



**REQUEST FOR QUOTE (RFQ)  
for  
Rental Assistance Demonstration (RAD)  
Consulting  
for  
Housing Authority of the City of Muskogee  
Date Issued: March 5, 2018  
Closes: April 30, 2018**

**Overview**

The Housing Authority of City of Muskogee (MHA) invites independent contractors to submit quotes for consulting services to evaluate the feasibility and applicability of converting public housing units to Rental Assistance Demonstration (RAD) as regulated by the Department of Housing and Urban Development (HUD).

**Experience**

Please provide the following information:

1. Number of RAD applications submitted.
2. Number of successful RAD applications.
3. List the agencies that you are currently working with or have worked with in the past related to the RAD program.

**Scope of Work**

1. Assessment Phase

- a. Review property (financial, physical condition, and performance).
- b. Assess the adequacy of existing Physical Needs Assessments (PNA) to identify needed improvements and satisfy RAD's Physical Condition Assessment (PCA) criteria or if inadequate, assist in the development of a scope of work to secure a contractor to conduct a PCA that will satisfy the RAD criteria.
- c. Identify potential project candidates for participation in the program (i.e. Tenant-Based Rental Assistance or Tenant-Based Voucher).
- d. Brief MHA on findings for their concurrence.
- e. Review development budgets incorporating all applicable sources and uses.

2. Application Phase

- a. Prepare RAD application.
- b. Submit draft application to MHA for review and comment.

- c. Incorporate all MHA directed changes to RAD application.
- d. Submit application to HUD on behalf of MHA.

3. Award Phase

- a. If Commitment to Enter into a Housing Assistance Payment (CHAP) is awarded, HA may contract for additional services that may include:
- b. Assist with preparation of the Physical Condition Assessment and its submission to HUD.
- c. Communication and coordination with HUD regarding final submission materials.

**Contact**

All questions or requests for documents pertaining to this quote shall be addressed to:

**Blake Farris**  
**Executive Director**

**Phone: 918-910-5500**  
**Email: blake@mhastaff.org**

**Quote Submittal**

**ALL QUOTES MUST BE RECEIVED BY MONDAY, APRIL 30, 2018 at 5:00 PM (CST) AND EMAILED OR MAILED TO THE FOLLOWING:**

**Blake Farris**  
**Email:** blake@mhastaff.org  
**Mailing Address: Housing Authority of the City of Muskogee**  
**PO Box 1471**  
**Muskogee, OK 74402**

Responses received later than the date and time specified will be rejected or deemed nonconforming. MHA assumes no responsibility or liability for late delivery or receipt of responses.

Blake Farris, Executive Director  
Housing Authority of the City of Muskogee  
PO Box 1471  
Muskogee, OK 74402  
Phone: 918-910-5500  
Email: blake@mhastaff.org