



HOUSING AUTHORITY OF COVINGTON

SOLICITATION NUMBER 2021-1008

REQUEST FOR QUALIFICATIONS

FOR

Qualified Architects and Architecture Firms

DATE ISSUED	May 26, 2021
NON-MANDATORY PRE-PROPOSAL CONFERENCE	Not Applicable
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than 4:00 PM local time on June 25, 2021 to procurement@hacov.org . Responses to questions will be posted as an addendum to www.hacov.org along with the other solicitation documents and via email to all known respondents.
NOTICE OF INTENT TO SUBMIT	It is suggested that interested companies submit a Notice of Intent to submit a proposal to procurement@hacov.org . By indicating your intent to submit a proposal you will receive notice of any addenda posted.
PROPOSAL SUBMITTAL RETURN & DEADLINE	July 2, 2021 no later than 4:00 PM local time to: Housing Authority of Covington Attn: Procurement Office 2300 Madison Avenue Covington, KY 41014
WHAT TO SUBMIT	5 sealed original hard copy proposals in the format outlined below in Paragraph 2.0 Proposal Format. Do not include the RFQ attachments marked "Do Not Include" in your response proposal.

The Housing Authority of Covington (HAC) reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on HAC's website.

INTRODUCTION

Established in 1937, the Housing Authority of Covington provides affordable housing opportunities for low and moderate-income persons, fosters family self-sufficiency, and plays a significant role in redevelopment activities in the City of Covington. With funding provided by the U.S. Department of Housing and Urban Development (HUD), and with 44 employees, the Housing Authority of Covington manages approximately 950 rental housing units, which include public housing, low income tax credits, project based vouchers and market rate rentals scattered throughout the City of Covington. The Executive Director is Steve Arlinghaus.

The Housing Authority is governed by a Board of Commissioners, consisting of five members, appointed by the Mayor of the City of Covington with approval of the City Commission. The chief executive officer of HAC, responsible for the organization's general operations, is the Executive Director. HAC must follow the laws, policies and regulations as set forth by the U.S. Federal Government, including the U.S. Department of Housing and Urban Development, applicable State of Kentucky and local government regulations. HAC has also established a 501(c) 3 corporation, Neighborhood Investment Partners, to facilitate the development of affordable housing. The Consortium maintains contractual agreements with HUD to manage and operate its low rent public housing program and administers the Housing Choice Voucher Program. HAC programs are mainly funded by rental income and HUD subsidies and grants.

Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

Attachment		Description
A	Reference*	Statement of Work
B	Reference*	HUD Form 51915 Model Form of Agreement
C	Reference*	HAC General Terms and Conditions and Form HUD-5370-CI and II, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
D	Contractor Must Complete	Section 3 Forms
E	Contractor Must Complete	Contract Acceptance Form
F	Reference*	HAC's Instructions to Proposers (ITP)
G	Contractor Must Complete	Form of Proposal
H	Contractor Must Complete	HUD Form Packet
I	Contractor Must Complete	Professional References
J	Contractor Must Complete	Small Business, MBE, WBE

*Do not include the reference attachments in your proposal.

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1.0 ECONOMIC INCLUSION PARTICIPATION

The Housing Authority of Covington promotes full and open competition among prospective offerors. Small business enterprises, Section 3 businesses, Minority, Service-Disabled Veteran, and Women-Owned business enterprises are strongly encouraged to submit proposals, as well as all other enterprises. The Housing Authority of Covington is committed to the continued efforts for implementation of Section 3 of the Housing & Urban Development Act of 1968. The objective of Section 3 of the Act is to ensure that economic opportunities resulting from HUD financial assistance are directed to low and very low-income persons, particularly those receiving government assistance for housing.

2.0 PROPOSAL FORMAT

Tabbed Proposal Submittal: HAC intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis ("Best Value," in that HAC will, as detailed within the following Section 2.0, consider factors other than just cost in making the award decision). Therefore, so that HAC can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence noted below.

Each category must be separated by numbered index tabs. It is preferable that each tab has the number extending out from the proposal, so that each tab can be located without opening the proposal and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement HAC has published herein or has issued by addendum.

Tab	Form	Description
1	Form of Proposal: <u>Attachment G of the RFQ</u>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
2	Contract Acceptance Form: <u>Attachment E of the RFQ</u>	This 2-page Form must be fully completed and executed where provided thereon and submitted under this tab as part of the proposal submittal.
3	HUD Form Packet: <u>Attachment H of the RFQ</u>	The following forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal: <ul style="list-style-type: none">• Form HUD 5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i>• Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i>• Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i>• Standard Form LLL <i>Disclosure Form to Report Lobbying (if required per HUD 50071)</i>• Form HUD 50070 <i>Certification for a Drug Free Workplace</i> <p><i>NOTE: These forms may be completed electronically and then printed or printed and completed by hand.</i></p>

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4	<p align="center">Section 3 Business Preference Documentation: <u>Attachment D of the RFQ</u></p>	<p>Within Tab 5, the proposer must complete and submit <i>Attachment D</i>, Section 3 forms.</p>
5	<p align="center">Proof of Insurance and Licensing</p>	<p>The proposer must provide current proof of insurance and licensing requirements. The proposer shall provide the following certificates evidencing the coverage amounts:</p> <ul style="list-style-type: none"> • Workers Compensation & Employer’s Liability • General Liability with a single limit for bodily injury of \$1M per occurrence and property damage limit of no less than \$1M per occurrence. • Professional Liability in the amount of at least \$2M per occurrence • Automobile Insurance • City of Covington Occupational License* <p>*This must be provided within 5 business days after award if the contractor does not currently possess this occupation license.</p>
6	<p align="center">Technical Proposal</p>	
6a	<p align="center">Relevant Experience, Ability to Perform & Past Performance</p>	<p>Relevant Experience, Ability to Perform & Past Performance: Describe in detail your relevant experience, ability to perform and past performance relevant to the services described in this the Scope of Work in this RFQ. Describe the end results based on your past performance and experience and what HAC should expect if you were awarded this contract.</p>
	<p align="center">Professional References <u>Attachment I of the RFQ</u></p>	<p>The proposer shall submit a listing of at least 3 former or current professional references for which the proposer has performed similar or like services to those being proposed herein. You <i>must</i> reference any previous work performance for HAC or other Public Housing Authorities. However, HAC should not be listed as more than one of your references. It is reasonable to assume that HAC will contact your references. The listing shall, at a minimum, include:</p> <ul style="list-style-type: none"> • The client’s name, • The client’s contact name, (if different) • The client’s address, • The client’s telephone number and email address, • The Client’s Business Name (if applicable), and <p>A brief description and scope of the service(s) and the dates the services were provided.</p>

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6b	Management Plan	The proposer must submit a description of its managerial and staff capacity to deliver the proposed services, including brief professional resumes for the persons identified to work on this project. Such information shall include the proposer's qualifications to provide the services and a description of the background and current organization of the firm. Describe the methodology you would use for these services.
6c	Quality Plan	The proposer must submit a concise description of its quality plan describing your company's plan(s) or procedure(s) to monitor employees to assure quality if awarded a contract.

7	Small Business, MBE, WBE <u>Attachment J of the RFQ</u>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
8	Subcontractor/Joint Venture Information (If Applicable):	The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor: <ul style="list-style-type: none"> • HUD Packet of forms • Profile of Firm Form • Section 3 forms • Licensing and Insurance
9	Other Information (Optional)	The proposer may include hereunder any other general information that the proposer believes is appropriate to assist HAC in its evaluation.

If no information is to be placed under any of the above noted tabs (especially the “Optional”), please place thereunder a statement such as “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.

3.0 PROPOSAL SUBMISSION

All proposals must be submitted and time-stamped “received” in the designated HAC office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 5 original signed proposals which shall have a cover and extending tabs shall be placed unfolded in a sealed package and addressed to:

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The Housing Authority of Covington
Attention: Procurement
2300 Madison Avenue
Covington, KY 41014

4.0 PROPOSAL EVALUATION:

Each Proposal submittal will be evaluated based upon the following information and criteria.

4.1 Evaluation Criteria: The evaluation panel will 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.

NO		POINTS	DESCRIPTION
1	20		The Ability to Perform the Work
2	20		Firm's Management Style and Philosophy
3	20		Project Team
4	20		Quality Plan
5	20		Past Performance
	100		Total Points

As part of your Proposal submission under Tab 6, please use the following information as a guide so that the Evaluation Team can adequately score each Proposal:

- Discuss your firm's professional history. Include the number of years in business and the number of years involved in affordable residential housing.
 - Provide staffing information (number of architects, interior designers, engineers, etc.)
 - In the case of a multiple office firm, provide general information on the firm (locations, staffing, etc.) but also provide detailed information on the office that will be servicing HAC.
 - Please identify whether the following disciplines are offered in-house or by sub-consultants. If you intend to utilize a sub-consultant, please include their name.
 - ❖ Architecture
 - ❖ Interior Design
 - ❖ Civil Engineering
 - ❖ Electrical Engineering
 - ❖ Geotechnical Engineering
 - ❖ Landscape Architecture
 - ❖ Mechanical Engineering
 - ❖ Site Planning
 - ❖ Structural Engineering
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- Please identify which areas you have experience:
 - ❖ Low Income Housing Tax Credits (LIHTC)
 - ❖ Capital Funding
 - ❖ FHA
 - ❖ Other funding

 - Describe the firm's quality control program, both internally and with external subcontractors and contractors; include discussion of document coordination. Do you require review by a principal not associated with the project?
 - For projects in which you were the principal architect, describe the processes and procedures for meeting customer standards, schedules, and budgets. Include examples of design developments completed on an accelerated or stringent timeline.
 - What is your policy on errors and omissions (When is the architect responsible and when is the owner responsible)? Provide an example.
 - Who does the cost estimates when you are the principal architect and how accurate have they been on projects over five million dollars? What program do they use?
 - Describe the firm's approach to cost estimating.
 - Describe the firm's approach to project scheduling.
 - What expertise and experience does your firm possess and offer that sets you apart from other Architectural firms?
 - What is your philosophy/practice on construction administration?

 - Provide team organization chart, including back-up personnel. Identify key members of the firm who will be assigned to HAC. Include consultants.
 - List proposed consultants to be used for projects with HAC; include a description of each consultant's expected contribution.
 - Provide resumes of all listed principles, staff and consultants designated to provide services for HAC projects. Include work experience, education, affiliations and awards. Include the firm's construction administration/observation personnel.
 - Will construction administration be performed with staff that will be involved in the design and production of the contract documents and do they have authority to make decisions?
 - Describe the involvement of a firm's principal in potential projects and their extent of involvement. Include their role and activity at the various stages of document preparation and construction administration.

 - Proposers should provide examples of recently completed projects that include the following information:
 - ❖ Description of the project including funding, budget, size, and design duration.
 - ❖ List the key team members involved, including sub-consultants and their role.
 - ❖ Provide samples drawings, renderings, floor plans, elevations, to be reviewed and considered by the evaluation committee.
 - ❖ What was the owner's budget? What was your firm's pre-construction estimate? What was the bid amount? Explain your change order process and what was the final cost? Was the project bid more than once? Explain.
 - ❖ What were your fees for design (dollar amount and percentage of construction budget)?
 - ❖ Provide fees for construction administration management. If construction management was not included, put "NA".
 - ❖ Was there any litigation or arbitration regarding this project? If so, please describe the parties, the dispute, and the resolution (or if the matter is pending).
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