



REQUEST FOR PROPOSALS (RFP) # 26-008 FOR ASSISTANCE UNDER THE SECTION 8 PROJECT-BASED VOUCHER PROGRAM FOR NEW CONSTRUCTION HOUSING UNITS IN ST. PETERSBURG, FLORIDA

Pinellas County Housing Authority
11479 Ulmerton Road
Largo, FL 33778

MILESTONE	DATE / TIME
Issue Date	July 29, 2026
Deadline for Questions	August 13, 2026, by 2:00 p.m. EST
Deadline for Answers	August 14, 2026
Submission Deadline	August 28, 2026, by 2:00 p.m. EST

SUBMISSION ADDRESS

Submit electronically to: Mle@pinellashousing.com

Email subject line: "RFP 26-008 PBV for New Construction Housing in St. Petersburg, FL"

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I. PROJECT SUMMARY

Project Name: Project Based Voucher for New Construction Housing in St. Petersburg, Florida

Owner: Pinellas County Housing Authority
11479 Ulmerton Road
Largo, FL 33778-1602

Project Description: The Pinellas County Housing Authority ("PCHA") is accepting proposals from property owner(s) (each, an "Applicant") to provide assistance under the Section 8 Project-Based Voucher ("PBV") program for new construction housing in St. Petersburg, Florida.

PROPOSAL DUE DATE: Proposals and required documents are due from qualified bidders **no later than August 28, 2026 by 2:00 p.m..**

Bid Submission ~ Each firm must submit a proposal via email to mle@pinellashousing.com

Email subject must state –

“RFP #26-008 for New Construction Housing in St. Petersburg, FL”

Any proposals received after the specified time and date will not be accepted. THERE WILL BE NO EXCEPTIONS. A confirmation email acknowledging receipt of the bid will be sent within one (1) hour of submission.

Questions and Addenda

Any questions pertaining to this RFP must be emailed to Mle@pinellashousing.com no later than 2:00 P.M., EST on August 13, 2026. All addenda and questions and answers will be published on PCHA’s website and on the Housing Agency Marketplace:

- https://pinellashousing.com/departments/procurement/open_solicitations_and_bid_results.php
- <https://ha.internationalprocurement.com/>

All documents will be posted to the above websites, and it is the responsibility of the proposer to check the sites for updates.

IMPORTANT NOTICE: The PCHA reserves the right to request additional information and/or submission of documents concerning any and/or all proposals submitted. A request for additional information will be emailed to the firm within 48 hours of the deadline established by PCHA for submission of additional information. **Firms are strongly encouraged to be prepared to respond.**

II. PURPOSE AND ELIGIBILITY

The Pinellas County Housing Authority ("**PCHA**") is accepting proposals from property owner(s) and/or developer(s) (each, an "**Applicant**") to provide assistance under the Section 8 Project-Based Voucher ("**PBV**") program. PCHA may use up to 20% of its Section 8 budget authority for project-based assistance. PCHA estimates that it will be able to provide project-based assistance for approximately **1 to 10 PBV** units of housing located within St. Petersburg, Florida for families and individuals under the PBV program to support affordable housing opportunities in St. Petersburg, Florida. PCHA reserves the right to award multiple contracts as deemed to be in the best interest of PCHA. PCHA may award all or none of the vouchers applied for.

PBVs are a component of PCHA's Housing Choice Voucher Program. PCHA will attach voucher assistance to a specific project developments. All units must meet the U.S. Department of Housing and Urban Development ("**HUD**") housing quality standards ("**HQS**"), and all rent must be considered reasonable by PCHA.

The purpose of this Request for Proposals for Assistance Under the Section 8 Project-Based Voucher Program for Development of New Construction Housing Units in St. Petersburg, Florida (this "**RFP**") is to select a project that requires and is eligible to use PBVs for the continued operation of affordable housing. An award of PBVs will be made pursuant to an agreement between PCHA and the Applicant, for use under the PBV program and for newly constructed units within the City of St. Petersburg, Florida.

Applicants should be aware of the following conditions:

1. All required land use approvals must be obtained by the Applicant. Any award of vouchers is contingent upon the Applicant receiving all required land use approvals.
2. The project must meet all applicable requirements of the HUD Project-Based and Housing Choice Voucher program regulations (24 CFR 983).
3. The project will be subject to a HUD subsidy layering review, in accordance with HUD subsidy layering regulations (24 CFR 4.13) to prevent excess subsidy. Successful Applicants will be required to submit a list of documents to PCHA, which will then be submitted to HUD for review.
4. The project must comply with design and construction requirements of the Fair Housing Amendments Act of 1988 and implementing regulations at 24 CFR 100.205, as applicable, and accessibility requirements of section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8.
5. An Environmental Review and/or Assessment of the property will be required. If an Assessment is required, the cost will be charged to the Applicant.

6. Due to the above conditions and requirements, Applicants should be aware of the significant lead time necessary to secure all required approvals prior to commencement of construction.
7. Execution of an Agreement to enter into a Housing Assistance Payments Contract ("**AHAP**") is contingent upon the completion of all of the above requirements, which must be signed before construction of the proposed development begins. Upon final inspection of the work, the owner of the property and PCHA will execute a Housing Assistance Payments Contract ("**HAP Contract**").
8. Applicants should note that upon execution of the AHAP, the owner of the property will be required to comply with all federal requirements imposed by the AHAP, including the use of the federal Davis-Bacon construction wage guidelines, participation of Section 3 and minority-owned and women-owned business enterprise businesses and the need to obtain National Environmental Policy Act environmental clearance. A copy of the form of AHAP can be found at HUD.Gov and includes forms 52531A and 52531B.
9. Any award is contingent upon PCHA's receipt of adequate funding and necessary approvals from HUD.
10. Any development receiving at least 9 PBVs will be subject to Davis-Bacon construction requirements.

The following housing types ***are not eligible*** for PBV awards under this RFP:

1. Shared housing units;
2. Units on the grounds of a penal, reformatory, medical, mental or similar public or private institution;
3. Nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care or intermediate care (however, PBV assistance may be provided in assisted living facilities);
4. Units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students;
5. Manufactured homes;
6. Cooperative housing;
7. Transitional Housing;
8. High-rise elevator project for families with children;
9. Units occupied by an owner of the housing; or
10. Units occupied by a family ineligible for participation in the PBV program.

In addition, PBV assistance ***will not*** be provided to:

1. A public housing unit;
2. A unit subsidized with any other form of Section 8 assistance;
3. A unit subsidized with any governmental rent subsidy;
4. A unit subsidized with any governmental subsidy that covers all or any part of the operating costs of the housing;
5. A unit subsidized with Section 236 rental assistance payments (12 U.S.C. 1715z-1) (except that PCHA may attach assistance to a unit subsidized with Section 236 interest reduction payments);
6. A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949, 42 U.S.C. 1490a (a Rural Housing Service Program);
7. Section 202 project for non-elderly persons with disabilities (assistance under Section 162 of the Housing and Community Development Act of 1987, 12 U.S.C. 1701q note);
8. Section 811 project-based supportive housing for persons with disabilities (42 U.S.C. 8013);
9. Section 202 supportive housing for the elderly (12 U.S.C. 1701q);
10. A Section 101 rent supplement project (12 U.S.C. 1701s);
11. A unit subsidized with any form of tenant-based rental assistance (as defined at 24 CFR 982.1(b) (2)) (*e.g.*, a unit subsidized with tenant-based rental assistance under the HOME program, 42 U.S.C. 12701 *et seq.*); or
12. A unit with any other duplicative federal, state or local housing subsidy, as determined by HUD or by PCHA in accordance with HUD requirements. For this purpose, "housing subsidy" does not include the housing component of a welfare payment; a social security payment; or a federal, state or local tax concession (such as relief from local real property taxes).

ELIGIBLE APPLICANTS

Applicants proposing new construction affordable housing for low or moderate income families, veterans and individuals in St. Petersburg, Florida, with priority given to units located in St. Petersburg, Florida.

BUILD AMERICA, BUY AMERICA ACT (*as applicable*)

The bidder/proposer must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the PCHA's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

III. THRESHOLD ELIGIBILITY REQUIREMENTS FOR PROPERTIES AND APPLICANTS RECEIVING PROJECT-BASED VOUCHERS FROM PCHA

1. The property must be located in the City of St. Petersburg, Florida;
2. The Applicant must prove ownership of the site or control of proposed site by a purchase contract, purchase or lease option, deed or, lease, in each case, where such control extends through the proposed date for acquiring title to the site;
3. The Applicant must be incorporated, formed or organized in the State of Florida;
4. The Applicant must have policies and procedures including admission policies, rules for resident behavior, procedures for involuntary discharge and a complaint procedure;
5. The Applicant must have in place the following insurance which shall be written by companies authorized to do business in the state of Florida and acceptable to PCHA:
 - a. Comprehensive general liability insurance at limits not less than One Million Dollars (\$1,000,000.00) combined single limits;
 - b. Commercial general liability insurance including contractual liability coverages in the amount not less than One Million Dollars (\$1,000,000.00) combined single limits; and
 - c. Workers Compensation Insurance as required under Florida law.
6. The Applicant must comply with the laws and regulations of the City of St. Petersburg, including but not limited to laws involving the use, maintenance and operation of structures, including building permits, zoning, code enforcement and rental certificates of compliance;
7. The Applicant must not be involved in any current litigation or contractual dispute with PCHA, the City of St. Petersburg or any municipality in Pinellas County;
8. The Applicant must designate a point of contact for PCHA staff; and
9. The Applicant must provide to PCHA, HUD or its agents reports, financial and other information as requested that may be needed to ensure compliance with local, state and federal laws and regulations.
10. The Applicant, or the owner of the property, as applicable, must be able to enter into an AHAP and start the project for which PBVs have been requested within a 24-month period after the announcement of award of PBVs or PCHA reserves the right to withdraw the award. PCHA may extend the 24-month period upon request of the Applicant.

IV. SPECIFIC REQUIREMENTS

IV. SPECIFIC REQUIREMENTS

- **Resident Choice and Continued Assistance.** When a family or individual moves out of a unit with PBV assistance, it will be replaced by a family/individual that is referred from PCHA's waiting list or a Veteran's wait list of a Veterans Affairs Supportive Housing Voucher. This will ensure that the specified number of subsidies continue to be used at the project throughout the term of PCHA's HAP Contract with the owner.
- **HAP Contract.** A form of the HAP Contract can be found at HUD.Gov.
- **Contract Term and Extension.** PCHA has the discretion to set the initial contract term for any period of time up to a maximum of twenty (20) years, subject to the availability of adequate annual appropriations. The initial contract may be less than twenty (20) years at PCHA's discretion and may be extended for a period of up to twenty years if PCHA considers such extension appropriate to achieve long-term affordability or to expand housing opportunities. At PCHA's option, the initial contract may bind the Applicant to accept extensions offered by PCHA.
- **HQS and Inspections.** Each unit identified to receive project-based assistance must pass a HQS inspection before a HAP Contract may be signed. PBV contracts are subject to the same annual/biennial inspection requirements as tenant-based vouchers.
- **Rent.** PCHA's contract with the owner sets the rent for each unit with PBV assistance. The amount of the rent may not exceed the lower of the applicable maximum level, as explained below, or the "reasonable" rent in light of the rents charged for comparable unassisted units in the area. The applicable maximum level is the maximum voucher payment standard which is 110 percent of the HUD-determined fair market rent ("FMR"). Up to this maximum, the rent for a unit is allowed if the rent is reasonable. In some cases, HUD may approve at their discretion exception rents for as much as 120 percent of the HUD-determined FMR. An independent reasonable rent study in accordance with HUD requirements will be prepared to determine the initial contract rent. The total rent to the Applicant for PBV assisted units consists of the tenant rent (the portion of the rent to owner paid by the family) and the rental assistance paid by PCHA in accordance with the HAP Contract.
- **Rent Increases.** Rent increases during the term of the contract may be approved by PCHA so long as the increased rents do not exceed the above rent limits and are reasonable. HUD's annual adjustment factors do not apply.
- **Individual or Family Share of the Rent.** Individuals or families with PBVs pay 30 percent of their adjusted income for rent and utilities.
- **Waiting List.** PCHA may, at its discretion, maintain a separate waiting list for any project eligible for PBV assistance. Owners are responsible for selecting tenants for units assisted

with PBVs from among the persons or families referred by PCHA from its waiting list. An Applicant may refer persons or families that apply directly to the project to PCHA to be placed on the waiting list. No person or family is required to accept PBV assistance; persons or families that reject an offer of PBV assistance or are rejected by the owner and are on the tenant-based voucher waiting list retain their place on that list.

- **Targeting.** The income of persons or families selected for PBV units is considered by determining whether PCHA has complied with the requirement that at least 75 percent of new admissions to the voucher program each year must have incomes at or below 30 percent of the area median income.
- **Feasibility.** Proposed developments must be new construction, financially feasible and operationally viable, as demonstrated via submission of development and operating proformas. Proformas must show the need for the PBV to make the development feasible. This will be demonstrated by providing proformas with and without PBV.
- **Priority Projects.**
 - 1. Projects utilizing PBV to ensure project feasibility (to increase debt for Gap financing) will be given priority over projects that do not require PBV for financial feasibility.
 - 2. Projects that allow PCHA to share in the ownership interest of the development will be given priority.
 - 3. Projects that are located in an area that is part of a revitalization that may or may not include a site that is or was Public Housing.
 - 4. Projects that serve a special needs population such as homeless, physically disabled, at risk of being or are homeless, youth aging out of foster care, survivors of domestic violence, persons with severe and persistent mental illness or persons with intellectual or developmental disabilities.
- **Location.** PCHA will provide PBV assistance with the goal of expanding housing and economic opportunities to the maximum extent feasible. Proposed developments located in St. Petersburg, Florida and in close proximity to social, recreational, educational, commercial and health facilities and other municipal facilities and services, either on site or off-site.

It is PCHA's goal to select sites for PBV assistance that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, PCHA will limit approval of sites for PBV assistance in census tracts that have poverty concentrations of 25 percent or less. However, PCHA will grant exceptions to the 25 percent standard where PCHA determines that the project-based 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 25 percent, such as:

- A site which is located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- A site which is located in 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 site which is located in a census tract in which the proposed development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- A site which is located in 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 site which is located in a census tract where there has been an overall decline in the poverty rate within the past five years;
- A site which is located in a census tract where there are meaningful opportunities for educational economic advancement; or
- A site which currently is or previously was a Public Housing Development and is proposing a revitalization to a mixed income development.

➤ **Supportive Services.** An Applicant intending to make supportive services available at a project must make such supportive services available to all residents receiving PBV assistance in the project, but the residents do not actually have to accept and receive supportive services for the unit to be considered an "excepted unit" (as such term is defined in 24 CFR Part 983), however, the family occupying such excepted unit must be eligible to receive the supportive services for such unit to be considered an excepted unit). It is not necessary that the services be provided at or by the project but must be reasonably available to residents receiving PBV assistance at the project and designed to help families in the project achieve self-sufficiency or live in the community as independently as possible. PCHA may not require participation in the supportive service as a condition of living in the excepted unit, although such services may be offered.

NOTE: Clinical Services, except for drug and alcohol treatment, cannot be used to meet the minimum required services for a PBV unit to be considered an excepted unit.

Applicants who can offer the minimum level of supportive services as may be required by Florida Housing Finance Corporation in connection with the award of low-income housing tax credits will be given priority.

PCHA may not enter into an AHAP for new construction developments until it has determined that the site complies with the HUD required site and neighborhood standards set forth at 24 CFR 983.55(e).

Upon completion of construction and issuance of an occupancy permit, and provided that all other requirements under this RFP have been met, PCHA will enter into a HAP Contract with the owner for the site selected and approved for PBV assistance. PCHA will make housing assistance payments to the owner in accordance with the HAP Contract for those contract units leased and occupied by eligible families during the HAP Contract term.

V. APPLICATION INSTRUCTIONS & CONTENTS

Any questions regarding the application must be submitted via email by the deadline date and time specified in this document.

Only proposals submitted in response to this RFP will be considered. Submitted responses must respond to all requirements as outlined in this RFP; incomplete proposals will not be considered for award.

No proposals may be withdrawn for a minimum period of 90 days following the RFP deadline without the consent of PCHA.

Minority-owned and women-owned business enterprise businesses are encouraged to respond to this RFP.

APPLICATION CONTENTS

Omission of any of the following information, documents or certifications will render the application non-responsive. All applications shall contain the following:

Tab 1 Application Form: (Use enclosed form --- Application Form and Schedule of Buildings Proposed for Assistance.)

Tab 2 Threshold Application Requirements:

1. **Letter of Interest.** Applicant's submittals shall be accompanied by a Letter of Interest on the Applicant's letterhead. The letter should state Applicant's understanding of the engagement, the commitment to perform the work, if any, expeditiously, a brief statement indicating why the Applicant believes itself to be best qualified to perform the engagement, and a statement that the response is firm and irrevocable for 90 days.
2. **Proven Ownership or Control of Property Proposed for Project-Based Assistance.** Applicant's submittals shall include proof of ownership of the site or control by deed, option or long term lease agreement.

3. **Compliance with Fair Housing and Civil Rights Laws.** (Use enclosed form --- Certification of Previous Compliance with Fair Housing and Civil Rights Laws.)

All Applicants and their employees must comply with all Fair Housing and civil rights laws, statutes, regulations and executive orders as enumerated in 24 CFR 5.105(a).

The Applicant will not be eligible for consideration if the Applicant—

- Has been charged with a systemic violation of the Fair Housing Act by HUD alleging ongoing discrimination;
- Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
- Has received a letter of noncompliance findings under Title VI, Section 504 or Section 109.

PCHA will not rate or rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in this RFP. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit or letter of findings.

4. **Certification that the Applicant has not been deemed ineligible for participation in Federal and HUD programs.** (Use enclosed form --- Certification of Eligibility for Participation in federal and HUD Programs.)

The Applicant will not be eligible for consideration if the Applicant:

- Has had its participation in federal programs limited;
- Has been debarred from participation in federal programs;
- Has been charged with fraud or abuse of a Section 8 program;
- Is a defendant in a fraud or abuse lawsuit filed by the Department of Justice, HUD or PCHA alleging fraud or abuse; or
- Has received a letter from the Department of Justice, HUD or PCHA alleging fraud or abuse.

PCHA will not rate or rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in this RFP. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of fraud or abuse in the policies or practices involved in the charge, lawsuit or letter of findings.

Tab 3 Property Requirements:

1. The application for project-based assistance must provide a schedule of buildings indicating that the units proposed for participation in the project-based program are either: (a) equal to or less than 25 percent of the units in the participating project, (b) excepted units in a multifamily building because they are specifically made available for elderly families or families receiving supportive services (also known as qualifying families), (c) the unit(s) are in a single-family dwelling, defined as 1–4 family dwellings per building, (d) the proposed project will be for families or individuals and will provide resident services for all residents in accordance with the U.S. Housing Opportunities Through Modernization Act of 2016 ("**HOTMA**"), as implemented by HUD or (e) as otherwise permitted by HOTMA, as implemented by HUD (Use enclosed form --- Application Form and Schedule of Buildings Proposed for Assistance).
2. The Applicant must submit development and operating pro-formas evidencing the financial feasibility and operation viability of the proposed new construction. Two versions must be submitted, for review, showing the proposed development with and without the voucher rents to determine the need. Sizing of the actual voucher need will be in accordance with the HUD Subsidy Layering Review requirements and may be more formally determined after scoring.
3. The Applicant must provide evidence that the proposed new construction development is permitted by applicable zoning ordinances, or evidence to indicate that any rezoning or relief required would likely occur and not delay the development.
4. A letter signed by the Applicant must be submitted that assistance will not be attached to a unit that is occupied by the Applicant.
5. Proposed Development Methods and Strategy: Provide a narrative description of the Applicant's methods and strategy to develop this new construction project. Illustrate this approach with descriptions of at least

three such developments in which the proposer participated, including one well-established development and one recently completed development.

6. Tab 4 Management Capability:

The Applicant shall submit the following information regarding its qualifications:

1. **Organizational Structure and Staffing.** Provide a detailed description of the organizational structure and staffing of the Applicant. List the members of the Applicant's team; indicate their areas of specialization and specific contribution to the team. Provide a brief description of previous collaboration among the members of the Applicant's team. Additionally, for each discipline represented on the Applicant's team, indicate if familiarity with state or local rules, practices or conditions are important to the effective accomplishment of the project and, if so, indicate the extent of and basis for the team's familiarity.
2. **Profile of Principals and Key Staff.** Provide profiles of the principals and key staff to be involved in the development effort. This information should specify their roles, their existing time commitments, their previous similar development experience, and whether the staff will be locally based. Identify the individual who will serve as the project manager and who will direct and coordinate the development project to completion.
3. **Termination.** Indicate whether the Applicant or any Applicant team member has been terminated from a contract, and if so, describe the circumstances and outcome.
4. **Litigation.** Indicate whether the Applicant or any Applicant team member has ever sued or been sued by a public agency, and if so, describe the circumstances and outcome.
5. **Previous Housing Development Experience.** Provide information on the most recent multifamily rental development projects (up to 20) in which the Applicant has participated. This information should list the location, size, ownership type, public programs utilized, income levels served (very low, moderate, market rate, or mixed), type of project (high, mid or low-rise, walk-ups, townhouses, etc.), extent of community and/or resident participation, extent and nature of resident services programs and development cost.
6. **Capacity.** Applicant shall certify that the Applicant and all team members are available to start immediately. The Applicant should describe any existing time commitments of the proposed team members or their proposed staff which would impair the Applicant's ability to proceed expeditiously.

7. **References.** Provide the name, mailing address and telephone number of two community partner references, two housing authority references (if Applicant has housing authority experience and if not, provide 2 others), two tax credit investor references and at least one housing finance agency reference. Please provide list only and not letters of reference.
8. **Understanding Local Requirements.** Demonstrate that the Applicant possesses an understanding of local requirements and procedures that will enable the effort to be efficiently completed.

Applicants may submit as much information as necessary to prove the above. The rating of the Applicant and the Applicant's company and staff, for technical merit or threshold compliance will include any agents, consultants and members of boards of directors.

The proof submitted may take a variety of forms including experience statements, resumes of staff in key management positions, operating and maintenance procedures, staffing patterns, etc.

Please remember that only those Applicants determined by PCHA to have management capability will be selected for participation.

Tab 5 Other submission requirements:

See section VII. Application Forms

VI. SCORING CRITERIA

SCORING CRITERIA FOR NEW CONSTRUCTION UNITS:

1. **Rating Panels.** To review and rate proposals PCHA will establish a rating panel. This panel may include persons not employed by PCHA.
2. **Threshold Requirements.** PCHA will review each proposal to determine whether it meets all of the threshold requirements. If the proposal does not meet the threshold requirements, it may not be rated or ranked.
3. **Rating.** PCHA will evaluate and rate all applications for assistance that meet the threshold requirements according to the rating factors below. The rating of the applications for technical merit or threshold compliance will include any owners, employees, agents, consultants and members of boards of directors.
4. **Ranking.** PCHA will rank all Applicants who meet the threshold requirements by assigning points to each of the rating criteria requirements. Ranking will be given with those Applicants by points assigned.
5. **Negotiations.** Negotiations shall be conducted with Applicants who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the factors as specified in this RFP. Such Applicants shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise Applicants of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the requirements of this RFP. No Applicant shall be provided with information about any other Applicant's proposal, and no Applicant shall be assisted in bringing its proposal up to the level of any other proposal. A common deadline shall be established for receipt of proposal revisions based on negotiations.
6. **Award.** After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm(s) whose qualifications and other factors considered are the most advantageous to PCHA. Within 10 business days of PCHA making the selection, PCHA will notify the selected Applicant in writing of the Applicant's selection for the PBV program under this RFP. PCHA will also notify in writing all Applicants that submitted applications that were not selected and advise such Applicants of the name of the selected Applicant. In addition, PCHA will publish its notice for selection of PBV applications for two consecutive days in the same newspapers and trade journals PCHA used to solicit the applications. The announcement will include the name of the Applicant that was selected for the PBV program under this RFP. PCHA will also post the notice of Applicant selection on its website.

7. **Right to Award Multiple Contracts.** PCHA reserves the right to award multiple contracts under this procurement as deemed to be in the best interest of PCHA. Furthermore, PCHA reserves the right to award all or none of the vouchers applied for and to cancel and/or reissue this RFP at any time in PCHA's sole discretion.
8. **Factors for Award Used to Evaluate and Rate Applications.** The points awarded for the base rating factors total 100.

Criteria	Points
Base Factors	
Property Requirements	
1. Extent to which proposed development will further PCHA goal of expanding housing and economic opportunities	20
2. Extent to which services and amenities will be provided on site or in the immediate area, including social, recreational, educational, transportation, commercial and health facilities and services and other municipal facilities and services	20
3. Priority Projects – maximum of five (5) points each A. GAP financing B. PCHA ownership interest C. Revitalization Project D. Special Needs Population	20
Management and Financial Capability	
4. The Applicant has adequate experience and capability to build new construction housing and meet the requirements of this RFP	20
5. Proposed building(s) must be financially feasible and operationally viable and show need for PBV, as demonstrated by submission of development and operating pro-formas	20

VII. APPLICATION FORMS

The following forms are to be completed and submitted with the proposal.

1. Application Form and Schedule of Buildings Proposed for Assistance;
2. Certification of Previous Compliance with Fair Housing and Civil Rights Laws;
3. Certification of Eligibility for Participation in federal and PCHA Programs;
4. Non-Collusive Affidavit;
5. Certificate of Non-Organizational Conflict of Interest;
6. Certification of Applicant Regarding Debarment, Suspension and Other Responsibility Matters; and
7. Certification Regarding Lobbying.
8. Developer Application Priority Certification
9. HUD 5369-C form

APPLICATION FORM AND SCHEDULE OF BUILDINGS PROPOSED FOR ASSISTANCE

Property Owner's Legal Name: _____

Address: _____

Contact Name: _____

Contact Telephone Number: _____

Contact Email: _____

Employer Identification Number: _____

1. OWNERSHIP

A. Property Owner: _____

Entity Type: _____

Mailing Address: _____

Telephone: _____

B. Site Control

(Please check the appropriate response and attach one of the following documents as evidence of site control).

_____ Deed _____ Contract of Sale _____ Option to Purchase

_____ Pre-Lease Agreement _____ Long-term Lease Agreement

Property Address: _____

2. BUILDING CHARACTERISTICS

Demographic: _____

Type of Building design: _____

Number of Residential Buildings: _____

Number of Stories: _____

Available Parking: _____ Off-Street _____ On-Street _____

Units to Receive Project Based Assistance:

1-Bedroom _____

2-Bedroom _____

3-Bedroom _____

Other (describe) _____

Amenities and Services:

Total Number of Units at the project to Receive Project Based Assistance: _____

Total Number of Units at the project: _____

Are the units proposed for participation in the PBV program equal to or less than 25 percent of the total units at the project? _____

If no, are the Units:

(a) Excepted units in a multifamily building because they are specifically made available for elderly families or families receiving supportive services (also known as qualifying families)?

_____ If yes, please explain the type of excepted unit and how many such excepted units?

(b) Located in a single-family dwelling (defined as 1–4 family dwellings per building)? _____

(c) Otherwise permitted to exceed the 25% per project cap pursuant to the U.S. Housing Opportunities Through Modernization Act of 2016, as implemented by the U.S. Department of Housing and Urban Development? _____ If yes, please explain the reasoning

3. GENERAL LIVING QUALITY

Please provide detailed information about proximity to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services, either on site or off-site, including those that may be geared toward elderly or family residents.

4. PRIORITY PROJECTS

1. Does the project require an award of PBVs to achieve financial and operational viability? This must be demonstrated through proformas submitted with this response showing the project with and without an award of PBVs.

YES _____ NO _____.

2. Was the project developed by using low-income housing tax credits for its financing?

YES _____ NO _____.

3. Has the project remained affordable for the entire span of its existence?

YES _____ NO _____.

CERTIFICATION OF PREVIOUS COMPLIANCE WITH FAIR HOUSING AND CIVIL RIGHTS LAWS

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

This is to certify that the above-named property owner, its directors, and employees are in full compliance with all Fair Housing and civil rights laws, statutes, regulations and executive orders as enumerated in 24 CFR 5.105(a).

The above-named property owner, its directors, and employees also understand that they will not be eligible for consideration as an Applicant for assistance for existing housing units under the PBV program if any one of the following is true —

- Has been charged with a systemic violation of the Fair Housing Act by HUD alleging ongoing discrimination;
- Is a defendant in a Fair Housing Act lawsuit filed by the Department of Justice alleging an ongoing pattern or practice of discrimination; or
- Has received a letter of noncompliance findings under Title VI, Section 504, or Section 109.

Additionally, the above-named property owner, its directors and employees also understand that PCHA will not rate and rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in the Request for Proposals for Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of ongoing discrimination in the policies or practices involved in the charge, lawsuit or letter of findings.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT.

Signature

Name of Owner or Authorized Agent

Date

CERTIFICATION OF ELIGIBILITY FOR PARTICIPATION IN FEDERAL AND PCHA PROGRAMS

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

This is to certify that the above named property owner, its directors, and employees have not had participation in federal programs limited; have not been debarred from participation in federal programs; have not been charged with fraud or abuse of a Section 8 program; is not a defendant in a fraud or abuse lawsuit filed by the Department of Justice, HUD or PCHA alleging fraud or abuse; or have not received a letter from the Department of Justice, HUD or PCHA alleging fraud or abuse in any federally-funded program, and that the occurrence of such would render the property owner, its directors, and employees ineligible for consideration as an Applicant for assistance for existing units under the PBV program.

Additionally, it is understood that PCHA will not rate and rank an application if the charge, lawsuit or letter of findings has not been resolved to the satisfaction of PCHA before the application deadline stated in the Request for Proposals for Assistance Under the Section 8 Project-Based Voucher Program for Existing Housing Units in St. Petersburg, Florida. PCHA's decision regarding whether a charge, lawsuit or a letter of findings has been satisfactorily resolved will be based upon whether appropriate actions have been taken to address allegations of fraud or abuse in the policies or practices involved in the charge, lawsuit or letter of findings.

Definition of Fraud and/or Program Abuse

"Fraud" and "abuse" mean a single act or pattern of actions made with the intent to deceive or mislead, constituting a false statement, omission or concealment of a substantive fact. Fraud and abuse result in the payment of housing choice voucher program funds in violation of program requirements.

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION IN THIS APPLICATION IS TRUE AND CORRECT.

Signature

Name of Owner or Authorized Agent

Date

NON-COLLUSIVE AFFIDAVIT

State of: _____) s.s.

County of: _____)

_____ being first duly sworn, deposes and says:

That he/she is _____ the party making the foregoing bid or proposal, that such bid or proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived, or agreed, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price or affiant of any other vendor, or to fix any overhead, profit or cost element of said proposal price, or of that of any other vendor, or to secure any advantage against the Pinellas County Housing Authority or any person interested in the proposed contract; and that all statements in said proposal are true.

Signature of:

Applicant, if the vendor is an individual

Partner, if the vendor is a Partnership

Officer, if the vendor is a Corporation

Manager/Officer, if the vendor is a Limited Liability Company

Subscribed and sworn to before me this _____ day of _____

MY COMMISSION EXPIRES _____, 20__

CERTIFICATE OF NON-ORGANIZATIONAL CONFLICT OF INTEREST

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

The Applicant certifies that to the best of its knowledge and belief and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed under this proposed contract and the Applicant's organizational, financial, contractual or other interests may, without some restriction on future activities:

- (a) Result in an unfair competitive advantage to the Applicant; or,
- (b) Impair the Applicant's objectivity in performing the contract work.

In the absence of any actual or apparent conflict, I hereby certify that to the best of my knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement.

Signature

Name of Owner or Authorized Agent

Date

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

1. The Applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default.
2. Where the Applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Signature

Name of Owner or Authorized Agent

Date

CERTIFICATION REGARDING LOBBYING

Property Owner's Legal Name: _____

Address: _____

Contact Name and Telephone Number: _____

Employer Identification Number: _____

The Applicant and its principals certify that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, or any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclosure accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the authorized certifying official, I hereby certify that the above specified certifications are true.

Signature

Name of Owner or Authorized Agent

Date

DEVELOPER APPLICATION PRIORITY CERTIFICATION

I, _____ hereby certify on behalf of
_____ (Insert name of Developer)

and its key principals that:

(i) no application for development funding submitted by this Developer, other than by score or rank, will have priority over any application for funding for the proposed project for which is described in this RFQ or for which the Developer and the Pinellas County Housing Authority (the Authority) have entered into partnership to develop and,

(ii) that the Developer will make every effort to give this project priority over any other projects it will be submitting funding applications for, and

(iii) the Developer will make every effort not to submit competing applications within the same geographic, demographic or special set-aside categories within a funding cycle, without notification to the Authority and written approval by the Authority, and

(iv) the Developer will provide notice to the Authority of any and all contemplated competing funding applications within any same funding cycle in which the Authority intends to submit an application.

Signature of Key Principal of Developer

Printed Name of Key Principal of Developer

Date: _____

Certifications and Representations of Offerors

Non-Construction Contract

U.S. Department of Housing and Urban Development Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offeror represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offeror, the bidder/offeror:

- (1) ☐ has, ☐ has not employed or retained any person or company to solicit or obtain this contract; and
- (2) ☐ has, ☐ has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offeror shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offeror shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offeror represents and certifies as part of its bid/offer that it:

- (a) ☐ is, ☐ is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) ☐ is, ☐ is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) ☐ is, ☐ is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- | | |
|---|---|
| ☐ Black Americans | ☐ Asian Pacific Americans |
| ☐ Hispanic Americans | ☐ Asian Indian Americans |
| ☐ Native Americans | ☐ Hasidic Jewish Americans |

3. Certificate of Independent Price Determination

(a) The bidder/offeror certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offeror or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offeror, directly or indirectly, to any other bidder/offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offeror to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offeror's organization);
(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
- (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:
