



RENTON HOUSING AUTHORITY

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Housing Authority of the City of Renton REQUEST FOR QUALIFICATIONS

The Renton Housing Authority (“RHA”) announces the availability of eight (8) four-bedroom project-based Section 8 Housing Choice Vouchers for a property owner developing eight four-bedroom multifamily, townhome, or single family units within the Renton city limits to support the provision of affordable dwelling units.

PART OF THE SUNSET TERRACE REDEVELOPMENT AND SUNSET AREA COMMUNITY INVESTMENT INITIATIVE

Posted January 25, 2012

**Statement of Qualification Submittals Due: Friday, February 24, 2012,
by 1:00 PM**

Submit one original and three copies to:
Housing Authority of the City of Renton
2900 NE 10th Street
Renton, WA 98056

Contact: Barbara Burko, Executive Assistant
bib@rentonhousing.org 425-226-1850 ext. 224

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I. SUMMARY AND GENERAL PROVISIONS

The Housing Authority of the City of Renton (“RHA”) administers a Section 8 Housing Choice Voucher program in accordance with the federal regulation promulgated by the department of Housing and Urban Development (“HUD”). Accordingly, RHA is seeking statements of qualifications from qualified owners pursuant to the agency’s 2012 Agency Plan.

Published in draft August 15, 2011 the RHA Agency Plan was submitted to HUD in accordance with the RHA Board resolution of October 10, 2011 updating features to its project-based Section 8 voucher program.

The Section 8 Administrative Plan effective January 2012, codifies enhancements to the RHA project-base Section 8 Housing Choice Voucher program (“PBV”). The 2012 project-based competitive selection RFQ will determine the most appropriate placement of eight four-bedroom vouchers in Renton that can serve as replacement homes for large families from units in Sunset Terrace planned for redevelopment.

A. RHA Mission and History

Established September 10, 1941, the mission of RHA is to provide decent, quality, affordable housing in a safe environment to people with low incomes who make Renton their home. Through partnerships with clients, service providers and other groups, RHA seeks to responsibly increase and enhance its housing programs while providing opportunities for those served to be self-sufficient.

A five (5) member Board of Commissioners appointed by the Mayor of Renton governs RHA. RHA is a municipal corporation that owns and operates 238 conventional public housing units (including the 100-unit Sunset Terrace community) that are subsidized by HUD. RHA also has 415 local program funded units and 125 Section 8 project-based units. Additionally, RHA serves the needs of more than 715 households through the Section 8 tenant-based program making it possible for residents with low incomes to live in rental housing anywhere in the city. RHA also provided tax-exempt bond financing for the 92-unit Liberty Square apartments affordable workforce housing project.

RHA provides affordable housing to approximately 1,500 households that earn less than the median income for Renton, including 500 elderly or disabled households. RHA is committed to making its housing programs and activities accessible and welcoming to individuals with disabilities or handicaps.

B. General Provisions and Disclaimer

This RFQ is not a commitment or contract of any kind. RHA reserves the right to pursue any and/or all ideas generated by this request. Costs for developing submissions are entirely the responsibility of the submitting owner and shall not be reimbursed. RHA reserves the right to alter timelines, amend or retract the RFQ, waive as informality any irregularities in submittals, and/or reject any and all submissions. RHA reserves the right to waive any requirements of this RFQ when it determines that waiving a requirement is in the best interest of RHA.

1. General Provisions Regarding Public Nature of Submissions

Government Code Section 6250 et. seq., the Public Records Act, defines a public record as any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics. The Public Record Act provides that public records shall be disclosed upon

request and that any citizen has a right to inspect any public record, unless the document is exempted from disclosure.

2. Owner's Rights Regarding Confidentiality of Submissions

RHA cannot represent or guarantee that any information submitted in response to the RFQ will be confidential. If RHA receives a request for any document submitted in response to this RFQ, it will not assert any privileges that may exist on behalf of the person or business submitting the proposal. If a proposer believes that a portion of its proposal is confidential and notifies RHA of such in writing, RHA may, as a courtesy, attempt to notify the owner of any request for the proposal. However, it would be the sole responsibility of that owner to assert any applicable privileges or reasons why the document should not be produced and to obtain a court order prohibiting disclosure. The owner understands that RHA is not responsible under any circumstances for any harm caused by release or disclosure of a confidential submission.

3. RHA's Rights Regarding Confidentiality of Submissions.

To the extent consistent with applicable provisions of the Public Records Act and applicable case law interpreting those provisions, RHA and/or its officers, agents and employees retain the discretion to release or to withhold disclosure of any information submitted in response to this RFQ.

C. Eligibility

To be eligible under this RFQ the Owner must not be barred by federal, state, or local government from entering into a contract for public funds.

Units eligible for this RFQ include eight four-bedroom multifamily, townhome, or single family units developed within the Renton city limits, recently modernized or newly constructed in accordance with Washington State Evergreen Standards checklist. The units must be situated in reasonable proximity of transit, groceries and public services. In addition, at least one of the four-bedroom PVB units must be [accessible for mobility impaired persons and an additional unit must be made accessible for persons with vision and hearing impairments](#). [At least two of the four bedrooms must be accessible and located on an accessible route for the mobility accessible unit.](#) [Greater accessibility is encouraged.](#) Rents for the units will be set at an affordable level for qualified tenants and will assume occupancy of 1.5 people per bedroom. The affordable rent level including a utility allowance is defined as no greater than 30 percent of the maximum qualified tenant income for the unit. The amount of the utility allowance will be calculated annually by RHA. In no case shall rent including a utility allowance exceed Fair Market Rent for the unit size, as published annually by HUD.

The eight PBV units must be ready for occupancy no later than December 31, 2012. The eight PBV units will have a separate wait list of eligible applicants maintained by the Owner. However, the PBV units will first be occupied by the RHA eight four-bedroom families relocating from the redevelopment of Sunset Terrace. Before approval of occupancy and to remain eligible for tenancy the families must each enter into a statement of responsibility and monitoring agreement with RHA.

In accordance with the RHA 2012 Agency Plan, RHA requires that the Owner provide comprehensive self-sufficiency supportive services [consistent with 24CFR983.56](#) to all of the families which occupy the PVB units. Furthermore, if the PVB units are located in a multifamily building wherein more than twenty-five percent (25%) of the dwelling units are PVB units, HUD

mandates and regulates that the Owner provides comprehensive self-sufficiency supportive services to the assisted families in the PVB units pursuant to 24CFR983.56.

In consideration for the public rent assistance and resources offered through this program, RHA expects the Owner, including successors, to maintain the availability and affordability of the eight PBV units to program participants throughout the term of the Housing Assistance Payment contract, including any extensions. If the Owner fails to honor the terms of the Housing Assistance Payment contract, the Owner may be required to repay all assistance and soft funds provided by the program.

RHA is an equal opportunity housing provider. No person will be excluded from participation in, or denied the benefits of, the PBV program because of race, color, religion, sex, familial status, national origin, disability status or sexual orientation.

D. Families Served

Households in this PBV program pay 30 percent of their adjusted monthly income for rent and utilities. Housing assistance covers the remaining cost of rent and utilities. Monthly adjusted income is the household's gross income, after certain deductions and allowances are taken into account.

This type of housing assistance works differently than the vouchers used in the tenant-based Section 8 Housing Choice Program. Unlike tenant-based Vouchers, PBV assistance can't be used in the non-contracted private rental market, and it can't be used to pay for different units. It only helps pay for specific units in buildings managed by a private landlord or RHA contracted under the PBV program.

The Owner of the PBV units must advertise separately to create and maintain a waiting list for units vacated after the initial vacancy by the Sunset Terrace relocated families. As approved by RHA the Owner will apply its own screening criteria. Interested housing applicants must contact the Owner directly to learn about each building's eligibility guidelines, available units, and how to apply.

Once a year, RHA checks to make sure that tenants are still eligible for the PBV program. The agency checks the household's income and family composition. RHA also inspects PBV units at least once a year to ensure compliance with Housing Quality Standards. The annual inspection generally takes place at about the same time as the annual review of eligibility. The unit must pass the inspection for assistance to continue.

Tenants move from one PBV building to another and continue to receive assistance, but will have to submit a new application for the new building. Eligibility requirements may vary among buildings. If the family moves into a unit that is not covered by the program, they will lose the PBV housing assistance. RHA may terminate assistance to the family in the unit if income increases to the point they are no longer eligible, or because the family has not fulfilled PBV program obligations.

E. Benefits to Owners

1. **Guaranteed Rent Payments:** The Owner is guaranteed the government's share of rent payments under the Section 8 program.
2. **Vacancy Loss Coverage:** Owners are entitled to up to 60 days vacancy loss coverage for a turnover, when units were leased up and become vacant.
3. **A Tenant Pool of Motivated and Prepared Applicants:** Applicants for the PBV program are seeking a better life, not just a place to live. The Owner must

demonstrate and maintain an established family self-sufficiency program to help families achieve that goal. RHA will assign the initial eight Sunset Terrace relocation families with a case manager who works with each family to prepare them for the move to the PVB units. Thereafter, RHA may also provide the Owner with referrals of other eligible PBV program participants. The Owner must place on the PBV wait list applicants referred by RHA after the initial occupancy of the PBV units by the Sunset Terrace relocated families.

4. **Post Occupancy Support:** RHA's case managers will provide ongoing support to both the initial Sunset Terrace relocation family and the Owner for two years after the initial move-in. If issues develop that affect a Sunset Terrace relocated family's ability to be successful in their new community, RHA staff is available and can assist either the family or Owners in resolving these issues.

II. PROGRAM PARAMETERS

A. Definitions

- Agreement to enter into a Housing Assistance Payment ("AHAP") contract – A written contract between RHA and the Owner in the form prescribed by HUD that defines requirements for housing developed to be assisted with PBV subsidy. When development is completed by the Owner in accordance with the AHAP, RHA enters into a Housing Assistance Payments ("HAP") contract with the Owner, which is defined below.
- Area Median Income ("AMI") – The AMI for an eight person household in the City of Renton is currently \$116,200.
- Housing Assistance Payment ("HAP") contract – The HAP contract is a contract that is entered into by RHA and the Owner that establishes the initial rents for the units and describes the responsibilities of RHA and the Owner.
- Very Low Income and Extremely Low Income – In Renton for an eight person household, very low-income is defined as 50% of the AMI, or \$58,100, and extremely low-income is defined as 30% AMI, or \$34,850. This PBV program requires that upon admission three of eight units house families below 30% AMI and five of eight units house families below 50% AMI.
- Owner – The for-profit or non-profit property owner qualified or selected through this RFQ.
- Project Based Vouchers ("PBVs") – Section 8 project-based assistance that is tied to specific units via a HAP contract. Rents are set based upon market comparables and may not exceed the RHA established payment standard for the census tract. The units must be occupied by individuals determined to be eligible for a voucher subsidized unit. RHA pays the Owner the difference between 30 percent of family income and the gross rent for the unit.
- RHA Payment Standard – RHA sets payment standards for the contract rent and applicable utility allowance based upon bedroom size and census tract. The RHA payment standard for a four-bedroom unit is \$1,706.00 per month.

B. Affordability Guidelines for Housing Units

The dwelling units provided as a result of this RFQ are subject to the rules guiding the funding sources utilized in the development or rehabilitation of the unit, as well as those related to the use

of PBVs. HUD subsidy layering rules may be applicable (B.2. below). Generally, PBV rents (rent to Owner plus the allowance for tenant-paid utilities) may not exceed the lower of the reasonable rent or the RHA approved payment standard. Capital fund program units and LIHTC units that are placed under a PBV contract may be eligible for these PBV rents.

C. Subsidy Layering Requirements

RHA may provide PBV assistance only in accordance with HUD subsidy layering regulations (24 CFR 4.13) and other requirements. The subsidy layering review is intended to prevent subsidized housing units from receiving excessive public assistance that results from combining (layering) the housing assistance payment subsidy provided under the PBV program with other governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or LIHTC.

RHA will not enter an Agreement or HAP contract until HUD or an independent entity approved by HUD has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements. The HAP contract must contain the Owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

III. PARAMETERS RELATED TO FINANCIAL ASSISTANCE AVAILABLE

A. Project Based Vouchers

The eight PVB four-bedroom units may be located in one or more multifamily, townhome, or single family buildings within the Renton city limits. In accordance with the RHA 2012 Agency Plan, RHA requires that the Owner provide comprehensive self-sufficiency supportive services consistent with [24CFR983.56](#) to all of the families which occupy any of the PVB units, including both the initial Sunset Terrace relocated families and all subsequent families. Furthermore, if the PVB units are located in a multifamily building wherein more than twenty-five percent (25%) of the dwelling units are PVB units, HUD mandates and regulates that the Owner provides comprehensive self-sufficiency supportive services to the assisted families pursuant to [24CFR983.56](#).

B. Contracting for Rental Assistance

The PBV units must be ready for occupancy no later than December 31, 2012. The Owner must enter into an AHAP by June 1, 2012. RHA prefers to select an owner with available units that would not involve any tenant displacement. However, if any of the units are occupied prior to execution of the AHAP, the units must be vacated for the eight four bedroom Sunset Terrace relocation families to occupy the units no later than December 31, 2012. In such case displacement of the tenants must be at the Owner's expense and in compliance with the federal Uniform Relocation Assistance and Real Property Acquisition Act. The Owner cannot re-occupy the affected units until all post-selection requirements are met and RHA and/or the Owner execute an AHAP covering the subject units and the occupancy can only then be accomplished in accordance with the PBV HAP contract.

The AHAP stipulates the conditions under which the Owner agrees to construct/rehabilitate the units to be subsidized and under which RHA agrees to subsidize the units upon satisfactory approval of the units.

An AHAP is not required if the average cost to rehabilitate the proposed units is less than \$1,000.00 per unit.

Upon satisfactory completion of any construction/rehabilitation and after all regulatory and construction requirements have been met, including the Washington State Evergreen Standards checklist and a successful Housing Quality Standards inspection, the HAP contract will be executed by RHA and with the Owner for specified units, for an initial term not to exceed the longest term permitted by law. Currently, the law permits an initial term of up to 10 years.

Rental assistance (which is based on each household's income) is provided while the units are occupied by eligible families. At unit turnover, vacancy payments are available for a period of up to 60 days. Contract renewal after the initial period, or subsequent terms may occur if mutually agreeable to both RHA or its successor and the Owner, for such period (not exceeding 5 years for each renewal or the longest permitted by law) as it is determined appropriate to expand housing opportunities and to achieve long-term affordability of the assisted housing. All HAP contract renewals are contingent upon the future availability of appropriated HUD funds for the Housing Choice Voucher Program.

C. Public Funding

Projects for which the public funding consists only of that offered under this PBV program will need to obtain project feasibility designation from RHA at the time the project is approved. Projects for which subordinate financing is used or planned for use should identify, to the extent known, the project sources and uses, the gap and the amount and terms of the subordinate financing needed to assure project viability.

D. Tenant Selection Policy

To qualify for the PBVs the Owner must agree to form and maintain a property-based waiting list in accordance with oversight from RHA or alternatively select families from the RHA waiting list. Owners must adopt commercially reasonable, non-discriminatory, written criteria for selecting among from applicants on the property-based waiting list or as referred by RHA. The tenant selection criteria must be provided to and approved by RHA in consideration of the PBV program and any acceptable subordinate financing.

IV. REGULATORY REQUIREMENTS FOR PROPERTIES UNDER THE PROGRAM

The Owner must comply with Federal, State and Local laws and regulations. An overview of these requirements is included in this section. Furthermore, the Owner receiving PBVs must meet all applicable Federal and RHA property requirements for housing vouchers.

A. U.S. Department of Housing & Urban Development Regulations Governing the Use of Project Based Voucher Subsidy

These regulations are located at 24 CFR Part 983, which are available at:

www.hud.gov/offices/pih/regs/fedreg.cfm

B. Housing Quality Standards

Prior to move-in and periodically during occupancy by PBV program participants, RHA inspects rental units to assure that these units are and remain at acceptable levels. Failure of the unit to meet Housing Quality Standards ("HQS") will prevent RHA from entering into a HAP contract with the Owner. Those units already occupied by program participants that fail inspection will

lead to the suspension of HAP payments to the Owner and authorization for the tenant to move to an HQS compliant unit.

Inspections are scheduled and both the Owner and tenant are notified by mail of the inspection date. Failure by the inspector to gain entry to the unit will be considered a failed inspection. The Owner is encouraged to have a representative present for the inspection, but the Owner's participation is not required.

V. STATEMENT OF QUALIFICATIONS SUBMISSION INSTRUCTIONS

RHA will accept Statements of Qualifications (SOQ's) in response to this RFQ until Friday, February 24, 2012. During the application period, RHA will receive SOQ's in the form specified herein and will review and evaluate them as they are received. RHA reserves the right to terminate the application period at any time by posting a public notice.

A. Submission of SOQ's

RHA will evaluate all submissions to determine their responsiveness to the objectives of the RFQ. RHA reserves the right to reject any and all submissions based on its assessment of the merits of the proposed PBV project, the availability of funding, and/or any other factors deemed relevant by RHA.

In order to be evaluated, a submission must be complete and include all information specified by RHA in this RFQ. RHA reserves the right to request additional clarification, documentation, etc. from an owner if additional information is required to evaluate the submission. Failure of an owner to respond to RHA's request for additional information within ten business days will result in the rejection of the proposal. If an owner has a project for consideration and program resources are required, a detailed financial proforma for the project must be submitted. Owners requiring additional financial resources should identify those needed resources in their proposal and their plans for obtaining those resources.

B. Summary of Submission Requirements

The Statement of Qualifications (SOQ) pursuant to this RFQ must include at least the following information:

1. Relevant low-income residential rental housing experience of the property owner
2. Financial capability of the property owner
3. References
4. Description of project to be subsidized under the HAP with the PBVs
5. Program resources obtained and those the owner or property owner is seeking
6. Program resources needed

C. Staff Response to Owner Questions, and Requests for Additional Information

Questions, clarifications, or requests for additional information regarding this RFQ must be made to RHA by email or facsimile to the attention of Barbara Burko, Executive Assistant, bib@rentonhousing.org (or Fax 425-271-8319) any time before **9:00 A.M. on Monday, February 13, 2012**. Questions received after the above date and time will not be answered. A list of questions received and answers given will be emailed to firms that express an interest in the information by **9:00 A.M. on Monday, February 13, 2012**.

D. Submission Manner, Time, Place, Date, Contact

One (1) original and three (3) copies of the SOQ submission must be received by RHA by the submission deadline. The submission packet is to be clearly labeled and delivered to the following address:

Attn: Barbara Burko
Housing Authority of the City of Renton
2900 NE 10th Street
Renton, WA 98056

Please label submission packets as “**Statement of Qualifications: PBVs**” All submissions must be received no later than **1:00 PM Friday, February 24, 2012** at the RHA's reception desk located at 2900 NE 10th Street, Renton WA 98056.

Without exception, all SOQ submissions received after the deadline will not be accepted or considered.

Faxed and emailed SOQ submissions are not acceptable.

VI. EVALUATION AND SELECTION PROCESS

SOQs will be evaluated within 45 days of submission to RHA. RHA will review proposals to determine if all required materials are present. If materials are missing and/or if RHA requires clarification of particular elements of the submission, RHA shall notify the owner who will then generally have ten business days to respond to RHA's request for information.

RHA will notify in writing those Owners whose proposals have been rejected.

A. Minimum Owner Qualifications

RHA is seeking SOQs from qualified owners who operate low-income or mixed-income residential dwelling units. To be minimally qualified for the PBV program property owners must:

1. Submit a complete proposal pursuant to the terms contained in the RFQ.
2. Maintain corporate headquarters in the United States.
3. Exhibit successful, recent [within ten (10) years] past experience in the operation for a minimum of one (1) year at least eight rental units occupied by low-income families in Renton.
4. Provide a brief (not to exceed two pages) narrative description that outlines the proposed approach to the project. Clarify the owner's interest, ability, and/or intent to finance, own, and operate the subject property.
5. Identify the property management entity plus the staff person who would have responsibility for supervising the operations of the project.
6. Demonstrate financial stability. Owners must provide a narrative description of financial status with respect to access to capital, successful lender relationships, and past performance and creditworthiness.
7. Certify willingness and capacity to enter into a HAP contract with RHA and abide by conditions of the PBV program regulations.

In the event that the SOQ owner does not meet the above minimum qualifications, RHA will not rank their submittal.

B. Ranking Criteria

RHA reserves the right to designate submitting owners as qualified and to prepare a list ranking those designated as qualified on the basis of RHA's determination, in its sole discretion, of the best interests of RHA and the project.

Factors used by RHA to determine and rank qualified owners will include:

1. Successful experience owning, operating, and managing developments in Renton of similar size and type to the proposed project. 25%
2. Owner staff qualifications, fiscal solvency, and capacity/workload to manage the project operations. 25%
3. Owner's approach, timeline, and plans to develop and implement the PBV project, entering AHAP by June 1, 2012, HAP and occupancy in 2012. 25%
4. Experience with Section 8 assisted housing developing or operating multi-family low-income housing in Renton and experience with housing authorities or responsiveness to questions and requests from RHA related to this RFQ. 25%

C. Submittal Items

Owners submitting a statement of qualifications in response to this RFQ must submit one (1) original and three (3) copies of the following items in order to be deemed responsive. Materials should include a table of contents, be indexed and appear in the order indicated below.

A. Owner Description

1. Name, street address, telephone/fax number, and email address of the owner entity.
2. Primary contact person for the owner entity, including name, title, street address, telephone/fax number, and email address.
3. Identify if the owner is a for-profit or non-profit entity and the length of time the entity has been in existence. If the owner is a non-profit entity, please provide federal and state tax-exempt status.
4. A maximum two-page narrative chronicling the experience of the owner in operating low-income and/or mixed-income rental property.
5. An explanation of the property manager's capacity/workload indicating sufficient capacity and experience to successfully manage the rental units and PBV program requirements.
6. Résumés for all "key personnel" of the owner, including but not limited to the CEO, CFO, and property manager to be assigned to the property.

VII. RIGHTS

RHA reserves the right, in its sole discretion, to modify, suspend or cancel the PBV program availability before contracting. RHA reserves the right to modify, suspend or cancel any and all aspects of the selection process, including, but not limited to this RFQ, and any and all portion of the owner selection process in or subsequent to the RFQ. RHA reserves the right to obtain

further information from any owner, to waive any defects as to form or content of the RFQ or any other step in the selection process, to reject any and all responses submitted, and to accept or reject any owner for entry into exclusive negotiations, an AHAP/HAP contract, and/or an agreement.

VIII. CLAIMS AGAINST RHA

The owner in its response to this RFQ, waives any claim against RHA by reason of any or all of the following: any aspect of this RFQ, the selection process or any part thereof, any informalities or defects in the selection process, entering into exclusive negotiations, conditioning exclusive negotiations, terminating exclusive negotiations, entering into any lease or agreement, the failure to enter into a lease or agreement, any statements, representations, acts, or omissions of RHA, the exercise of any discretion set forth in or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.