



HOUSING AUTHORITY OF COVINGTON SOLICITATION

NUMBER 2021-1013

REQUEST FOR PROPOSALS

**FOR
RESIDENTIAL MOVING SERVICES**

DATE ISSUED

Monday, November 22, 2021

RFP DOCUMENTS

Request for Proposal (RFP) documents for Residential Moving Services are available at www.hacov.org.

Go to: *About HAC/Departments/Procurement & Purchasing.*

You may also pick up a hard copy at **2300 Madison Ave., Covington, KY 41011; 859-491-5311.**

**NON-MANDATORY
PRE- PROPOSAL
SITE VISIT/WALK
THROUGH**

A **site visit** will be conducted on **Monday, November 29, 2021, from 9:00-10:00 EST**, to tour typical apartment units.

The site visit will begin with a brief meeting at 2500 Todd, Covington, KY 41011, before the tours.

Interested parties should **RSVP to Chris Bradburn**, at email cbradburn@hacov.org.

**LAST DATE FOR
QUESTIONS**

Questions shall be submitted in writing no later than **4:00 PM EST** on **December 6, 2021** to cbradburn@hacov.org.

Responses to questions shall be posted by **December 9, 2021**, as addenda, on www.hacov.org, along with the other solicitation documents.

Responses to questions and updated addenda will be sent to all known respondents via email.

**NOTICE OF INTENT
TO SUBMIT**

It is suggested that interested companies notify us if they intend to submit a proposal. Please **email Chris Bradburn**, at cbradburn@hacov.org, and insert **“Notice of Intent to Submit Proposal for #2021-1013”** in the subject line. By indicating your intent to submit a proposal, you will receive notice of any addenda posted or important information updates.

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PROPOSAL SUBMISSION DEADLINE	<u>Friday, December 17, 2021, by 12:00 PM EST</u> 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 RFP 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.

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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. 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.

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	Contractor Must Complete	Fee Submission Form
C	Reference*	HAC General Terms and Conditions and Form HUD-5370-CI <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
D	Contractor Must Complete	Section 3 Forms, including explanation
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- 5369-C, 2992, 50071, Standard Form LLL, and 50070
I	Contractor Must Complete	Professional References
J	Contractor Must Complete	Small Business, MBE, WBE

*Do not include the reference attachments in your proposal.

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-

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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 RFP 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 RFP</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 RFP</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	Fee Submission Form <u>Attachment B of the RFP</u>	This Form must be completed as instructed. An itemized fee breakdown for the services requested under this RFP in as detailed manner as is prudently possible, is also required.
4	HUD Form Packet: <u>Attachment H of the RFP</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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5	<p align="center">Section 3 Business Preference Documentation: <u>Attachment D of the RFP</u></p>	<p>Within Tab 5, the proposer must complete and submit <i>Attachment D</i>, Section 3 forms. Complete the Section 3 Business Self Certification form only.</p>
6	<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>
7	<p align="center">Technical Proposal</p>	
7a	<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 RFP. 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 RFP</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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7b	Management Plan	<p>The proposer must submit a concise 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.</p> <p>Describe the methodology you would use for these services.</p>
7c	Quality Plan	<p>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.</p> <p>Please outline claim procedures for any damages caused by moving company personnel. Please also specify claim procedure differences when tenants pack / unpack their own boxes.</p>
8	<p align="center">Small Business, MBE, WBE <i><u>Attachment J of the RFP</u></i></p>	<p>This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.</p>
9	<p align="center">Subcontractor/Joint Venture Information (If Applicable):</p>	<p>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:</p> <ul style="list-style-type: none"> • HUD Packet of forms • Profile of Firm Form • Section 3 forms • Licensing and Insurance
10	<p align="center">Other Information (Optional)</p>	<p>The proposer may include hereunder any other general information that the proposer believes is appropriate to assist HAC in its evaluation.</p>

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.

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3.0 PROPOSAL SUBMISSION

All proposals must be submitted and time-stamped “received” in the designated HAC office below 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:

The Housing Authority of Covington
Attention: Procurement Office
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 use both objective and subjective criteria 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.

NO. POINTS		DESCRIPTION
1	50	The PROPOSED COSTS to provide the services as requested;
2	20	Relevant Experience, Past Performance – Describe in detail how your experience/past performance address HAC’s needs as described in this RFP.
3	15	Management Plan
4	15	Quality Plan
	100	Total Points

ATTACHMENTS
