

Request for Proposals for Section 8 Rent Reasonable Data Provider

The Housing Authority of Champaign County is seeking proposals for the creation and maintenance of a database for rent reasonable determinations for the Section 8 Housing Choice Voucher Program. The contract will also include training of HACC staff in the use of the data base. The data base will satisfy all HUD requirements for the determination of reasonable rents for units receiving subsidy from the HACC Section 8 program. Details of these requirements are contained in the Request for Proposals package.

Proposals will be received until 4:00 p.m. local time on April 1, 2010 at the offices of the Housing Authority of Champaign County, 205 W. Park Avenue, Champaign, Illinois, 61820. Proposals will be evaluated and selection made based on multiple criteria defined in the RFP package.

Proposal packages may be obtained by contacting the Housing Authority of Champaign County offices at 217-378-7100 ext 5008. Packages are also available at www.hacc.net

Proposals received must be enclosed in a sealed envelope and clearly marked **“HACC Section 8 Rent Reasonable Data Base Proposal.”** Failure to properly identify the proposal package may result in disqualification. The Housing Authority of Champaign County reserves the right to accept or reject any and all bids and to waive any and all technicalities.

No proposal shall be withdrawn for a period of (90) calendar days subsequent to the opening of the proposals without the written consent of the Housing Authority of Champaign County.

REQUEST FOR PROPOSAL

Housing Authority of Champaign County
Rent Reasonableness Data Provider

SCOPE OF WORK

I. Background

- A. In compliance with U. S. Department of Housing and Urban Development (HUD) rent reasonableness regulations for housing choice vouchers, the Authority must ensure that rents charged by owners to housing choice voucher program participants are reasonable. This determination involves two comparisons. First, the Authority must compare the proposed contract rent for the voucher unit to rents for similar unassisted units in the local market. Second, the Authority must compare the proposed contract rent to rents for similar units on the premises. To make this determination, the Authority must consider:
 - 1. The location, unit type, and age of the contract unit
 - 2. Any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease.
- B. The Authority will utilize an automated system to perform rent reasonableness determinations in accordance with U.S. Department of Housing and Urban Development requirements.
- C. The Authority's database must be populated with new data on a quarterly basis. The database will allow the Authority to expedite the contracting process and will ensure accuracy, reliability and consistency in the rent reasonableness process.
- D. The Authority will consider alternative methodologies for determining rent reasonableness if such methodologies have proved to be reliable.

II. Contractor's Responsibilities

- A. The Contractor shall capture the following data for each rent comparable:
 - 1. Rent amount
 - 2. Location (unit address);
 - 3. Size (number of bedrooms, bathrooms, and square feet of living space);
 - 4. Type (apartment 1-4 stories, apartment 5+ stories, duplex, single family residence [SFR], triplex, four-plex, court apartment, two on a lot, townhouse, mobile home);
 - 5. Quality – the extent to which a unit meets or exceeds the Housing Quality Standards (HQS) or any variations of HQS (as defined by Title 24 of Code of Federal Regulations, Section 982.401)
 - 6. Age (estimate in years)
 - 7. Amenities (elevator, air conditioning, carpet and drapes, dishwasher, washer/dryer connections, garbage disposal, location of the unit in the building, security);
 - 8. Facilities (playground, storage, parking, pool)
 - 9. Housing services and maintenance; (availability of on-site manager, daily maintenance) and;
 - 10. Utilities provided by the owner under lease (electric or gas heat, cooking, water heater, water (SFR), stove, refrigerator, basic electricity, air conditioner).

- B. The Contractor shall collect data for the rent reasonableness database by conducting surveys of the local unassisted rental market and addressing the above referenced factors. The methodology employed in the collection of data shall include, but not limited to the following methods:
1. Surveying local newspapers;
 2. Conducting telephone calls;
 3. Inquiring door-to-door;
 4. Accessing data from landlords' associations (e.g. Apartment Association of Champaign County);
 5. Researching Internet sites;
 6. Surveying real estate companies that handle rental properties;
 7. Reviewing bulletin boards in community locations; and
 8. Performing targeted mailing.
- C. The Contractor shall use at least four (4) of the methods of data collection referenced above. The Contractor shall include door-to-door inquiries as one of the data collection methods.
- D. The Contractor shall obtain information on all ten (10) factors; however, if it is not feasible, the Contractor may omit housing services and quality, when collecting data on a specific unit if such information is not available. The data collected through door-to-door inquiries shall have all the ten factors present.
- E. The Contractor shall provide an actual rent charged for the unit versus the proposed rent advertised on the Internet sites, newspapers, and bulletin boards. The Contractor must verify the rent by contacting the property owner, on-site manager, or tenant and verifying the actual rent amount.
- F. The Contractor shall collect information on units in the county of Champaign where tenants moved in during the last six months prior to collection of the data. The Contractor must ensure that the records are not duplicated.
- G. The Contractor shall provide new comparables every month through the expiration of the contract. All submitted data shall be of real property located in the County of Champaign. The Contractor must be aware that a census tract can belong to more than one jurisdiction; thus, it is crucial to differentiate between the jurisdictions and select only the areas that are within that jurisdiction.
- H. The Contractor shall submit data for the first two (2) months based on the criteria presented in Attachment No. 2, a copy of which is attached hereto and incorporated herein by this reference.
- I. The Contractor shall collect fifty (50) percent of data by door-to-door inquiries. (refer to Exhibit A-1 and A-2). The Contractor shall provide comparables to reflect the variety of housing structures. For example, comparables for one-bedroom should include apartments, duplexes, etc. The Authority reserves the right to re-prioritize the data submission criteria for specific census tracts and specific unit types

(apartment building, duplex, SFR, etc.) and sizes on a quarterly basis depending on need. The number of comparables per census tract must adequately represent the housing stock and be sufficient for calculating reasonable rents. The Contractor shall provide justification for the number of comparables per specific census tract.

- J. The Contractor shall deliver data in the format predefined by the Authority (e.g., Access or Excel) that will allow sorting the data by unit type, bedroom size, and a description of utilities and appliances provided.
- K. The Contractor shall capture the data that includes factors listed above as well as a description of the following amenities: garage/parking, pool, and/or laundry room, security features, elevator).
- L. The Contractor shall provide an estimate of additional cost for at least one digital photo of each comparable unit exterior, the information on which was collected by door-to-door inquiries (a minimum of 100 digital images per month).
- M. The Contractor shall describe in detail how many staff members will be collecting comparables, their qualifications, and the number of comparables collected by each staff member daily. The contractor shall describe how many of these comparables will be collected via door-to-door inquiries by each staff member.
- N. The Contractor shall submit the projected fee schedule. The Contractor shall further describe what the cost per unit will consist of.
- O. The Contractor shall provide alternative methods for determining rent reasonableness if such methodologies have proved to be reliable.
- P. Contractor's senior staff, including its principals, shall be available in Champaign County throughout the course of the Contract to meet both formally and informally with HACC staff, HACC Board members, and HUD staff, if needed, to provide progress reports, to explain the model, and to provide additional technical assistance.
- Q. Contractor's senior staff, including principals and subcontractors shall conduct up to three formal meetings and presentations in person following completion of the database and rent model, for HACC staff, Board Members, HUD administrators, and the general public, if deemed appropriate by HACC.
- R. The contractor shall train Authority Inspection Staff on the use of the rent comparable system on-site.
- S. The Contractor shall prepare a special analysis of Champaign County's rental housing market trends in general, and as specifically relates to HACC's Housing Choice Voucher Program and the implications pertain thereunto. In so doing the Contractor will:
 - 1. Examine changes in rents during the last six (6) to twelve (12) months compared to changes prior to that date.
 - 2. Analyze changes in rent by unit size and submarket area within Champaign County.

3. Prepare a presentation for the HACC Board of Commissioners that summarized the findings and conclusions of the analysis and other indicators of local rental market conditions and trends.

III. Authority's Responsibilities

The Authority will provide the Contractor with data format requirements within five (5) calendar days after the Commencement Date.

The Authority will notify the Contractor of any change in data submission requirements (i.e. census tracts, by bedroom size, and by building type) one-and-a half months prior to the submission of the new set of data.

The Authority reserves the right to request additional comparables on specific units with maximum of two days data delivery time. These additional requests should not exceed twenty (20) comparables monthly.

Exhibit A-1
Areas Served by HACC
Census Tracts in Champaign County

1	11	53	103
2	12.01	54	104
3	12.03	55	105
4	12.04	56	106.01
5	12.05	57	106.02
6	12.06	58	107
7	13.01	59	108
8	13.02	60	109
9.01	14	101	
9.02	51	102.01	
10	52	102.03	

Exhibit A-2
Sample of Data Submission Requirements by Census Tract and Bedroom Size

Census Tract	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5 bdrm
1					
2					
3					
4					
5					
6					
7					
8					
9.01					
9.02					
10					
11					
12.01					
12.03					
12.04					
12.05					
12.06					
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106.01					
106.02					
107					
108					
109					