

REQUEST FOR QUALIFICATIONS

HOUSING AUTHORITY OF AMERICUS

August 8, 2019

INTRODUCTION

The Housing Authority of Americus is a duly formed public corporation in the business of providing affordable housing resources throughout the jurisdiction served. To better meet the established goals and objectives, the Authority requires the assistance of a consultant or consultants and requests a statement of qualifications to be submitted for consideration. The Authority intends to enter into an Indefinite Quantities Contract (IQC) with the successful firm or firms for a period not to exceed an initial period of three (3) years to provide various planning, organizational, or operational consulting services authorized through the issuance of Task Orders. At the Authority's option, the contract may be extended for up to two (2) one-year terms after the initial period.

The Authority may require assistance in a variety of areas, which may include:

- Architectural Planning
- Architectural Designing
- Site Planning
- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Landscape Architecture
- Cost Estimating
- Construction Contract Management

The Authority reserves the right to add services under the contract that are not listed above. **Vendors are encouraged to review this RFQ closely** in order to prepare and submit a proposal that conforms to the requirements set forth herein. The Authority encourages responding firms to develop proposals that meet

the Scope of Services as well as provide the Authority with the best value in services. The Authority reserves the right to negotiate the final scope of work with the successful proposer.

REQUESTED SERVICES

- The Authority is seeking qualified Professional Architect to provide professional support and technical assistance to assist the Authority in Architectural Planning, Design, and Engineering Services.
- It is the Authority's intent to enter into an Indefinite Quantity Contract (IQC) with the successful proposer for the provision of professional support and technical assistance for a period not-to-exceed three (3) years. The Authority may elect to extend the service term for up to two (2) additional one-year periods. The Authority reserves the right to award contracts to other firms for professional services during the term of the agreement.
- Services will be specified and undertaken on a Task Order basis. It is impossible at this time to accurately estimate the entire scope or cost of this project, but in no event over the course of the agreement will the Authority expend more than \$100,000 without a written change order to this agreement. One such task order is defined at the end of this section.
- All services must be performed in compliance with applicable federal, state and local laws, the Code of Federal Regulations and HUD requirements.
- The process for issuing a Task Order will be:
 - The Authority will issue a Request for Possible Task Order. The Request will specify what services are required and the timetable for completion. This request may be made verbally.
 - The consultant will submit a Draft Task Order which will detail how the services will be provided, workplan and schedule for completion of the services, and fee and payment schedule.

- The Authority will review the Draft Task Order and approve it intact, negotiate modification or reject it with a request for resubmittal. If the Authority rejects a proposed Draft Task Order, it can choose to pursue completion of the work by other means.
- Once the Authority accepts the proposed Task Order, it will issue a written Notice to Proceed. The contractor will provide services in accordance with the terms described in each executed Task Order.

PROPOSAL SUBMISSION

Proposals should be clear and concise and structured to communicate the capabilities and experience of the firm or individual. Proposals are required to be submitted to the following no later than **5:00 p.m. on August 26, 2019**:

Mr. George F. Edge
Chief Executive Officer
Housing Authority of Americus
825 Mayo Street
Americus, Georgia 31709
(229) 924-9235

Electronically submitted proposals will be accepted, however; it must include all forms and certifications. There will be no public opening of proposals. Any proposal received prior to the due date and time will be securely kept, unopened. Late proposals will be returned to the proposer unopened unless the proposer can document that a guaranteed delivery method was utilized (i.e. Federal Express) and the proposal was late due solely to the delivery company. The Authority reserves the right to reject any and all proposals and to waive any informalities whenever such rejection or waiver is deemed to be in the best interest of the Authority.

ABOUT THE AUTHORITY

The following is a summary of PHA facts:

ITEM	TOTAL
Number of Public Housing Units	480
Number of Locally Owned Units	117
Number of Developments	16
Number of Housing Choice Vouchers	716
Efficiency Apartments	14
1 Bedroom Apartments	122
2 Bedroom Apartments	145
3 Bedroom Apartments	159
4 Bedroom Apartments	37
5 Bedroom Apartments	5

Additional information can be supplied upon request.

PROPOSAL REQUIREMENTS

Firms wishing to submit a proposal shall outline the scope of service, project approach, references, etc., to communicate the firm's ability to provide services. Fees are requested as part of the proposal; however, the Authority reserves the right to negotiate with the selected firm.

Proposals will be evaluated based on the firm's ability to provide services consistent with the needs of the Authority. The Authority reserves the right to select a firm which meets their own specific needs.

THE FOLLOWING INFORMATION WILL BE PROVIDED TO ENABLE STAFF TO COMPLETE THE EVALUATION PROCESS.

Professional Competence and Experience (30 points maximum)

Each firm will provide sufficient information to show how the proposer plans to meet the objectives of the Authority in issuing this request for qualifications or detail their experience in each service area. The information provided should include reference information such as the names of clients, scope of work performed, dates of engagements and a contact person who can render an opinion on the quality of services provided by the firm.

Professional Staff (20 points maximum)

Each firm will submit detailed resumes on all members of the firm who may be assigned to engagements under this agreement. Substitutions for Key Personnel listed must be with equally qualified persons and must be approved by the Authority prior to assignment.

Demonstrated Capacity (20 points maximum)

Each firm will demonstrate the organizational capacity to handle a varying workload as well as identify the estimated timeframe to begin services upon approval of a Task Order.

General Response to Request (10 points maximum)

The overall response to this RFQ will be evaluated according to information requested. Firms should add any such information to their response at this point and provide other information that they believe may be helpful in an overall evaluation of their firm's abilities and qualifications.

Certificates and Proof of Insurance (10 points maximum)

The firm must include a Non-Collusive Affidavit, a statement of Equal Opportunity, and a Certification of Non-Debarment in all copies of the proposal. The original copy should include signed originals (and notarized), however, the copies may include copies of the original affidavit. The firm shall submit proof of general liability insurance in the amount of \$1,000,000 or more, proof of professional liability insurance in the amount of \$1,000,000 or more, and proof of Workers' Compensation Insurance in the amount required by law. Failure to submit the required Certificates and Proof of Insurance will result in the automatic rejection of the proposal. Lower limits of coverage may result in minimal points.

Cost (10 points maximum)

Each firm will provide a cost breakdown for Task Order #1 showing the cost of service for each major component of the task. This should also show hourly rates used by level of consultant, estimated travel costs, and a proposed schedule of payments. Standard billing rates for each level of staff must be provided and may not be changed during the entire term of the agreement. The Authority may evaluate cost reasonableness and hourly rates associated with the Task Order. The Authority may award points for cost related to the Task Order on the bases of is perceived value of the proposed services (the lowest proposal may not receive the highest points).

The Authority intends to contract with the successful firm or firms for a three (3) year period and is relying on a strong professional relationship to ensure the success of various initiatives. As a result, it is the Authority's desire to contract with a single firm. The Authority reserves the right, however, to award contracts to multiple firms and will, at the point of award, prorate the agreement maximum in accordance with the estimated need for various services provided by each firm.

Once contracting is complete, the Authority will review the Draft Task Order submitted, negotiate, and award or not award based on the agencies own needs. Future task orders will be requested in accordance with the procedures outlines herein.

RFQ SIGNATURE

On behalf of the Americus Housing Authority, this Request for Qualifications is hereby issued the **8th of May 2019**.

George F. Edge, Chief Executive Officer