



# **Allegheny County**

**Request for Proposals  
HOME ARP – Affordable Housing  
MARCH 1 2024**

## **BACKGROUND**

The County has received a special allocation of the HOME Investment Partnership Program funds through the 2021 American Rescue Plan (“HOME-ARP”) from the U.S Department of Housing and Urban Development (“HUD”). An overview of this plan can be found at:

[https://www.hud.gov/program\\_offices/comm\\_planning/home-arp](https://www.hud.gov/program_offices/comm_planning/home-arp).

Allegheny County (“County”) is seeking proposals from nonprofit organizations, developers, service providers, or subrecipient organizations to develop rental units and/or non-congregate shelter units serving households experiencing homelessness or other eligible populations, as well as provide supportive services for these populations. The County has allocated a portion of these funds to development of these housing units, and a portion of these funds to support social services for the project(s). The goal of these activities is to reduce the frequency and severity of homelessness in Allegheny County.

Grant awards will be made to one or more proposers and the County may fund one or multiple projects.

Information related to this solicitation, including any addenda, will be posted to The County’s Economic Development webpage at: <https://www.alleghenycounty.us/economic-development/index.aspx>.

## **INTRODUCTION**

The County is interested in working with organizations that have a demonstrated experience in serving the qualifying populations as designated by HUD and noted in the HOME ARP allocation plan. The County is interested in understanding your "Vision" for the use of HOME ARP funds and your development strategy to bring that "Vision" to fruition. This information, as well as other information provided to the County in your response, will serve as the basis for selection and for the later negotiations.

Final responsibility for the selection of a developer rests with the Director of Allegheny County Department of Economic Development who will receive recommendations from the staff of the ACED. The developer will enter into exclusive negotiation with the County with the intention of ultimately reaching agreement on a development strategy, financing and schedule.

## **ELIGIBLE USE OF FUNDING**

The HOME-ARP budget was driven by the priority needs identified as a result of stakeholder consultation and data analysis. Allegheny County will distribute approximately 40% (\$4,519,691) of its HOME-ARP allocation for the development of affordable rental housing and 40% (\$4,500,000) for the acquisition/development of non-congregate shelter. In addition, the County is allocating approximately 6% (\$700,000) of its HOME-ARP funds for supportive services, recognizing that long-term supportive services are critical to ensuring stability and success in permanent housing for vulnerable households.

HOME-ARP funds must be used to primarily benefit individuals or families from the following Qualifying Populations(QPs):

- Homeless- as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11302\(a\)](#))
- At-risk of homelessness- as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11360\(1\)](#))
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- In other populations where providing supportive services or assistance under section 212(a) of the [Act \(42 U.S.C. 12742\(a\)\)](#) would prevent the family's homelessness or would serve those with the greatest risk of housing instability;

Additionally, veterans and families that include a veteran family member may also be considered a qualifying population, provided that they meet one of the preceding criteria. Veteran status alone does not qualify.

To review a more detailed description of the Qualifying Populations please visit page 3 of HOME ARP Notice [CPD-21-10](#).

Allegheny County HOME-ARP funds can be used for the following Eligible Activities:

- Development of Affordable Rental Housing (please see p. 20 of CPD-21-10)
- Supportive Services, including services defined at [24 CFR 578.53\(e\)](#), such as homeless prevention services and housing counseling, when combined with one or more of the above items
- Purchase and Development of Non-Congregate Shelter (please see p. 55 of CPD-21-10). These structures can remain in use as non-congregate shelter or can be converted to: 1) emergency shelter under the [Emergency Solutions Grants \(ESG\) Program](#); 2) permanent housing under the [Continuum of Care \(CoC\) Program](#); or 3) permanent housing as per the McKinney-Vento Homeless Assistance Act
- Funding of operating reserve for affordable housing may be permitted. Note: 70% of rental tenants for assisted units must be selected from a QP. All units in a structure need not be HOME-ARP units.

Note that Allegheny County is not funding tenant based rental assistance program(s).

To review a more detailed description of the Eligible Activities please visit page 20 of HOME ARP Notice [CPD-21-10](#).

Further details and description can be found in the [Allegheny County Allocation Plan](#).

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Responders will need to coordinate the tenant selection in coordination with the Allegheny County Department of Human Services (“DHS”) and its coordinated entry program.

## **PROPOSAL CONTENTS**

Proposals should include, at minimum, the following components:

- Project description. Provide a thorough description of proposed project, including location/address, type of project, type of construction/rehabilitation, preference qualifying 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).
- The County will consider new construction or renovation projects.
- The County will consider proposals which do not yet have a site identified, if the concept to serve the QPs is better aligned with the funding program.
- **For this re-opened RFP, No projects located in the City of Pittsburgh will be accepted.**
- Budget proposal with breakdown of hard and soft costs, as well as other sources of funding committed or being sought.
- Relevant experience including financial capacity, capacity to administer federal/state programs, past performance, non-profit status, project and housing management experience. Please provide key staff members’ resumes.
- Preference will be given to responses with identified entities that can provide an ongoing property management and service provider plan.
- Identification and Qualification of development team members, property management entities, social service providers, overall supervision.
- Description of committed and/or potential funding sources to develop the project.
- Identification of a rental or operating subsidy(ies) to allow project to meet the minimum 15-year affordability period required by the funding.
- The County strongly encourages responders to submit plans that use the HOME -ARP funds to leverage additional State or Federal Funding.

- Responses will require 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.

## **DIVERSITY**

The County of Allegheny 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/equity-inclusion/index.aspx>

## **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:

David Clarke  
Allegheny County Economic Development  
436 Seventh Ave., Ste. 500  
Pittsburgh, PA 15219  
Email: [David.Clarke@county.allegheny.pa.us](mailto:David.Clarke@county.allegheny.pa.us)

No telephone inquiries will be accepted.

If your firm would like to see responses to any written inquiries, please provide your email address to David (email above) within 10 days of the RFP announcement. Responses will go to all parties that responded in this manner.

## **SELECTION PROCESS AND CRITERIA**

### SELECTION

This will be a **two-step process**. During the first step, ACED staff 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 developers. The County 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, ACED may request more detailed project information including but not limited to conceptual designs, submitting developer's financial information and project pro forma(s). The County may then negotiate with the submitting developer(s) to determine which submittal is most appropriate for working toward a MOU and subsequent Development Agreement that is suitable for all parties.

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## SELECTION CRITERIA

The County intends to make a decision based upon information in the response to the RFP submitted by the developer(s), interviews, investigation of projects completed by the developer(s), performance in previous undertakings, and other pertinent factors. The selected developer will be chosen on the basis of: developer'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, developer'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 developer shall submit a complete response to this RFP. The County encourages creative and innovative submittals that are compatible with local land-use policies. Submittals shall be straightforward and contain a concise delineation of the developer's capability to deliver the proposed development.

Submittals shall be comprehensive, accurate, and contained on 8-1/2" X 11" paper with foldouts if necessary. 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. The County reserves the right to reject any irregular submission and reserves the right to waive any irregularity in submissions.

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

Responses to the RFP shall be submitted to:

David Clarke  
Allegheny County Economic Development  
436 Seventh Ave., Suite 500  
Pittsburgh, PA 15219

**Responses are due in the Agency's office on or before March 22 2024 at 4 pm. Responses to the RFP that are not received in the Agency offices prior to the time and date specified will be considered late. LATE RESPONSES WILL NOT BE CONSIDERED.**

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

THE DEVELOPER SHALL PROVIDE A STATEMENT OF QUALIFICATIONS, which shall include:

**1. Letter of Transmittal**

The letter of transmittal shall contain the following:

- a) Legal name, address and status of the developer along with the names and addresses of the individual principals with authority to legally bind the developer. If a joint venture is being proposed, provide the above information for all participating firms. If a joint venture entity is acting as developer, provide the above information for all participating firms.
- b) Name, title, address, telephone, and e-mail address of the contact for the developer.
- c) Acknowledgement of receipt of any and all amendments to this RFP.

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

Overview shall contain the following:

- a) A concise description of the developer including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, number of personnel. If the developer is a joint venture, the responder shall furnish this information for each entity forming the joint venture.
- b) Evidence that the developer, including joint venture partners, has the financial capability to carry out the proposed commitments.
- c) Evidence that the developer 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. Experience Record**

This section shall contain the following:

- a) Statement as to why developer is qualified to undertake this particular project.
- b) Description of the developer's most recent successfully undertaken 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 developer's staff who will be assigned to the proposed development.

- c) Description of the development backgrounds and experience of the individual principals of the developer including specific development projects.
- d) Description identifying the developer'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 developer is a joint venture, furnish the above information for each entity forming the joint venture.
- f) References for the developer 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.

#### **4. Vision**

This section will allow developer to present a vision for developing the subject site. 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, and the number of units being proposed, and funding to be pursued.
- b) Populations to be served by proposed development.
- c) A preliminary development timetable including each development activity and projected completion date including meeting frequencies and how Developer plans to work with the County and its project timeline.

#### **General Conditions**

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the County and will not be returned.

The developer, by submitting a response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP, the County's selection of a developer with whom it enters into negotiations, the County's rejection of any or all responses and any subsequent Agreement that might be entered into as a result of the Request for Qualifications.

The developer, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.



The developer selected will be required to abide by all County, State and Federal regulations as apply to the development of this property, included, but not limited to provision of ADA units, providing opportunities for M/W/DBE contracting, labor compliance, environmental reviews, fair housing, and other applicable regulations.

NO REPRESENTATION OR WARRANTY

All information contained herein is from sources deemed reliable, but no warranty or representation is made as to the accuracy thereof and same is submitted subject to errors, omissions, or withdrawal without notice. The developer should make its own conclusions regarding the site, its physical, environmental, and/or market conditions. Information provided in this RFQ, as well as in related reports, drawings, and addenda by County's staff and consultants, is provided for the convenience of developers only.

ALLEGHENY COUNTY NON-LIABILITY AND RELATED MATTERS

Allegheny County Discretion, Non-Liability, Waivers and Hold Harmless. Developer acknowledges by submitting information and proposals to the County, the County does not undertake and shall have no liability with respect to the development program, the RFQ, and responses thereto nor with respect to any matters related to any submission by a developer. By submitting a proposal in response to the RFQ, the developer releases the County from all liability with respect to the development program, the RFQ and all matters related thereto, covenants not to sue the County regarding such matter and agrees to hold the County harmless from any claims made by the developer or anyone claiming by through or under the developer in connection therewith.