

HOUSING AUTHORITY OF THE COUNTY OF LAKE, IL

**REQUEST FOR PROPOSAL
FOR
SECTION 3 COMPLIANCE SERVICE**

CLOSING DATE: July 13th, 2018 10:00 AM

No late proposals will be accepted.



Prepared By:

Kent Britton
Housing Authority of the County of Lake, IL
33928 N. Route 45
Grayslake, Illinois 60030

Tel (847) 223-1170 ext. 2660
Fax (847) 223-1174
Website: www.lakecountyha.org

Section 3 Program Compliance Service Proposal

LCHA is requesting services to provide our comprehensive compliance management service in line with the Federal HUD Section 3 Funds Regulations and any applicable changes as they may affect the operations of any HUD funded recipient. The following are the compliance services we are requesting to be delivered.

This proposal consists of four components:

1. ANNUAL SECTION 3 COMPLIANCE SERVICES (AS3C)
2. MAJOR CONSTRUCTION AND RENOVATION SERVICES
3. COST PROPOSAL
4. PROPOSAL REQUIREMENTS AND CONDITIONS

COMPONENT 1 - ANNUAL SECTION 3 COMPLIANCE SERVICES (AS3C)

Based on the timely monthly, or as they occur, electronic delivery of contracting data:

1. Assist in developing a Section 3 protocol on all development projects in advance and a strategy for compliance annually for LCHA toward meeting the numerical goals.
2. In order to meet the maximum compliance possible, work with LCHA's staff in procurement, human resources, and development/capital and ensure we are involved at the beginning of the project development process, through procurement, and contractor selection.
3. Schedule calls and web-cast for all possible meetings to share documents and ideas with LCHA's staff.
4. Enter all Section 3 data into a proprietary web-based Section 3 compliance software (MIS3) for easy reporting and tracking of all Section 3 contractor Preferences.
5. Once received, the agency set-up form, create an agency contact/account in MIS3.
6. Once received, enter all current contractors' information into MIS3.
7. Once received, enter all properties and/or AMPs into MIS3 to track the contracts according to LCHA's request.
8. As received, enter all current year Section 3 service contracts related to the LCHA's routine purchases and major construction/renovation projects as provided, to become current in all contracting.

9. Enter all contractor status for M/W/DBE into MIS3 for reporting as provided.

10. Monthly, deliver a detailed only Section 3 report from your compliance database illustrating all Section 3 hires, trainees, and contracts with LCHA's monthly invoice for all services rendered that month.

11. Annually, provide a detailed report for all Section 3 activities and annually provide all data summarized in HUD 60002 format for LCHA to transfer to the HUD SPEARS reporting system within 60 days of the close of the agency fiscal year. The reports will be based on funding source and you will provide a combined report showing the results for all funding sources, so LCHA can see where we are in meeting their global numerical goals.

COMPONENT 2 – MAJOR CONSTRUCTION AND RENOVATION PROJECTS

This is including but not limited to current projects like Brookstone and Regency at Coles Park Construction Project Compliance Services, which is expected to close-out construction in April 2019.

All major construction and renovation projects, you will track, monitor, and issue Section 3 reports as required/requested via our compliance services outlined below. These services will be a seamless transition from the current like services provided to the general contractor and developer.

- Enter all current Section 3 service contracts related to LCHA major construction projects as assigned by LCHA to you.
- Review all payrolls for LCHA NEW development project to confirm no Section 3 triggers or hires without having provided proper notice to the project area low-income community.
- Enter all Section 3 data into your proprietary web-based Section 3 compliance software (MIS3) for easy reporting and tracking of all Section 3 contractor Preferences.
- Enter all contractor status for M/W/DBE into MIS3 for reporting as requested.
- Provide a monthly Section 3 Summary Report in 60002 PDF format to all required stakeholders as provided by LCHA.
- Provide a detailed report for all Section 3 activities and as required provide all data summary in HUD 60002 format.
- Provide any compliance briefings to the project contractors on sight.

- Notice of opportunities for the project come up, you will approve the flyers as developed by the hiring contractor, for distribution to any local housing authorities, where they exist.
- Deliver a Section 3 report from our compliance database detailing all Section 3 hires, trainees, and contracts with our monthly invoice for all services rendered that month.
- Act as LCHA's exclusive Section 3 Coordinator for the project
- Provide no less than two (2) local visits to conduct these services through the balance of the project:

These service points are highlights of the overall Section 3 compliance service delivery we are requesting, however, we ask that you avail yourselves to working with LCHA on related issues and tasks within reason, during the delivery of our Section 3 services without additional costs whenever possible.

LCHA will report any expense or new hire/temp employee data the vendor did not receive or receive timely relative to the agency required SPEARS reporting deadline.

Component 3 – COST

Annual Section 3 Compliance Service inclusive of service points 1-9 above for all 495 units.

Total AS3C Services (non-construction services)

Setup Fee (One-time fee for adding contractors/vendors and other information)

Construction/Renovation Services

Component 4 – PROPOSAL REQUIREMENTS AND CONDITIONS

Termination

LCHA shall be granted permission to immediately terminate this contract with cause with 30 day written notice if vendor does not meet the terms and conditions that are outlined, as well as not meeting professional and/or performance industry standards.

Method of Solicitation

LCHA is soliciting competitive proposals from qualified firms with a documented track record of providing the required services, preferably for large public housing authorities, through a formal Request for Proposals (RFP) process. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal shall demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with LCHA. Finally, the proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services. Once selected, the successful Respondent will enter into a firm fixed-priced contract agreement with LCHA to perform the required scope of services. Such contract agreement will be contingent upon approval from LCHA's Board of Commissioners

Acceptance of Proposals

Proposals must be signed and received in completed form at the Housing Authority of the County of Lake, IL, 33928 N. Route 45, Grayslake, Illinois 60030-1714, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

LCHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP.

LCHA also reserves the right to reject the proposal of any Respondent who has previously failed to perform properly or to complete on time, a contract of similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees.

Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept. No proposal received after the closing date and time will be considered unless there were less than three proposals then the LCHA may select to complete an addendum to extend the timeframe. All proposals properly received will be tabulated, analyzed, and a recommendation made for Award of Contract to the LCHA Board of Commissioners if required.

Withdrawal of Proposals

Proposals may be withdrawn on Email request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for receipt; provided that written confirmation of any telegraphic withdrawal over the signature of the Respondent is placed in the mail and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its Proposal confers no right of withdrawal or modification of its proposal after the due date and time.

PROPOSAL SUBMITTAL:

ALL PROPOSALS MUST BE RECEIVED BY

July 13th, 2018 10:00 AM

Proposal must include all copies of LCHA bid documents as attached and executed by contractor along with certificate of insurance

Proposals can be submitted by e-mail at the following address:

Kbritton@lakecountyha.org

Responses received later than the date and time specified will be rejected or deemed nonconforming. LCHA assumes no responsibility or liability for late delivery or receipt of responses. Notification of selection will be posted on the LCHA website when the selection process is final.

1. Primary Contacts/Notice Addresses
Lake County Housing Authority
Kent Britton
33928 N. US Highway 45
Grayslake, Illinois 60030
Phone: 847-223-1170 x 2660