**RFP FOR MANAGEMENT AGREEMENT**

**HUBBARD COUNTY HOUSING AND REDEVELOPMENT AUTHORITY**

**General Information:**

Hubbard County Housing & Redevelopment Authority (HHRA)

Board Chair, Kathe Henry 218-255-3995

Vice Chair, Floyd Frank 320-249-4598

The timeline presently contemplated by the HHRA Board of Directors for submission of the proposals, evaluation of proposals and award of the contract is as follows:

* Distribute Request for Proposals (RFPs): Friday, June 9, 2023
* Deadline for submission of Proposals: Friday June 16, 2023, at 4:30 P.M.
* Opening of Bid: Tuesday, June 20, 2023, at 1:00 P.M.
* Begin Service: Tuesday, July 1, 2023 (tentative)

**Services to be Provided:**

The Proposer will provide management services, including an Executive Director, to Hubbard County Housing & Redevelopment Authority (HHRA) that will encompass board management, preparation of board packages, staff supervision, implementation and maintenance of accounting and administrative systems, creation and implementation of new ventures, property management services, oversight of MURL program and administration of ongoing activities all under the direction of the Board of Directors.

The Proposer represents that it is qualified and willing to perform the services set forth herein. Ownership of all intellectual property rights, original materials and other work in whatever form developed by The Proposer and its employees individually or jointly with others or any subcontractor in the performance of its obligations under this Agreement shall rest with The Proposer.

The essential duties and responsibilities that The Proposer will provide to HHRA include Board Governance, Financial Performance and Viability, Organization Mission and Strategy and Organizational Operations, and Property Management. The Proposer will provide the services of Executive Director and administrative staff as well as supervision and guidance to the staff employed directly by HHRA.

**Submission of Proposals:**

* Proposals Due: Sealed proposals will be received in the Hubbard County Administrators Office, located in the Hubbard County Government Center, 301 Court Avenue, Park Rapids, MN 56470, until 2:00 P.M Friday, June 16, 2023. LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED. Proposals must be submitted in a sealed package, with the Proposer’s name and address on the outside of the package, along with the designation: “PROPOSAL FOR CONSULTING – MANAGEMENT SERVICES – Hubbard County Housing & Redevelopment Authority.” One original signature master copy shall be included in the package along with FIVE (5) duplicate copies. Each Proposal must include a Financial Summary page that includes the annual price for the initial contract term. **Electronic Proposals will be accepted** please submit to [jeff.cadwell@co.hubbard.mn.us](mailto:jeff.cadwell@co.hubbard.mn.us) by the same deadline.
* Withdrawal of Proposals: Proposals may be withdrawn by a Proposer at any time up to the deadline for submission. After said deadline, proposals must remain final (subject to negotiation of terms as provided for in these specifications) and cannot be withdrawn for a period of thirty (30) days.

**Procedures For Award of Contract:**

* Proposal Review: Proposals received shall be evaluated and reviewed by representatives from the HHRA Board of Directors. Following evaluations of written proposals, some responders may be selected for interview to determine the firm deemed best qualified. Each proposal must be responsive to the requirements set forth in the Request for Proposals. Proposals that do not meet the mandatory requirements will be considered non-compliant. The HHRA Board of Directors reserves the right to waive technicalities and to reject any or all proposals in the best interest of the facility.
* Interview of Respondents and Selection of Finalists: Respondents may be asked to attend an interview with HHRA officials. Respondents will be rated based on qualifications, scope of work, and price. After reviewing proposals and conducting interviews (if any), County and/or HHRA staff may be authorized by The HHRA Board of Directors to commence negotiation for a contract with the firm recommended for the award. The Hubbard County Board Chair will be the signatory on any agreement entered into because of the RFP.
* Contract Negotiations: Upon determination of the firm deemed to be best qualified and authorization by The HHRA Board of Directors, Hubbard County shall enter negotiation of contract terms for the required services. If a satisfactory contract cannot be negotiated with the firm deemed most qualified within a reasonable period as determined solely by The HHRA Board of Directors, negotiations with that firm will be suspended, and negotiations shall be undertaken with the firm ranked second-most qualified. Should a satisfactory contract not be negotiated with either of these firms, additional firms may be selected in order of their qualifications as established by proposal review and/or interview, and negotiations entered as outlined above. The HHRA Board of Directors reserves the right to cancel or re-issue the Request for Proposal. The Proposer agrees to negotiate in good faith with the owner to enter into a formal agreement with the operator and the county, with such agreement substantially incorporating the terms and conditions in the RFP and including HIPAA Business Associate Agreement. The Agreement will incorporate, in order of precedence, the following:
* The Agreement,
* The terms and conditions contained in this RFP document.
* The proposal submitted by the Proposer
* Contract Award:
* Based on the proposal, interview, and any other information which may be obtained by the HHRA, the HHRA may prepare and offer a contract for a three (3) year term beginning July 1, 2023, and ending June 31, 2026, with either party having the right to terminate for convenience upon ninety (90) days advance written notice. The HHRA may extend the contract for additional terms of one or more years by mutual agreement with the Proposer.
* The successful Proposer shall commence work only after the transmittal of a fully executed contract and all required insurance certificates, and after receiving written notification to proceed from the HHRA. The successful Proposer will perform all services indicated in the proposal in compliance with the negotiated contract.
* The HHRA reserves the right to reject any or all proposals in whole or in part received by reason of this RFP. The HHRA will not pay for any information herein requested, nor is it liable for any costs incurred by the Proposer.

**Detail of Services Provided shall include:**

* Board Governance: Work with the HHRA Board to ensure the successful
* operation of HHRA.
* Ensure the organization operates within the legal framework to regulatory bodies.
* Build Consensus
* Ensure transparency
* Be responsive to the Board and external stakeholders
* Facilitate the evaluation of the Proposer performance on a semi – annual basis generally, to occur in June and November
* Preparation of the board agenda and package
* Organization Mission & Strategy: Work with the Board and staff to fulfill the mission of HHRA.
* Recommend and craft strategy to meet internal and external expectations
* Assess new initiatives that will broaden overall effectiveness in the County. With a priority on establishment of Countywide Housing Rehabilitation Program
* Work to ensure the goals of the HHRA are met
* Financial Performance & Viability: Ensure the financial health of the HHRA
* Search for resources that will continue to move the organization toward self-sufficiency
* Ensure the Board is kept up to date on the financial status of the organization
* Ensure compliance with Federal & State guidelines
* Develop processes for staff to ensure internal control and compliance
* Organizational Operations: Oversee and implement policies & procedures for operations of HHRA.
* Implement procedures for the day-to-day operations for the organization that reflect appropriate internal control, maintain transparency, increase efficiency, and balance workloads for all staff
* Represent the HHRA and their interests at the local, State and Federal levels
* Promote a positive culture of inclusion, transparency, and accountability
* Property Management services:
  + Provide staff and management for all Hubbard County HRA projects in order to maintain all properties to the highest possible standards and establish positive relationships with the residents, neighbors and the community at large.
  + Ensure the promotion of Fair Housing & Equal Housing opportunities for all.
  + Manage rent receipts, leases and the cash flow and viability of all housing units, making recommendations to the Board on areas to improve and increase efficiency.

There are currently 4 apartment complexes, with 80 rental units and 4 individual homes which include a men’s house and women’s house. For a complete description of properties please see **Addendum A**.

**Required Contents of Proposals**

All prospective respondents must submit a complete response to the RFP in the following format and order:

* Transmittal Letter: This is to be a brief letter on the Proposer’s letterhead, addressed to the HHRA Board of Directors, which provides the following information:
* Correct legal name and address of the Proposer.
* Name, title, telephone, e-mail address and fax number of the contact person for the Proposer.
* A statement that the proposal is in response to this RFP and that the Proposer agrees to accept all the requirements of the RFP. Any exceptions to RFP requirements should be clearly identified.
* The signature, along with the typed name and title of the individual who must be authorized to commit the Proposer to the proposal. The signature must be an original manual signature, not a facsimile.
* Technical Proposal: This portion of the proposal must address each item listed below:
* Introduction & Company Profile:
* Corporate experience in providing consulting/managements services to organizations:
* Number of employees (total and by relevant job classifications);
* Number of years provide consulting/management services to organizations.
* Number of organizations in which you have provided consulting/management services over the past five (5) years.
* Provide the name and address of each organization managed by Proposer. Provide complete contract information (name of client and contact person, address, email address, telephone number) for each organization, specifically identifying facilities that are comparable to HHRA.
* The Proposer must list any contracts that were terminated or not renewed upon expiration within the last five years, giving the client’s name and address, contact person, e-mail address and phone number; and the reason for the termination or non-renewal.
* Corporate office organizational structure – submit an organization chart which clearly illustrates all individuals and entities, their relationship in terms of proposed services. In addition, provide a list of individuals of the firm who may be expected to provide services or have responsibility for management or overseeing services provided to the County under a contract awarded for this RFP. Included must be resumes (education, training, and experience) and licenses of key corporate management staff.

HHRA and Hubbard County shall have the right to make such investigation as it deems necessary to determine the ability of the Proposer to perform the work under the agreement contemplated in this RFP.

* Cost Proposal: It is the preference of the HHRA Board of Directors to contract for consulting/management services based upon a flat fee. Proposer shall detail the fee structure for all management and consulting fees depending on the frequency by which the services are provided (i.e., monthly, weekly, daily, etc.). The Proposer will invoice the HHRA monthly, based on one twelfth of the annual contract cost.

**Additional Contract Terms and Conditions:**

AMENDMENTS. Any alterations, variations, modifications, or waivers of terms of this Agreement shall be in writing and shall be executed by the same parties who executed the original Agreement or their successors in office.

ASSIGNMENT. The Proposer or the HHRA shall not assign, transfer, or subcontract any rights or obligations under this Agreement without prior written consent of the other party.

COMPLIANCES. HHRA agrees to abide by and assures that no person in the United States shall on the grounds of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, be excluded from participating in, be denied the benefits of, or be otherwise subject to discrimination in connection with the operations of this Agreement.

TERMINATION. This Agreement may be canceled by The Proposer or the HHRA at any time, with or without cause, upon thirty (90) days written notice to the other party. In the event of such cancellation, The Proposer shall be entitled to payments, determined on a pro rata basis, for work or Service satisfactorily performed.

LIABILITY. HHRA agrees to indemnify and save and hold The Proposer, its representatives, and employees harmless from any and all claims or causes of action arising from the performance of this Agreement by The Proposer or its agents or employees. This clause shall not be construed to bar any legal remedies the HHRA may have for The Proposer’s failure to fulfill its obligations pursuant to this Agreement.

INFORMATION. HHRA agrees that all information provided to HLDC will be true and correct to the best of the HHRA knowledge. The Proposer is not liable for its use or dissemination of false or erroneous information, data or other materials provided by the HHRA.

DATA PRATICES. The Proposer agrees to maintain and protect data on individuals received, or to which The Proposer has access, according to the statutory provisions applicable to the data. No private or confidential data developed, maintained, or reviewed by The Proposer under this agreement may be released to the public by The Proposer or its employees or representatives. All the data created, collected, received, stored, used, maintained, or disseminated by The Proposer in performing its responsibilities under this agreement is subject to the requirements of Minn. Statute Chapter 13, and The Proposer shall comply with those requirements as required by law.

**Addendum A**

There are 87 total units under the management of the Hubbard County HRA

**Cornerstone, 310 & 312 Third Street**

4 – 2BR

5 – 1BR

The property was originally transitional housing for homeless, in 2020 I was able to get it converted to permanent low-income housing with a preference for homeless. tenants receive some kind of housing support. Rents range from $300 - $650.

**Regency, 501 Gilbert**

1 – 1BR

8 – 2BR

6 – 3BR

This is a LITHC (Low Income Housing Tax Credit) property purchased from an investor. On January 1st it just hit 30 years so all of the requirements associated with LITHC have expired. Currently, the households must be income eligible to move in. Rents range from $580 - $725.

**Meadow View/Meadows Edge, 315 & 317 Career Path**

Each building contains:

3 – 1BR

17 – 2BR

8 – 3BR

These are “market rate” apartments constructed using Minnesota Housing Workforce Housing Grant Program funding. There are no income restrictions, and the rents are set so tenants are not able to use section 8 funding, so the tenants must be able to pay the rent. Rents range from $720 - $900.

**“Mens” House, 301 Lake Street**

4 – SRO (single room occupancy)

This house serves single men that generally have mental health issues and are supported by case workers. Referrals come mostly from the county. It’s a single-family house where each person has a bedroom. The rent is $200, but the residents usually have some rental support.

**Single family rentals**

901 Charles

509 King

615 2nd Street

These are single family properties ranging from 2 bedrooms to 4 bedrooms, they are intended for low-income families and may or may not have rental support.