



CITY OF LAWRENCE REQUEST FOR PROPOSAL (RFP)

RFP Number:

Purpose of RFP: To solicit proposals for affordable housing demonstration projects to be funding through the City's Affordable Housing Trust Fund.

RFP Description: The City Commission has approved an expenditure of \$100,000 from the City's Affordable Housing Trust Fund for a project to demonstrate how a Housing Trust Fund can be used to support programs and projects aimed at providing affordable housing in our community. The intent is to find a "shovel ready" project that can quickly demonstrate success.

The City Commission also established an Affordable Housing Advisory Board for the purpose of recommending how to spend funds from the Housing Trust Fund. Responses to this RFP will be reviewed by the Board, who will select a proposal to recommend to the City Commission for funding in 2016.

Department: City Manager's Office

Contacts: Casey Toomay, Assistant City Manager, can be contacted at ctoomay@lawrenceks.org or 785.832.3409.

Site Visit Requirements: None

Copy Requirements: Please submit one 1) electronic copy and ten (10) paper copies.

Due Date & Time: **Proposals must be received by 12:00 pm on Friday, February 19, 2016.**

Submit To Address: Ten (10) paper copies should be delivered to:
RFP #_____ - Affordable Housing Demonstration Projects
City Hall
Attn: City Manager's Office
6 E. 6th Street
Lawrence, KS 66049

An electronic copy should be emailed to:
ctoomay@lawrenceks.org.

Request for Proposals to Utilize \$100,000 of Affordable Housing Trust Funds within the City of Lawrence

I. Proposal Information:

Project Overview

The City of Lawrence, Kansas, is requesting proposals to utilize \$100,000 of Affordable Housing Trust Funds for the purpose of demonstrating how Trust Funds can be used to provide affordable housing in the City of Lawrence. Projects may include acquisition, rehabilitation, and development of affordable housing and supportive services necessary to maintain independent living with dignity.

Projects that are "shovel ready" and able to be completed in calendar year 2016. The funds may be awarded to one or more worthy proposals, that provide a public benefit, as recommended by the Affordable Housing Advisory Board and selected by the City Commission. Eligible applicants for this funding include but are not limited to corporations, non-profit groups, educational groups, and civic groups. City Departments may also submit proposals for consideration.

Proposals, letters of interest, or questions should be addressed to the City Manager's Office at ctoomay@lawrenceks.org or the following address:

Casey Toomay
Assistant City Manager
6 E. 6th Street
Lawrence, KS 66044

Any award of Affordable Housing Trust Funds will be based on an evaluation of the merits of the proposal and its furtherance of the City Commission's goal of providing access to affordable housing to all persons in the community.

The City reserves the right to reject any proposal not complying with the requirements outlined in this Request for Proposals (RFP) and may, at its discretion, opt not to select any proposal for an award of Affordable Housing Trust Funds at this time. The selected project(s) may be required to enter into a performance agreement with the City to ensure the project's completion and performance.

Ten written copies and one electronic copy of any proposal must be received in the City Manager's Office no later than 12:00 p.m. on February 19, 2016. The City of Lawrence expects to award the contract in March.

II. Minimum Specifications:

Scope of Work

Project proposals should include enough narrative and graphics to give the Affordable Housing Advisory Board and City Commission a solid idea of the project's scope and feasibility. Proposals should include, at a minimum, the following:

1. Location of project, including site address, if applicable.
2. Property owner information and contact information, if applicable.
3. Statement of project scope, including the targeted population and number of clients served by the project.
4. Schedule of costs to complete the project.
5. Timeline for completing the project.

6. Statement of how the project meets the purpose of the Affordable Housing Trust Fund.
7. Statement on how partnerships, if any, are demonstrated.
8. Statement on how funds would be leveraged.
9. Statement on how the project would impact public opinion about affordable housing.
10. Statement on the ability of the applicant to complete the proposed project with the funding requested and the timeline offered.
11. A list of projects similar in scope to the proposed project completed in the last three years, if applicable.
12. Plans, elevations, graphics, etc. to graphically represent the project if necessary.

III. Evaluation Criteria and Selection Process

A review committee composed of the Affordable Housing Advisory Board and City Staff will review all proposals received and determine those proposals that will be recommended for further consideration. Qualified applicants may be contacted for additional information if needed.

The committee will then recommend a proposal or proposals Affordable Housing Trust Funding based upon the criteria noted herein. The committee will then forward any recommended proposal to the City Commission for determination as to which proposal (or proposals) will be awarded funding.

The following criteria will be used in the evaluation of proposals.

1. Complete application and overall presentation.
2. Qualifications and ability of the applicant to complete the project outlined in the project scope within the timeline set forth.
3. How the project meets the purpose of the Affordable Housing Trust Fund.
4. How partnerships, if any, are demonstrated and/or how funds would be leveraged.
5. How the project would impact public opinion about affordable housing.
6. Quality of previous projects of a similar nature, if applicable.

IV. Equal Opportunity Agreement

Upon selection of a project for grant funding, the City of Lawrence will begin contract negotiations based on the project requirements, applicant's qualifications, the proposed timeline, and any additional constraints. Any applicant selected for Affordable Housing Trust Funding shall agree to the following the language:

The applicant and any contractor thereof agrees that it will observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the contract because of race, religion, color, sex, disability, national origin, or ancestry. The applicant or its contractor shall, in all solicitations or advertisements for employees, include the phrase, "equal opportunity employer." The applicant or its contractor agrees that if it fails to comply with the manner in which it reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the applicant or contractor shall be deemed to have breached the contract and it may be canceled, terminated, or suspended, in whole or in part, by the City. If the applicant or its contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission, which decision has become final, the applicant or its contractor shall be deemed to have breached the contract and it may be canceled, terminated, or suspended, in whole or in part, by the City.