



COMMUNITY, HOUSING AND HUMAN SERVICES DEPARTMENT
808 W. SPOKANE FALLS BLVD
SPOKANE, WA 99201

Community, Housing and Human Services Department

REQUEST FOR PROPOSALS (RFP) DISPOSITION AND REHABILITATION OF 1514 E COURTLAND FOR LOW-INCOME HOMEOWNERSHIP

CONTACT INFORMATION

Contact the following City of Spokane staff with any questions related to this RFP.
Paul Trautman, Program Manager 625-6329 or ptrautman@spokanecity.org
Community, Housing and Human Services Department
808 W. Spokane Falls Blvd #650, Spokane, WA 99201

RFP SCHEDULE

October 19, 2016	RFP availability on the City of Spokane website www.spokanechhs.org and notification by email distribution to the CHHS Department Interested Parties List.
October 26, 2016	9:00 – 9:30 Property open for viewing.
November 4, 2016 5:00 PM	RFP Proposals are Due @ 5 p.m. in the CHHS office.
November 11, 2016	Anticipated completion of proposals review and negotiation.
<i>The City of Spokane reserves the right to revise the above schedule. Changes to this schedule will be posted on the CHHS Department website www.spokanechhs.org.</i>	

ABOUT THIS RFP

The City of Spokane Community, Housing and Human Services Department (CHHS) owns a federally-assisted single family residence at 1514 E Courtland, Spokane (the Property) that requires substantial repair.

CHHS is seeking an experienced Proposer to purchase the Property for approximately \$27,600; renovate the Property at Proposer's expense including handicap accessible features; and then market and sell the Property at or near fair market value to a CHHS-verified low-income (<80% of Area Median Income) homebuyer. A successful proposal will advance some or all of the following community development objectives while undertaking this activity: utilize construction trainees, increase accessible housing opportunity, and meet minimum property standards.

CHHS staff will select only from funding applications it deems complete and responsive. CHHS

retains the right to negotiate these objectives with preferred proposers, as interpreted by staff. This RFP is not a commitment to convey the Property or any funding. CHHS may accept or reject any and all proposals. Property sale to a verified low-income homebuyer must comply with important requirements of the Community Development Block Grant (CFDA 14.218).

ELIGIBLE PROPOSERS

Eligible proposers include both for-profit and nonprofit entities.

PROPOSAL REQUIREMENTS

Proposer will rehabilitate the Property to meet FHA minimum property standards prior to sale and market the Property to homebuyers seeking handicap accessible features. Proposer shall sell the Property to a homebuyer who will occupy the property as their primary residence and who is verified by CHHS as a low-income household (at or below 80% of Spokane Area median Income, as annually defined by HUD). Proposer will submit homebuyer’s certified statement of annual gross household income with income verification documents attached (RFP exhibit “A”) to CHHS for verification. Sale conditions will be enforced by a legal document tied to the Property and released upon a qualifying homebuyer sale. Proposers must submit to CHHS the Proposal Form (RFP exhibit “B”) and required documents identified in that Proposal Form.

PREFERRED PROPOSALS

Proposals advancing some or all of the following community development objectives may receive preference when selecting between competing proposals.

- Execute Property purchase and rehabilitation within a relatively short time
- Rehabilitation work to include substantial participation by bona fide construction trainees (evidenced by supporting letter from training program)
- Rehabilitation scope incorporates handicap accessibility features
- Property will meet FHA minimum property standards prior to sale
- Market the home sale to low-income households seeking handicap accessible homeownership

PROPERTY OFFERED

Address	Parcel Number	General Description
1514 E Courtland	35043.1026	Single family residence (deteriorated with interior gutted to stud walls) with detached garage.

CHHS must assure that sale of this federally-assisted Property does not excessively enrich a Proposer. Therefore, CHHS has calculated the approximate RFP sale price as follows: \$80,000 after-rehab sale value less \$52,400 renovation/sale expense equals \$27,600 as-is sales price.

The Property is offered in “as-is” condition. One date is scheduled for access to the Property. CHHS makes no representation or warranty of any kind and assumes no responsibility arising from the physical conditions of the Property whether such conditions are known, unknown, obvious, hidden or otherwise. Proposer must rely on its own inspections, investigations, and other due diligence with respect to any participation in this RFP, or any other activity concerning the Property, and must determine on its own whether the Property is suitable for its intended purposes.

SUBMITTING YOUR PROPOSAL

Proposers must submit to CHHS the Proposal Form (RFP exhibit "B") and required documents identified in that Proposal Form. Proposals must be received by hand delivery or mail in the CHHS office by the due date and time stated in the RFP Schedule above. The CHHS office is located in Spokane City Hall at 808 W. Spokane Falls Blvd #650, Spokane, WA 99201. Late proposals will not be considered. Proposers assume all risk and responsibility for ensuring that applications are received by the deadline. The City of Spokane assumes no responsibility for any cost associated with preparing or submitting any proposal or application.

Materials submitted in response to this RFP shall become the property of the City. All applications received by the City shall be subject to disclosure pursuant to Chapter 42.56 RCW (the "Public Records Act"). Any information that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law (including the Public Records Act) shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire application exempt from disclosure will not be honored. The City will consider a Proposer's request for exemption from disclosure; however, the City will make a decision predicated upon state law (including the Public Records Act) and regulations. If the City receives a public records request that includes any information marked as proprietary in an application, the City will make reasonable efforts to notify the affected Proposer prior to its release.

APPLICATION REVIEW

This is a competitive process. There is no guarantee of any award. CHHS may offer successful proposers an award that differs from their request. Premature commitment or expenditure of funds for proposed activities is prohibited. The City of Spokane makes no commitment to reimburse any cost. Environmental Clearance must be completed by CHHS staff prior to any onsite work.

This RFP does not obligate the City to convey any property or any funding. The City reserves the right in its sole discretion to reject any or all responses to the RFP without penalty and to not enter in a contract of sale as a result of the RFP. The City also reserves the right to waive minor administrative irregularities in the RFP process, to make an award without further discussion, and/or to cancel or to reissue the RFP in whole or in part, prior to final award of a contract of sale.

Proposals will be screened by CHHS staff for completeness and responsiveness. CHHS staff will negotiate with Proposer(s) and recommend proposal award to the CHHS Director who makes the final award and hears any appeal. Unsuccessful Proposers will not automatically be notified of results.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Heather Lowe at (509) 625-6363, 808 West Spokane Falls Boulevard, Spokane, Washington, 99201; or hlowe@spokanecity.org. Persons who are deaf or hard of hearing may contact Ms. Lowe at (509) 625-7083 through the Washington Relay Service at 7-1-1. Please contact the City forty-eight (48) hours before the meeting date.

EQUAL CREDIT OPPORTUNITY ACT INFORMATION: The federal Equal Credit Opportunity Act (ECOA), 15 U.S.C. 1691 et seq., prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex or marital status, or age (provided the applicant has the capacity to contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave, NW, Washington, D.C. 20580. For information regarding the ECOA, see http://www.justice.gov/crt/about/hce/housing_ecoa.php .

EQUAL HOUSING OPPORTUNITY INFORMATION: The City is pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. The City encourages and supports an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.

WASHINGTON LAW AGAINST DISCRIMINATION INFORMATION: We do business in accordance with the Washington Law Against Discrimination, RCW 49.60, which prohibits discrimination on the bases of race, color, creed, national origin, disability, HIV/Aids and Hepatitis C status, use of guide dog or service animal, sex, marital status, age (employment only), families with children (housing only), sexual orientation/gender identity, and honorably discharged veteran or military status.

RFP Exhibit "A"

HOUSEHOLD INCOME VERIFICATION

Property Disposition

City of Spokane
Community, Housing and
Human Services Department
(509) 625-6325

To be completed by each household.

Identify gross income from all household members. Provide all available supporting documentation (e.g. paycheck stubs, public assistance award letter, W2 form, etc.) that is less than 12 months old.

Name: _____ Address: _____

Number of Household Members: _____

List all household members over 18 years old and their gross income anticipated during the next 12 months.

First Name	Wages/ Salary	Benefits/ Pension	Public Assistance	Other Income	Actual Income from Assets	
	\$	\$	\$	\$	\$	
						Total Household Income
Totals						

Please check the appropriate box if the Head of Household is: Female Elderly Disabled

*Hispanic or Latino ethnicity? _____ Yes _____ No

*Identify all applicable race categories:

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American & White |
| <input type="checkbox"/> Asian & White | <input type="checkbox"/> American Indian/Alaskan Native & Black/African American |
| <input type="checkbox"/> Other | <input type="checkbox"/> American Indian/Alaskan Native & White |

Certification

I hereby certify, under penalty of perjury, that the above information is true and correct to the best of my knowledge as of this date. I agree to provide requested source documentation. I also certify that I am purchasing this home to be my primary residence.

Signature

Date

2016 HUD Gross Household Income Limits

	<u>1 Person Household</u>	<u>2 Person Household</u>	<u>3 Person Household</u>	<u>4 Person Household[▲]</u>
80% AMI:	\$35,100	\$40,100	\$45,100	\$50,100

[▲]Calculate AMI for >4-person household by adding 8% for each member over 4-person MFI and round to nearest \$50

RFP EXHIBIT "B" - PROPOSAL FORM

Disposition and Rehabilitation of 1514 E Courtland for Low-Income Homeownership



City of Spokane
 CHHS Department
 Dawn Kinder, Director
 808 W. Spokane Falls Blvd.
 SPOKANE, WASHINGTON 99201
 (509) 625-6325

Your City of Spokane primary contact:
 Paul Trautman, 509-625-6329 or ptrautman@spokanecity.org

Complete and sign this Proposal Form and required attachments. Return all RFP documents to CHHS by the RFP due date.

Proposer's Organization Name: _____

Contact Person: _____ Phone: _____

Email: _____ Mailing Address: _____

Mark each item, as applicable:

	Proposer will execute Property purchase and rehabilitation within a relatively short time
	Proposer will include substantial participation by bona fide construction trainees in this rehabilitation. Supporting letter is a required attachment.
	Proposer will incorporate handicap accessibility features into this rehabilitation
	Property will rehabilitate this home to meet FHA minimum property standards
	Proposer will market the sale of this home to low-income households who are seeking a handicap accessible home as their primary residence. Proposer has contacted or will contact the following disabled community homeownership resource(s):
	Proposer has included the following required attachments : <ul style="list-style-type: none"> • Supporting letter from bona fide construction training program • Brief description of Proposer's experience rehabilitating homes with handicap accessible features and designated for low-income home buyers.

Proposer plans to complete this project at the following prices:	
RFP Property purchase price to City	\$
+ Rehabilitation Budget	\$
+ Proposer Profit	\$
+ Property Sale Costs	\$
= Property Fair Market Value	\$

Signature: _____ Dated: _____

DUNS Number (if available): _____