



Pickaway Metropolitan
Housing Authority

**REQUEST FOR QUALIFICATIONS
(RFQ)
No. R18.001**

Architectural & Engineering Services

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	2
	RFQ Information at a Glance	3
1.0	The Agency's Reservation of Rights	3
2.0	Scope of Work/Technical Specifications	4
3.0	Proposal Format	5
4.0	Proposal Evaluation	9
5.0	Contract Award	12
Attachment A	Form of Proposal	15
Attachment B	Form HUD-5369-C: Certifications and Representations of Offerors	17
Attachment C	Profile of Firm Form	18
Attachment D	Section 3 Business Preference Submittal	20
Attachment E	Form HUD-5369-B: Instructions to Offerors, Non-Construction	23
Attachment F	Agency Profile of Properties	24

INTRODUCTION

The Pickaway Metropolitan Housing Agency wishes to contract with an experienced firm for Architectural and Engineering services.

The Pickaway Metropolitan Housing Authority, hereinafter "the Agency", is a political subdivision of the State of Ohio and was created in 1972 by authority of the Ohio Revised Code. The Agency was formed to provide federally subsidized housing and housing assistance to low-income families, within the County of Pickaway in Ohio. The Agency is headed by an Executive Director and is governed by a five-person board of commissioners serving five year terms upon appointment by local elected officials. The Agency is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the Agency's procurement policy.

The Agency operates subsidized housing and administers programs of housing assistance, primarily partnering with the U.S. Department of Housing and Urban Development (HUD) and the United States Department of Agriculture (USDA), Division of Rural Development (RD). In doing so, we oversee programs featuring:

- 108 units of subsidized public housing.
- 635 rental assistance housing choice vouchers
- 141 units of subsidized housing serving the elderly, disabled or handicapped
- 16 units of Rural Development housing

The Contracting Officer, hereinafter "CO", is Kim Hartinger, Executive Director at PMHA.

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

RFQ INFORMATION AT A GLANCE

[Table No. 2]

Agency Contact Person	David Pontious, Procurement Contractor Telephone: 740-571-2299 Email: dpontious@pickawaymha.com 176 Rustic Drive Circleville OH 43113
Deadline to Submit Questions	Monday, March 5th, 2018, 4:00 PM EST
	Proposals must be submitted on the forms supplied and according to the instructions.
Proposal Submittal Return & Deadline	Wednesday, March 7th, 2018, 4:00 PM EST at the Pickaway Metropolitan Housing Authority office, 176 Rustic Drive, Circleville, OH.

1.0 THE AGENCY’S RESERVATION OF RIGHTS. The Agency reserves the right to:

- 1.1 Right to Reject, Waive, or Terminate the RFQ.** Reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not award a contract pursuant to this RFQ.
- 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 30 days written notice to the Contractor(s).
- 1.4 Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer (hereinafter, “Contractor”) shall provide the services called for in this RFQ.
- 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
- 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

1.9 Right to Prohibit. At any time during the RFQ or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.

1.10 Right to Reject – Obtaining Competitive Solicitation Documents. By submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the Agency website (See Table No. 2). Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the Agency Website to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the Agency website.

2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The Agency is seeking proposals from qualified, licensed and insured entities to provide the following detailed services listed herein: **General Service Areas.** The Agency intends to award a contract to a firm to provide architectural and engineering (A/E) services for various projects the Agency may need.

2.1 These services shall apply to any projects the Housing Authority may undertake either as the Housing Authority or as the Managing Agent of other properties. Initially this will involve architect services for the renovation and refinancing of Pickaway Terrace and possible RAD conversion of public housing.

2.2 Services will include, but are not limited to, typical A/E services pertaining to, on an as-needed basis at the Agency's discretion, both new construction and rehabilitation of buildings, and land that the Agency owns. Services may include, but are not limited to, typical A/E services pertaining to:

2.2.1 Site planning and surveying;

2.2.2 Structural, mechanical, electrical and civil engineering;

2.2.3 Landscaping;

2.2.4 Cost estimating; and

2.2.5 Construction contract administration.

2.2.6 Any other related services that may be typically performed by either an architectural or engineering firm in its normal course of business.

2.2.7 Schematic Design/Preliminary Study Phase;

2.2.8 Design Development Phase;

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

2.2.9 Bidding, Construction and Contract Document Phase;

2.2.10 Bidding and Award Phase;

2.2.11 Construction Phase; and

2.2.12 Post Completion/Warranty Phase.

2.2.13 Design Requirements. Any design product shall meet all state and local code requirements and shall conform to all applicable local codes, ordinances, regulations and standards, including HUD's Section 504 program; UFAS; ADA; and ANSI requirements. The design may also include coordination for the abatement of hazardous materials as well as demolition of existing structures.

2.2.14 Method of Award (Task Order). The Agency will retain the right to contract with any of the responsive and responsible proposers as a result of this RFQ, which shall occur in the following manner (this is sometimes called "forming a pool" of contractors that the Agency may draw from):

2.2.15 When the Agency has need to complete an award to a proposer, each proposer will be ranked as a result of the evaluation detailed within the following Section 4.0 herein.

2.2.16 Once the evaluation has been completed, the Agency staff assigned will contact the 1st-ranked proposer to ascertain as to whether or not that contractor is available to do the work within the reasonable time-frame the Agency has established for that work; if the firm is available within the Agency's requirements, the Agency shall then, in conformance with all HUD requirements, attempt to negotiate a reasonable cost with the available firm. If such negotiation cannot be successfully concluded within 5 business days (or sooner, if the Agency decides such is in its best interests), the Agency shall retain the right to suspend negotiations with that firm and proceed to the 2nd-ranked firm. PLEASE NOTE: Once the Agency has ended negotiations with the 1st-ranked firm, the Agency SHALL NOT again enter into negotiations with that firm pertaining to that task order (however, this shall not cause that firm to lose its place as the 1st-ranked firm for any following task orders, if applicable).

2.2.17 If, as detailed within the preceding Section 2.5.2, the 1st-ranked proposer is not available or the Agency is not able to successfully reach a negotiated cost with the 1st-ranked proposer, the Agency will proceed to the next-ranked contractor and repeat the same negotiation process. This process may be repeated by the Agency with ensuing ranked firms until the Agency has successfully negotiated a reasonable cost.

2.2.18 Previous/Current Contractors. TC Architects, Browne Group Architects

3.0 PROPOSAL FORMAT

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

3.1 Proposal Submittal. The Agency intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the Agency will, as detailed within the following Section 4.0, consider factors other than cost in making the award decision). Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence noted within the table below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

Table No. 3]

RFQ Section	Item No.	Description
3.1.1	1	Form of Proposal. This Form is attached hereto as Attachment A to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted in this section as a part of the proposal submittal.
3.1.2	2	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract. This Form is attached hereto as Attachment B to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted as a part of the proposal submittal.
3.1.3	3	Profile of Firm Form. This Form is attached hereto as Attachment C to this RFQ document. This 2-page Form must be fully completed, executed and submitted as a part of the proposal submittal.
3.1.4	4	Proposed Services. As more fully detailed within Section 2.0, <i>Scope of Proposal/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted in this section documentation showing:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 1 , herein, Evidence of the proposers ABILITY TO PERFORM THE WORK as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 2 , herein, Evidence of the proposers PAST PERFORMANCE in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 3 , herein, the proposer's DEMONSTRATED KNOWLEDGE of local building codes and Federal building alterations requirements.
3.1.5	5	Client Information. The proposer shall submit a listing of former or current clients, including any other Public Housing

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

		Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.5.1		The client's name;
3.1.5.2		The client's contact name;
3.1.5.3		The client's telephone number and email address;
3.1.5.4		A brief narrative description and scope of the service(s) and the dates the services were provided, including a brief narrative description of those specific services including scope; size; cost; principal elements and special features.
3.1.6	6	Section 3 Business Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.

3.2 Fees. No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive solicitation process. The Agency will, as detailed within the following Sections 4.0 and 5.0 herein, negotiate such fees with the top-rated proposer. As may be detailed herein, if the Agency makes award to one firm only, in such case the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, but will reserve the right to award any amount of work on an as-needed basis.

3.2.2 No Deposit/No Retainer. The Agency will NOT pay any deposits or retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful proposer(s) for actual work performed only.

3.2.3 No Travel Expense Allowed. As there are a suitable number of qualified firms in the area of Pickaway County, the Agency will not be negotiating any travel expense (e.g. airfare; rental cars; lodging; per diem; etc.), except, at the Agency's discretion, minimal mileage, for the successful proposer to provide the services. Any limited mileage allowed will be at the current IRS rate only; the Agency will not be paying any "windshield time," though the Agency may allow limited mobilization (if such occurs, it will be the result of specific negotiation).

3.3 Proposal Submission. All proposals must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies marked "EXACT COPY" shall be placed unfolded in a sealed package and addressed to:

**Pickaway Metropolitan Housing Authority
Attention: David Pontious, Procurement Contractor
176 Rustic Drive
Circleville OH 43113**

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

The package exterior must clearly denote the above noted RFQ number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

3.3.1 Submission Conditions. Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional notations or requirements are entered on any of the documents that are submitted to the Agency by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Agency decides that any such entry does not change the intent of the proposal that the Agency intended to receive, the Agency may accept the proposal and the proposal shall be considered by the Agency as if those additional marks, notations or requirements were not entered on such. By downloading these documents, each prospective proposer is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

3.3.2 Submission Responsibilities. It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Agency, including the RFQ document, the documents listed within the following Section 3.7, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents.

3.4 Proposer's Responsibilities — Contact with the Agency. It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the designated Procurement Officer (See Table No. 2). Proposers should not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who did not abide by this directive.

3.4.1 Addendums. Please submit all questions and requests for information in writing to the Procurement Officer. That officer will respond to all such inquiries in writing by addendum to all prospective bidders; i.e. firms or individuals that have obtained the RFQ Documents. Substantive conversations concerning this RFP will not be conducted unless all prospective bidders are included. **It is therefore important that all prospective bidders send their contact information to the Procurement Officer, as detailed in "How to Obtain the RFP Documents" in Table No. 2.**

3.5 Proposer's and Agency's Responsibilities — Equal Employment Opportunity and Supplier Diversity. In the hiring and retention of personnel, the Contractor and the Agency, have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority

By responding to this RFQ, proposers are asserting that there will be no discrimination as to race, gender, religion, color, age, creed or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFQ.

For additional information, please visit the HUD website at:

<http://portal.hud.gov/hudportal/HUD>

3.6 Pre-proposal Conference. There is not a Pre-proposal Conference scheduled as a part of this RFQ competitive solicitation process.

3.7 Recap of Attachments. It is the responsibility of each proposer to verify that he/she obtained the following attachments pertaining to this RFQ:

[Table No. 4]

RFQ Section	Attachment	Attachment Description
3.7.1		This RFQ Document
3.7.2	A	Form of Proposal
3.7.3	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.7.4	C	Profile of Firm Form
3.7.5	D	Section 3 Form Submittal Form
3.7.6	E	form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.7.7	F	Agency Profile of Properties

4.0 Proposal Evaluation.

4.1 Evaluation Factors. The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

Evaluation Factors

[Table No. 5]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	35 points	Technical	Evidence of the proposer's ABILITY TO PERFORM THE WORK as indicated by profiles of the principals' and staffs' professional and technical competence

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

			and experience, and their facilities.
2	35 points	Technical	Evidence of the proposers PAST PERFORMANCE in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
3	30 points	Technical	The proposer's DEMONSTRATED KNOWLEDGE of and EXPERIENCE with local building codes and Federal building alterations requirements.
	100 points		Total Points

4.2 Evaluation Method.

4.2.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements). NOTE: Please reference Section 3.1 herein.

4.2.2 Evaluation Packet. An evaluation packet will be prepared for each evaluator, typically including the following documents:

4.2.2.1 Instructions to Evaluators;

4.2.2.2 Proposal Tabulation Form;

4.2.2.3 Recap of each proposer's responsiveness;

4.2.2.4 Copy of all pertinent RFQ documents.

4.2.3 Evaluation Committee. The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted. No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If a proposer becomes aware of the identity of such person(s), he/she should not make any attempt to contact or discuss with such person anything related to this RFQ. The designated Procurement Officer is the only person at the Agency that proposers should contact pertaining to this RFQ.

4.2.4 Evaluation. The appointed evaluation committee, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1 through 3. The evaluation committee will forward the completed evaluations to the Procurement Officer.

Scoring and Point Ranges: These Evaluation Factors are described in Section 4.1, Table 5.

[Table No. 6]

Evaluation Factor Categories			
Ability to Perform Work	Past Performance	Demonstrated Knowledge & Experience	Total Available Points

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

Classification*	%	35	35	30	100
Acceptable	>= 95%	33-35	33-35	29-30	95-100
Acceptable	>= 90%	31-32	31-32	27-28	90-100
Potentially Acceptable	>=80%	28-30	28-30	24-26	80-90
Potentially Acceptable	>=70%	24-28	24-28	21-23	70-80
Unacceptable	< 70%	0-24	0-24	0-20	0-70

*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.

4.2.5 Potential "Best and Finals" Negotiations. The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in no case within no longer than 5 business days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer. The points awarded by the evaluation committee shall be used to determine the final rankings, which shall be forwarded to the CO by the Procurement Officer for approval. If the evaluation was performed to the satisfaction of the CO, the final rankings may be forwarded to the Agency Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

4.2.6.1 Minimum Evaluation Results. To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

4.2.6.2 Ties. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

4.2.7 Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.7.1 Which proposer received the award;

4.2.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.2.7.3 The cost or financial offers received from each proposer;

4.2.7.4 Each proposer's right to a debriefing and to protest.

4.2.8 Restrictions. All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this RFQ, the following detailed procedure will be followed:

5.1.1 An Agreement to Abide. By completing, executing and submitting the Form of Proposal, Attachment A, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFQ:

5.2.1 Contract Form. The Agency will not execute a contract on the successful proposer's form—contracts will only be executed on the Agency form, and by submitting a proposal the successful proposer agrees to do so. (Please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the RFQ process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the successful proposer the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective proposer to notify the Agency, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Agency's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 HUD Forms. Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.

5.2.2 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

- 5.2.3 Unauthorized Sub-Contracting Prohibited.** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.
- 5.3 Contract Period.** Pursuant to this RFQ, the Agency anticipates that it will award a contract for a period of 3 years. The Agency reserves the right to terminate the contract upon a 30-day written notice to the Contractor.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 5.4.3 Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
- 5.4.4 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
- 5.4.5 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

Circleville, the Village of Ashville, the Village of Williamsport, Pickaway County, or the State of Ohio.

- 5.4.6 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form.
- 5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer during negotiations may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO, successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.
- 5.6 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Agency within 10 work days of notification by the Agency.

Attachment A: Form of Proposal

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the "hard copy" proposal submittal submitted by the proposer. Also, complete the items detailed following:

"X" = Item Included	Item No.	Submittal Item (Three copies of each proposal, including one with original signatures)
	1	Form of Proposal (Attachment A)
	2	form HUD-5369-C (Attachment B)
	3	Profile of Firm Form (Attachment C), including proof of required licensing
	4	Client Information
	5	Section 3 Business Preference Documentation (Optional, Attachment D)

(2) SECTION 3 STATEMENT. Are you claiming a Section 3 business preference? Yes No If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Item No. 5, which priority are you claiming?
_____.

(3) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Ohio, or any local government agency within or without the State of Ohio? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has and owner, director, or staff member who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency. Pursuant to all RFQ Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein.

Printed Name

Company

Signature

Date

Attachment B (On Following Pages):

Form HUD-5369-C: Certifications and Representations of Offerors

Attachment C: Profile of Firm Form

(1) Prime Sub-contractor (This form must be completed by and for each).

(2) Name of Firm: _____

Telephone: _____

Fax: _____

Email: _____

(3) Street Address, City, State, Zip:

(4) Please attached a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established in Ohio; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm:

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) who will act as legal representative for the Agency under this contract and any other supervisory personnel that will work on project:

NAME	TITLE

(7) Federal Tax ID No.: _____

(8) State of Ohio License Type and No.: _____

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

(9) Worker's Compensation Insurance Carrier: _____

Policy No.: _____

Expiration Date: _____

(10) General Liability Insurance Carrier:

Policy No.: _____

Expiration Date: _____

(11) Professional Liability Insurance Carrier:

Policy No.: _____

Expiration Date: _____

Printed Name

Company

Signature

Date

Attachment D: (Optional) Section 3 Business Preference Submittal Form

- 1.0 Introduction. This form must be fully completed, accompanied by all required attachments, **for any bidder claiming a Section 3 Business Preference (hereinafter, "Preference")**.
- 1.1 This fully completed form and any attachments thereto, will become a part of any ensuing contract.
- 1.2 Each bidder shall mark an "X" where provided following for all that apply to his/her claim of a Preference.
- 1.3 The bidder shall provide as an attachment to this completed form a detailed work plan clearly explaining how each following "preference claim" will be accomplished. Failure on the part of the bidder to include any such required attachment fully explaining the claim of the bidder shall result in the Agency not considering the claim for a Preference (though the Agency may, if awarded, later require the bidder to submit the information to satisfy the Section 3 requirements of the ensuing contract).
- 2.0 Current Section 3 Status. The undersigned bidder hereby claims that it is a Section 3 business concern and claims such preference in that he/she can provide evidence that (the bidder has attached justifying documentation for each item following marked with an "X"):

2.1 ___ It is 51% or more owned by a Section 3 resident(s):

[Table No. 1]

(1) Section	(2) Mark "X"* if Included	(3) Description
2.1.1		Agency resident lease
2.1.2		Evidence of participation in a public assistance program
2.1.3		Articles of Incorporation
2.1.4		Fictitious or Assumed Business Name Certificate
2.1.5		List of owners/stockholders and % of each
2.1.6		Latest Board minutes appointing officers
2.1.7		Organization chart with names, titles and brief functional statement
2.1.8		Partnership Agreement
2.1.9		Corporation Annual Report

2.2 ___ At least 30% of its full time employees include persons that are currently Section 3 residents, or within 3 years of the date of first employment with the business concern were Section 3 residents:

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

2.2.1 To justify this claim, please see the immediate following:

[Table No. 2]

(1)	(2)	(3)
Classification	Total Number of Current Permanent Employees	Total Number of Section 3 Resident Employees
Trainees		
Apprentices		
Journeypersons		
Laborers		
Supervisory		
Superintendent		
Professional		
Clerical		
Other:		

2.2.2 Attach a listing of all employees listed within column (3) above, including name and total annual income. Also attach proof of the income, such as a copy of the last tax return (please be sure to "black-out" all but the last 4 digits of the person(s) social security number), or other documentation showing receipt of public assistance.

2.3 ___He/she has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to a Section 3 business concern.

2.3.1 To justify this claim, please see the immediate following:

[Table No. 3]

(1)	(2)	(3)
Name of Section 3 Firm Receiving the Subcontract	Total Amount of Subcontract(s)	Percentage the Subcontract(s) is/are of the Total Proposed Contract Amount
	\$	%
	\$	%

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

2.3.2 Attach for each firm listed immediately above:

2.3.2.1 A detailed description of the subcontracted activity; and

2.3.2.2 A fully completed Profile of Firm form.

2.3.2.3 Proof of the income of the ownership of the Section 3 firm receiving the subcontract, such as a copy of the last tax return for the owner(s) (please be sure to "black-out" all but the last 4 digits of the person(s) social security number).

3.0 The undersigned bidder hereby declares:

3.1 The information within this completed form (and any attachments) is, to the best of his/her knowledge, true and accurate.

3.2 He/she is aware that if the Agency discovers that any such information is not true and accurate, such shall allow the Agency to:

3.2.1 NOT award the bidder a Preference; and

3.2.2 If the Agency deems such is warranted (e.g. in the case of submitting information the bidder knows to be untrue), declare such bidder to be nonresponsive and not allow the bidder to receive an award.

3.3 He/she is aware that if he/she receives an award as the result of this competitive solicitation, even though he/she may not receive a Preference from the Agency as a result of this submittal, he/she will still be required to, to the greatest extent feasible, implement a Section 3 Plan, including a commitment to interview and consider hiring Section 3 persons (most specifically, residents of PMHA) whenever the successful bidder has need to hire additional employees during the term of the ensuing contract.

4.0 For further information on Section 3 regulations, please see HUD Section 3:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opportunity/section3/section3

The undersigned contractor hereby affirms that the foregoing is true and accurate and that he/she hereby agrees to comply as denoted herein.

Signature

Date

Printed Name

Company

Attachment E (On Following Pages):

Form HUD-5369-B (8/93), *Instructions to Offerors, Non-Construction*

**REQUEST FOR QUALIFICATIONS (RFQ) No. Q18.001, Architectural/Engineering Services
Pickaway Metropolitan Housing Authority**

Attachment G: Agency Profile of Properties

Pickaway Metropolitan Housing Authority Properties

City	Site	Bedrooms & Type						Units Per Site	Year Built	
		1 BR Apts	Studio Apts	2 BR Apts	2 BR Duplex	3 BR Duplex	3 BR Single-Family			4 BR Single-Family
Circleville	Barry Drive				3	3		4	10	1982
Circleville	Francene Ct				4	4			8	1982
Circleville	Pontious Ln				2	2			4	1982
Circleville	Rustic Ridge*	15							15	1982
Circleville	Rustic Drive				1	1	3	1	6	1982
Circleville	Rustic Ct						4	2	6	1991
Circleville	Logan St					4			4	1993
Circleville	Walnut St					4			4	1993
Circleville	Washington St						4		4	1993
Circleville	Kingston Ct					20			20	1993
Circleville	Meadow Dr						1		1	1993
Ashville	Lexington Ave						9	3	12	1990
Ashville	Madison Ave						2		2	1990
Ashville	Griggs St						1		1	1990
Ashville	Rich St						1		1	1990
Williamsport	School St.							10	10	1993
Williamsport	Williamsport Terrace	6		10					16	1986

*Rustic Ridge building, located on Rustic Drive, includes 15 resident apartments and the PMHA office

Managed Properties

Circleville	Pickaway Terrace	20		40					60	1979
Circleville	Eden Place	30	10						40	1986
Ashville	Louise Terrace	41							41	1993