



REQUEST FOR PROPOSAL

Request for Proposal: LRGVDC Rapid Housing Recovery Pilot Program For Hurricane Dolly Round 2 Disaster Recovery Program

I. REQUEST OVERVIEW:

The Lower Rio Grande Valley Development Council (LRGVDC) is soliciting this Request for Proposal to select a Pilot Program General Administrator (PPGA) to implement the Rapid Housing Recovery Pilot Program (RHRPP) in the LRGVDC Tri-County Area (Cameron, Hidalgo and Willacy Counties). As part of the contract between the Texas General Land Office (GLO) and the Lower Rio Grande Valley Development Council (LRGVDC) related to Hurricane Dolly CDBG Disaster Recovery Funding for Round 2.2, the LRGVDC will conduct a Rapid Housing Recovery Pilot Program (RHRPP). The obligations from the contract indicate the LRGVDC will conduct the pilot program, construct 20 homes, and have a not-to-exceed budget of two million dollars (\$2,000,000), of which \$1,864,300.00 is available to complete the pilot program prior to the contract end date of October 12, 2014.

II. BACKGROUND:

The 2008 hurricane season was the most destructive weather season Texans have ever seen and marked the first time in Texas history that all Texas coastal counties were presidentially declared disaster areas at the same time. Within a 52-day period, the state was impacted by a major tropical storm and three hurricanes, the worst of which were Hurricane Ike and Hurricane Dolly.

Hurricane Dolly struck the south Texas coastline on July 23, 2008, but much of its fury was felt to homes and communities in Cameron, Hidalgo and Willacy Counties. As the most destructive storm to hit the Rio Grande Valley in 41 years, the storm left entire neighborhoods almost entirely under water, inaccessible to the families who were forced to flee and with long term damage to the housing stock.

In September of 2009, the State of Texas submitted its Action Plan for the second round of funding for the hurricanes. During that time, an administrative complaint and a Fair Housing complaint were filed with HUD against the State of Texas. The Fair Housing complaint was filed on December 1, 2009. The Action Plan for Round 2 funds submitted in September was not accepted by HUD between the date it was filed and the Fair Housing Complaint was filed. The State of Texas and the Fair Housing complainants reached a Conciliation Agreement that modified the LRGVDC Housing Program.



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As a result of the Fair Housing complaint, the Lower Rio Grande Valley received significant additional funds to assist disaster victims. These funds came with conditions. First, it required that at least 55% of all disaster recovery funds in Texas be spent on housing. Second, it required a Needs Assessment to determine how the distribution of funds should occur to ensure that Low to Moderate Income persons receive Fair Housing Choice through recovering of single family rental stock.

In accordance with the requirements of the Conciliation Agreement and Round 2.2 Guidelines, the LRGVDC conducted a detailed Needs Assessment (incorporated herein by reference and available on the LRGVDC Website- http://www.lrgvdc.org/downloads/disaster-recovery/LRGVDC_Needs_Assessment%20Revised%20Maps%2011-2012.pdf to establish housing disaster recovery programs based on remaining damage assessments.

On October 12, 2012, the Texas General Land Office executed a Sub recipient agreement with the LRGVDC to fulfill the objectives of the Round 2 Housing Guidelines, the Phase 1 Analysis of Impediments and the Conciliation Agreement.

III. EXECUTIVE SUMMARY:

As part of the contract between the Texas General Land Office (GLO) and the Lower Rio Grande Valley Development Council (LRGVDC) related to Hurricane Dolly CDBG Disaster Recovery Funding, the LRGVDC will conduct a Rapid Housing Recovery Pilot Program (RHRPP). The obligations from the contract indicate the LRGVDC will conduct the pilot program, construct 20 homes and have a not-to-exceed budget of two million dollars (\$2,000,000). The Texas 81st Legislature HB 2450 lead to the creation of “The Natural Disaster Housing Reconstruction Advisory Committee” and that team developed the Natural Disaster Housing Reconstruction Plan which was published on November 30th, 2010. The aforementioned plan is the foundation for the scope of work for the LRGVDC Rapid Housing Recovery Pilot Program.

IV. OBJECTIVE:

Develop a Disaster Housing Reconstruction Demonstration/Pilot Program according to the Natural Disaster Housing Reconstruction Plan which was developed to comply with Government Code Chapter 2306, Subchapter X-2. The Program will test the feasibility of implementing the plan for the large-scale production of replacement housing for victims of federally declared natural disasters. The General Land Office has allocated \$2,000,000.00 for the RHRPP for 20 homes to be constructed in the Lower Rio Grande Valley tri-county area. Of the \$2,000,000.00, \$1,864,300.00 is budgeted for the Rapid Housing Recovery Pilot Program project and \$135,700.00 is budgeted for Activity Costs for the Contracted Grant Administrator (URS Corporation).



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At the conclusion of the Pilot Program, the Program will conduct an analysis that indicates successes, challenges, and recommendations for improvement so that the GLO may devise a natural disaster affordable housing delivery system that can be implemented statewide.

V. AREAS of PARTICIPATION:

Cameron County
Hidalgo County
Willacy County

VI. ROLES and RESPONSIBILITIES:

a. LRGVDC:

- Development of RHRPP Scope of Work
- Development of RFP for RHRPP General Administrator
- Solicitation and Procurement of RHRPP General Administrator
- Oversight of RHRPP General Administrator
- Submission of RHRPP Final Analysis Report to GLO
- Conduct Long Term Applicant Monitoring for compliance

b. Rapid Housing Recovery Pilot Program Grant Administrator:

Plan, Design, Implement and manage the approved RHRPP Scope of Work as identified under section “**VII. RHRPP GRANT ADMINISTRATOR SCOPE OF WORK**”.

VII. RHRPP GRANT ADMINISTRATOR SCOPE OF WORK:

This RHRPP includes not only the development of homes throughout the three counties, but also the Disaster Housing Reconstruction Program Development, Housing Design, Construction Strategies, Program Management Design, Case Management Strategies, Public Participation Strategies, and Policy recommendations. For the RHRPP, the Homeowner Opportunity Program (HOP) as currently coordinated in the LRGVDC CDBG-DR Round 2.2 Single-Family Owner Occupied Program will not be required or included as a scope requirement. Excluding HOP from the RHRPP is not meant to exclude an applicant from relocating to an area that is safer, or that is in an area of higher opportunity. In addition to other standard program requirements, for an applicant to relocate in this pilot program, the applicant would need to currently own the alternative property where construction would occur



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A. RHRPP Minimum Scope of Work Components:

a. Stakeholder Kickoff Meeting:

Once contract award is received, the PPGA will conduct an initial meeting with Stakeholders in all three counties to introduce the current team members, community partners, and discuss their draft program process. The goal is to achieve Stakeholder buy-in for Draft Program Development Process.

b. Program Process Development:

The program will engage with government agencies, non-profits, faith-based organizations, community groups, social service agencies, and policy makers (in addition to those normally involved in housing development such as contractors, building inspectors, engineers, and architects) to develop strategies and partnerships to support effective disaster recovery development models for a variety of situations and organizations through coordination and by defining relationships, roles, and responsibilities.

c. Local Agency Engagement:

The PPGA will engage government agencies, non-profit groups, faith-based organizations, community groups, social service agencies, and policy makers in each of the three counties. They will document the following:

- Identify Agencies Capabilities
- Identify Agencies Ability to Perform
- Identify Agencies Requirements to Perform
- Match agencies to program task requirements

d. Develop all needed Memorandums of Understanding (MOU):

The PPGA will develop MOUs needed by local municipalities or the LRGVDC to facilitate exchange of needed program information. Examples of entities at a minimum are:

- GLO
- FEMA
- SBA



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- Attorney General Office
- Faith Based and Non-Profit Groups
- Builder / Builder Trade Associations
- Local and State Historical Commissions
 - Create an agreement with Texas Historical Commission to pre-approve an expedited historical clearance for repair, reconstruction or rehabilitation of historic properties
- Tax Offices
- Permit offices and Utility Entities:
 - Develop a contingency plan for pre-approval of government entities and/or third party entities to conduct expedited permitting and expedited inspections.
 - Remember to include all government agencies on the critical path but may be outside the building permit office such as the Health Departments that govern well or septic Inspections and permitting.
 - Develop a contingency plan with Utility entities to facilitate expedited disconnection/reconnection processes
 - This should include plan to avoid additional charges to homeowner to disconnect or reconnect
- Appraisal Districts
- Emergency Management Offices

e. Emergency Housing Procedures Manual and Technical Guide:

Program is required to create an Emergency Housing Procedures Manual to be integrated into local jurisdictions housing programs. As part of the Emergency Housing Procedures Manual, demonstrate how local municipalities can establish permit approved master sets of LRGVDC approved housing designs.

Program to create technical assistance guide to facilitate local municipalities in extending existing Local Emergency Management Plans (LEMP) to include long-term housing reconstruction policies and guidelines.

Program will develop a technical assistance guide for local jurisdictions to coordinate long-term housing reconstruction requirements of their LEMP's to the COG's. The principle expectation is that this information will be utilized when creating the COG's Methods of Distribution (MOD's) when applying for funding under state and federal disaster programs.

f. Housing Design:



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The program will use this pilot program to continue to grow the database of ready-to-go disaster housing designs. The focus is to design a rapidly deployable system to capture funds being utilized on interim housing solutions and accelerate a community's recovery.

Program will facilitate feedback from community roundtables encompassing general public, elected officials, architects and engineers.

g. Construction Strategies:

The program will develop strategies for rapid, cost-effective, and high quality construction of homes.

To ensure both the durability and sustainability of reconstructed housing, rebuilt homes will be required to include disaster resistant building materials as well as **MEET** ENERGY STAR rating standards.

h. Environmental Review Clearances and Strategies:

Create a broad environmental review for the LRGVDC Area that is compliant to GLO and HUD requirements for disaster funding.

Demonstrate ability and prepare to obtain site specific environmental clearances.

i. Program Management Design:

The program will develop strategies for the effective and efficient management of a disaster housing reconstruction program.

As part of the long-term housing planning effort, the program will document a risk assessment and cost benefit analysis of mitigation related to the considered approaches that resulted in the final plan implemented.

j. Policy:

Policy recommendations for state, federal and local/regional roles and responsibilities in low income disaster recovery.

- Form Design and approval
- Contract Design and approval
- Process Design
- File Maintenance



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- Database setup and maintenance
- Reporting
- Municipal Process for Applying for Federal Disaster Relief Funds and measures needed to expedite process.
- List of standard funds to request – Available funding sources
- Location to search for available funds (standards funds and non-standard funds)

k. Case Management Strategies:

The program will develop strategies to provide immediate and long term case management services for disaster recovery clients.

PPGA will institute a GLO approved program to provide financial literacy and homebuyer education to households receiving reconstructed homes.

Education will demonstrate energy efficient living and efficient home maintenance

l. Outreach to target applicants and Public Participation:

The PPGA will develop strategies to empower communities to participate in the development of this program and long term oversight of its implementation.

- Intake of applications
- Eligibility processing
- Associated Counseling

m. Procurement: *(must be compliant to federal, state and COG procurement policies)*

The PPGA will:

- RFP/RFI Design and Publication
- Procure architects as needed or purchase architectural plans
- Procure structural engineers
- Procure Construction Contractors or Subcontractors
- Obtain Applicant Insurance (as needed)
 - Acceptable to have single source as long as agency is competitively bid and agent reviews 3 bids prior to binding insurance on property

n. Construction of 20 Homes:



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The PPGA will conduct:

- Environmental Clearances
- Historical Review Clearances
- Site Specific Plan Development
- Permit approvals as needed
- Construction Progress Inspections
- Code Inspection Compliance Review
- Ensure max Build time is 8 weeks
- Funding Requests and funding closeout

o. Program Comparison Report:

The demonstration will document how this disaster recovery process differs from a historical disaster relief/recovery process with respect to:

- Case management and client intake
- Damage assessment
- Design decisions
- Permitting
- Inspections

p. Post Program Actions:

Reconvene Roundtable to discuss:

- Successes
- Obstacles/Unresolved Challenges
- Improvement recommendation

Establish Home performance follow up plan:

- Capture power and water usage
- Capture warranty issues and resolutions

Define next steps and document actions:

End RHRPP Scope of Work



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VIII. TIMELINE and BENCHMARKS:

March 31, 2013 - Draft Scope of Work review by Program Team

March 31, 2013 - Draft "Request for Proposal" review Program Team

April Meeting - Draft Scope of Work Review by LRGVDC Housing Committee

April Meeting - Draft "Request for Proposal" review LRGVDC Housing Committee

April Board Meeting - Draft Scope of Work review by LRGVDC Executive Board

April Board Meeting - Draft "Request For Proposal" review by LRGVDC Executive Board

May 1, 2013 - Draft Scope of Work review by General Land Office

May 1, 2013 - Draft "Request For Proposal" review by General Land Office

May 6, 2013 – LRGVDC publishes "Request for Proposal"

June 6, 2013 – Proposal responses due

June 21, 2013 – LRGVDC Awards Draft Contract and Work Order

June 6, 2014 – LRGVDC Submits Results Document to General Land Office

April 2, 2014 – RHRPP Construction Complete

May 30, 2014 – RHRPP Administrator submits final required documentation



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IX. BUDGET BREAKDOWN:

LRGVDC Administration Budget / CDBG-DR GA		\$ 135,700.00
LRGVDC Delivery Budget		\$ -
LRGVDC Project Budget		\$ -
Budget Subtotal		\$ 135,700.00
RHRPP Process Design and Policy Design Budget		\$ 140,000.00
RHRPP Program Delivery Budget		\$ 160,000.00
RHRPP Program Construction Project Budget		\$ 1,564,300.00
Budget Subtotal		\$ 1,864,300.00
RHRPP Total Budget		\$ 2,000,000.00

X. PROPOSAL RESPONSE REQUIREMENTS:

1. Table of Contents

2. Cover Letter

- State interest in RHRPP
- State ability to meet requirements of the RHRPP
- Provide primary contact person and associated contact information

3. Letters of Reference and RHRPP Points of Contact

- 3 letters of reference are required
- Provide RHRPP Point of Contact and associated contact information for all federally funded programs that PPGA has provided services.



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4. **Stakeholder Engagement:**

Convene a stakeholder roundtable and facilitate discussions related to the RHRPP Objectives. Document the responses and demonstrate how you have incorporated the stakeholder suggestions into your proposal. Expected stakeholders consulted are government agencies, LRGVDC Staff, Housing Developers, Architects, Engineers, Faith Based Groups, Social Service Agencies and Home Builders.

5. **Architect Solicitation:**

Based on documented feedback from the stakeholder meeting and RFP requirements, responder is to conduct a solicitation for architects to provide accommodating designs.

6. **Housing Design:**

Provide Housing Designs and associated plans for review. A minimum of 2 floor plans per bedroom size with 3 associated exterior elevations is required.

7. **RHRPP Plan:**

Provide a **narrative addressing** your approach relative to accommodating the **each of the scope of work requirements**. Narrative should include a **time line** and associated **budget** to complete project.

Minimum Standards of Work and Budget Maximum:

- The current Not-to-exceed budget is \$1,864,300.
 - Includes all administration costs, delivery costs and project costs.
- Housing units must comply with construction standards established by 2306.514, Texas Government Code
- RESCHECK Certification required
- Compliance to the most stringent standard with reference to 2009 International Residential Codes (IRC) or State, Local, County, or Federal code requirements. With these codes as a guide the minimum inspections will be:
 - Foundation
 - Rough-in (mechanical, plumbing, electrical)
 - Structural
 - Insulations
 - Final Inspection
 - All third party inspectors utilized in unincorporated areas shall be a 2009 IRC certified inspector.
- All replacement housing must comply with Housing and Urban development (HUD) construction standards, and state, local or regional building codes as are applicable.



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- A 10% retainage fee will be held for 30 days post construction.
- A standard 1/2/10 Warranty will be required.

8. PPGA Qualifications (Minimum Standard):

- a. Provide Narrative describing team qualifications and experience related to scope of work items:
 - i. Specifically address the following:
 1. Experience in scattered site building
 2. Experience in Disaster Recovery Programs
 3. Experience in Disaster Relief Programs
 4. Experience building homes with Green certifications, LEED Certifications, or Energy Star Certifications
 5. Experience of Team's current staff in Disaster Programs related to all functional areas of the scope of work.
 6. Provide Project Organizational Chart of key personnel and associated role for the project.
- b. Provide Financial Statement:
 - i. Provide most recently CPA compiled financial statement which is to include Balance Sheet and Income Statement. All documents should be in the name of the submitting firm or owner.
- c. Insurance Limits: (minimum)
 - i. General Liability, \$1,000,000
 - ii. Automobile Liability \$1,000,000
 - iii. Workers Compensation Statutory by Texas Law.
 - iv. Bonding Capacity at a minimum is to cover construction of 20 homes(\$1,700,000)
- d. PPGA must be lien and judgment free
 - i. Pending Judgments are to be documented in response.
 - ii. LRGVDC may consider PPGA adherence to acceptable business practices and criminal history of unsatisfied judgments when determining PPGA is qualified for contract award.
- e. PPGA and any subcontractors must not be debarred, suspended, or otherwise ineligible according to the System For Award Management and PPGA must have a current DUNS number:
 - i. <https://www.sam.gov/portal/public/SAM/>
 - ii. www.window.state.tx.us/procurement/prog/vendor_performance/debarred/
- f. Since this program is receiving direct federal assistance from The Department of Housing and Urban Development (HUD), it is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u. In addition, the LRGVDC has adopted a Section 3 plan. The responding PPGA is to provide a compliant Section 3 plan.



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- g. PPGA to describe affirmative initiatives to utilize Historically Underutilized Businesses (HUB's).
- h. As required, PPGA is to affirm in narrative that they agree to comply with the Davis Bacon Act (40 U.S.C 276a to 276a-7) as supplemented in the Department Regulations (29 CFR Part 5).

9. Submission Requirements:

- a. Proposals are limited to 40 pages
- b. Tab proposal response according to "Proposal Response Requirements" section parts 1-8 and specifically 8(a) thru 8(h) of this document.
- c. Provide 8 (Eight) original Copies
- d. Responses to be delivered in sealed box with title: RFP for LRGVDC RHRPP 2013 and include name of submitting firm.
- e. All responses to be received by June 6, 2013 by 2:00pm at:

Lower Rio Grande Development Council
Attn: Procurement Department
301 West Railroad
Weslaco, TX 78596

- f. **NO LATE RESPONSES WILL BE ACCEPTED**
- g. Proposal opening expected June 7, 2013 at 11am.

10. LRGVDC Award Schedule:

- a. Expect review period to be approximately 30 days from submission due date.

11. Communication

- a. **All communication is to be in writing to the LRGVDC Procurement Director.**
- b. **IT IS NOT ALLOWED FOR RESPONDERS TO HAVE DIRECT COMMUNICATION REGARDING THIS RFP WITH ANY MEMBERS OF THE LRGVDC STAFF OUTSIDE OF A FORMAL SESSION ARRANGED BY THE LRGVDC PROCUREMENT DIRECTOR.**

12. Open Records:

- a. Information submitted to the LRGVDC is public information and is available upon request per the Texas Information Act, Chapter 552 of the Government Code. An exception is stated in section 552.104 concerning information related to competition for bidding.

13. Costs:



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- a. All costs incurred directly or indirectly during the preparation of this response shall be the sole responsibility of the PPGA.

14. Scoring:

- a. Capabilities to perform all items of the Scope of Work Criteria (25%)
- b. Approach scoring will be based on effectiveness of plan (35%)
- c. Experience of Team (25%)
- d. Effectiveness of Project Organization and key personnel (10%)
- e. Other (5%)

-End Document-