

**Request for Proposals**  
**Rental Assistance Demonstration (RAD)**  
**Capital Needs Assessment**  
**&**  
**CNA e-Tool Version 3.0**

**Danville, KY Housing Authority**

**Issue Date: December 28, 2021**

**Response Date: 10:00 AM on Tuesday, February 8, 2022**

**10:00 AM at the Housing Authority's Office**  
**Housing Authority of Danville**  
**1014 Rosemont Avenue**  
**Danville, KY 40422**  
**859-236-6116**

**Contact: Tim Kitts**  
**Executive Director**  
**[tkitts@danvillehousing.org](mailto:tkitts@danvillehousing.org)**  
**859-583-0343**

## **PURPOSE**

The Housing Authority of Danville (HAD) invites qualified professionals to submit proposals for the completion of a Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD) Capital Needs Assessment and CNA e-Tool 3.0, as required by RAD PIH Notice Rev. 4, for the 393 public housing units for HAD as well as the 50 public housing units for Stanford Housing Authority (SHA). (reference *HUD RAD Guide to Capital Needs Assessment and CNA e-Tool 3.0* [https://www.hud.gov/sites/documents/RAD\\_RCNA\\_Guide.pdf](https://www.hud.gov/sites/documents/RAD_RCNA_Guide.pdf))

This project is federally assisted and will obligate the ultimate awardee not to discriminate in employment practices and otherwise to adhere to applicable federal requirements. Minority and women-owned businesses are encouraged to respond. HAD reserves the rights to retain all proposal packages submitted and use any idea in a package regardless of whether the package is selected. HAD reserves the right to waive irregularities and to reject any and all proposals.

Submit an original and four copies of a proposal in response to this Request for Proposals to:

Mr. Tim Kitts, Executive Director  
Housing Authority of Danville  
1014 Rosemont Avenue  
Danville, KY 40422  
859-236-6116  
[tkitts@danvillehousing.org](mailto:tkitts@danvillehousing.org)

Faxed and/or Emailed copies of responses are not acceptable. Paper submissions are required.

**The response shall be due no later than 10:00 AM on Tuesday, February 8, 2022.**

## **SCOPE OF SERVICES**

The RAD Capital Needs Assessment (RCNA) and CNA e-Tool will provide HAD with the data needed to determine the initial reserve funding required by HAD to convert any or all of its 393 public housing units, and for SHA to convert all of its 50 public housing units to RAD.

General Requirements. The selected Contractor will follow all inspection and reporting requirements for the RCNA and e-Tool 3.0 included in the RAD PIH Notice H-2019-09 PIH 2019-23 HA for housing authorities converting from public housing to Section 8. Generally, the RCNA will identify health and safety concerns and capital needs over a 20-year period. The preparation of the RCNA will include the following:

1. Perform interviews and review existing property documentation with knowledgeable HAD staff including building plans, histories, prior assessments, maintenance records, and Real Estate Assessment Center (REAC) scores to understand if repairs/replacements have occurred.

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2. Identify all development components that will be part of the assessment.
3. Establish a methodology that will sample multiple like-kind buildings, and common areas such as lobbies, corridors, and community facilities, in accordance with the HUD RAD program.

The HUD RCNA tool provides a general list of potential components to be assessed. Generally, components to be assessed are those for which replacement represents a significant capital cost eligible for funding from the HUD Capital Fund Grant received by the PHA. The HUD list is not all inclusive and may not include significant components that will need assessment.

4. Perform walks, rough assessment/inspections of the property to ascertain the condition of the property to include **immediate** critical and non-critical needs; general code compliance; expected repair, replacement, and major refurbishment needs; and total estimated cost to complete such items. The assessor will record the data on Data Collection forms for the following: site, building exterior, building systems, unit, and common areas.
5. The assessor will provide and record an estimate of Expected Useful Life (EUL) for each individual component and will provide a source for EUL in general.

The intent of the assessment is to perform a full evaluation based on visual observation of accessible areas. The assessor is not expected to perform destructive or forensic testing (opening wall cavities, cutting pipes, etc.) or to enter confined spaces. **No destructive testing is to take place without prior written approval by HAD.**

Any deficiencies identified that could have an impact on health and safety will be brought to the attention of HAD immediately by written and verbal notification as a matter of ensuring the safety of residents and HAD personnel.

**The work performed by the Contractor under this solicitation must be in compliance with the proposed regulations as known at the time of this solicitation.** Contractors shall ensure that data collected under this solicitation include all information required under the proposed rule.

**RCNA Report:** Upon completion of the inspections, the selected Contractor will provide a draft report to HAD in narrative and spreadsheet forms that meets the HUD RAD program requirements in both paper and electronic format. The draft report will contain the RCNA results and will be submitted to HAD for review and comment along with the e-Tool version 3.0.

The final report of the RCNA narrative and e-Tool version 3.0 shall be in an acceptable format to HUD for the RAD program. If for any reason the report is not compliant with HUD and the RAD program regulations, the changes are required to be made by vendor with no additional cost to HAD.

## **QUALIFICATIONS**

In order to be considered qualified to perform the services under the Scope of Work, contractors performing the RCNA must have the following qualifications:

1. Meet all HUD Inspector qualifications;
2. Possess state and local licenses as required; and
3. Have at least 5 years' experience performing RAD Capital Needs Assessments and cost estimates for PHAs; demonstrated knowledge of applicable multifamily building standards and codes; and a working knowledge of commonly used computer technology and HUD module for the e-Tool version 3.0. (MS Excel, Access, etc.)

## **INSURANCE REQUIREMENTS**

The Contractor must demonstrate Worker's Compensation Insurance and at least \$1,000,000.00 separately for both casualty and professional liability insurance.

## **TIMELINE**

Provide the earliest date that a site visit and inspection can be conducted. Also include a timeline for completing and providing a draft report and e-Tool once all requested items are received. Provide a timeline for issuing the final report and e-Tool once feedback is provided on the draft.

## **EVALUATION AND AWARD OF CONTRACT**

Basis for award. The contract will be awarded to the firm whose proposal is determined by the HAD to be the most advantageous to the HAD, with price and other technical factors considered.

Technical factors include:

1. Experience. Firm's experience in performing RAD capital needs assessments. Emphasis should be placed on experience with public housing agencies, performing physical needs assessments that anticipate utilizing LIHTC post-conversion. **30 Points.**
2. Qualifications. Identify the qualifications of the principals and staff performing work. Staff members performing the RCNA must meet the qualifications listed in this RFP. **40 Points.**
3. Approach/Work Plan. Firms must identify how they plan to undertake the activities under the Scope of Services provided and the proposed timeline. **10 Points.**
4. Section 3 and Small, Minority- and Women-Owned Businesses. Firms must provide documentation regarding their status as either a Section 3 business concern or a small, minority- or woman-owned business concern. **10 Points.**

5. **Pricing.** Price will be considered in conjunction with technical factors by HAD to determine the proposal that is most advantageous and offers the best value to the HAD. **10 Points.**

**PRICING**

Please provide your fees for the items listed below. HAD reserves the right, without qualification, to negotiate a fee structure with the selected firm.

1. Provide a firm fixed price to complete the report. Price should be formatted to (1) include travel and reimbursable expenses in the firm fixed price or (2) provide the firm fixed price along with an estimate of travel and reimbursable expenses

Firm Fixed Price (travel/expenses included) = \$ \_\_\_\_\_

Firm Fixed Price (estimate of travel/expenses) = \$ \_\_\_\_\_

2. If travel and reimbursable expenses are separate from the fee to complete the report, HAD will reimburse the firm for the actual expenses incurred without mark-up or multiplier. Mileage will be reimbursed at the current IRS mileage rate. There will be no reimbursement for any other expenses without express written authorization of the HAD Executive Director.
3. Respondents should include a statement that their “Price is considered fair and reasonable.”

These prices shall be good for 90 days from the date of the submission of this proposal

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**Firm’s Authorized Representative Signature:**

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