



# **Request for Proposals**

## **Project-Based Vouchers (PBV)**

### **for**

## **New Construction of Affordable Housing**

**Issued: Monday, May 10, 2021**

**PROPOSALS ARE DUE NO LATER THAN 5:00PM PST  
FRIDAY, JULY 9, 2021**

**LATE PROPOSALS WILL NOT BE ACCEPTED**



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500 E 2<sup>nd</sup> St. The Dalles, OR 97058  
1-541-296-5462; 1-888-356-8919 (Toll Free)  
1-541-296-8570 (Fax)



## **COPY OF LEGAL ADVERTISEMENT**

### **MID-COLUMBIA HOUSING AUTHORITY REQUEST FOR PROPOSALS**

Mid-Columbia Housing Authority (MCHA) is requesting proposals from qualified property owners and developers to participate in the Project-Based Voucher program.

Proposals must be received by 5:00 PM PST Friday July 9, 2021 in the MCHA office, 500 E 2<sup>nd</sup> Street, The Dalles, Oregon 97058 or via email to [christyd@mid-columbiahousingauthority.org](mailto:christyd@mid-columbiahousingauthority.org). Proposals received after the designated time and date will be returned unopened. MCHA may reject for good cause any or all proposals upon a finding of MCHA it is in the public interest to do so.

A copy of the Request for Proposal document is posted on the MCHA website at [www.mid-columbiahousingauthority.org](http://www.mid-columbiahousingauthority.org). Proposal documents can be viewed and downloaded from the MCHA website. Proposers are responsible for checking the MCHA website for any addendums before submitting their proposals.

MCHA Board of Commissioners reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of MCHA.

Dated this 10<sup>th</sup> day of May 2021.

Karen Long  
Community Services and Special Program Manager  
Phone: (541) 370-2761

Published: May 10, 2021  
COLUMBIA GORGE NEWS AND MCHA WEBSITE

## **REQUEST FOR PROPOSALS**

### **AFFORDABLE HOUSING DEVELOPMENT**

**Issue Date:** May 10, 2021  
**Due Date:** July 9, 2021

#### **Proposal Submission**

**Submit Hardcopies of the Proposal to:** Mid-Columbia Housing Authority  
Attention: Executive Assistant  
500 E 2<sup>nd</sup> Street  
The Dalles, OR 97058

**Submit electronic copy via email to:** [Christyd@mid-columbiahousingauthority.org](mailto:Christyd@mid-columbiahousingauthority.org)

#### **Questions**

All questions must be submitted in writing to:  
Karen Long  
Mid-Columbia Housing Authority  
[Karen.L@mid-columbiahousingauthority.org](mailto:Karen.L@mid-columbiahousingauthority.org)

### **I. Overview and Project Requirements**

Mid-Columbia Housing Authority (MCHA) issues this Request for Proposals (RFP) to seek proposals from developers interested in applying for up to twenty-five (25) Project Based Vouchers (PBV) plus an additional ten (10) PBVs specifically made available to provide supportive housing to be used in multi-family affordable housing rental project(s) that serve low-income, very low-income and extremely low-income households. MCHA is looking for experienced developers capable of delivering high quality affordable housing. Successful proposals will need to demonstrate experience with the type, size, scale and complexity of housing proposed to be developed.

As a result of this RFP, awards may be funded to either a single or multiple projects depending on available resources. MCHA reserves the right as the result of our review to determine the best mix of resources for a proposed project.

Successful applications will demonstrate how their project can advance MCHA development goals. These include:

1. Increased opportunities for affordable housing
2. De-concentration of low-income housing
3. Development of housing that increases access to community services (e.g. social services, health care, transportation, youth programs, adult education & job training).
4. Increase in the number of units that would be available to households at or below 30% of Area Median Income (AMI).
5. Developments that add to the long term financial sustainability of MCHA.

### **II. Project Developer**

MCHA is looking for developers with a demonstrated ability to successfully finance, construct and operate projects of comparable type, size, scale and complexity. Developers must demonstrate the ability to:

1. Deliver projects on time and within the forecasted budget
2. Work with the public sector in public/private real estate development projects
3. Take on a new project given the developer's other commitments
4. Demonstrate ability and plan to successfully utilize Project Based Vouchers and comply with Fair Housing and all federal regulations
5. Implement a relocation plan, if applicable, per the necessary rules and regulations based on funding requirements
6. Operate the project in compliance with funding requirements throughout the period of affordability

All developers must be in good financial, legal and organizational standing.

### **III. Project Based Voucher Program**

#### **PBV Eligibility**

Project-based vouchers (PBV) are an optional component of the Housing Choice Voucher (HCV) program that Public Housing Authorities may choose to implement. MCHA is accepting PBV Proposals for up twenty-five (25) PBVs plus an additional ten (10) PBV for units specifically made available to provide supportive housing units that can meet the following minimum requirements:

1. Expand the affordable housing stock available to residents in MCHA's service area;
2. Serve families at or below 80% of the Area Median Income (AMI);
3. Increase the affordability of housing currently not affordable to households below 30% of AMI;
4. Demonstrate evidence of site control.

Through the PBV program, MCHA will enter into a housing assistance payment (HAP) contract with selected property owner(s) for an initial term of no less than one year and no more than 15 years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis

Any time before expiration of the HAP contract, MCHA may extend the term of the contract for an additional term of up to 15 years if MCHA determines an extension is appropriate to continue providing affordable housing for low-income families or to expand housing opportunities.

Housing assistance subsidies will be provided while eligible families occupy the rental housing units and the units meet other program standards. MCHA will maintain the waiting list and refer program participants to the project owner in order to fill vacant units. MCHA subsidy standards will determine the appropriate unit size for the family size and composition.

Certain types of housing units and/or developments are **not eligible** for PBV assistance [24 CFR 983.53] including:

- Shared housing;
- Units on the grounds of a penal, reformatory, medical, mental, or similar public or private institution;
- Nursing homes or facilities providing continuous psychiatric, medical, nursing service, board and care, or intermediate care;

- Units that are owned or controlled by an educational institution or its affiliate and designed for occupancy by the students of the institution;
- Manufactured homes;
- Cooperative housing;
- Transitional housing;
- Owner-occupied housing units;
- Units occupied by an ineligible family at the time of proposal submission or prior to execution of the Housing Assistance Payment (HAP) contract.

Additionally, MCHA may not attach or pay PBV assistance to units in any of the following types of subsidized housing (24 CFR 983.54):

- A public housing unit;
- A unit subsidized with any other form of Housing Choice Voucher Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
- A unit subsidized with Section 236 rental assistance payments (except that a PHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
- A Section 202 project for non-elderly with disabilities;
- Section 811 project-based supportive housing for persons with disabilities;
- Section 202 supportive housing for the elderly;
- A Section 101 rent supplement project;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD or MCHA in accordance with HUD requirements.

The number of PBV assisted units in the building cannot generally exceed 25 percent of the total number of dwelling units in the building, except as provided by regulation [24 CFR 983.56].

**Site Selection Standards [24 CFR 983.57]**

It is MCHA's goal to select sites for PBV housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal MCHA will limit approval of sites for PBV housing in census tracts that have poverty concentrations of 20 percent or less.

MCHA will grant exceptions to the 20 percent standard where MCHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

- A census tract in which the proposed PBV development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;

- A census tract in which the proposed PBV development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- A census tract where there has been an overall decline in the poverty rate within the past five years; or
- A census tract where there are meaningful opportunities for educational and economic advancement

A site for newly constructed housing must be consistent with MCHA's Administrative Plan. The plan is available on-line at <http://mid-columbiahousingauthority.org/about-us/admin-plan/> Section 21.0, PROJECT-BASING HOUSING VOUCHERS.

The PBV project must also be in compliance with the Conduct of Development Work [24 CFR 983.154].

### **Fair Housing**

All Projects must comply fully with all federal, state and local nondiscrimination laws and rules and regulations governing fair housing and equal opportunity in housing and employment. MCHA is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. MCHA requires affirmative advertising and marketing in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status or national origin. All projects must have completed and submitted to MCHA an Affirmative Fair Housing Marketing Plan (AFHMP) (HUD-935.2A) prior to award of PBVs.

### **Wait List**

Preference will be given to projects that have screening criteria that allows qualified residents to be pulled off MCHA's master wait list for Housing Choice Voucher Section 8 program. All current wait lists families must be given the first opportunity to apply for available units and the wait list before all other families.

### **PBV Contract Rents**

For each unit type and size, the proposed contract rent must be provided as well as a breakdown of the utilities to be paid by the tenant and by the owner.

MCHA's goal is to provide as many families with vouchers as possible. Given the budget limitations of the program, MCHA must implement policies that control its HAP expenditures. It is expected that developers will build units that meet the 80% AMI affordability threshold and have set its rents accordingly.

The rent to owner including utility allowances must not exceed the lowest of:

- An amount determined by MCHA
  - For general PBV's with HOME funds an amount not to exceed the High HOME Rent Limit; or
- The reasonable rent; or
- The rent requested by the owner.

Current Payment Standards (Effective October 1, 2020) are:

Hood River County		
Unit Size (# of Bedrooms)	High HOME Rent	MCHA Payment Standard
0	\$766	\$875
1	\$854	\$1,007
2	\$1,027	\$1,327
3	\$1,178	\$1,899
4	\$1,295	\$2,095
Wasco County		
Unit Size (# of Bedrooms)	High HOME Rent	MCHA Payment Standard
0	\$739	\$778
1	\$793	\$892
2	\$954	\$1,176
3	\$1,094	\$1,606
4	\$1,200	\$2,036
Sherman County		
Unit Size (# of Bedrooms)	High HOME Rent	MCHA Payment Standard
0	\$560	\$614
1	\$675	\$707
2	\$859	\$931
3	\$1,142	\$1,212
4	\$1,164	\$1,357

During the course of the tenant's lease, the owner may not terminate the lease without good cause. "Good cause" does not include a business or economic reason or desire to use the unit for an individual, family or non-residential rental purpose. Upon expiration of the lease the owner may renew the lease; refuse to renew the lease for good cause; or refuse to renew the lease without good cause.

#### **IV. SUBMISSION REQUIREMENTS**

##### **Application Review Panel**

MCHA Executive Director will appoint a PBV Selection Panel to review, evaluate, and rank the applications according to the selection criteria. This panel will, at a minimum, consist of the Community Services and Special Programs Manager.

In the event that MCHA-owned units\* are recommended for project basing, applications and the recommendation of the panel will be forwarded to the HUD field office for review. (\*includes tax credit units with ownership interest by MCHA, as well as units owned by MCHA instrumentalities.)

### **Minimum Requirements**

MCHA will review all applications and is solely responsible for determining that each application is responsive to and in compliance with MCHA's written selection criteria and procedures, and in conformity with HUD program regulations and requirements. This includes the following items:

- Evidence of site control.
- Certification that the owner and other project principles are not on the U.S. General Services Administration list of parties excluded from Federal procurement and non-procurement programs.
- Proposed initial gross rents do not exceed the MCHA PBV Payment Standards above including any applicable allowance for tenant-paid utilities for the size of the unit.
- Property must meet eligibility requirements under §983.7 (Eligible and ineligible Properties and MCHA-owned units), §983.11 (Other Federal requirements), and §983.6 (Site and Neighborhood Standards).
- Requested PBV assistance is in accordance with HUD subsidy layering regulations [24 CFR 4.13] and other requirements.
- Property will be constructed with funding other than assistance under the U.S. Housing Act of 1937 in accordance with §983.9.
- No construction has begun, as evidenced by MCHA inspection
- Not more than 25 percent of units per building are eligible for PBV assistance, except to the extent such buildings are in a senior housing project or housing project for persons with disabilities meeting any applicable federal standards pursuant to the Civil Rights Act and the federal Fair Housing Amendments Act, in which case up to 100 percent of the units in such buildings are eligible for PBV assistance.

### **Format Requirements**

Proposers must submit one (1) copy of the proposal, either as a hard copy or an electronic version by the due date. Brevity is strongly encouraged. Respond only to items listed below and include only relevant information. The reviewers will not consider materials that are not requested below. Hard copies can either be mailed or hand delivered.

**Mail to:** Mid-Columbia Housing Authority  
Attention: Executive Assistant  
500 E 2<sup>nd</sup> Street  
The Dalles, OR 97058

**Hand deliver to:** Mid-Columbia Housing Authority  
Attention: Executive Assistant  
500 E 2<sup>nd</sup> Street  
The Dalles, OR 97058



The electronic copy should be emailed to: [Christyd@mid-columbiahousingauthority.org](mailto:Christyd@mid-columbiahousingauthority.org) with the Subject: **RFP for PBV**

The proposals must be typed. To be considered responsive, each submittal should:

- a. Be presented in an 8.5" X 11" format, either vertical or horizontal; and
- b. Be typed with a font size no smaller than 10 points.

No facsimile proposals will be accepted.

**Once submitted, no additions, deletions, or substitutions may be made to written Proposal.**

### **Proposal Requirements**

To be considered responsive and responsible, each Developer shall respond to the following requirements. Responses must be specific and complete unto themselves. Any submittal that, in the opinion of MCHA, does not fully and completely address these requirements will not be reviewed. Limit your proposal to the equivalent of 20 pages not including Cover letter, Required Forms or Appendices.

#### **A. Cover Letter**

Cover letter signed and submitted by the principal party authorized to contract on the organization's behalf. The cover letter should include a brief overview of the project; the number of PBV units requested; and projected population.

#### **B. Required Forms**

1. Project Summary Sheet - See Exhibit A.
2. Proposer Certification – See Exhibit B.

#### **C. Project and Property – Total 50 points**

1. Describe the scope, purpose, and need for the project.
2. Describe the need for Project Based Voucher assistance.
3. Describe the general population the project will target including; income level, household composition and any special needs.
4. Describe the proposed site and the status of site control.
5. Describe the unit rents, comparable unit market rents and tenant income range. Indicate which utilities the tenant will pay and which will be included in the unit rent. (Use MCHA's current utility allowances.)
6. Describe unit and neighborhood amenities.
7. If the project involves existing structure(s), describe the existing site improvements including year built, current condition and use and if any major improvements have been completed.
8. Provide a project schedule including all phases of the development.

9. Describe how the project is consistent with the MCHA Administrative Plan and MCHA's Development Goals

**D. Financial Feasibility- Total 20 points**

1. Discuss project's readiness to proceed based on the level of funds committed and the other resources yet to be secured.
2. Describe the financial assumptions used to develop the operating budget. Include rents and other sources of income, operating and maintenance expenses and inflationary factors.

**E. Property Management - Total 30 points**

1. Indicate how your organization can carry out this project and its ability to manage the project over time.
2. Describe the operating structure and staffing of the project. Provide management and maintenance information.
3. Describe resident services plan and how the project intends to provide continuity of services for the duration of project based voucher contract.
4. Describe tenant selection criteria and screening plan.
5. Describe the Fair Housing Marketing Plan.
6. Describe how MCHA waitlist will be utilized in leasing the property. How might the property develop a preference for MCHA waitlist residents?
7. Describe owner's experience in the tenant-based or project-based voucher program and owner compliance with the owner's obligations under the Housing Assistance Payment plan.

**V. EVALUATION PROCESS**

**Method of Award**

Proposals that meet all the RFP requirements will be evaluated and ranked by the MCHA panel. A MCHA ranking list will be prepared according to the points awarded to each proposal. MCHA may, at its discretion, select none, one or more of the proposals submitted.

After selection, the successful development team and MCHA lead staff will begin a period of exclusive negotiations. During the exclusive negotiation period the selected development team and MCHA staff will work toward agreement on a memorandum of understanding (MOU) or other similar document. The MOU will lay out the basic terms of the development, including a rough financial structure, and building design and program. The MOU will form the basis a development agreement (DDA) which will bind both parties to specific deal terms. A "Letter of Reservation of Funds" will be made available to selected proposals, to be use in the application of other development finance.

MCHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the MCHA to be in its best interests. MCHA reserves the right to reject and not consider any proposal

that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services. If a proposal is determined to be non-responsive a notice will be mailed to the applicant identifying the disqualifying factor. MCHA reserves the right to award fewer than the number of units requested, if the requester agrees to accept a lower number of PBV units. MCHA shall have no obligation to compensate an applicant for costs incurred in responding to this RFP.

## **VI. CLARIFICATIONS AND ADDENDA**

### **A. Questions and Comments**

Any respondent requiring clarification of the information contained within this RFP must submit in writing specific questions or comments to the RFP contact Karen Long via email at [KarenL@mid-columbiahousingauthority.org](mailto:KarenL@mid-columbiahousingauthority.org). **The deadline for submitting such questions is TBD.** If in MCHA's opinion, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be posted to the MCHA website: [www.mid-columbiahousingauthority.org](http://www.mid-columbiahousingauthority.org)

Such addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions given to prospective respondents by MCHA employees or its agents shall not bind MCHA. All Addenda shall be issued by MCHA not less than five (5) calendar days prior to the qualifications deadline.

### **B. Required Information**

The successful respondent must be licensed to do business in the State of Oregon.

A responsive proposal shall include:

1. A complete response to the RFP questions
2. A signed copy of the Project Summary Sheet (Exhibit A)
3. A signed copy of the Propose Certification (Exhibit B)

### **C. Specifications Limiting Competition**

Respondents may comment on any specification or requirement contained within this RFP which they feel limits competition. Such comments may be formal or informal and are to be addressed to Mid-Columbia Housing Authority's Community Services and Special Programs Manager via e-mail [KarenL@mid-columbiahousingauthority.org](mailto:KarenL@mid-columbiahousingauthority.org) or by phone 541-296-5462.

### **D. Award of Contract; Clarification or Rejection of Proposals**

MCHA will evaluate proposals and will rate proposals using the scoring methodology described in Section V. of this RFP.

MCHA reserves the right to seek clarification of the written Proposals from respondents.

MCHA reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of MCHA.

MCHA reserves the right to reject the proposal of any proposer including those who have previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material suppliers, or employees. MCHA also reserves the right to reject the proposal of any proposer listed in the current issue of "List of Parties Excluded from Federal Procurement and Non-procurement Programs" U.S. General Services Administration, Office of Acquisition Policy or listed in the HUD Limited Denial of Participation, current edition.

**E. Right to Protest**

Any actual proposer who is adversely affected or aggrieved by MCHA's award of the contract to another proposer on the same solicitation shall have fourteen (14) calendar days after notice of intent to award has been issued to submit a written protest of the award. The written protest shall specify the grounds upon which the protest is based and are to be addressed to the Mid-Columbia Housing Authority Board 500 E Second St. The Dalles, OR 97058 or [Christyd@mid-columbiahousingauthority.org](mailto:Christyd@mid-columbiahousingauthority.org). If addressed via e-mail the subject line of the e-mail must read PBV RFP – Written Protest of Award. MCHA will not entertain protests submitted after the time period established in this rule.

**F. Cancellation**

MCHA reserves the right to cancel or reject any or all Proposals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in MCHA's best interest. In no event shall MCHA have any liability for cancellation of award.

**G. Cost of Preparation**

Costs incurred by respondents in preparation of a response to this RFP shall be borne by the respondents.

**H. References**

MCHA reserves the right to investigate references of our choice. Investigation may include past performance of any development team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If demanded by MCHA, supportive references must be furnished.

**I. Confidentiality**

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposal for which respondent requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which

portion of the proposal the respondent requests exception from disclosure. Respondents shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the MCHA as a result of this RFP.

**J. Post Award**

MCHA may request additional information to evaluate the viability of the project sponsor and/or the project. This may include, but is not limited to, previous audits, certified financial statements and additional project information.

**EXHIBIT A**

**Project Summary Sheet  
MCHA PROJECT BASED VOUCHER PROGRAM**

<b>SPONSOR INFORMATION</b>	
<b>Name of Organization:</b>	<b>Contact Person:</b>
<b>Mailing Address:</b>	<b>Phone Number:</b>
	<b>E-Mail Address:</b>
<b>PROJECT INFORMATION</b>	
<b>Name of Project:</b>	<b>Address:</b>
<b>Owner:</b>	<b>Tax I.D. #:</b>
<b>HOUSING INFORMATION</b>	
<b>Census Tract Proposed Project</b>	
<b># of Total Units:</b>	<b>#</b>
<b># of Proposed PBV Units by Bed and Bath Size:</b>	<b>#</b>
<b>Proposed Amenities in units and on site:</b> (E.g. Washer and Dryer, Community Room, Wi-Fi, etc.)	
<b>Proposed Rents:</b>	
<b>Utility Responsibility for Tenants</b>	<b>Electric</b>
	<b>Gas</b>
	<b>Water</b>
	<b>Sewer</b>
	<b>Garbage</b>
<b># of Proposed Units Below 30% MFI:</b>	<b>#</b>
<b>Proposed Completion Date:</b>	
<b>Proposed PBV Contract Term:</b>	
<b>Average Cost/Unit:</b>	
<b>ANTICIPATED FUND SOURCES</b>	
Disposition Funds	\$
HOME Funds	\$
LIHTC Tax Credits	\$
Other Sources:	\$
	\$
	\$

By submitting a proposal, a proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.

The undersigned certify that the information provided herein, to the best of their knowledge, is true, complete, and accurately describes the proposal.

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Signature of Authorized Representative

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Date

**Exhibit B**

**PROPOSER CERTIFICATION**

**Each Proposer must read and sign this section.  
Failure to do so may mean the proposal is deemed non-responsive.**

1. By submitting a proposal, proposer expressly represents it has taken no exception to any term, condition, obligation or requirement contained in this solicitation document, or any addenda to this solicitation, which is not expressly stated in its proposal.
2. This RFP is not a solicitation of competitive bids. MCHA by this request for proposals specifically reserves the right in its sole discretion to determine which proposals best serve the public good, and to:
  - A. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting any Projects.
  - B. Waive informalities and irregularities in the proposals received in response to this RFP.
  - C. Disqualify without recourse or appeal any or all proposals.
  - D. Reject any or all proposals with or without cause.
  - E. Determine the timing, arrangement and method of any presentation throughout the process.
  - F. Verify and investigate the qualifications and financial capacity of the Project Sponsor, and any of the information provided in the proposal.
3. Every effort has been made to provide current and correct information; however, unless citing a specific MCHA approved resolution or plan, MCHA makes no representation or warranty with respect thereto.
4. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this RFP. However, in the event additional information is desired, please adhere to the following:
  - A. During the course of this RFP, development teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of MCHA-authorized presentations; or to make any direct or indirect (through others) contact with members of the Board, staff review committee members (if named) or MCHA staff members not identified in this RFP as a contact for specific information.
  - B. MCHA will not hold "one-on-one" meetings with any development teams during the evaluation process except as part of a scheduled interview or presentation process involving all or a "short list" of development teams. MCHA may, however, ask individual development teams clarifying questions or obtain additional information about some specific point of a proposal.
  - C. Failure to abide by these restrictions is grounds for disqualification. This RFP does not commit MCHA to enter into an agreement.

5. Respondents to this RFP are prohibited from employing or retaining a former MCHA employee to assist in the preparation of a proposal to this RFP if the former MCHA employee has been separated from MCHA for less than one year and was associated with the Property or related project while employed by MCHA.
6. The selected development team is further prohibited from employing or retaining a former MCHA employee who has been separated from MCHA for less than one year and was associated with this Project while employed by MCHA.
  - A. To work on or receive any financial gain related to the Project; or
  - B. To work in a capacity responsible for influencing, or trying to influence the actions of MCHA other than through public testimony.
7. Proposer agrees to make the proposal a binding offer to the MCHA for a period of one (1) calendar year from the date proposals are due.
8. Proposer agrees to bring all required reporting to MCHA current as of the date of official selection.
9. Proposer further certifies:
  - A. This proposal is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm or corporation; proposer has not induced any person, firm or corporation to refrain from proposing; and proposer has not sought by collusion or fraud to obtain for itself any advantage over any other proposer or over MCHA.
  - B. It has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest, and that the key personnel and principals identified to perform work under an awarded contract do not have any undisclosed personal or business relationships with any of the MCHA employees.
  - C. The undersigned warrants that s/he is an authorized representative of the proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, contract terms and conditions contained herein (including all addenda issued for this solicitation); that the information provided in this proposal is true and accurate; and understands that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.



**SIGNATURE BLOCK**

Signature of Proposer's duly authorized representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Legal Name of Proposer/Firm:

\_\_\_\_\_

(Mandatory) Federal Tax Identification Number (FEIN or SSN): \_\_\_\_\_