description of Fund Source, Jurisdictional Priorities, Income Eligibility

The CDBG program presents to residents of the City of Tucson and Pima County the opportunity to improve their communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities; predominantly for low-and moderate-income persons. Grant awards are distributed in order to carry out a wide range of community development activities aimed at neighborhood revitalization, community development and the provision of improved community facilities and services.

CDBG funding priorities are developed through a community consolidated planning process as required by HUD. Projects funded by the City of Tucson must be located within the city boundaries. Pima County prioritizes funding projects located within unincorporated Pima County, South Tucson, Marana, Sahuarita, and Oro Valley. 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. Pima County also requires an agency to retain title to and operate the project as a public facility to provide services for low-to-moderate income persons for a period of five (5) years via execution of a *Performance Deed of Trust and Assignments of Rents* for the amount of CDBG funds invested.

Finally, projects must meet income eligibility requirements by directly benefiting persons with low- and moderate-income; or project must be located in an area where a majority (51%) of the residents have been identified as low-and moderate-income.

<u>Persons in Family</u>	<u>Extremely Low Income 30 % Median</u>	<u>Very Low Income 50% Median</u>	<u>Low Income 80% Median</u>
1	11,900	19,850	31,750
2	16,020	22,700	36,300
3	20,160	25,550	40,850
4	24,300	28,350	43,350
5	28,440	30,650	49,000
6	32,580	32,900	52,650
7	35,200	35,200	56,250
8	37,450	37,450	59,900

Above figures are most recent income limits as of 2016. Note that these limits are periodically revised by the Department of Housing & Urban Development (HUD). See: <http://www.huduser.gov/> for updates.

IV. Proposal Application

A complete Application must be submitted for each facility in which CDBG capital public facility improvements are requested. A complete Application must include 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
- E. PDF version of entire Application, including attachments on CD or other media.

NOTE: The digital copy will be distributed to and evaluated by the review panel. The hardcopy original will be filed separately as a reference.

V. Evaluation Criteria and Selection Process

Pima County and City of Tucson staff will only evaluate Proposals that are complete and meet the minimum qualifications at the time of submission. Any clarification of an Application shall be requested and responded to in writing or via email correspondence.

A panel, comprised of City of Tucson, Pima County, Poster Frost Mirto, and Habitat for Humanity Tucson staff will review the Proposals to determine merit, quality and the extent of need based on the priorities and cost/benefits derived from the Assessment.

Criteria with maximum points attainable:

1. Project Approach, Description and Need (20)
2. Safe, Healthy and Green Impacts (10)
3. Housing Emphasis (10)
4. Age of Building (5)
5. Organizational Capacity (10)
6. Project Time Line (5)
7. Site Control (5)
8. Prior Assistance Through Safe, Healthy and Green (5)
9. Attendance at Habitat for Humanity Tucson facilitated Collaborative Workshop sessions (5)
10. Operations and Maintenance (10)
11. Capital Improvements / Sustainability & Reserve Plan (10)
12. Budget/Leverage (5)

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.
- D. If applicable, excerpt copies of Agency policies and procedures as the pertain to:
 1. Facility Operation and Maintenance
 2. Facility Capital Improvement Program
 3. Sustainability / Reserve Plan

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. Copy and paste just the Question title, i.e. "1. Project Approach, Description and Need (20)," into your proposal and not the clarifying questions.
- D. Submit **one original and one PDF complete digital copy**. Please **do not** place your proposal in a binder. The digital PDF version will be distributed for review, but not the hard copy. Please keep this in mind if the proposal includes color.
- E. 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

The Poster Frost Mirto, *Green and Healthy Assessment of Pima County's Emergency Shelters and Transitional Housing: July 23, 2012* has been attached to this document and a hardcopy is also available for viewing from 8:00 AM to 5:00 PM at Pima County Kino Service Center, 2797 E. Ajo Way, 3rd Floor, Tucson, AZ 85713. Please contact either of the following staff for further information:

Erin Badger, Special Staff Assistant; (520) 724-6767; erin.badger@pima.gov

John Matheny, Program Coordinator; (520) 724-8779; john.matheny@pima.gov

Peter J. Lee, Residential Rehabilitation Project Coordinator; (520) 837-5332;
pete.lee@tucsonaz.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.
- D.** Pre-award projects for FY 16-17 HUD CDBG funding via the City of Tucson and Pima County respective FY16-17 Annual Action Plans.

Safe Healthy Green Environments for Transitional and Shelter Housing

Legal Name of Applicant, Agency: _____	
Agency Mailing Address: _____	Zip: _____
501(c)(3) or 501 (c)(4) Certification ____ Yes ____ No Faith-based organization? ____ Yes ____ No	
Federal Tax ID #: _____	Duns #: _____
Date of Incorporation: _____	Is your agency in good standing with ACC? ____ Yes ____ No (Please see: http://ecorp.azcc.gov/)
Agency's Annual Budget: \$ _____	Agency's Facility O&M Budget: \$ _____
Agency's CIP Budget: \$ _____	Agency's Sustainability/Reserve Budget: \$ _____
Project Name: _____	
Project Location: _____	Zip: _____
Tax Code(s) of Subject Property: _____	Census Tract: _____
CoT Ward Number (if applicable) _____ Pima County Board of Supervisor District _____	
CDBG Funding Request (Maximum request \$50,000):	\$ _____
Amount of matched or leveraged funds <u>committed</u> to the project:	\$ _____
Provide a one sentence description of the Project. _____	

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

1. Project Approach, Description and Need (Maximum Points: 15)

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 Assessment. 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?

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?

2. Safe, Healthy and Green Impacts (Maximum Points: 15)

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?

3. Housing Emphasis (Maximum Points: 5)

What type of facility is being proposed for rehabilitation? Is it an emergency or transitional shelter? (5 points) or Long Term Rental Housing? (3 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

Mass Shelter

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

Complete the following table for either a Multi-Unit or Mass Shelter:

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	

4. Age of Building/Prior Improvements (Maximum Points: 5)

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 was the 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).

5. 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 project manager for this project.

6. 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?

7. Site Control (Maximum Points: 5)

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”, please provide mortgage details including amount owed and the term. Is the property leased? If “Yes,” please describe lease agreement, amount and term. In addition, if the property is leased, please provide clarification and attach documentation—e.g. a signed letter—that owner is willing to have public facility improvements made on the subject property, and is in agreement that a mortgage or lien will be placed on the property for the amount of the CDBG investment.

8. 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 the funded project and amount of funding allocated. Up to 5 points will be allocated to those agencies that have not been previously funded.

9. Attendance at Habitat for Humanity Tucson facilitated Collaborative Workshop sessions (Maximum Points: 5)

Describe your agency’s attendance and participation at Collaborative Workshops facilitated by Habitat for Humanity Tucson. Were there any changes made as a result of those sessions? Points will be allocated as follows: 10+ sessions: 5 points; 3 - 5 sessions = 3 points; 2 – 1 session = 1 point. For consideration of additional points: describe other Collaboration participation i.e. e-mails, texts, phone conversations with partner agencies e.g. regards to donated paint or materials, vendors, etc.

10. Operations and Maintenance (Maximum Points: 15)

What is the agency’s plan to operate and maintain these units effectively? Does the agency have a long-term maintenance plan for the on-going management of the property? When was it created? Briefly describe your agencies operations and maintenance policies and procedures, and provide copies of past three years of past maintenance plans if available. Does your agency have maintenance staff? If ‘Yes’, how many FTEs and what are their skills, knowledge and training? How will your agency meet future training needs to maintain the intended project?

11. Capital Improvement Plan / Sustainability Reserve Plan (Maximum Points: 15)

What is the agency’s plan to sustain and replace these improvements? Does agency have an adopted Capital Improvement Plan? Has it been regularly updated? Were there 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 to sustain this facility? Provide date plan was created or last updated. Outline the role of the Board of Directors has in overseeing capital facility investment policies.

12. Budget/Leverage (Maximum Points: 5)

Provide a detailed project budget that confirms the procurement and incorporation Davis Bacon prevailing wage rates. Include details of other funding source(s) and describe materials, supplies or staff funding leveraged. Please list construction activities the project is requesting and leveraging funds, e.g. HVAC, Water Harvesting, Windows, etc.

Cost Category	Requested Amount	Funds from other Sources	Total Project Cost
Professional Services			
Architect			
Engineer			
Construction Activity			
[Enter Activity]			
[Enter Activity]			
[Enter Activity]			
Other			
Total			

Notes:

- CDBG funds may not be used to pay agency staffing costs to manage or perform this Safe, Healthy & Green rehabilitation project
- At minimum, attach at least one (1) dated cost estimate for this proposal performed by professional architectural or engineering firm or registered contractor. One cost estimate is the minimum; however, up to three estimates is preferred. Proposals, bids or estimates from licensed contractors must include their ROC# from the Arizona Registrar of Contractors; in

addition to, confirming the incorporation of Davis Bacon prevailing wage rates. If you have questions, please contact the City or County concerning this requirement.

- Please attach a Summary Budget Worksheet documenting the following information to your proposal:
 - Total Agency Budget, last 3 years
 - Total Agency Operation & Maintenance budget, last three years
 - Total Agency Capital Improvement Budget, last three years
 - Total Sustainability / Reserve Budget, last three years
- Please attach any Board of Director approved policies or procedures excerpts as they pertain to agency facility:
 - Operations and Maintenance Plan
 - Capital Improvement Program
 - Sustainability / Reserve Budgeting

**SAFE, HEALTHY AND GREEN ENVIRONMENTS FOR
TRANSITIONAL AND SHELTER HOUSING**

- 1) Have you completed: Attachment A: Cover Sheet (1 page)
 Attachment B: Proposal (4 pages)

- 2) Have you attached the following?
 - a) Site plan map clearly identifying project location/site of improvements.
 - b) If applicable, copy of property lease, in addition to, letter from property owner allowing improvements and liens/mortgages on property.
 - c) Summary worksheet including the following information:
 - i. Total Agency Budget, last 3 years (FY 2015, FY 2014 and FY 2013)
 - i. Total Agency Operation & Maintenance budget, last 3 years
 - ii. Total Agency Capital Improvement Budget, last 3 years
 - iii. Total Sustainability/Reserve Budget, last 3 years

 - d) Excerpts or page copies of Agency Board of Director approved policies and procedures at they pertain to:
 - i. Operations and Maintenance Plan
 - ii. Capital Improvement Program
 - iii. Sustainability / Reserve Budgeting

 - e) At minimum one (1) dated cost estimates for this proposal, two (2) or three (3) is preferred.

- 3) Did you provide ONE signed original and PDF digital copy, including all attachments, of the entire packet?

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

Peter J. Lee, Residential Rehabilitation Project Coordinator
Telephone: (520) 837-5332
pete.lee@tucsonaz.gov