



WESTMINSTER

Request for Qualifications

Westminster Emergency and Essential Home Repair Program

*A Program of the City of Westminster
Department of Economic Development*

Solicitation Distribution Date: February 14, 2019

Response Due Date: March 14, 2019

City of Westminster
Department of Economic Development
Attn: Jenni Grafton, Project Manager
4800 West 92nd Avenue
Westminster, CO 80031
jgrafton@cityofwestminster.us

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I. Introduction

The City of Westminster is located in the north Denver metropolitan area along the U.S. Highway 36 corridor between Denver and Boulder. It covers an area of approximately 33.7 square miles with a population of over 113,000. The City is located in both Jefferson and Adams Counties.

Much of the City's older housing stock that serves the needs of lower income and senior households is due for rehabilitation and repair services. Meeting that need is a cornerstone of the City's efforts to preserve existing affordable housing and to prevent the negative impacts of gentrification and displacement. The City places a high value on enabling residents to stay in their homes and thrive.

Since 2010, the City has utilized Community Development Block Grant (CDBG) to fund a minor home repair program, formally known as the Emergency and Essential Home Repair program. Income qualified recipients may receive grant awards of up to \$5,000 for specified home repair projects. Since its inception, the program has been administered through a non-profit organization that provides housing-related services for the Denver-area's low-income, elderly, and disabled residents.

II. Purpose and Process For The Solicitation

A. Purpose of the Solicitation

The City has appropriated \$90,000 in CDBG funds for the 2018 CDBG program year (July 1st, 2018 to June 30th, 2019) to continue the Emergency and Essential Home Repair Program. The City is looking for a partnership with an agency or organization that has the capability to administer and operate the Emergency and Essential Home Repair Program in compliance with the regulations and requirements of the U.S. Department of Housing and Urban Development (HUD). Funding for the program beyond the 2018 program year is subject to availability and City Council appropriation on an annual basis. However, it is anticipated that the program will continue, and a longer-term partnership is desired.

B. Process of the Solicitation

Respondents to this Request for Qualifications (RFQ) are asked to present their qualifications and submit a summary proposal of their approach to administering and operating the aforementioned program. Materials are due no later than 6:00 p.m. on Thursday, March 14, 2019. Please direct all questions and deliver one (1) Adobe Acrobat Version (.pdf) of your response by email to the following Point of Contact:

Jenni Grafton
Housing Policy and Development Manager
Department of Economic Development
City of Westminster
4800 West 92nd Avenue
Westminster, CO 80031
Phone: 303.658.2105
Email: jgrafton@cityofwestminster.us

Respondents are requested to direct all questions via email. If relevant to others, answers will be distributed to all known respondents to ensure the same information is provided to all parties.

III. Project Background

The City of Westminster is a CDBG entitlement community and receives a direct allocation of CDBG funds annually (\$579,519 in 2018) from HUD. These funds are committed by the Westminster City Council on an annual basis in line with the Five-year CDBG Consolidated Plan. The City's CDBG program year runs from July 1st through June 30th.

There are a substantial number of owner-occupied housing units in the City that were constructed prior to 1970. These homes generally provide a significant portion of the affordable housing stock available to lower income and senior households. Based on their age, these homes are generally more in need of minor home repairs to extend their longevity. The City is also regularly asked to provide assistance with emergencies such as water heater or furnace replacement and to help with accessibility modifications to allow senior and disabled residents to remain in their homes. Additionally, air quality and health issues such as mold, radon, and carbon monoxide detection can benefit from interventions with this program.

Since 2010, annual CDBG allocations have been used to provide grants for home rehabilitation purposes. Historically, the City has allocated \$50,000 - \$90,000 annually to the Emergency and Essential Home Repair Program.

VI. Estimated Timeline

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| ➤ RFQ Published and Circulated | February 14, 2019 |
| ➤ Qualification Statements Due to City | March 14, 2019 |
| ➤ Selection of Preferred Candidate | March 28, 2019 |

V. Minimum Qualifications, Requested Submissions and Selection Criteria

A. Minimum Qualifications and Requested Submission

Respondents are asked to submit a written summary and other information demonstrating capacity to meet or exceed the following minimum qualifications:

1. Experience in administering and operating housing rehabilitation program(s).
2. Experience in working in partnership or contract with local government agencies.
3. Knowledge and experience related to maintaining and monitoring records in accordance with HUD CDBG regulations, including necessary environmental and Davis-Bacon compliance.
4. Working relationships with lower income and senior populations.
5. Level of knowledge and experience relative to selecting appropriate level of improvements and verification of income eligibility pursuant to HUD regulations.
6. Supplemental and/or complimentary organizational programs leveraging additional resources or optimizing CDBG resources.
7. Efficiency of administrative oversight.

8. Knowledge and use of construction methodology and materials providing the most cost effective means of providing needed improvements.
9. Personnel capacity to administer and operate rehabilitation program, including responding to emergency repair needs.
10. Ability to market program.

Respondents are further requested to outline an approach to administering and operating the program. Respondents are encouraged to include any creative approach(s) to partnership that will accomplish and enhance the stated goals of the City. Any additional information that will help differentiate a respondent as the most qualified is encouraged.

Please include names, titles, office addresses, emails, and phone numbers of three professional references that can speak to the Respondent's quality of work and commitment to service. The City reserves the option to request interviews with Respondents if determined to be in the best interest of the City and its residents.

B. Selection Criteria

- Respondent's experience and capacity in providing rehabilitation services and emergency repair services to low income and senior households.
- Respondent's organization and financial capacity.
- Respondent's knowledge of the Westminster community.
- Respondent's experience working with CDBG and/or other federal funding sources.
- Networking capability with supportive organizations.
- Ability to leverage other resources in support of a rehabilitation project.

Distribution of Request for Qualifications

This RFQ will be distributed directly to the following firms. Other firms will not be precluded from submitting qualifications and may be considered. To request a copy of the RFQ, please contact the Project Manager.

Associated General Contractors (AGC) of Colorado
Brothers Redevelopment, Inc.
Colorado Contractors Association
Department of Local Affairs (DOLA)
Jefferson County Housing Authority
Unison Housing Partners

This RFP will also be available at <http://www.demandstar.com>, or through the Economic Development CDBG homepage www.westminstereconomicdevelopment.org