

ADDENDUM #1
TO THE REQUEST FOR PROPOSALS
RELOCATION COUNSELING AND SERVICES

ISSUED: July 1st, 2020

The additions and revisions to the Request for Proposals For Relocation Counseling and Services as listed herein shall be included in the proposal for this work and shall form a part of the Work under the Contract.

General:

1. RFP Paragraph "B" Deadline for Submittal the first sentence is amended to read as follows: Written proposals will be received in person or through the mail, or email until **4:00 p.m. on July 8th, 2020**, at the Housing Authority administration office, located at 1124 North 9th Street, Kansas City, Kansas.
2. An online Zoom pre-proposal meeting was held on Tuesday, June 30th, 2020 at 10:00 a.m. A copy of the minutes is attached and is a part of this addendum.
3. Also attached are questions with answers asked for information or clarification to items in the RFP Documents. These questions and answers are a part of this addendum.

Note: Questions and answers in this addendum contain information to be considered in your proposal response, and shall form a part of the Work under the Contract.

Bidders should acknowledge the receipt of this addendum in their proposals.

End of Addendum #1.

Juniper Gardens Relocation Services
Preproposal Meeting
Tuesday, June 30th, 2020 at 10:00 a.m.
Virtual Meeting via Zoom

Attendees:

Anthony Shomin
Sue Martin

KCKHA Director of Facilities Management
KCKHA Administrative Assistant

Zoom Meeting Attendees

Meeting was opened with a brief description of Juniper Gardens and scope of the project; Juniper Gardens is a 33 acre development with 265 dwelling units, of those 148 are occupied. KCKHA is in the early planning stages of proposed disposition of the development.

This Request For Proposal is to provide counseling and assistance to residents displaced by the disposition of Juniper Gardens Housing Development. This firm will help the Housing Authority by attending meetings, counseling affected residents, and assist in providing housing options for relocating them to comparable decent, safe and sanitary housing.

Q. Is there a specific timeline for services to start?

A. We would like to have someone under contract as soon as possible so they are available when the informational resident meetings begin after the Covid 19 issues subside.

Q Would you be opposed to virtual meetings with the residents?

A. Internet access and availability to residents is limited; so a virtual meeting with all residents will be difficult.

Q. Are you anticipating getting tenant protection vouchers?

A. Yes, we will be making an application to HUD for tenant protection vouchers?

Q. What qualifications are you requiring?

A. We are looking for a firm with experience and qualifications to provide the services as required in the Request for Proposal. Since you will be scored on experience and qualifications, please provide a list of all your firms' qualifications.

Q. Will KCKHA provide translation services?

A. The Housing Authority currently has a phone in translation service that we will make available to the successful firm. Any translation service needed over the phone in service should be part of your proposal.

Q. Are any of the residents currently working with case managers?

A. I don't know that at this time, our contact with residents at this time is limited. They have been informed of the project and there will be future meetings.

Q. You indicated you will have a Housing Relocation Specialist sit in meetings with clients; will they be available to the successful firm?

A. The purpose of this RFP is to procure the Housing Relocation Specialist.

Q. Will you be relocating everyone at the same time or in phases?

A. Once we get starting we will continue till it's done. We are anticipating it taking approximately two years. Currently there is a shortage of available housing for Section 8. That is why we anticipate it taking two years.

Q. Is there any consideration by the possible buyer of the property to allow the resident to stay on site?

A. At this point we do not know the intended use of the buyer, we plan to relocate everyone.

Q. What are the funding resources at this time?

A. Federal funds from the Housing Authority's Capital Fund Program are budgeted for relocation expenses.

Q. What is triggering the uniform relocation act requirements?

A. Capital Fund Program funding is Federal funding.

Q. Would there be an office location that can be used to meet with tenants?

A. We have a community center at Juniper Gardens. This center is large enough to hold resident meetings, and also can be use to meet with residents individually.

Q. Do you anticipate all the families being eligible for vouchers?

A. Originally I assumed they were, however I have been informed that each resident is unique and situations may exist that make them ineligible.

Q. Do you know if any of the residents are eligible or are participating in the home ownership program?

A. To our knowledge no they are not.

Q. Will KCKHA provide support in any other way, in terms of utilities, security deposits things of that nature?

A. We will do what we can; we have a self-sufficiency coordinator that assists residents with needs. This is something we would like for the successful firm to identify community resources and possibly provide as assistance to the residents with needs.

Q. Does that include moving expenses?

A. We will cover all moving costs.

Q. Is there any particular order to vacate the buildings?

A. Right now there is no current order; I would leave that up to the successful firm to propose and make a recommendation.

Q. Has the relocation plan been prepared yet?

A. The only plan we have is to relocate them to existing public housing vacancies, if available. Provide vouchers to move within the county or surrounding cities, we have contacted surrounding cities to assist with accepting vouchers from this disposition action.

Q. Is Juniper Gardens currently on a bus line? Has there been a discussion of incentives?

A. Bus service to this site is limited, we have not discussed incentives.

Q. Are tenants aware of what is going on?

A. Yes they are, we have sent them a letter, stating our intent to dispose of Juniper Gardens, and our intent to hire a relocation firm to assist in the relocation of residents, but due to Covid 19 resident meetings have been delayed.

Q. Tell us about the school system, are the children being bused to schools?

A. There currently are schools in the community, however I do not know if they are being bused to school.

Q. Do you have a listing of unit mix such as unit sizes? Language needs and can we get that before bids are due?

A. Yes, it will be provided in the addendum. Languages are primarily English and Somalian.

Q. Can we have a copy of the rent roll? Rent Roll generally provides rent charges and number of occupants.

A. Yes, I can provide that in an addendum.

Q. What is the current housing assistance, are any of them currently Section 8?

A. Currently all residents are public housing residents.

Q. Has general information been sent to residents yet?

A. No, not at this time, just the letter informing them of the disposition.

Q. Do you know how many residents have there own transportation?

A. I do not know, however upon checking I have found out that this information is not available.

Participants were requested to email contact information and any further questions to tshomin@kckha.org.

With no further questions, meeting was adjourned.

The following additional questions were received via email:

Q. Are the units being removed from Public Housing through Section 18 , or converted through RAD?

A. No RAD conversion is proposed.

Q. How was the RFP advertised?

A. On the Housing Authority website, advertised in the local newspaper (KC Star, Dos Mundos, and The Call), mailed to proposed firms, and the RFP was posted on IRWAonline.org website.

Q. Section 18 only provides for moving assistance (no rental assistance) for the displaced tenants. The URA provides both rental assistance and moving assistance to displaced tenants. We just want to confirm, you will be providing relocation assistance under the URA and not Section 18. And as a follow up, the RFP states the tenants will have the choice of a Section 8 voucher to move into the market, to move into an available other public housing unit in the HA's portfolio or to move into a non-assisted rental unit in the market. Will the Housing Authority be providing rental assistance as calculated under the URA if the tenant moves into a non-assisted rental unit?

A. I submitted this question to the relocation specialist at HUD and received the following answer: “URA does not apply to relocations under Section 18. Under S18, HA must offer families a form of comparable housing (PH unit, S8 voucher to use in private market, unit assisted by PHA at comparable rental rate) AND pay for families “actual and reasonable” moving expenses. Under S18, families cannot opt for a rental assistance payment (similar to the URA) in lieu of another form of comparable housing (PH or S8) that HA is offering. “

Also, 24 CFR 972.112 states the following:

§972.112 Relationship between required conversion and demolition/disposition requirements.

(a) Section 18 of the United States Housing Act of 1937 does not apply to demolition of developments removed from the inventory of the PHA under this subpart. Demolition of these developments is therefore not subject to section 18(g), which provides an exclusion from the applicability of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601) (URA). Accordingly, the URA will apply to the displacement of tenants as the direct result of the demolition of a development carried out pursuant to this subpart, in accordance with §972.118. With respect to any such demolition, the PHA must comply with the requirements for environmental review found at part 58 of this title.

(b) Section 18 of the United States Housing Act of 1937 does apply to any disposition of developments removed from the inventory of the PHA under this subpart. Therefore, to dispose of property, the PHA must submit a disposition application under section 18. HUD's review of any such disposition application will take into account that the development has been required to be converted.

Q. You indicated in the meeting that tenant relocations could take up to two years. Primarily this was based on the shortage of Section 8 housing in the area and 148

households looking for housing at the same time. How and when are you making the decision to offer rental assistance into market rate units versus continuing to have the consultant try to identify Section 8 units? In other words, is there a definitive date by which the site needs to be cleared?

A. I submitted this question to the relocation specialist at HUD and received the following answer:

“PHAs have some flexibility with this. If the private market cannot absorb all the families (with their S8 tenant-based assistance) at the same time, the PHA can allow for a staggered relocation timetable—which may be over a 2-year period. This said, the PHA may run out of PH operating funds, which start to phase out when the first family of a building is relocated. The PHA must provide families with at least 90-days to find a private unit with the voucher (or longer if part of PHA’s HCV plan and requirements). The PHA can also extend the search time, in accordance with its HCV policies. If the PHA does not want to wait indefinitely (or 2+years) to complete the disposition in order to allow all the families to find housing in the community with S8 tenant-based assistance, HA could consider: (1) paying for family to move to another community (including possibly out-of-state) with its voucher (port out its voucher) where there is available private housing that the family wants to rent; or (2) providing the families with housing operated or assisted by the PHA at a comparable rate as the PH program (this is the third form of comparable housing mentioned in 970.21). PHAs have flexibility in determining what this is!”

There is no definite time frame for the relocations to be completed. Therefore, no rental assistance to market rate units is anticipated.

Q. The pre-bid meeting was held today and the proposal is due already on Monday with Friday being a holiday for most companies. Would the Housing Authority consider a 2-day extension to the proposal due date?

A. See Addendum 1 the deadline for proposals was changed to 4:00 p.m. July 8th, 2020.

Q. We are interested in submitting a proposal to provide Relocation services and support for the relocation of families in Juniper Garden’s Housing Development and would like to review KCKHA’s Professional Services Agreement before submitting our proposal to ensure we can provide the insurance requirements and specs?

A. There is no standard form of Professional Services Agreement and therefore we request a contract from the successful firm. We review the contract and inform the firm that we must attach the HUD 5370C General Conditions to the contract. If there are any terms or conditions of the contract that conflict with the HUD 5370C, it is noted that the terms and conditions of the HUD 5370C form will prevail.

As a practice we request a Certificate of Liability Insurance with the following minimum requirements and KCKHA as the Certificate Holder. General Liability \$2,000,000.00, Automobile Liability \$1,000,000.00, and State Workman’s Compensation \$500,000.00.