

REQUEST FOR QUALIFICATIONS (RFQ)
Smith Homes Relocation Specialist Consulting Services

The Greensboro Housing Authority (GHA) will accept qualifications for Relocation Specialist Consulting Services for Smith Homes.

Deadline to submit proposal is 4:00 p.m. on Wednesday, July 1, 2020, to:

Deidre Sperling, Regional Property Manager
Greensboro Housing Authority
450 N. Church Street
Greensboro, North Carolina 27401
dsperling@gha-nc.org

RFQ specifications are posted at www.gha-nc.org under Vendors, Current Bids/Request for Relocation Specialist Consulting Services for Smith Homes.

Tina Akers Brown, Chief Executive Officer
Greensboro Housing Authority

The Agency reserves the right to reject any or all proposals. The Agency is an equal opportunity employer and contracting agency.

Request for Qualifications

For

**Smith Homes
Relocation Specialist Consulting Services**

For

GREENSBORO HOUSING AUTHORITY

450 North Church Street
Greensboro, NC 27401

**Response Due
Wednesday, July 1, 2020
4:00 PM EST**

1. INTRODUCTION

The Greensboro Housing Authority (GHA) is seeking a qualified Relocation Consulting firm to perform services related to relocation due to disposition and or demolition of public housing units at Smith Homes. GHA intends to relocate 215 families during the first three (3) phases.

Through a single method Request for Qualifications (RFQ) process, GHA is seeking to identify a qualified relocation consulting firm / team with expert knowledge and demonstrated experience in developing physical sites and who will lead the project site design efforts in creating a nationally recognized affordable housing development project.

To select a qualified Relocation firm, GHA will evaluate submissions based on their experience in performing site development projects for residential projects or other large-scale developments, their capacity to prepare and review the site design and cost estimating features of the project to determine physical, financial, and regulatory feasibility, as well as their implementation plan and approach for evaluating the project and performing on-site verification in a timely manner and within budget.

2. BACKGROUND & OVERVIEW

A. Background

The Greensboro Housing Authority (GHA) which is the third largest Housing Authority in the State of North Carolina with a combined ownership of 21 properties along with the direct management of over 3,060 housing choice vouchers serving over 12,000 families in Greensboro, North Carolina. GHA directly owns and/or manages 2400 public housing units.

GHA, through its development entity Greensboro Housing Management Corporation (“GHMC”) and property management company GHMC Property Management, LLC (“GHMC-PM”), intends to relocate the 390 households currently residing at the existing site (Smith Home), demolish the 99 buildings (430 units), and develop new affordable housing on the existing 49 acres of land.

B. Property Information

The Smith Homes site is located at 707 West Florida Street, Greensboro, NC 27406. The property is bounded by Freeman Mill Road to the west and Randleman Road to the east. The site contains a total of 428 public housing units and two non-residential units, plus a community building. All units are in low-rise buildings and range in size from one to five bedrooms. The first 400 units were built in 1952, with an additional 30 elderly units were added in 1964. The current occupancy rate is 95%.

Due to the age of Smith Homes’ structures, GHA desires to redevelop project and a create a multi-phased mixed income residential development that is a contributor to the city of Greensboro.

C. Project Information

Greensboro Housing Management Corporation (GHMC) intends to develop The Arbors at South Crossing (formerly Smith Homes public housing) redevelopment project which will consist of approximately 49-acre property (of which 29 acres are located on the north side of Florida street

and 22.84 acres are located on the side of Florida Street), "The Project. The Project will consist of 5 phases in which first three (3) phases located on the north side of Florida Street are currently being considered for low income housing tax credits, which will be awarded in August 2020. The RFQ is for the first three (3) phases only.

The buildings will comprise of garden style walk-up units, direct-access units and townhome units which will front Freeman Mill Road (the main transportation arterial into Downtown Greensboro, NC). The buildings will be sufficiently set back with proper frontage to the street with sufficient parking and natural landscaping buffer from adjacent land uses. The residential units will contain the comparable market rate features and amenities. Additionally, the project will contain community amenities for young children (such as playground, tot lots, and splash pads) along with renovated community facility, which will include meeting spaces and computer rooms for the residents.

Additionally, the site is designated as public housing and currently held under HUD controlled land restrictive covenant. GHMC intends to convert the property into a HUD Rental Assistance Demonstration (RAD) conversion for Phase 1 (a 8.67 acre tract located at the Northwest portion of the site) and Phase 2 and 3 (located on the remaining portion of the north side of Florida street) will be converted under the HUD Section 18 (Demolition/Disposition) program (see Exhibit B). The Greensboro Housing Authority will provide project based (HUD Section 8) operating subsidy to the project through a twenty (20) year Housing Assistance Payment (HAP) contract in its capacity as the HUD contract administrator. The relocated residents will have the right to return.

3. SCOPE OF SERVICE

Outlined below is the proposed scope of work with the corresponding tasks and deliverables. Please note that the actual scope of work may not be limited to the exact items listed below:

A. Relocation Planning and Programming

- **Project Management**
 - Participate in community/resident meetings as required by the owner entity.
 - Participate in Project Team meetings.
 - Other duties assigned by owner entity.
 - Provide status reports of relocation project progress at regular intervals as required by the owner entity.

- **Resident Assessments/Case Management**
 - Conduct individual household assessments and gather appropriate information.
 - Used information gathered to determine resident needs, barriers and benefits
 - Provide an appropriate relocation plan, which includes the proposed phasing schedule (see Attachment 'C')
 - Discuss relocation benefits and rights as assigned by HUD's URA guidelines; explain these benefits to residents.
 - Coordinate and educate residents on all relocation activities, benefits eligibility and relocation guidelines.

- **Relocation Plan Development**
 - Relocation plan includes but is not limited to: identify temporary housing options, transportation plans, moving cost, resident activities, and all other cost associated with the relocation process.
 - Contract with other service providers and consultants to support the relocation process: for example, pest control services, professional movers, etc.
 - Prepare and coordinate delivery of appropriate relocation notices.
- B. Ongoing Case Management**
- **File/Recordkeeping /Coordination**
 - Establish and maintain a separate file for each resident.
 - At conclusion of the project, provide copies of completed relocation files (paper and electronic as required) to owner entity.
 - Provide relocation report to owner entity.
 - **Ongoing Resident Case Management**
 - Assist owner entity as necessary in responding to resident grievances, Reasonable Accommodation requests, damage claims, etc. and provide supporting documentation.
 - Monitor resident moves as necessary.
 - Coordinate services with onsite property management and resident services staff as appropriate.
 - **Resident/Community Meetings**
 - Coordinate regularly scheduled resident/community meetings and present status of relocation process.

4. METHOD OF SOLICITATION & SUBMISSION REQUIREMENTS

Submission Requirements

Each response submittal package should include the following

1. Relocation Consulting Service RFQ Questionnaire Form – included as ATTACHMENT A to this RFQ
2. Attachments & Exhibit Package that corresponds to the item in the Questionnaire Form, which include but are not limited to company profile, brochure and resumes of all key members that will be assigned to the project, description and location of projects along with statements on the scope of services rendered on the project, which includes any contingent liabilities, five (5) references from previous projects listed, evidence of insurance certificates based on GHA's insurance requirements.

ATTACHMENT A – RFQ Questionnaire Form is the basis of your response submittal. This form must be completed in its entirety with all of the requested and required attachments for **each type** of product/service. If the response package is incomplete, your submission may be deemed non-responsive.

ATTACHMENT B – Smith Homes Property Information that contain the property profile, site plan, neighborhood and street map.

Email Submission Requirements

GHA must receive **(1) electronic copy** of the complete submission package via email to Sherrell Newman (snewman@gha-nc.org) no later than **4:00 PM (EST), Wednesday, July 1, 2020**. Please note in the email subject line: **Relocation Specialist Consulting Service RFQ Response**

Please include the respondent's name, address, telephone number, e-mail address in the email of the submission. 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 nonconforming. GHA assumes no responsibility or liability for receipt of responses.

Anticipated Schedule

The schedule below represents the anticipated schedule.

RFQ distributed to potential respondents	June 17, 2020
Deadline for receipt of proposals	July 1, 2020
Evaluation of Submissions	July 8, 2020
Selection of Firms and Service Providers	July 15, 2020

5. EVALUATION CRITERIA

- Proposals will be evaluated on the criteria shown below.

Evaluation Criteria	Points
Firm/Staff Experience	30
Firm/Staff Capacity	25
Project Management Approach	15
Cost	20
Workforce Equity and Diversity	10
Maximum Points	100

GHA's RESERVATION OF RIGHTS

GHA reserves the right to:

- 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 GHA to be in its best interest,
- Not to select or make award to anyone with a history of poor performance on projects performed for GHA and or any other client of the submitting firm at the sole opinion and discretion of GHA,

- Terminate a contract awarded pursuant to this solicitation at any time for its convenience upon delivery of a 30-day written notice,
- Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this solicitation,
- Reject and not consider any bid that does not, in the opinion of GHA, 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,
- To make an award to the same bidder (aggregate) for all items; or,
- To make multiple awards to multiple firms for various scopes of work.
- GHA reserves the right to reject all proposals and to re-solicit new proposals should this solicitation fail to produce an acceptable agreement. GHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.
- Further, GHA reserves the right to request additional information from any respondent after the submission deadline. GHA also reserves the right to reject any and all, or parts of any and all, proposals received in response to this RFQ or to cancel or postpone this solicitation process if GHA determines that such rejection, cancellation or postponement is in the best interests of GHA, to request additional information; and to waive any irregularities in this solicitation or in the proposals received as a result of the solicitation.
- 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 RFQ shall be at the sole and absolute discretion of GHA.

BIDDER’S RESPONSIBILITY:

It is the bidder’s responsibility to:

- Carefully review and comply with all instructions provided herein, or provided within any named attachments or addenda.
- Bear all expenses involved with the preparation and submission of RFQ proposals.

6. ATTACHMENTS

- Attachment A: RFQ Questionnaire
- Attachment B: Smith Homes Property Information (Map)
- Attachment C: Proposed Program Phasing Schedule
- Attachment D: Google Earth photo of the site

ATTACHMENT A – RFQ QUESTIONNAIRE FORM

ATTACHMENT A – RFP QUESTIONNAIRE FORM

Smith Homes - Relocation Specialist Consulting Services Questionnaire Form

Solicitation for Qualification Information
Greensboro Housing Authority
March 2020

Firm's Name: _____

Name of Lead Team Member: _____

Address of Main or Corporate Office: _____

	Description	Yes	No	Response	Explanation / Comments	GHA Use Only
EXPERIENCE and CURRENT ACTIVITY						
1	Profiles of the firm's projects and experience working with local public housing authorities and affordable/LIHTC housing providers.					
2	Technical competence & Experience in their profession; Capacity of Staff members and key staff members.					
3	Evidence and past awards and favorable acceptance of services provided.					
4	Certified statement that the firm is not debarred, suspended or otherwise prohibited from professional practice by any federal, state, or local agencies.					
5	Evidence that the firm carries Error and Omissions Insurance.					

Capacity and Readiness						
6	Evidence that the firm can provide the services requested (provided proposed plan of action).					
7	Capability to provide and complete professional services in a timely manner (provide sample schedule and project tracker report)					
8	Past performance (quality, cost control, compliance with performance schedules).					
9	Evidence of community and local government engagement and experience in working with public housing authority residents.					
10	Demonstrated knowledge of federal, state and HUD codes.					

Related Experience and Project Management Approach						
11	Evidence of working with clients and planning partners to develop a feasibility plan that can be reasonably implemented, which includes methods of technology and plan of action for working remotely. Include letters of recognition or references from past clients.					
12	Evidence of past experience to adhering to the necessary regulatory approvals.					
13	Evidence of past experience developing plans that address challenging of the existing property and clientele.					
14	Respondent provides estimated cost for activities. The cost will not be the sole determinant for award of contract.					

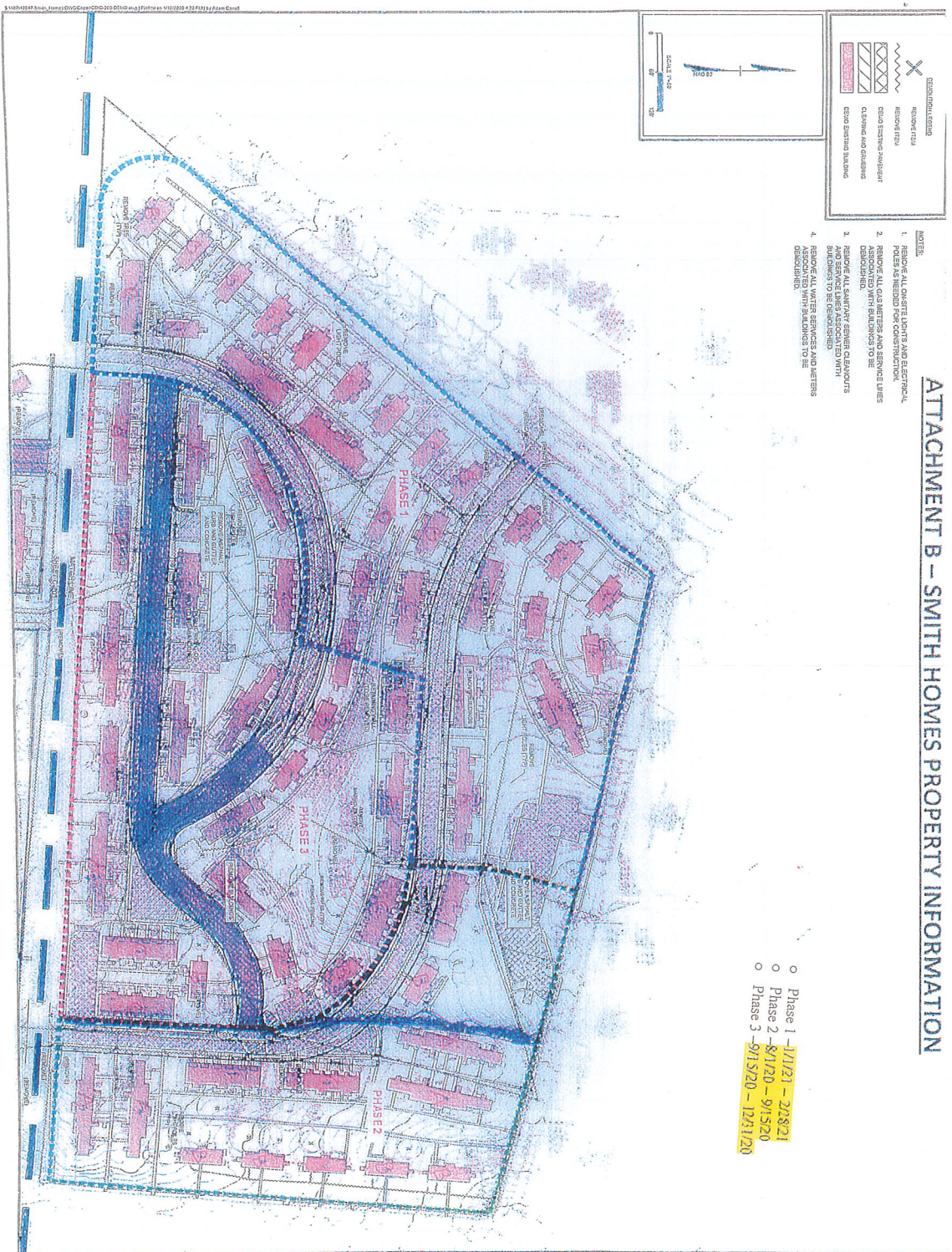
Bonus Items						
	BONUS - MWBE: Is your firm or team member a City, NC recognized Minority/ Women Owned Business (MWBE) firm? Does your firm have the capacity or plan to procure/ partner with registered (City, State recognized) MWBE? Please provide explanation and detailed plan.					
	BONUS - Section 3: Is your firm a Section 3 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.					

Signature: _____

Date: _____

ATTACHMENT B – SMITH HOMES PROPERTY INFORMATION

ATTACHMENT B – SMITH HOMES PROPERTY INFORMATION



ATTACHMENT B – SMITH HOMES PROPERTY INFORMATION

- NOTES**
1. REMOVE ALL ON-SITE LIGHTS AND ELECTRICAL.
 2. REMOVE ALL EXISTING SANITARY AND SEWER LINES ASSOCIATED WITH BUILDINGS TO BE DEMOLISHED.
 3. REMOVE ALL SANITARY SEWER CLEANOUTS AND SEWER LINES ASSOCIATED WITH EXISTING BUILDINGS TO BE DEMOLISHED.
 4. REMOVE ALL WATER SERVICES AND SYSTEMS ASSOCIATED WITH BUILDINGS TO BE DEMOLISHED.

- o Phase 1 - 1/1/21 - 2/28/21
- o Phase 2 - 8/1/20 - 9/15/20
- o Phase 3 - 9/15/20 - 12/31/20

TIMMONS GROUP
NORTH CAROLINA LICENSE NO. C-1652

YOUR VISION ACHIEVED THROUGH OURS.

THIS DRAWING PREPARED AT THE
GREENWOOD OFFICE
8043 W. York Street, Suite 100, Greenwood, NC 27030
TEL 336.662.0411 FAX 336.662.0420 www.timmons.com

NOT FOR CONSTRUCTION

ARBORS AT SOUTH CROSSING - DESIGN DEVELOPMENT
CITY OF GREENWOOD - NORTH CAROLINA
DEMOLITION PLAN - NORTH

DATE	REVISION DESCRIPTION

DATE	BY	APPROVED BY

This plan and all drawings are prepared by the architect and engineer in accordance with the provisions of the North Carolina Professional Practice Act and the rules and regulations of the Board of Architectural and Engineering Examiners of the State of North Carolina. The architect and engineer are not responsible for the accuracy of the information provided by the client or for the accuracy of the information provided by the contractor. The architect and engineer are not responsible for the accuracy of the information provided by the contractor.

ATTACHMENT C – PROPOSED PROGRAM PHASING

ATTACHMENT C – PROPOSED PROGRAM PHASING

- Phase 1 – 1/1/21 – 2/28/21
- Phase 2 – 8/1/20 – 9/15/20
- Phase 3 – 9/15/20 – 12/31/20

ATTACHMENT D

