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Lead & Healthy Homes Program
Pre-Proposal Submission Virtual Workshop

Temporary Relocation RFP

September 23, 2020
10:00 AM

Agenda

- Welcome & Introductions
- Logistics
- City of Durham Affordable Housing Goals
- Lead-based Paint Hazard Reduction & Healthy Homes Grant
- Overview of Request for Proposal
- Request for Proposal Schedule
- Summary
- Questions and Answers



City of Durham Affordable Housing Goals



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City of Durham Affordable Housing Goals

1. Preserve and expand supply of affordable rental units and rental assistance, with a focus on households <50% Area Median Income (AMI).
2. Maintain affordability and protect very low-income households in neighborhoods experiencing significant housing cost increases.
3. Engage the larger Durham community to make affordable housing a citywide priority.



Lead-based Paint Hazard Reduction (LHR) and Healthy Homes Grant

- Awarded by the U.S. Department of Housing and Urban Development (HUD) in the amount of \$3,258,748, which consists of federal funds and City of Durham General Funds.
- **Purpose of the funding:**
 - Protect children under 6 and their families from Lead-based paint hazards.
 - Rehabilitate homes to provide safe and healthy housing for low income residents.
 - Provide Lead Inspection, Risk Assessments and Remediation.



Overview of Request for Proposal (RFP)



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Overview of RFP

The U.S. Department of Housing and Urban Development (HUD) Lead Safe Housing Rule provides requirements for occupant protection during lead hazard reduction activities. Relocation to a temporary unit may be required. To ensure the successful completion of the program's goals, the City of Durham (the City) is requesting proposals to administer **Temporary Relocation** Services during Lead Hazard Control activities to affected households through this RFP.

The contract will have a maximum (ceiling) value of **\$18,000**.

As a result of this award, up to **90** households may be relocated.



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Scope of Work

- Preparation and timely issuance of all HUD required notices to property owners and tenants.
- Provide patient and attentive guidance to participating families, including but not limited to corresponding with participants as needed.
- Facilitate and coordinate temporary placement with hotel vendor.
- Interface with rehab specialist and contractors as needed.



Scope of Work (cont.)

- Maintain client confidentiality and ensure no client-specific information is disclosed to any party outside those officially involved in the performance of the tasks critical to this project.
- Develop and maintain a process to securely store, at all stages of the project, hardcopy and electronic project information and work products that contain confidential data until turned over to the City or at the end of the contract.



Primary Audience

- Low income homeowners of properties built before 1978.
- Households where children under age 6 reside or spend a significant amount of time (based on EPA definition of a child-occupied facility).
- Owners of high-risk properties (properties where elevated lead levels have been detected or suspected).
- Homeowners whose gross household income does not exceed 80% of the Area Median Income (AMI) for the Durham Metropolitan Statistical Area (MSA), based on household size.



Primary Audience (cont.)

- Rental properties must meet all property requirements and renter's income must meet household income requirements. At least 50% of the units must be occupied by or made available to families with incomes at or below 50% of the area median income level. The remaining units shall be occupied or made available to families with incomes at or below 80% of the area median income level.
- In all cases the landlord shall give priority in renting units assisted under this section, for not less than 3 years following the completion of lead abatement activities, to families with a child under the age of six years. Buildings with five or more units may have 20% of the units occupied by families with incomes above 80% of area median income.



Proposed Contract Type

- The City expects to negotiate a firm fixed fee and enter into a contract for Temporary Relocation service(s) selected through this RFP.
- This contract is expected to have a duration of 30 months.
- The contract will have a maximum (ceiling) value of \$18,000 for 90 relocations at \$200 per relocation.



Underutilized Business Enterprises (UBE)

- City of Durham encourages the participation of UBE, Minority and Women-Owned enterprises in contract opportunities.
- HUD Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. Registered Section 3 firms are encouraged to participate in this Request for Proposal.



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Minimum Requirements

- Eligible applicants include nonprofit and for-profit development entities. “Non-profit” means having a 501c (3) tax exemption notice from the IRS.
- The successful applicant must have relevant experience with Temporary Relocation services.
- Applicants must demonstrate significant experience providing Temporary Relocation services to a diverse population, especially low-income households and households with young children.



Minimum Requirements (cont.)

- Applicants must have last two years audited financials, or financial statements prepared by a CPA.
- Applicants must submit a signed and notarized cover letter as a PDF via **email by the submission deadline**. The letter should state they have the authority to submit a response to the RFP and they accept all of the terms and conditions in the RFP.
- Applicants must submit proposal package as a PDF via **email by the submission deadline**.



RFP Process and Timeline



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Proposal Process

- RFP describes information to be included in the Proposal Application.
- Proposal Applications should be submitted via email to Terri Porter Holmes at CommunityDevelopment@Durhamnc.gov in PDF Format.



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Evaluation Criteria

1. Experience managing similar Temporary Relocation activities.
2. Qualifications and experience of key personnel.
3. Experience managing federal, state, or local funding appropriately.
4. Experience working in Durham or in cities similar in size and urban context to Durham.



Evaluation Criteria (cont.)

5. Proposed plan for delivering requested services.
6. Cost proposal for completing each task.
7. Participation of underutilized, minority, women-owned business enterprises and registered HUD Section 3 firms are encouraged.



RFP Timeline

Date	Action
September 11, 2020	RFP Issued
September 21, 2020 at 10:00 AM	Pre-Proposal Application Workshop
September 23, 2020 – September 30, 2020	Written Questions and Response Period
October 13, 2020	Written Questions and Responses Posted
October 23, 2020 at 3:00 pm	Proposal Applications Due
Week of October 26, 2020	Evaluation of Proposals Period
Week of November 9, 2020	Notification of Ineligible Proposals
Week of November 9, 2020	Notification Issued of Selected and Non-Selected Firms
January 2021	Anticipated Execution of Contract

How Can Proposals be Submitted?

- Applicants must complete and submit proposals in PDF format via email to:

Terri Porter Holmes at CommunityDevelopment@Durhamnc.gov

SUBJECT LINE: NS Lead Temporary Relocation RFP

- A copy of the RFP can be found on the following City of Durham websites:

<https://durhamnc.gov/445/Community-Development>

<https://durhamnc.gov/bids.aspx>

- Proposals **must** be:

1. Complete
2. Responsive
3. On Time



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When are Applications Due?

All Proposal Applications are **DUE** no later than

October 23, 2020 at 3:00 pm

Late Proposals Applications will **not** be considered **and** deemed ineligible.



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Got Questions?

RFP Scope of Work questions must be submitted in writing:

September 23, 2020 – September 30, 2020

via the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=gu99KTmUiEOoC DVlpOz0fdbuOEsiVh1KprrbQr9Ee0hUQzFGUzJON1hIMEQyQTZYTzRNVDdFVTc4OC4u>



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General Questions?

Contact:

Terri Porter Holmes

CommunityDevelopment@Durhamnc.gov

or

(919) 560-4570 ext. 22230



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919.560.4570

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