

Beltrami County Health and Human Services

Request for Proposal

Housing Trust Fund Administrator

Housing Trust Fund
Beltrami County Health and Human Services
616 America Ave NW
Bemidji MN 56601
Phone: 218-333-4196 Fax: 218-333-4295
Jeffrey.lind@co.beltrami.mn.us

Prepared by: Jeffrey Lind
Date: September 1, 2023

Request for Proposal
Development of Housing Trust Fund Administrator
Bemidji-Minnesota

Timeline:

RFP sent to bidders: 9-5-23
Question Submission Deadline: 9-15-23

Contact Person for questions: Jeffrey Lind
Contact person Address: 616 America Ave. Suite 330, NW Bemidji MN 56601
Contact Person Phone: 218-333-4196
Contact Email: jeffrey.lind@co.beltrami.mn.us

Proposal Submission Deadline: 4:30 PM September 9-25-2023

Questions may be submitted in written form to:

Contact Name: Jeffrey Lind
Contact Address: 616 America Ave NW
Bemidji MN 56610

Contact Phone: 218-333-4196
Email Address: jeffrey.lind@co.beltrami.mn.us

INTRODUCTION

Beltrami County Health and Human Services invites and welcomes proposals for their Housing Trust Fund project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

Bidders should note that any and all work intended to be subcontracted as a part of the bid submittal must be accompanied by background materials and references for proposed subcontractors

Project Location

The project associated with this RFP in or shall be located at 616 America Ave. NW, Bemidji MN 56601 or Bidders physical location, and must be located within the boundary of Beltrami County.

Project Objective

The objective and ultimate goal for this project is to set up and administer a Housing Trust Fund that serves Beltrami County Residents. This fund should create opportunities for housing support and development. Funds allocated to the Housing Trust Fund may have specific allowable uses, requirements and reporting. The administrator of this fund must adhere to the county housing trust fund ordinance and all specific fund requirements. The over-arching purpose of these monies is to spur the development of housing stock and to ensure that housing remains affordable, stable and sustainable.

Scope and Specifications

This proposal should address how monies will be used for development of new housing stock and housing supports while meeting the requirements of any monies put into the Trust. (Example, this project will adhere to the specific statute outlined in The Homeless Prevention Aid package MN Statute# 477A.30 as funding will primarily be from these monies at this time. It is expected that this proposal will address the needs of the specific target population outlined in statute and will state process, and procedures for doing so). It is further expected that a plan

will be outlined as to the “how” these monies will be allocated, while ensuring that any requirements of monies placed in Trust meet statutory requirements for their use.

Scheduled Timeline for project

The following timeline has been established to ensure that our project objectives are achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

Milestone

1. The Trust will be developed, and a process for the redistribution of funds will be created and approved: November 1, 2023
2. Housing development partners will be identified and pursued: ongoing
3. Redistribution of funds will begin: January 1, 2024

Project Proposal Expectations

1. Responder shall house and administer a Housing Trust Fund for Beltrami County.
2. Responder will outline how the fund will be used to entice firms to invest in the construction of housing stock here in Beltrami County.
3. It is expected that the responder will develop a process by which the redistribution of funds will occur in a timely fashion.
4. It is imperative that a portion of the funds be use as outlined in MN statute 477A.03.
5. As a part of the process for redistribution of funds a committee shall be convened that will include County, City, School district staff, as well as other interested parties. This committee will have decision making authority as to the redistribution of funds.

Beltrami County reserves the right to work with the selected bidder to develop process for redistribution of allocated funds.

Bidder Requirements:

Provide details of licenses and bonds and may pertain to this project.

Provide details of insurance

Key personnel that will work on this project

3 references

Proposal Selection Criteria

Only Those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to administrative cost and performance projection. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidders performance history and alleged ability to timely deliver proposed services
4. Bidders ability to provide and deliver qualified personnel having the knowledge and skills to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal

Beltrami County reserved the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder

Proposal Submission Format

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background:

1. Bidder's Name
2. Bidder's Address
3. Bidder's Contact information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's company or organization was formed
6. Description of Bidder's company or organization in terms of size and range of services provided
7. Bidder's principal officers
8. Bidder's federal Employee Identification Number
9. Evidence of Legal authority to conduct business in Minnesota
10. Evidence of established track record for providing and delivering the services outlined in its proposal
11. Outline how your organization has a history of following statutory and grant requirements.
12. Provide evidence of your organizations ability to collaborate and effectively communicate with both governmental and private entities.

Financial Information

- State whether the Bidder or its parent company has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body

Proposed Outcome

- Summary of timeline and Cost Proposal Summary and Breakdown
- A detailed list of any and all expected costs or expenses related to the proposed project.
- Show plans to align with statute 477A.03

- Summary and explanation of any other contributing expenses to the total cost.