



**WASHINGTON  
COUNTY**  
Community  
Development  
Agency

7645 Currell Boulevard, Woodbury, MN 55125  
office: 651-458-0936 fax: 651-458-1696

**REQUEST FOR PROPOSALS (RFP)**  
**PROFESSIONAL HOME INVESTMENT PARTNERSHIPS PROGRAM RENTAL MONITORING  
SERVICES FOR  
WASHINGTON COUNTY CDA**

**Submittal Due Date and Time:**  
**September 1, by 12:00 pm Central Daylight Time (CDT)**

**Email Proposal Documents to:**  
**Angie Shuppert, Community Development Division Manager**  
**[angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org)**

**Email any questions to: [angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org)**

**Introduction**

The Washington County Community Development Agency, is issuing this Request for Proposals (RFP) seeking the services of a qualified Contractor to undertake physical inspections and on-site file reviews of properties that have been awarded/financed by the HOME Investment Partnerships Program (HOME).

Only proposals received no later than **12:00 pm CDT on September 1, 2025**, will be considered. Upon receipt, all RFP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the CDA will assess each Respondent's proposal based upon the selection criteria. The CDA reserves any and all rights to accept and/or reject any and/or all proposals at its sole discretion. The CDA will not reimburse or be responsible for any costs incurred or expenses incurred of any kind associated with preparing or submitting a proposal.

Questions must be submitted only via email to Angie Shuppert, Washington County CDA, at: [angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org). Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent's responsibility to provide a current email address.

## **Scope of Work**

The proposed scope of work under this RFP consists of working with the CDA to provide:

Services to be Provided on an Annual Basis:

### **Desk Audits**

- Request and review annual income and rent compliance reports; identify deficiencies and notify owners/managers of required corrective action; follow up to assure compliance is restored.
- Collect, review and comment, as necessary on documents and plans required by HOME (i.e. lease, affirmative marketing plan, tenant selection policy etc. at initial site reviews and as needed if/when changes or updates are made.
- Require owners of HOME funded properties to certify that HOME units were affirmatively marketed throughout the reporting year and to describe steps taken to affirmatively market their HOME units.
- Request and review rent limits, income limits, and utility allowances from all newly funded rental projects as part of initial compliance scoping of these projects.
- Provide information needed for the County's annual CAPER in the format requested by the County. As Consolidated Plan and CAPER reporting requirements evolve, the selected agency will incorporate changes and propose alternative reporting methods if needed.

### **Tenant Files Review**

- Review tenant eligibility files; identify deficiencies and notify owners/managers of required corrective action; follow up to assure compliance is restored.
- For projects with one to four units, 100 percent of the HOME-assisted household files will be reviewed. At least 20 percent of the HOME-assisted household files will be reviewed for projects with more than four units.
- Use customized form letters and accompanying detailed review forms to communicate review findings to project owners. We will provide guidance and assistance to owners and managers as necessary to ensure full compliance.

Include in the annual monitoring fee additional services as outlined below:

- Notice to owners/managers of changes in HUD-published rent and income limits.
- Annual advisory of the need for owners/managers to update utility allowances.
- Preliminary review of owner's annual rent increase requests and comparison to HOME Program maximum limits prior to PJ approval.
- Notice to owners/managers of changes in HOME Rule, policy or program changes.

The resulting contract will be for 3 years. The CDA may amend or extend this contract beyond the initial 3 years, with up to two one-year extensions.

## **Terms, Conditions and Exceptions**

- a. The CDA does not create any obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response.
- b. The CDA reserves all rights to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the CDA to do so.
- c. The CDA reserves all rights to reject any and all responses without cause, waive irregularities in all procedures related to this RFP, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the CDA deems necessary at its sole discretion.
- d. Work performed under agreements resulting from this RFP may be subject to federal contractual provisions. The CDA hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the CDA and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the selected Respondent does not enter into the required agreement with the CDA to carry out the purposes described in this RFP, the CDA may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the CDA unless a written agreement has been entered into.
- g. By submitting a response to the RFP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The CDA will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.
- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFP, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount,

trip, favor, or service to a public servant of the CDA or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The CDA will determine whether a conflict of interest exists and whether it may reflect negatively on the CDA's selection of a Respondent. The CDA reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

- j. The CDA will own all documents, including electronic media presentations, submitted or produced as a result of the RFP and any awarded contract. All information will be public information under MN Government Data Practices Act. The QEP may use generated documents under the signed contract only with expressive permission from the CDA.

### **RFP Submission Requirements**

Responses must be emailed no later than **12:00 P.M, Central Daylight Time, Monday September 1, 2025**, to be considered. Respondent must include a current rate schedule and clearly identified cost of services for each outlined task. The proposal must include the following information.

- a. Cover Letter describing the Respondent's general understanding of the scope of work and any key issues associated with performing the required services. The cover letter shall not to exceed one page, must be signed by an individual(s) authorized to bind the Respondent contractually, and include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Resumes of primary personnel assuming responsibilities for this project, not to exceed one (1) page per resume.
- c. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed 15 pages including:
  - i. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities.
  - ii. Methodologies to perform HOME Monitoring services
  - iii. Ability to meet all applicable state and federal regulations
  - iv. Strategy and timeline for completing the project including key milestones.
  - v. Experience conducting desk and onsite monitoring reviews
  - vi. Discussion on Respondent's Health and Safety practices/programs including Respondent's record for the last three years, and,

- vii. List of other projects along with references for up to three (3) similar projects.
- d. Resumes of primary personnel assuming responsibilities for this project, not to exceed one (1) page per resume.
- e. Cost proposal including rate schedule.

Note that the cover letter, resumes, and cost proposal are not included in the 15-page limitations. Complete RFP packages shall be emailed to:

**Angie Shuppert, Community Development Division Manager**  
**[angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org)**

Responses not received by **12:00 P.M, CDT, Monday September 1, 2025**, WILL NOT BE ACCEPTED FOR CONSIDERATION.

The CDA will not be held responsible for response emails mishandled, misrouted, or delivered late or as a result of the proposal not being properly prepared. Faxed responses will not be accepted. Any questions regarding this RFP must be submitted in an e-mail to Angie Shuppert at: [angies@washingtoncountycda.org](mailto:angies@washingtoncountycda.org) via email. Inquiries concerning the RFP are NOT to be directed to any other member of the CDA. Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

### **Selection Process**

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the threshold criteria and the requirements of this RFP. Respondents passing the threshold requirements will be further evaluated against the selection criteria. Both the Threshold and Selection criteria are detailed below. It is expected that the review committee will include two (2) people. Each reviewer will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All of the scores will be combined for each Respondent to determine a total score.

**Program Funding:** The number of projects is dependent on federal funding availability.

### **Submittals:**

Please include the following information in your submittal:

- Why your organization is uniquely qualified to provide professional HOME rental monitoring services
- Specific experience your organization, and in particular, the staff's compliance and monitoring experience with HOME compliance.
- Estimate of cost to administer the program and basis for billing

- Relevant HUD training.
- Insurance coverage in coordination with MN Statute 466.04 limits.

**SELECTION OF CONSULTANT**

In order of importance, in addition to costs, selection of consultant will be based on documented experience with HOME rental monitoring compliance and monitoring, demonstrated knowledge of HUD regulations & HUD reports and capacity to comply with CDA and HUD deadlines.

The CDA will be awarding one contract for these services. If your organization does not have all the skills needed to administer this program, you may develop a joint venture with other consultants with complementary skills. Joint ventures should submit one proposal that describes who will provide what services. The RFP submittal should clearly state which organization has the primary responsibility for administering the program.

## Evaluation Process

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of the CDA. Those that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below. Maximum Points: 100

Written Proposal Criteria	Rating Score (0-20)	Weight	Total	Comments
Demonstrated experience in HOME rental monitoring services		30%	0	
Demonstrated experience in successfully completing tasks/projects.		15%	0	
Demonstrated experience in effectively engaging with community members and federal and state agencies.		15%	0	
Demonstrated experience and capacity of project team/personnel in HOME rental monitoring.		20%	0	
Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services.		20%	0	



**Exhibit A: HOME Project List**

<b>Project Name</b>	<b>Project Total Units</b>	<b>HOME- assisted Units Total</b>	<b>Fixed or Floating</b>	<b>Sec. 42 Project (Y/N)</b>	<b>(POA) Start Date</b>	<b>POA End Date</b>	<b>POA Years</b>	<b>HOME Funds Total</b>	<b>Inspection Frequency</b>
CHDO CAPRW Duplex Rental	2	2	Fixed		2018	2033	15	\$245,283	every 3 years
Forest Ridge - HSI Share/Duffy	38	1	Fixed		2007	2027	20	\$110,000	annually
HSI Home Free	5	1	Fixed		2005	2025	20	\$81,000	every 3 yrs
Piccadilly Square	79	4	Fixed	Y	2017	2037	20	\$198,000	annually
Red Rock Square II	51	4	Fixed		2025	2045	20	\$195,000	annually
Trailside Senior Living	70	2	Fixed		2011	2031	20	\$200,012	annually
	<b>245</b>	<b>14</b>							