

HOUSING AUTHORITY OF ELGIN

REQUEST FOR QUALIFICATION (RFQ)

HOUSING ADMINISTRATION & TECHNICAL  
PROGRAM MANAGEMENT SERVICES

FILE: RFP # 2023-01

Issue Date: May 9, 2023

Due Date: May 23, 2023 @ 4:00 p.m.

HOUSING AUTHORITY OF ELGIN  
130 S. STATE STREET  
ELGIN, IL 60123

**COMPREHENSIVE HOUSING ADMINISTRATION & TECHNICAL PROGRAM  
MANAGEMENT SERVICES- (RFQ)**

**INTRODUCTION**

The Housing Authority of Elgin (HAE) is a public housing agency established under the United States Housing Act of 1937/310 ILCS 10 Housing Authority Act. Its mission is to provide quality affordable housing for low- to moderate-income families, and to make public housing in Elgin a "housing of choice." The Authority currently administers a diverse program that includes an Affordable Housing Program consisting of 224 units of Low-Income Housing Tax Credits (RAD) program, a Housing Choice Vouchers program that administers 1200 vouchers, and several Project Based Voucher deals in Kane County.

HAE is seeking proposals and price quotations from professional consultants experienced in all aspects of LITHC, Section 8, and Real Estate Development & Financing, to assist the Authority's Central Office Cost Center in its day- to-day operations as well as the long-term vision and sustainability of the agency.

**SCOPE OF SERVICES**

HAE is seeking a firm to provide Program Management Services. HAE plans to structure a contract so that is inclusive of "Primary" services - which will be provided on an ongoing basis, and/or "Technical" services that will task order driven. The list of subject areas is inclusive of both Primary and Special services. The service structure shall be delineated during contract negotiations.

The narrative descriptive scope of work is designed to provide examples of the various areas of performance and does not delineate between Primary and Special services.

1. Housing Choice Voucher Program Technical Assistance - HCV program technical assistance may include: HAP policy review and revisions, HQS inspection improvement analysis, voucher utilization analysis and strategy, SEMAP training and tracking.

2. Central Office General Administration - Central office general administration activities may include: website improvements and modifications, staff and board retreat facilitation, desk auditing, job description creation and modifications, grant writing, personnel policy development, operational procedure development, professional personality profile and leadership development, strategic planning, etc.

3. Development, Rehabilitation, and/or Redevelopment - Real Estate development activities may include: feasibility/market analysis, development conceptualization, Low Income Housing Tax Credit application development, development of Choice Neighborhoods or similar HUD development grant proposals, and property acquisitions.

4. Compliance - Compliance tasks may include: Internal audits, SEMAP, Fee Accounting, Procurement, REAC, and State & Federal Reporting systems.

5. Supportive Services - Resident supportive services tasks may conclude: LIPH and HCV Family Self Sufficiency and ROSS grant application submissions, case management program analysis, non-HUD proposal development, FSS case management tracking analysis and recommendations and relocation activities associated with development.

6. Procurement- Procurement activities may include: drafting various scopes of work, providing independent cost estimates, updating and maintaining preferred vendor lists, conduction internal procurement file audit, proving procurement file checklist, assisting in issuing notices to proceed and contract close-outs.

7. Maintenance Planning & Implementation -Assist with drafting and implementation of an agency Maintenance Plan, inclusive of staffing, routine and seasonal work, annual inspections, unit turn around, work order intake and closing, preventative maintenance and emergency repairs.

## **PROPOSAL STRUCTURE AND RANKING CRITERIA**

Please respond with a proposal, which must include responses based on the following format:

1. **Introduction:** Provide a brief and general introduction of the individual/firm proposing to provide Program Management Services. (5 PTS)

2. **Experience and Qualifications:** Provide examples of experience in various LIHTC, HCV, real estate development, financing, and general central office administration activities with PHA 's. (20 PTS)
3. **Personnel:** Provide resumes of person(s) that will be performing work under this engagement. (25 PTS)
4. **Approach:** Provide a description of the respondent's approach to the Program Management work. (15 PTS)
5. **Cost Proposal:** Provide a cost breakout that includes fully burdened labor rates for labor categories. Due to the fact that a specific scope cannot be priced, HAE will evaluate this section on fully burdened labor rates for up to five (5) labor categories. (20 PTS)
6. **Section 3 Plan:** Provide in narrative form your approach to Section 3. (5 PTS)
7. **References:** provide three (3), which include contact person, brief description of the engagement, contact information. {10 PTS}

Bonus points: In keeping with the American Reinvestment and Recovery Act, additional consideration will be given to MBE/WBE/SDBE firms.

#### **ADDITIONAL EXHIBITS**

Respondents are to provide the following IHC/HUD Certifications:

- Vendor Authorization Form
- Non-Collusive Affidavit
- Sole Proprietor Authority
- HUD-5369-B
- HUD-5370-C (Part 1 & 2)

#### **RFQ/REVIEW**

After the initial proposal review, some of the companies that have responded may be asked to be available for interview. At the sole discretion of HAE, a meeting may be scheduled to discuss the proposal with the highest-ranking proposers. If so, those companies will be given no less than three (3) business days' notice along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

Please provide one original and two (2) copies of your proposal in a sealed envelope. All proposals must be received by **May 23, 2023** at the below address and labeled as follows:

Proposal for "Housing Administrative Technical Services"

Executive Director  
130 S. State St.  
Elgin, IL 60123

**Electronic submissions or fax submissions are not accepted and will be deemed unresponsive.**

**CANCELLATION OF THE RFP**

HAE reserves the right to cancel this RFQ at any time, for any reason, and without penalty of cancellation if it is deemed to be in the best interest of the HAE. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

**TERM OF CONTRACT**

The HAE intends to award a contract for its requirements as follows:

The term of the Contract shall be for two (2) years. At HAE's option, an extension may be executed extending the Contract for up to three (3) additional one-year periods, along with appropriate adjustments in compensation. In submitting a Proposal, the Proposer understands that there is no guarantee of any dollar resulting from this solicitation. The Contractor shall perform its services as outlined in the scope of work in a prompt and timely manner and shall commence performance upon receipt of written Notice-To-Proceed from HAE. The Notice-To-Proceed shall set forth the precise date of commencement of the work. The Contractor shall make its non-exclusive services available during the entire contract period.

The HAE may award the contract at a time other than that stated in the Schedule. In which case HAE, at its option, and may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration as fore stated.

**QUESTIONS REGARDING THIS RFQ**

Questions will be taken until May 16, 2023 Direct your questions to Mr. Martell V. Armstrong, at 847-742-3853. Additionally, questions can be emailed prior to the aforementioned date to [marmstrong@haelgin.org](mailto:marmstrong@haelgin.org).

This solicitation does not commit the Housing Authority of Elgin to award a contract, to pay any costs incurred in the preparation of a response, or to contract for the services. The Inkster Housing Authority reserves the right to accept or reject any or all responses received as a result of this request, to waive informalities, to negotiate with all qualified consultants, or to cancel in part or in its entirety, if it is in the best interest of the Housing Authority to do so. The selected consultant will be asked to enter into a Professional Services Agreement with the Housing Authority of Elgin.

**VENDOR AUTHORIZATION FORM**

ASSIGNMENTS: A vendor shall not assign any contract or any monies due therefrom without prior approval of the Housing Authority of Elgin. Contact the Purchasing Agent for proper procedure.

Unsigned proposals cannot be considered

IF FURTHER DESCRIPTION OF THIS PROPOSAL, WE SUBMIT INFORMATION IDENTIFIED AS FOLLOWS:

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SUBMITTING PROPOSAL UNDER THE NAME OF:

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(Print Full Legal Name)

(Contract will be issued and payment will be made only in the name above)

ADDRESS:

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

PAYMENT ADDRESS: (If different from above address)

\_\_\_\_\_ ZIP CODE \_\_\_\_\_

FEDERAL EMPLOYER IDENTIFICATION NUMBER:

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**NON-COLLUSIVE/ NON-IDENTITY OF  
INTEREST AFFIDAVIT**

I, \_\_\_\_\_ being first duly sworn, disposes  
and says:

(1) That said named person is

\_\_\_\_\_ (a partner or officer of the firm, of etc.)  
the party making the foregoing proposal or bid; (2) that such proposal or bid is genuine  
and not collusive or sham; that said bidder has not colluded, conspired, connived or  
agreed, directly or indirectly, with any bidder or person, to put in a sham-bid or to  
refrain from bidding, and has not in any manner, directly or indirectly sought by  
agreement or collusion, or communication or conference, with any person, to fix the bid  
price or affiant or of any other bidder, or to fix any overhead, profit or cost element of  
said bid price, or of that of any other bidder, or to secure any advantage against the  
Inkster Housing Commission or any person interested in the proposed contract; (3) that  
no identity of interest exists or will between Bidder and the Owner or architect, and (4)  
that all statements in said proposal or bid are true.

WARNING: U.S. Criminal Code, Section 1001, Title 18 U.S.C. provides as follows: in any  
matter within the jurisdiction of any department or agency of the United States  
knowingly and willfully falsifies, conceals or covers up by any trick scheme or devise a  
material fact, or makes or uses any false writing or document knowing the same to  
contain any false, fictitious or fraudulent statement of entry shall be fined not more  
than \$10,000 or imprisoned not more than five years, or both.

An identity of interest will be construed to exist:

- (a) If there is any financial interest of the owner in the general contractor;
- (b) If any of the officers or directors of the owner is also an officer, director, or  
stockholder of the general contractor;
- (c) If any officer or director of the owner has any financial interest whatsoever in  
the general contractor;
- (d) If the Service Provider advances any funds to the owner, including providing a  
land option or any of the costs of obtaining a land option;
- (e) If the Service Provider provides and pays, on behalf of the owner, the cost of any  
architectural or engineering services other than those of the surveyor, general



- superintendent, or engineer employed by a general contractor in connection with his/her obligations under the construction contract;
- (f) If the Service Provider has any interest in the owner corporation as part of the consideration for payment;
  - (g) When there exists {or comes into being} any side deals, agreements, contract or undertaking entered into or contemplated, thereby altering, amending or canceling any of the required closing documents;
  - (h) When the contractor or any officer, director, stockholder, or partner of such contractor has any financial interest whatsoever in the architectural firm;
  - (i) When the Service Provider has stock or any financial interest in the contractor;
  - (j) When the contractor or any officer, director, stockholder or partner of such contract provides any of the required services; or where the Service Provider, or any officer, director, stockholder or partner of such services, acts as a consultant to the Service Provider.

IN WITNESS THEREOF, I have set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Bidder, if an Individual

By \_\_\_\_\_  
Signature of Partner, if Bidder is a Partnership

By \_\_\_\_\_  
Signature of Officer, if Bidder is a corporation

Title \_\_\_\_\_  
Title of Officer, if Bidder is a corporation

SOLE PROPRIETOR AUTHORITY

I, \_\_\_\_\_ on behalf of

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
{Name of Company/Business}

DO **HEREBY** CERTIFY that I am authorized to execute and deliver, in the name and on behalf of the Company any agreement or other instrument or document in connection with any matter or transaction, the execution and delivery of any agreement, document or other instrument.

IN WITNESS THEREOF, I have set my hand this \_\_\_\_ day of \_\_\_\_ 20\_\_.

\_\_\_\_\_  
Sole Proprietor

STATE OF .....

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this\_ day of \_\_\_\_  
20\_\_\_\_, by \_\_\_\_\_ to be the person described in and who  
executed the foregoing instrument and acknowledge that he/she executed the same  
as his/her free and voluntary act of deed.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_