



Nevada Rural Housing
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REQUEST FOR QUALIFICATIONS (RFQ)

FOR A MASTER DEVELOPER PARTNER

Nevada Rural Housing is seeking proposals from qualified Military Housing Developers/Operators to identify a partner or partners to develop/operate off base military housing properties with needed services to serve Junior Service Members within the state of Nevada for a period of 10 years.

Beginning December 9, 2024, RFQ's can be requested by e-mail at swood@nvrural.org.

Proposals may be delivered via US Mail, or delivery service.

1. Respondents shall submit their proposal identified as follows to:

Request for Qualifications for a Military Housing Developer Partner
Nevada Rural Housing
Attention: Sherry Wood, RFQ Manager
3560 Desatoya Dr.,
Carson City, NV 89701

Nevada Rural Housing reserves the right to accept or reject any or all Proposals for any reason whatsoever; to reject alternative Proposals and conditional Proposals, and to act in the best interest of Nevada Rural Housing.

Nevada Rural Housing, in accordance with Title IV of the U.S Civil Rights Act 1964, notifies all Proposers that it will affirmatively assure that they will be afforded full opportunity to submit proposals in response to this invitation, and that no person will be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award. Attention is called to Section 3 of HUD Act 1968; Section 3 which helps create and provide employment for low-income individuals.

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REQUEST FOR QUALIFICATIONS FOR A MASTER DEVELOPER PARTNER I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR QUALIFICATIONS

Nevada Rural Housing (“NRH”) is seeking proposals from qualified Military Housing Developers/Operators to identify a partner or partners to develop/operate off base military housing properties with needed services to serve junior service members within the state of Nevada for a period of 10 years.

B. REQUEST FOR QUALIFICATIONS “RFQ” PACKET

The RFQ Packet consists of two documents:

- Legal Notice (1 page)
- Request for Qualifications for a Military Housing Developer/Operator Partner (5 pages)

The RFQ packet will be provided electronically.

C. RFQ MANAGER

The RFQ Manager responsible for completing the RFQ process is:

Sherry Wood
Nevada Rural Housing
3695 Desatoya Dr.
Carson City, NV 89701
Office: 775-283-0176
E-Mail: swood@nvrural.org

Please direct all communication to the RFQ Manager. All inquiries, requests, notices, amendments, and responses will be conducted electronically.

D. BACKGROUND INFORMATION

NRH is a Public Housing Agency whose fundamental mission is to provide safe, decent, and affordable housing to residents within the 15 rural counties of Nevada and in the rural areas of Clark and Washoe Counties as set forth by State Statute.

II. GENERAL INFORMATION

A. PROPOSAL TIMELINE

<i><u>Action</u></i>	<i><u>Responsibility</u></i>	<i><u>Date</u></i>
Advertisement of RFQ	NRH	12/6/2024 – 12/27/2024
RFQ Documents Available	NRH	12/6/2024
Begin Submission of Email Questions	Respondent	12/9/2024
Deadline for Submission of Email Questions	Respondent	12/23/2024
Deadline for Responses to Email Questions	NRH	12/30/2024
Deadline for Issuing Addenda	NRH	12/30/2024
Deadline for Submission of Proposal	Respondent	4:00 pm on 12/31/2024
Proposal Evaluation	Evaluation Committee	01/03/2025
Selection/Award	Evaluation Committee	01/06/2025
Protest Deadline	Respondent	01/10/2025

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NOTICE: NRH reserves the sole right, without incurring any liability, to change any aspect of the proposed RFQ process in this document, including the right to cancel the RFQ and/or the right to proceed in a different manner or on a different timeline than as described above.

B. SUBMISSION

1. RFQ Documents – An electronic copy of the RFQ packet may be obtained from the RFQ Manager, Sherry Wood. She can be reached at swood@nvrural.org and/or 775-283-0176.
2. Questions/Clarifications– Prospective Respondents may contact the RFQ Manager via email at swood@nvrural.org for questions.
3. RFQ Addenda - If an addenda is deemed necessary, it will be issued no later than seven (7) calendar days prior to the submission deadline. Any addenda issued prior to the submittal deadline shall become part of the RFQ, and any information required shall be included in your proposal. The RFQ Manager will make addenda available to all interested Respondents. The Respondent will be required to provide an email confirmation to the RFQ Manager with respect to receipt of the addenda.
4. Submission of Proposal – Respondents shall submit their proposal via US Mail, or delivery service identified by the following Title:

Request for Qualifications for a Military Housing Developer Partner
Nevada Rural Housing
Attention: [Sherry](#) Wood
3695 Desatoya Dr.
Carson City, NV 89701

Proposals are due by 4:00 PM Pacific Standard Time on December 31, 2024

NRH will time-stamp proposals and hold proposals in a secure location. A public log of the names and submittal times for all proposals will be maintained. Proposals received after the deadline will be deemed non-responsive, and will be returned unopened to the Respondent.

5. Restrictions on Opening of Proposals: Proposals shall remain sealed until evaluated by the Evaluation Committee.
6. Confidentiality of Proposals: Proposals will not be opened publicly and shall not be open to public inspection until after a Respondent has been selected for award. A Respondent may request in writing non-disclosure of confidential data. Such data shall accompany the proposal and shall be readily separable from the proposal in order to facilitate eventual public inspections of the non-confidential portion of the proposal.
7. Non-Conforming Proposals: Proposals will be reviewed for completeness, format, and compliance with the requirements of the RFQ. If any proposal is deemed non-conforming by the Evaluation Committee, the Respondent will be notified in writing of such determination and that their proposal is nonresponsive.
8. Proposal Scoring -The Evaluation Committee will review each proposal. Points will be allocated per Section IV of this RFQ, by each committee member. Member's point totals will be translated to a numeric ranking. The committee member rankings will be totaled to determine the overall ranking of the Respondents. The Evaluation Committee may hold interviews with the three highest-ranked Respondents. The Committee shall determine the rankings without the possibility of a tie.
9. Notice of Intent to Award - The RFQ Manager will notify all Respondents in writing of the selection for award. At this time, NRH will maintain at least one copy of each proposal submitted by a Respondent. Proposals are open for public inspection after the award and conclusion of successful contract negotiations.

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10. Right to Protest – It is the policy of NRH to resolve all contractual issues informally and without litigation. When appropriate, a mediator may be used to help resolve differences.
11. Any actual or prospective Respondent may protest the RFQ process and / or award for possible violations. Any protest against the RFQ process must be received before the due date for the RFQ proposals. Any protest against the award must be received within (15) calendar days after the Respondent receives notice of the award, or the protest will not be considered. All protests shall be in writing, submitted to the RFQ Manager or designee, who shall issue a written decision on the matter. The RFQ Manager or designee may, at his/her discretion, suspend the RFQ procurement process pending resolution of the protest if the facts presented so warrant.
12. Incurring Cost - Any cost incurred by the Respondent in the preparation, transmittal, or presentation of any proposal or material submitted in response to this RFQ shall be borne solely by the Respondent.
13. Amended Proposals - A Respondent may submit an amended proposal prior to the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. NRH personnel will not collate or assemble proposal materials for the Bidder.
14. Respondent's Rights to Withdraw Proposal - Respondents will be allowed to withdraw their proposals at any time prior to the due date for submission. The Respondent must submit a written withdrawal request signed by the Respondent's duly authorized representative addressed to the RFQ Manager.
15. Disclosure of Proposal Contents - Proposal contents will be kept confidential until successful conclusion of the RFQ process and award. At that time, all proposals will be open to the public, except for the material, which has clearly been noted and deemed as proprietary or confidential by the Respondent. Confidential data is normally restricted to confidential financial information concerning the Respondent's organization and data that qualifies as a trade secret under the Uniform Trade Secrets Act, Sections NMSA 1978 § 57-3A-7. Any pages of a proposal on which the Respondent has stamped or imprinted "proprietary" or "confidential" must be readily separable from the proposal in order to facilitate public inspection for the non-confidential portion of the qualifications-based proposal.
16. Termination of RFQ- This RFQ may be canceled at any time without reason. In addition, any and all proposals may be rejected in whole or in part when the RFQ Manager determines such action to be in the best interest of NRH. Such termination will be effected by sending written notice to all interested Respondents of record. The decision by NRH to terminate the RFQ will be accepted by the Respondents as final.
17. Right to Waive Technical Irregularities - The Evaluation Committee reserves the right to waive technical irregularities.
18. Notice - The Nevada Revised Statutes impose felony penalties for bribes, gratuities and kickbacks.
19. Clarifications from Respondents - The Evaluation Committee, after review of the proposals, may request clarifications on information submitted by any and all Respondents in a written format, with a specified deadline for response.
20. Successful respondent will be required to provide legal service in the completion of the IGSA with the DOD for Creech Air Base and as well and any other military bases in the state of Nevada that NRH may enter a MOA for Jurisdiction for these specific military housing projects.

III. RFQ SUBMISSION MATERIALS

A. NUMBER OF COPIES

Each Respondent will be required to submit one hard copy and one electronic copy (Flash Drive) of their proposal to NRH.

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B. PROPOSAL MATERIALS

Materials are to be placed in a 3 ring binder on 8 1/2" x 11" sheets. The font size is to be 12 point. All pages shall be numbered. If there is any question as to format requirements contact the RFQ Manager prior to submittal of the proposal.

Proposals shall be organized and tabbed as follows:

1. Cover Letter – Must include:
 - a. Introduction to the Respondent's organization
 - b. Signature by a director, officer or manager of the submitting Respondent who has sufficient knowledge to fully address all matters and respond to all inquiries included in RFQ documents.
 - c. Provide telephone numbers, fax and e-mail address of the director, officer or manager to be contacted for clarification questions regarding this RFQ.
 - d. Represent that the information provided in their proposal is truthful, accurate and complete.
 - e. Identify the name and title of the person(s) authorized to contractually obligate the Respondent for the purpose of this RFQ
2. Company Resume – Must include:
 - a. Identification of key principals, personnel, and their experience
 - b. Description of track record for the last 5 years, including list of military housing projects completed within this timeframe and budgets
 - c. Development Awards received within the last 5 years
 - d. References from local government, lending institutions, investors, general contractors, and architects
3. Relevant Experience – Provide an example of the most recent military housing project completed.
4. Financial Capacity – Most Current Financials (2024)
5. Respondents must make a statement in their proposal that they will provide funding to the NRH for any development costs incurred by NRH in the development of these projects.

IV. EVALUATION

A. MINIMUM QUALIFICATIONS

Military Housing Developer Partner respondent must have the following minimum organizational qualifications to be eligible for this RFQ:

- a. In existence for at least 5 years
- b. At least 5 years of active and successful military housing development experience
- c. Respondent will provide ADAPT for Life program to Junior Service Personnel
- d. The financial capacity to provide for the development, construction and operations of military off base housing projects
- e. The property management staffing capacity to oversee a military housing project thru the 10 year iGSA period
- f. Preference will be given to Service Disabled Veteran Owned Businesses
- g. Agree to establish administrative fee and a fee for service for any billing done by NRH

B. EVALUATION CRITERIA

The evaluation criteria to be used by the Selection Committee to rank the Respondents shall be based upon the following areas and point structure:

- | | |
|--|-------------------|
| 1. Off Base Military Housing Project Experience | 600 points |
| 2. Capacity to offer a life skills training program to
prepare young military personnel for life after the military | 100 points |
| 3. Financial Capacity | 100 points |
| 4. Service Disabled Veteran Owned Businesses | 100 points |
| 5. <u>Provide adequate administrative funding for NRH within proposal</u> | <u>100 points</u> |

Total 1000 points