**REQUEST FOR QUALIFICATIONS (RFQ)**

**No. Q1907**

**Architectural Engineering Services IDIQ**



**RFQ Document**

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**INTRODUCTION**

#### T

his competitive solicitation process is being conducted by the Albuquerque Housing Authority (hereinafter specifically, “the Agency”), located in Albuquerque, NM. The Agency is a public entity that was formed in 1967 to provide federally subsidized housing and housing assistance to low-income families, within the City of Albuquerque. The Agency is headed by an Executive Director (ED) and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy.

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urrently, the Agency owns and/or manages: (1) 26 housing developments and 8 scattered site locations, including multifamily and senior apartments and single family homes (scattered sites) totaling approximately 951 units throughout the municipal limits of the City of Albuquerque; and (2) approximately 4,000 housing choice voucher units. The Agency has around 63 employees.

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n keeping with its mandate to provide efficient and effective services, the Agency is now soliciting proposals from qualified, licensed and insured entities to provide the services noted in Section 2 below, to the Agency. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

**RFQ INFORMATION AT A GLANCE**

**[Table No. 2]**

|  |  |
| --- | --- |
| CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Rocio Sinche. | Rocio Sinche, Contracting OfficerTelephone (505)764-3932; E-mail: [purchasing@abqha.org](mailto:purchasing@abqha.org) TTY:711. |
| How to obtain the RFQ DOCUMENTS on the Applicable internet site | 1. Access https://ha.economicengine.com(no “www”). 2. Click on the “Login” button in the upper left side. 3. Follow the listed directions.   If you have any problems in accessing or registering on the system, call customer support at (866)526-9266. |
| PRE-PROPOSAL CONFERENCE | Tuesday, January 29, 2019, 3:00 pm MT  Large Conference Room, Administrative Offices, 1840 University Blvd. SE, Albuquerque, NM 87106 |
| DEADLINE TO SUBMIT QUESTIONS | Friday February 8 , 2019, 3:00 pm MT |
| HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL SUBMITTAL | As instructed within Section 3 of the RFQ document, submit 4 complete sets (1 original and 3 copies) of your “hard copy” proposal to the Agency Administrative Office. Please also provide USB-CD copy of proposal with Original |
| PROPOSAL SUBMITAL RETURN & DEADLINE | \*Monday, February 25, 2019, 3:00 pm MT  Administrative Offices, 1840 University Blvd. SE, Albuquerque, NM 87106 \*(The "hard copy" proposal must be received in-hand and time-stamped by the HA by no later than 3:00 p.m. on this date). |

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

**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.

**Right to Not Award.** Not award a contract pursuant to this RFQ.

**Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the Contractor(s).

**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.

**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).

**Right to Negotiate.** Negotiate the fees proposed by the proposer entity.

**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.

**No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

**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 accessing 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.

**Right to Reject – Obtaining Competitive Solicitation Documents**. The ha.economicengine.com Internet-based software is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information and attachments relative to this RFQ. 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 noted Internet-based software to obtain the documents. AHA will reject without consideration any response submitted from a firm that has not obtained the documents from the noted Internet-based software.

**2.0 SCOPE OF WORK (SOW)/Technical Specifications.**

## General Specifications: AHA is seeking proposals from licensed and qualified entities to provide architectural and engineering (A&E) services for various projects. The selected firm must have knowledge of Uniform Federal Accessibility Standards (UFAS), Americans with Disabilities Act (ADA) Accessibility Standards, Fair Housing, American National Standards Institute (ANSI) and applicable building standards and codes, including federal, state, and local requirements as demonstrated by experience, training, or certifications. In addition, designs must meet “MFA Mandatory Design Standards for Multifamily Housing” as published annually by the New Mexico Mortgage Finance Authority (MFA).

Below are projects that have been identified by AHA for development in the near future:

**Project #1 – The Commons at Martineztown**

This project consists of the rehabilitation of ninety-six (96) units at three properties on adjacent sites:

1. 415 Fruit Ave NE: thirty-eight (38) one-bedroom units and community building serving seniors and households with disabilities;
2. 615 Arno NE: eight (8) one-bedroom units serving seniors and households with disabilities; and
3. 320 Roma NE: fifty (50) units consisting of fourteen (14) one-bedroom units serving seniors and households with disabilities; twenty (20) two-bedroom units, thirteen (13) three-bedroom units and three (3) four-bedroom units serving households with children.

Estimated construction budget (hard cost): $4,500,000.

Anticipated financing structure: AHA anticipates using a combination of 4% Low Income Housing Tax Credits (LIHTC), tax exempt bond financing, grants, and debt.

Estimated Schedule: Target to close on financing and start construction is November 2019

Project Design Priorities

Buildings:

* Use of low maintenance and durable materials
* Improved building energy efficiency
* Increased resident comfort and indoor air quality
* Noise abatement
* Resident safety and security
* Adaptable for disabilities
* Facades fit with neighborhood context
* Cost efficient materials and design
* Cost containment in design and construction processes

Site:

* Accessible routes to community buildings
* Low maintenance landscape
* Crime prevention through environmental design
* Landscape that fits with neighborhood context and recognizes connection to Camino Real
* Traffic noise abatement
* Accessible site amenities

**Project #2 – 6100 Harper Dr NE**

This project consists of rehabilitation of thirty-six (36) two-bedroom units, nineteen (19) three-bedroom units, and four (4) four-bedroom units and the addition of a community building with a manager’s office.

Estimated construction budget (hard cost): $4,425,000.

Anticipated financing structure: AHA anticipates using a combination of 9% Low Income Housing Tax Credits (LIHTC), grants, and debt.

Estimated Schedule: Target to close on financing and start construction is November 2020

Project Design Priorities

Buildings:

* Use of low maintenance and durable materials
* Improved building energy efficiency
* Increased resident comfort and indoor air quality
* Noise abatement
* Resident safety and security
* Adaptable for disabilities
* Cost efficient materials and design
* Cost containment in design and construction processes

Site:

* Accessible routes to new community building
* Low maintenance landscape
* Crime prevention through environmental design
* Accessible site amenities
* Possible revised site traffic circulation

**Project #3 – 1840-1878 Broadway Pl NE**

This project consists of the demolition 30 existing rental units (single family homes and duplexes) and replacement with either townhomes or multifamily structures containing between 50 to 65 units. The current unit mix includes (12) two bedroom units, (13) three bedroom units, (3) four bedroom units and (1) five bedroom units. The site is currently zoned R-T but AHA may pursue a zone change to R-ML. Initial conceptual designs should be based on R-T zoning.

Estimated construction budget (hard cost): TBD.

Anticipated financing structure: AHA anticipates using a combination of 9% Low Income Housing Tax Credits (LIHTC), grants, and debt.

Estimated Schedule: Target to close on financing and start construction is November 2020

Project Design Priorities

Buildings:

* Increased density
* Facades and massing fit with historic neighborhood context
* Use of low maintenance and durable materials
* Building energy efficiency
* Resident comfort and indoor air quality
* Noise abatement
* Resident safety and security
* Adaptable for disabilities
* Cost efficient materials and design
* Cost containment in design and construction processes

Site:

* Accessible routes to community buildings
* Low maintenance landscape
* Crime prevention through environmental design
* Traffic noise abatement
* Accessible site amenities

**Future AHA Proposed Projects**

* 1212 Candelaria Rd NW (Rehabilitation)
* 120 La Plata RD NW (Rehabilitation)
* 3224 Lafayette Dr NE (Rehabilitation)
* 701 5th Street SW (Rehabilitation)
* 112-232 60th Street NW (Rehabilitation)
* Vacant parcel NE of above 60th Street project (New construction)

Companies that are awarded contacts may be solicited for Future AHA Projects listed above and will be issued in a separate task order, AHA holds the right to resolicit these requirements as needed.

The selected firm(s) must maintain errors and omissions liability insurance and document to Agency that the firm’s principal will certify all firm findings.

## *Scope of Work: Work issued under this contract will include a broad range of civil, architectural, mechanical, electrical, interior and structural design services for a variety of repair, modernization and new construction projects. Services required under this contract will include typical A/E services, but are not limited to:*

* Architecture and general engineering to include single, multifamily and commercial structures.
* Preparation of reports and recommendations.
* Preparation of schematic designs and development plans.
* Land use, zoning, building code, and/or ADA analysis.
* Advisement and preparation of materials for entitlement process.
* Site inspections, structural analysis, and need assessments including life cycle analysis.
* Structural, Mechanical, Electrical and Civil, Geological, Plumbing, and Fire Sprinkler system design services.
* Landscape Architecture and Site planning.
* Interior design and floor layout.
* Green Building, Integrative design process/approach, LEED Certification

Projects.

* Resident and neighborhood collaboration.
* Creation of complete construction document design/specification packages.
* Securing approvals from public entities having jurisdiction over the project.
* Providing architectural certifications as required by lenders, investors, and other funding sources.
* Cost estimating.
* Construction contract administration/monitoring including attending construction progress meetings, conducting construction inspections and submitting all field observation reports.

**Phases of the Architectural Services:** Shall consist of but not limited to:

* Preliminary Study Phase,
* Design Development, Schematic Design Phase,
* Bidding, Construction and Contract Document Phase,
* Bidding and Award Phase,
* Construction Phase,
* Post Completion Phase, and
* Warranty Phase.

**Regulatory Standards**: All A/E servicesthe design shall comply with all the approval requirements, statutes and codes of all public and private entities having jurisdiction over the project, including all State and Federal requirements as well as all City of Albuquerque Building Code requirements and shall conform with all applicable local codes, ordinances, regulations and standards, including HUD's Section 504 program; UFAS, ADA and ANSI requirements and *MFA Mandatory Design Standards for Multifamily Housing.*

## Task Orders: Only the AHA Contracting Officer and Contracting Officer Representative are authorized to order services under this contract. The following is the anticipated procedure for issuing work under this contract.

|  |  |
| --- | --- |
| **Project Package** | AHA staff will provide the contracted firm a project package which will include, but not be limited to:   1. project address; 2. project description; 3. available reports, drawings, plats and surveys; 4. scope of work; and 5. Response deadline. |

|  |  |
| --- | --- |
| **Quote Submittal** | The contracted firm will review the information contained in the project package and submit the following information.   1. Cost breakdown for the requested scope of work including hours for each discipline, overhead, profit, markups and total cost. 2. Project approach and methodology. 3. Proposed A&E project schedule. 4. Construction estimates. 5. Conceptual design renderings. |
| **Purchase Order** | Authorized AHA staff will review the submittals and, once approved, will issue a notice to proceed in the form of a purchase order. |

**3.0 Proposer Responsibility pertaining to the Requirements herein.** It is the responsibility of each proposer to inform the Agency in writing during the proposal posting period (e.g. prior to the posted submittal deadline) of any requirements herein that may conflict with each other or that may be inconsistent. If a successful proposer fails to do so during the posting period and such conflict or inconsistency is discovered after the submittal deadline, the Agency reserves the right to adjust the tasks required of the successful proposer, but there shall be no increase in costs to the successful proposer based on his/her failure to inform the Agency.

**4.0 PROPOSAL FORMAT.**

**Tabbed Proposal Submittal.**  The Agency intends to retain one or multiple successful qualifying proposer(s) pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value,” in that the Agency will, as detailed within the following Section 4, consider factors other than just 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 following. Each category must be separated by numbered index dividers (which number extends 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 the Agency has published herein or has issued by addendum.

**[Table No. 3]**

|  |  |  |
| --- | --- | --- |
| **RFQ Section** | **Tab No.** | **Description** |
|  | **1** | **Form of Proposal.** This Form is attached hereto as Attachment A to this RFQ document. 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** | **Form HUD 5369-B *Instruction to Offerors Non-Construction*** This Form is attached hereto as Attachment C to this RFQ document. |
|  |  | **Form HUD-5369-C, *Certifications and Representations of Offerors, Non-Construction Contract*.** This Form is attached hereto as Attachment D to this RFQ document. This Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
|  |  | **Form HUD 5370-C-** ***General Conditions for Non-Construction Section I without or without Maintenance Work.*** This Form is attached hereto as Attachment E to this RFQ document. This Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
|  | **3** | **Profile of Firm Form.** The Profile of Firm Form is attached hereto as Attachment B to this RFQ document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. |
|  | **4** | **Proposed Services.** As more fully detailed within Section 2, *Scope of Proposal/Technical Specifications*, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing: |
|  |  | As detailed within Section 9 Evaluation Factor No. 1, herein, the proposer’s EXPERIENCE. |
|  |  | As detailed within Section 9, Evaluation Factor No. 2, herein, the proposer’s CAPACITY. |
|  |  | As detailed within Section 9, Evaluation Factor No. 3, herein, the proposer’s APPROACH AND METHODOLOGY. |
|  |  | As detailed within Section 9, Evaluation Factor No. 4, herein, the proposer’s CONCEPTUAL DESIGN. Please provide 11”x17” preliminary conceptual design drawings. Design drawings should include elevations, typical floor plans, a site plans, and a landscape plan. Conceptual design documents should also include sufficient description of design elements and materials to allow for evaluation with respect to the Project Design Priorities for each site. |
|  |  | **Standard Form 330- Architect-Engineer Qualifications (8/2016):** This Form is attached hereto as Attachment L to this RFQ document. This Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. |
|  |  | Evidence that the proposer is licensed in the state that the proposer is located; or, if appropriate, evidence of the proposers’ required reciprocal agreement. |
|  |  | If appropriate, how staff are retained, screened, trained and monitored; |
|  |  | The proposed quality control program; |
|  |  | An explanation and copies of forms that will be used and reports that will be submitted and the method of submission of such reports (i.e. written; fax; internet; etc.). |
|  |  | A complete description of the products and services the firms provides. |
|  | **5** | **Managerial Capacity/Financial Viability/Staffing Plan.** The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment B, *Profile of Firm Form as well as SF330 Attachment L*. Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm. |
|  | **6** | **Client Information.**  The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include: |
|  |  | The client’s name; |
|  |  | The client’s contact name; |
|  |  | The client’s telephone number; |
|  |  | 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. |
|  | **7** | **Equal Employment Opportunity/Supplier Diversity.** The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within Section 3.5 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses). |
|  | **8** | **Subcontractor/Joint Venture Information (Optional Item).** 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. Such Joint Venture firms or any major subcontractors (“major,” meaning a projected 10% or more of the work). |
|  | **9** | **Section 3 Business Preference Documentation.** For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment F 7.1-7.3 and any documentation required by that form. |
|  | **10** | **Campaign Contribution Form and HUD 50071 –** These Forms are attached hereto as Attachment H and I to this RFQ document. These Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal. |
|  | **11** | **Other Information (Optional Item).** The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation. |
|  | **No Information Placed under a Tab.** If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), place a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs. | |
|  | **Proposal Submittal Binding Method.** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding (i.e. “comb-type;” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, and then conveniently return the proposal submittal to its original condition. | |

**5.0 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 AHA, including the RFQ document, 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. Written notice from the proposer not authorized in writing by the CO to exclude any of AHA requirements contained within the documents may cause that proposer to not be considered for award.

**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 Sections 4 and 5 herein, negotiate such fees with one or multiple top-rated proposer(s). Further, as may be detailed herein, 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 work on a task order, as-needed.

##### 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 3 exact copies (each of the 4 separate proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

**Albuquerque Housing Authority**

**Attention: Rocio Sinche, Contracting Officer**

**1840 University Blvd. SE**

**Albuquerque, NM 87106**

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.

**Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! 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 marks, 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 submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

**6.0 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 CO only. Proposers must 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 will be cause for the Agency to reject the submittal from the proposer in violation of this clause.

**Addendums.** All questions and requests for information must be addressed in writing to the CO. The CO anticipates that it will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFQ are made—between the Agency and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer Agency already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

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

Within **24 CFR 85.36(e)** it states:

(e) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.

(1) The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

(2) Affirmative steps shall include:

(i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

(iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

(v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

(vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (e)(2) (i) through (v) of this section.

Within **HUD Procurement Handbook 7460.8 REV 2** it states:

Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the Agency shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in Agency contracting.

Goals. The Agency is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

Within our **Agency Procurement Policy** it states that our Agency will:

**Assistance to Small and Other Business, Required Efforts:**

Including such firms, when qualified, on solicitation mailing lists;

Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

**Requirements.** Accordingly, please see within Table No. 3 herein which details the information pertaining to this issue that the bidder must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

**7.0 Pre-proposal Conference.** The scheduled pre-proposal conference identified on page 3 of this document is, pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an RFQ with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference.

Typically, such conferences last one (1) hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFQ documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the Agency will conduct an overview of the RFQ documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the RFQ documents, attendees should bring a copy of the RFQ documents to this conference; however, the Agency will not distribute at this conference any copies of the RFQ documents.

**General Directions to the Pre-proposal Conference:**

**[Table No. 4]**

|  |  |
| --- | --- |
| **RFQ Section** | **Attachment Description** |
|  | Take interstate 25 to the Gibson Blvd. (East) exit; |
|  | Travel East on Gibson to University Blvd.; |
|  | Turn left on to University Blvd.; |
|  | 1840 University Blvd. is located on your right as you travel North on University Blvd. |
|  | Enter the drive way and proceed to the south side of the building; park in any open spot and enter the building through the double glass automatic doors near the south end of the building; ask the receptionist for the pre-proposal conference. |

**8.0 Recap of Attachments.** It is the responsibility of each proposer to verify that he/she Agency downloaded the following attachments pertaining to this RFQ, which are hereby by reference included as a part of this RFQ:

**[Table No. 5]**

|  |  |  |  |
| --- | --- | --- | --- |
| **RFQ Section** | **Document No.** | **Attachment** | **Attachment Description** |
|  | **1.0** |  | This RFQ Document |
|  | **2.0** | **A** | Form of Proposal |
|  | **3.0** | **B** | Profile of Firm Form |
|  | **4.0** | **C** | Form HUD-5369-B, *Instruction to Offerors Non-Construction* |
|  | **5.0** | **D** | HUD-5369-C Certifications and Representations (Non-Construction) |
|  | **6.0** | **E** | HUD-5370-C General Conditions for Non-Construction Section I without or without Maintenance Work |
|  | **7.0** | **F-1** | Section 3 Explanation |
|  | **7.1** | **F-2** | Section 3 Plan |
|  | **7.2** | **F-3** | Section 3 Affidavit |
|  | **8.0** | **G-1** | HUD 51915- Model Form of Agreement Between Owner and Design Professional (AHA Sample Contract Appendix No. 1 form) |
|  | **8.1** | **G-2** | HUD-51915-A (1/2014) *Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of Housing and Urban Development (*Sample Contract Appendix No. 1 form) |
|  | **8.2** | **G-3** | AHA Sample Contract Form. (please note that this contract is being given as a sample only-the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels it is in its best interests to do so) |
|  | **8.3** | **G-4** | *Supplemental Instructions To Proposers & Contractors (SIPC)* |
|  | **9.0** | **H** | HUD 50071-Certification of Payments to Influence Federal Transactions |
|  | **10.0** | **I** | Campaign Contribution Form |
|  | **11.0** | **J** | Task Order Form |
|  | **12.0** | **K** | Profile of Properties |
|  | **13.0** | **L** | Standard Form 330 (8/2016), *Architect-Engineer Qualifications* |

1. **PROPOSAL EVALUATION.**

##### 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:

**[Table No. 5]**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **MAX POINT VALUE** | **FACTOR TYPE** | **FACTOR DESCRIPTION** |
| **1** | **20 points** | **Experience** | 1. Detailed description of 2-3 previous projects and services provided. 2. Provide a complete list with a brief descriptions of completed remodel projects with similar scope, and with UFAS and ADA. 3. Owner’s name and contact information (include address and phone number); 4. Overall construction cost of project (i.e. avg. const. cost/ sq. ft.), as applicable, including initial contract value and change order, including reasons for change orders; and 5. Original scheduled completion date and actual completion date and reason for variance. |
| **2** | **20 points** | **Capacity** | 1. Provide a separate graphic organizational structure complete with working titles for each proposed individual who will be working directly on project for project duration; 2. Provide resumes for all key staff; 3. Provide job descriptions and responsibilities and authority for each working title; 4. Provide staff assignments for all positions by name. Provide a staff schedule by name, position, and man hours (assuming 8 hour days) per month estimated on the project; 5. Provide current workloads of all named staff assigned to this project and schedules for completion of their current assignments. 6. Provide a description of services which are anticipated to be subcontracted for, exclusive of general conditions; 7. Describe work, qualifications, and indicate how coordination of subcontracted services will be accomplished; 8. If applicable, explain the structure of any joint venture or partnership, how responsibilities will be divided, how expenses and profits will be divided. Also, show each firm’s staffing role. Provide a summary listing of previous work accomplished by the joint venture (included in Experience section); 9. Identify current work/project load and explain ability to perform work with a currently contemplated Q 1/4 2019 start date with a four month construction schedule; |
| **3** | **25 points** | **Approach & Methodology** | 1. Describe the methodology (project approach) that clearly and concisely identifies how your team will approach project design with an emphasis on how work will be coordinated to maximize value while achieving AHA’s design goals for each project; 2. Describe how you will confirm on-site constructability issues that may impact the GMP during the construction process; 3. Identify how your firm will work toward meeting AHA’s MBE/WBE goals and your recommended reporting process to AHA’s staff for monitoring the progress of your efforts toward meeting MBE/WBE goals; 4. A complete listing of assumptions and conditions associated with your proposal; 5. Include specific examples (1-2 page excerpts) of actual products (estimates, progress reports, schedules, open-book pricing model, constructability reviews, value engineering studies, forms, general conditions, etc.); 6. Provide a detailed construction schedule with start and completion dates for each project site and any required phasing, weekend work; and 7. Provide a list of any potential concerns, issues or inconstancies that could affect schedule or pricing. |
| **4** | **20 points** | **Conceptual Design Renderings** | 1. See Section 2, Project Design Priorities. 2. Overall aesthetic appeal of conceptual design. |

##### Preference Evaluation Factor. The following factors will be utilized by the CO to evaluate each proposal submittal received:

##### [Table No. 6a]

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **MAX POINT VALUE** | **FACTOR**  **TYPE** | **FACTOR DESCRIPTION** |
| **5** | **15 points** | **Objective** | **SECTION 3 BUSINESS PREFERENCE PARTICIPATION.** A firm may qualify for Section 3 status as detailed within Attachments F (NOTE: A max of 15 points awarded). |
| **5a** | **15 points** |  | **Priority I.** Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended. ( if firm checks Yes to 1.1 of Section 3 Plan) |
| **5b** | **15 points** |  | **Priority II.** Section 3 Preference Claim, Training and Employment Opportunities. The undersigned proposer hereby claims that it will, as detailed within 24 CFR §135.34, provide such "opportunities" as denoted following; to: **Residents of the housing development or developments for which the section 3 covered assistance is expended (category 1 residents)**. (if firm checks “Will” in Section 2.2.1 on Table No. 5 of Section 3 Plan) |
| **5c** | **13 points** |  | **Priority III.** Section 3 Preference Claim, Training and Employment Opportunities. The undersigned proposer hereby claims that it will, as detailed within 24 CFR §135.34, provide such "opportunities" as denoted following; to: **Residents of other housing developments managed by the Agency that is expending the section 3 covered housing assistance (category 2 residents). (**If firm checks “Will” in Section 2.2.2 on Table No. 5 of Section 3 Plan.) |
| **5d** | **10 points** |  | **Priority IV.** Business concerns, whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development. ( if firm checks “Yes” on section 1.2 of Section 3 Plan) |
| **5e** | **10 points** |  | **Priority V.** Section 3 Preference Claim, Training and Employment Opportunities. The undersigned proposer hereby claims that it will, as detailed within 24 CFR §135.34, provide such "opportunities" as denoted following; to: **Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended. (**if firm checks “Will” in Section 2.2.3 on Table No. 5 of Section 3 Plan) |
| **5f** | **7 points** |  | **Priority VI.** Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns. (if firm checks “Yes” to section 1.3 of Section 3 Plan) |
| **5g** | **5 points** |  | **Priority VII.** Additional Efforts to Satisfy the Requirements of Section 3. (If firm checks “Will” on Table No. 4, Section 2.1.1-2.1.20 of section 3 Plan.) |
| **5h** | **5 points** |  | **Priority VIII.** Section 3 Preference Claim, Training and Employment Opportunities. The undersigned proposer hereby claims that it will, as detailed within 24 CFR §135.34, provide such "opportunities" as denoted following; to: **Other section 3 residents (attach complete description).** **(**if firm checks “Will” in Section 2.2.4 on Table No. 5 of Section 3 Plan) |
|  |  |  |  |
| **5i** | **15 points** |  | **Maximum Available Preference Points (Additional)** |
|  | **100 Points** |  | **Total Maximum Possible Points** |

##### Evaluation Method. The eventual award will occur based on the following detailed brief procedures.

**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 herein.

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

* + - Instructions to Evaluators;
    - Proposal Tabulation Form;
    - Written Narrative Form for each proposer;
    - Recap of each proposer’s responsiveness;
    - Copy of all pertinent RFQ documents.

**Evaluation Committee.** The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. As detailed within Section 3.4 of this document, the designated CO is the only person at the Agency that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

**Evaluation.** It is anticipated that the CO will evaluate and award points pertaining to Evaluation Factors No. 5. The appointed evaluation committee, independent of the CO or any other person at the Agency, will evaluate the responsive proposals submitted and award points subjectively pertaining to Evaluation Factors No. 1-4. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

**Points Awarded Range.** Pertaining to the Subjective Factors, note the following range of points awarded (points pertaining to this RFQ are shaded—also see the Evaluation Factors detailed within the preceding Section 4.1 herein):

|  |  |  |  |
| --- | --- | --- | --- |
| **Points Awarded Range** | | | |
| **Classification\*** | **Rating** | **%** | **100\*\*** |
| **Acceptable** | **Excellent** | **95%/+** | **95-100** |
| **Acceptable** | **Very Good** | **90%/+** | **90-94** |
| **Potentially Acceptable** | **Good** | **80%/+** | **80-89** |
| **Potentially Acceptable** | **Average** | **70%/+** | **70-79** |
| **Unacceptable** | **Poor** | **<70%** | **0-69** |

**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 and presentations, 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.

**Oral Interviews and Presentations:** Top rated proposers will be requested to prepare and present a presentation. Additional information will be provided after the initial evaluation is conducted.

**Contract Price Negotiations:** The Agency anticipates that it will conduct such negotiations in the following manner:

The Agency anticipates that it will first negotiate with the top-rated proposer or proposers. If the Agency and such proposer(s) have not, within 5 business days, arrived at a mutually agreed upon price for the work, the Agency reserves the right to terminate, in writing, negotiations with that proposer(s) and begin negotiations with the next rated proposer(s). Subsequently, if the Agency and such proposer(s) have not, within 5 business days, arrived at a mutually agreed upon price for the work, the Agency reserves the right to terminate, in writing, negotiations with that proposer(s) and begin negotiations with the next rated proposer(s). This process may be repeated until the Agency is able to arrive at a mutual agreed upon price with proposer(s). In any case, the Agency may NOT as a part of this RFQ (or, in the case of an Indefinite Quantities Contract, as a part of that specific task order) re-enter negotiations with a proposer that the Agency has terminated negotiations with as detailed within this Section 4.2.7.1.

**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:

* + - Which proposer(s) received the award;
    - Where each proposer placed in the process as a result of the evaluation of the proposals received;
    - The cost or financial offers received from each proposer;
    - Each proposer’s right to a debriefing and to protest.

**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.

##### CONTRACT AWARD.

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

**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, in hard copy,” including the contract clauses already attached as Attachments G, G-1, G-2 and G-3. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

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

**Contract Form.** The Agency will not execute a contract on the successful proposer's form—contracts will only be executed on the Agency form (please see Sample Contract, G Attachments, G-1, G-2, and G-3), 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.

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.

**Contract Type: Requirements.** Contracts provide for filling *all* of the PHA’s purchase requirements for the supplies or services specified in the contract during a fixed period of time. AHA retains the right to order from the Contractor, on a Task/Request basis, any amount of that the HA requires. The pricing arrangements will be Firm Fixed Rate.

**Firm Fixed Rate.** Requires the delivery of services at a specified price, fixed at the time of the conclusion of negotiations and contract award and not subject to any adjustment on the basis of the contractor’s cost experience in performing the contract.

Any orders issued during the effective period of this contract and not completed within the period shall be completed by the contractor within the time specified in the order. The contract shall govern to the Contractor’s and the AHA’s rights and obligation with respect to that order to the same extent as if the order were completed during the contract’s effective period.

**Contract Period.** The Agency anticipates that it will initially award a contract for the period of 3 year with the option, at the Agency’s discretion, of up to 2 additional one-year option periods, for a total maximum contract period of 5 years prior to the Agency issuing another RFQ (as per HUD guidelines).

1. **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.

**Unauthorized Sub-Contracting Prohibited.** The successful proposer(s) 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.

1. **Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**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);

**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 maximum deductible amount of $5,000;

**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 deductible amount of $5,000;

**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.

**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 Albuquerque, the County of Bernalillo, and/or the State of New Mexico.

**Certificates/Profile of Firm Form.** Pertaining to the aforementioned insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).

1. **Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer(s), meaning the fees proposed by the top-rated proposer(s) 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 top-rated proposer(s). If such negotiations are not, in the opinion of the CO, successfully concluded within (five) 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer(s).
2. **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.

**Prompt Return of Contract Documents.**  Any and all documents required to complete the contract, including contract signature by the successful proposer(s), shall be provided to the Agency within (five) 5 work days of notification by the Agency.

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