

**Redevelopment Authority  
of  
Allegheny County**

**Request for Proposals  
Allegheny Housing Initiative**

## **INTRODUCTION**

The Redevelopment Authority of Allegheny County (RAAC) is a Pennsylvania Redevelopment Authority, organized under the Urban Redevelopment Law of Pennsylvania, Act of May 24, 1945, P.L. 991, as amended, and is administered by the staff of the County of Allegheny's Department of Economic Development under the direction of the Board of Directors.

RAAC has received an allocation of funds to support housing for low to moderate income households in Allegheny County. Development of housing (including conversion of structures from another use into housing), renovation or acquisition of existing housing, assisting existing homeowners or facilitating the purchase of housing are all acceptable programs or projects.

Funds are limited and submission of application is not a guaranty of funding.

## **CONCEPT**

RAAC funds must be used to primarily benefit individuals or families via a program or project that:

1. Develops affordable rental housing units through:
  - a. New Construction
  - b. Conversion of a structure(s) into housing units
  - c. Renovation of existing housing units
  - d. Acquisition of existing housing units with little or no renovation
2. Develops affordable homeowner housing through:
  - a. New Construction
  - b. Conversion of a structure(s) into housing units
  - c. Renovation of existing housing units
  - d. Acquisition of existing housing units with only very modest renovation
3. Preserves existing affordable rental housing through acquisition only
4. Preserves existing owner-occupied housing through modest renovations to existing units, with focus on one or more of the following:
  - a. Mobility modifications for seniors or others with mobility issues, which may include wheelchair ramps, bathroom modifications, widened doorways, etc.
  - b. Basic stabilizations such as roof and downspout replacements or sewer line repairs
  - c. Modest renovations to homes, provided first that basic systems can be addressed first, such as MEP systems, stairways, and structural and security issues
5. Acquisition and resale of homes to low-moderate income households with a nominal amount of renovations, not to exceed \$5000.

6. Encourages homeownership by operating a closing cost-downpayment assistance program.

## REQUIREMENTS

RAAC funds will trigger the following requirements:

1. The Lead Safe Housing Rule (Title X, 24 CFR Part 35), which mandates testing and remediation of lead paint in pre-1978 target housing. (This does not apply to new construction, senior housing, or closing cost-downpayment loans)
2. Radon testing and mitigation if the levels are measured above the EPA action level.
3. ACM (asbestos containing materials) testing and remediation or abatement in the units
4. Payment of Pennsylvania Prevailing Wages, unless federal wages apply, if costs are above the threshold of \$25,000/unit.
5. No new construction or major renovations may be done in a flood plain. Flood insurance must be in place for any property in the flood plain which receives funds for modest renovations.
6. No renovations which will negatively affect historically important structures.
7. No relocation of existing tenants, except on a temporary basis
8. Larger developments need to be in compliance with rules of the Fair housing laws to provide accessible common areas and accessible unit(s).
9. All units need to operate upon completions with requirements of federal, state, and local fair housing laws.
10. Rental developments of 25 or more units need to provide five or more units to house tenants referred to it by Allegheny County Department of Human Services, which may include persons at risk of or experiencing homelessness.
11. *Programs* must operate only outside of the City of Pittsburgh but within Allegheny County.
12. Development *projects* can be located in the City of Pittsburgh *if and only if* providing for a critical need or initiative.

## PROPOSAL CONTENTS

Proposals should include, at minimum, the following components (see also pages 5-7):

1. Project description. Provide a thorough description of proposed project, including location/address, type of project, type of construction/rehabilitation, preference qualifying

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**Redevelopment Authority of Allegheny County**

**Affordable Housing Initiative**

population served, total number units (number affordable units), description of surrounding neighborhood (priority given to projects located near to local community resources, transit, and/or public services), any wrap around or support services proposed, team members, timeframe for completion of project, project design, project rent structure, terms of affordability and any other relevant information (to the extent it is known at this time).

2. Project impact. Provide a justification or explanation which speaks to the impact that the project/program will have on the community. Detail what it is that makes this effort unique and include a compelling argument for why it should be funded. If project takes place within the City of Pittsburgh, provide a justification on why County resources should be allocated there.
3. The County will consider new construction or renovation projects or programs to assist homebuyers or homeowners.
4. Budget proposal with a breakdown of hard and soft costs, as well as other sources of funding committed or being sought.
5. Relevant experience including financial capacity, capacity to administer federal/state programs, past performance, non-profit status (as applicable), project development and housing management experience. Please provide key staff members' resumes.
6. Preference will be given to responses with identified entities that can provide an ongoing property management and service provider plan.
7. Identification and qualification of development team members, property management entities, social service providers, and overall supervision.
8. Description of committed and/or potential funding sources to develop the project.
9. Rental projects should have a strong supportive services component. Responders may opt to develop and manage the property and partner with a service provider or they may opt to propose a partnership where they would undertake the physical development but convey ownership to an agency that will provide services and manage the building.
10. Homeownership projects should provide quality units with major systems addressed so that homebuyers will not face major repairs as new homeowners.
11. Owner-occupied repair programs should show past experience in equitably awarding funds, identifying highest need in the home, and experience in engaging and monitoring the contractors employed for the work
12. Closing cost – downpayment programs should show past experience in equitably awarding funds, working with a low-mod income client base, and experience in engaging and monitoring the lenders and other counterparts in the process

## **DIVERSITY**

The Redevelopment Authority does not discriminate on the basis of race, color, creed, religion, disability, or sexual orientation. Furthermore, veteran, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with the County.

For information on the Veteran-Owned Small Business Certification and Program, M/W/DBE Certification and Program, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309 and on the County of Allegheny web site at: <https://www.alleghenycounty.us/Projects-and-Initiatives/Equity-and-Inclusion>

## **PROPOSAL COORDINATOR**

For additional information or clarification concerning this **Request for Proposals**, interested parties may contact must make all inquiries in written form only to:

Nathan Wetzel  
Allegheny County Economic Development  
436 Seventh Ave., Ste. 500  
Pittsburgh, PA 15219  
Email: [nwetzel@alleghenycounty.us](mailto:nwetzel@alleghenycounty.us)

No telephone inquiries will be accepted.

## **SELECTION PROCESS AND CRITERIA**

### **SELECTION**

This will be a **two-step process**. During the first step, RAAC will review all submittals to identify those that are most qualified and advantageous. The review may include a request for additional information and interviews and negotiations with submitting Responders. The Authority reserves the right to reject any and all submittals. One or more submittals may be selected as best meeting the goals for this site and will move on to the second step.

During the second step, RAAC may request more detailed project information including but not limited to conceptual designs, submitting Responder's financial information and project pro forma(s). RAAC may then negotiate with the submitting Responder(s) to determine which submittal is most appropriate for working toward an agreement that is suitable for all parties.

### **SELECTION CRITERIA**

RAAC intends to make a decision based upon information in the response to the RFP submitted by the Responder(s), interviews, investigation of projects completed by the Responder(s), performance in previous undertakings, and other pertinent factors. The selected Responder will be chosen on the basis of: Responder's qualifications and experience, level and type of assistance requested, if any, the value of the improvements and compatibility with the character of the neighborhood, benefits to the community, Responder's financial commitment, and capabilities to undertake, complete and manage the project.

### **ADDENDA TO RFP**

Addenda to the Request for Proposal, if issued, will be sent to each party who received copies of the RFP only if they provide their name and address. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the Addenda issued and to ascertain prior to submitting a response that all Addenda have been received. All such Addenda shall become part of the RFP documents and all respondents shall be bound by such Addenda, whether or not received by the respondents.

## **SUBMISSION REQUIREMENTS**

### **PROCEDURES FOR SUBMISSION OF RESPONSES TO RFP**

To be considered, a Responder shall submit a complete response to this RFP. RAAC encourages creative and innovative submittals that are compatible with local land-use policies. Submittals shall be straightforward and contain a concise delineation of the Responder's capability to deliver the proposed development.

Submittals shall be comprehensive, accurate, and contained on 8-1/2" X 11" paper. Submittals may be made with one hard copy, in a binder, as well as PDFs of the submittal on a USB drive. Submissions lacking one or more of the requested documents may be considered irregular. RAAC reserves the right to reject any irregular submission and reserves the right to waive any irregularity in submissions. Emails will not be accepted.

It is the Respondent's sole responsibility to read and interpret this RFP and the written instructions contained herein.

**Responses may be submitted through November 7, 2025. Once funds are exhausted a notice will be placed on the Economic Development website so indicating.** Note projects not selected for funding initially may be held for consideration should additional funds become available. Should all funds not be allocated in the first round of submissions, this RFP will be reposted. Be aware that all funds may be committed before this deadline.

It is the Responder's responsibility to assure delivery of its proposal to the ACED prior to or at the designated date and time.

THE RESPONDER SHALL PROVIDE A PROPOSAL which shall include:

#### **1) Letter of Transmittal**

- a) The letter of transmittal shall contain the following:
- b) Legal name, address and status of the Responder along with the names and addresses of the individual principals with authority to legally bind the Responder.
- c) If a joint venture is being proposed, provide the above information for all participating firms. If a joint venture entity is acting as Responder, provide the above information for all participating firms.
- d) Name, title, address, telephone, and e-mail address of the contact for the Responder.

- e) Acknowledgement of receipt of any and all amendments to this RFP.

## **2) Overview of the Responder, Developer, Property Manager, Social Service Provider**

- a) Overview shall contain the following:
- b) A concise description of the Responder including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, and number of personnel. If the Responder is a joint venture, the responder shall furnish this information for each entity forming the joint venture.
- c) Evidence that the Responder, including joint venture partners, has the financial capability to carry out the proposed commitments.
- d) Evidence that the Responder has a plan for continued operation of the project (property management, social service provider etc.) either through a subsidiary, joint venture partner, or outside entity. Responders should include the planned relationship with these entities, as well as a description of their experience and a list of recent management/social service projects.

## **3) Community Impact**

- a) Briefly identify the overarching goal for your proposal and how it fits in with a larger development effort or helps to fill a critical need in the community.
- b) Briefly discuss why you sited the development project or assistance program where you did.

## **4) Experience Record**

This section shall contain the following:

- a) Statement as to why Responder is qualified to undertake this particular project.
- b) Description of the Responder's most recent successful projects that demonstrate an ability to proceed with this project and details of any experience within past ten years related to similar developments. Particular emphasis should be placed on those projects performed by the Responder's staff who will be assigned to the proposed development.
- c) Description of the development backgrounds and experience of the individual principals of the Responder including specific development projects.
- d) Description identifying the Responder's project team including experience of the key personnel who will manage the development project, and notable experience of professionals (architects, attorneys, contractor, engineers, etc.) uniquely relevant to the proposed development.
- e) If the Responder is a joint venture, furnish the above information for each entity forming the joint venture.

- f) References for the Responder from government authorities and community development organizations.
- g) Description of the experience and recent management/social service projects performed by identified property management and social service organizations.

## **5) Development/Program Description**

This section will allow Responder to present a vision for developing the subject site or program. The County recognizes that this plan is preliminary and that its composition and details may change.

- a) Nature of the development including identification of the general type of structures contemplated, the number of units being proposed, and funding to be pursued; or the program proposed.
- b) Populations to be served by the proposed development.
- c) A preliminary development timetable including each development activity and projected completion date including meeting frequencies and how the Responder plans to work with the County and its project timeline.
- d) Budget indicating sources of funds and noting whether funds have been applied for, committed, or are in hand.
- e) Budget indicating uses for all funds in the project.
- f) Indicate the specific uses for funds that you are requesting from RAAC.

## **Right to Investigate**

RAAC, and its agents, partners, consultants, contractors, employees and officers, shall have the right to verify, through any means, the accuracy of all information submitted by a responding consultant and shall have the right to make such inquiries and investigations as it deems necessary to determine the ability of a responding consultant to perform the obligations set forth in its response to this RFP. RAAC reserves the right to reject the response of any responding consultant who refuses to cooperate with and assist RAAC in the making of such inquiries and investigations. Moreover, RAAC reserves the right to reject any response where the available evidence or information does not satisfy RAAC, in its sole judgment and discretion, that the responding consultant (a) is qualified to properly carry out the obligations set forth in the response, and/or (b) is a person or entity of good reputation and/or character with the ability to undertake strict, complete and faithful performance of its business obligations.

## **Addenda To RFP**

RAAC reserves the right to issue addenda for the purpose of supplementing, clarifying, revising or amending the RFP (collectively, the "Addenda"). Any Addenda so issued shall be kept on file at RAAC's offices. In addition, all Addenda will be sent to each consultant who received a copy of this RFP and who has entered its name and address on the list maintained by RAAC for such purpose. Nevertheless, it is the responsibility of each responding consultant to: (1) inquire as to the issuance of any



Addenda, (2) ascertain prior to submitting a response that all Addenda have been received, and (3) acknowledge in said response that all Addenda have been received. All Addenda shall become part of this RFP at the time they are issued, and all responding consultants shall be deemed to have constructive knowledge and notice of, and to be bound by, such Addenda, whether or not they are in actual receipt thereof.

### **Conflict of Interest**

Consultants shall neither offer gifts or anything of value nor enter into any business arrangement with any employee, official or agent of RAAC. By signing their response, the responding consultant certifies and represents to RAAC that the responding consultant has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantaged information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this RFP.

### **Preparation Costs**

Each responding consultant agrees that the cost of all materials, preparations and presentations involved in the submission of its response and/or its participation in the selection process shall be borne by said responding consultant at its sole cost and expense. RAAC shall, under any circumstances, be responsible for any costs or expenses incurred by a responding consultant in preparing a response to this RFP, or in participating in any subsequent steps in the selection process, such as providing additional information to RAAC, engaging in negotiations and/or discussions with RAAC, and/or making presentations to any interested parties. Each responding consultant agrees that all documentation and materials submitted either with a response or at any point during the selection process shall remain the property of RAAC.

### **No Co-partnership**

No partnership, joint venture, other business combination or agency relationship is created between RAAC and any Responding Responder by virtue of this RFP, the selection process or otherwise.

The Issuance of this RFP does not obligate RAAC or ACED to enter into any agreement, and RAAC reserves the right to reject any and all qualifications submitted.