



Request For Qualifications No. Q19001

Architectural Services

April 24, 2019

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Article 1 Introduction

The Fresno Housing Authority (hereinafter, “the Agency”) is a public entity that has served as an affordable housing provider throughout Fresno County for over 75 years. Today, the Agency provides housing programs to 17,000 families under a variety of programs including Low Income Public Housing, Housing Choice Vouchers (Section 8), Section 42 Low Income Housing Tax Credits, Migrant Services, Farm Labor Housing, Emergency Housing, and others.

The Fresno Housing Authority consists of the Housing Authority of the City of Fresno and the Housing Authority of the County of Fresno, each of which are governed by a seven-member Board of Commissioners. The City Board is appointed by the Mayor. Five of the seven commissioners are appointed to four-year, staggered terms. The other two members are appointed to two-year terms from among the residents of housing owned by the Housing Authority. The County Board of Commissioners is structured in the same manner, except that the County Commissioners are appointed by the County Board of Supervisors.

Fresno Housing’s Vision: Make Fresno an engaged county, where all residents have access to quality housing that contributes to vibrant communities, and where all residents are empowered to achieve their educational and economic goals.

Fresno Housing’s Mission: Create and sustain vibrant communities throughout Fresno County.

Fresno Housing’s Strategic Goals: To accomplish its mission, the Agency focuses on four primary strategies as it works toward its broad, community-building mission:

- **Place:** Develop & expand the availability of quality affordable housing throughout the city & county of Fresno by growing & preserving appropriate residential assets & increasing housing opportunities for low-income residents.
- **People:** Respect community needs & knowledge - by listening, learning, and researching - & respond to issues compassionately, intelligently, & intentionally - by developing exceptional programs based on shared expectations.
- **Public:** Build support for housing as a key component of vibrant, sustainable communities through public information, engagement, and advocacy that promotes affordable housing & supports the advancement of Fresno's low-income residents.
- **Partnerships:** Collaborate to strengthen the Housing Authority's ability to address the challenges facing Fresno communities.

Article 2 RFQ Information at a Glance

Fresno Housing Authority Contact Person (NOTE: Unless otherwise specified, any reference herein to "Contracting Facilitator" or "(CF)" shall be a reference to Ms. Aguigam.)	Lyric Aguigam, Procurement Coordinator E-mail: laguigam@fresnohousing.org Ph: (559) 443-8437
How to obtain the RFQ documents on the applicable Internet site	1. Access nahro.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, please call customer support at 1-866-526-9266.
Pre-proposal Conference	Thursday, May 16, 2019, 10:00 am To dial in by phone: +1.415.594.5500 Conference ID: 575-482-803#
Deadline to submit questions	Thursday, May 30, 2019, 4:00 pm
How to fully respond to this RFQ by submitting a proposal document	In accordance with <u>Article 5</u> of the RFQ document, submit 5 hard copies of your "Original" proposal to the Agency.
Proposal submission return and deadline	*Thursday, June 20, 2019, 4:00 pm Fresno Housing Authority Central Office, Attn: Lyric Aguigam 1331 Fulton Street, Fresno, CA 93721 (*The "hard copy" proposal must be received in-hand and time-stamped by the Agency no later than 4:00 p.m. on this date).

Table A: RFQ Information at a Glance

Article 3 Fresno Housing Authority's Reservation of Rights

Section 3.01 Right to Reject, Waive, or Terminate the RFQ

The Agency reserves the right to 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.

Section 3.02 Right to Not Award

The Agency reserves the right not to award a contract pursuant to this RFQ.

Section 3.03 Right to Terminate

The Agency reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the successful proposer(s).

Section 3.04 Right to Determine Time and Location

The Agency reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.

Section 3.05 Right to Retain Proposals

The Agency reserves the right to 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 Contact Person (CF).

Section 3.06 Right to Negotiate

The Agency reserves the right to negotiate the fees proposed by the proposer entity.

Section 3.07 Right to Reject Any Proposal

The Agency reserves the right to 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.

Section 3.08 No Obligation to Compensate

The Agency shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.

Section 3.09 Right to Prohibit

The Agency shall reserve the right to at any time during the RFQ or contract process to 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 the nahro.economicengine.com Internet System (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CF 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.

Article 4 Scope of Work/Technical Specifications

The Agency is seeking proposals from qualified, licensed and insured entities with experience as it relates to the following detailed services listed herein:

Section 4.01 More than One Award Possible For Each Lot

The Agency reserves the right to complete award to one firm only or to complete award to multiple firms. If award is made to more than one firm, such awards will be based on the Agency's opinion that a firm can offer the Agency greater value for a certain service area as detailed within the immediate following Section 4.02. The Agency reserves the right to make such decision at any time during the ensuing contract period(s) meaning, the Agency could initially make award to one firm only, then, at any time during the ensuing contract period(s), decide to make an additional award(s) if the Agency decides such is in its best interests to do so.

Section 4.02 Scope of Work

- **Design Product:** Product Designs shall meet all State Housing Division requirements as well as all local 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. If applicable, designs shall also include coordination for the abatement of asbestos-containing building materials as well as demolition of existing structures.
- **Method of Award:** The Agency will retain the right to contact with any of the responsive and responsible proposers as a result of this RFQ. As projects arise, the Agency will contact successful proposers within the pool to negotiate contract terms (price, scope of work, timeline, etc.) on a case by case basis.

Each interested entity may create a single proposal for Lot 1 and/or Lot 2. The Agency is seeking proposals from qualified, licensed and insured entities to provide the following services:

4.02.01 Lot 1: Large Design Projects

The Agency intends to form a pool of firms that the Agency may contract with, as detailed in the following section, to provide architectural design services (A/E) for various projects that the Agency may develop. Services will include, but are not limited to typical A/E services such as:

- Site Planning;
- Structural, and civil engineering;
- Landscaping;
- Cost estimating (new construction, site improvements and/or building improvements);
- Construction administration; Pay draw and schedule review.
- Reviewing shop drawings, requests for information, field visits, review of contract change orders and other issues arising during the construction phase of the project;
- Submittals and plan checks as required;

- Providing bid-ready plans and specifications in accordance with the funding guidelines; and
- Compliance with Uniform Accessibility Standards (UFAS), the HUD Fair Housing Accessibility Guidelines, including the Section 504 program, the Americans with Disabilities Act (ADA) Accessibility Guidelines, ANSI requirements, and all other Federal State and local standards.
- Work with and/or select appropriate subcontractors to perform A/E tasks (e.g. energy consultants, dry utilities consultants, SWPP monitoring, etc.)
- **Mechanical, Electrical, Plumbing (MEP) design work will not be included as part of the design services of this RFO.** Coordination of MEP plans with Design-Build vendors.
- **Phases of the A/E Services Shall Consist of:**
 - o Schematic Design/Preliminary Study Phase;
 - o Design Development Phase;
 - o Bidding, Construction and Contract Document Phase;
 - o Bidding and Award Phase;
 - o Construction Phase; and
 - o Post Completion/Warranty Phase

4.02.02 Lot 2: Small Design Projects

The Agency intends to form a pool of architectural and engineering firms interested in working on small assignments. These assignments range from small design projects (e.g. Memorials, public art installations, interior and exterior design improvements), to site plans for multi-family property upgrades (e.g. circulation changes, use and occupancy changes, ADA conversions), and building engineering work (e.g. stair design, electrical system upgrades). The agency anticipates selecting firms with differing capacities.

The Agency is seeking proposals from qualified, licensed and insured entities to provide the following services. A proposer **does not** need to have the capacity to complete all of the specifications listed below:

- Small scale site planning;
- Structural, and civil engineering
- Design schematics for retrofit and rehabilitation projects;
- Landscape design;
- Submittals and plan checks as required;

- Providing bid-ready plans and specifications in accordance with agency or funding guidelines; and
- ADA conversions in compliance with Uniform Accessibility Standards (UFAS), the HUD Fair Housing Accessibility Guidelines including the Section 504 program, the Americans with Disabilities Act (ADA) Accessibility Guidelines, ANSI requirements, and all other Federal, State, and Local standards.

Article 5 Proposal Format

Section 5.01 Tabbed Proposal Submittal

Tab No.	Description
1	Form of Proposal. This Form is attached hereto as Attachment 2.0 to this RFQ document. This one-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-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract. This Form is attached hereto as 3.0 to this RFQ document. This two-page 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 4.0 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 <u>Article 4</u> of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
4	As detailed within <u>Section 6.01, Table D</u> , herein, evidence of the proposers Ability to Perform the Work as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.
4	As detailed within <u>Section 6.01, Table D</u> , herein, evidence of the proposers Capability to Provide Professional Services in a timely manner.
4	As detailed within <u>Section 6.01, Table D</u> , herein, evidence of the proposers Past Performance in terms of cost control, quality of work, and compliance with performance schedules, and the incorporation of efficient energy usage.
4	As detailed within <u>Section 6.01, Table D</u> , herein, the proposer's Demonstrated Knowledge of local building codes and Federal building alterations requirements.
4	A fully completed copy of Attachment 8.0, Standard Form 330, Architect-Engineer Qualifications.
4	The proposed quality control program.
4	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.).
4	A complete description of the products and services the firm provides.
5	Managerial Capacity/Financial Viability. 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 4.0, Profile of Firm Form. Such information shall include the

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	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: <ul style="list-style-type: none"> - The client's name - The client's contact name - The client's telephone number - A brief description and scope of the service(s) and the dates the services were provided.
7	Equal Employment Opportunity/Supplier Diversity. The bidder 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 3.6 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. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
9	Section 3 Business Preference Documentation (Optional Item). 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 5.0 and any documentation required by that form.
10	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.

Table B: Proposal Submittal

Section 5.02 No Information Placed Under Tab

If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement to the effect of "No Information for This Section" or "This section left intentionally blank". Do not eliminate any of the tabs.

Section 5.03 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.

Section 5.04 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 Article 6 and 7 herein, negotiate such fees with the top-rated proposer. However, please be advised that the Agency intends that it will not compensate or reimburse any

successful proposer for major travel costs (including air fare, hotel, car rental, per diem, etc.), or for time spent during travel for work awarded under this RFQ, unless such travel is directly ordered by the Agency.

Section 5.05 Proposal Submission

All "Hard copy" 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 5 exact copies (each of the 6 separate proposal submittals shall have a cover and extending tabs) of the "Hard copy" proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Fresno Housing Authority
Attention: Lyric Aguigam
1331 Fulton Street
Fresno, CA 93721

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.

5.05.01 Submission Conditions

Do not fold or make any additional marks or notations 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 has not changed 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 accessing the noted Internet System, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

5.05.02 Submission Responsibilities

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the Agency, including the RFQ document, the documents listed within the following Section 5.09, 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 all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CF to exclude any of the Agency requirements contained within the documents may cause that proposer to not be considered for award.

Section 5.06 Proposer's Responsibilities, Contact with Fresno Housing Authority

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the CF 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 may be cause for the Agency to not consider a proposal submittal received from any proposer who has not abided by this directive.

5.06.01 Addenda

All questions and requests for information must be addressed in writing to the CF. The CF 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 CF 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 CF—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CF may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CF may more fairly respond to all prospective proposers in writing by addendum.

Section 5.07 Pre-Proposal Conference

Pre-proposal conference will take place on:

Thursday, May 16, 2019, 10:00am

To dial in by phone: +1.415.594.5500

Conference ID: 575-482-803#

Section 5.08 Equal Employment Opportunity/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.

5.08.01 Per 24 CFR 85.36(e):

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

5.08.01A 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.

5.08.01B Affirmative steps shall include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 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;

- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
- 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.

5.08.02 Per HUD Procurement Handbook 7460.8 REV 2:

- Section 15.5.A, 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.
- Section 15.5.B, 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.

5.08.03 Assistance to Small and Other Business, Required Efforts

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

- Include such firms, when qualified, on solicitation mailing lists;
- Encourage their participation through direct solicitation of bids or proposals whenever they are potential sources;
- Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- Establish delivery schedules, where the requirement permits, which encourage participation by such firms;
- Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- Include 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
- Require prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

Section 5.09 Recap of Attachments

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

Attachment	Description
1.0	This RFQ Document
2.0	Form of Proposal
3.0	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract
3.1	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
4.0	Profile of Firm Form
5.0	Section 3 Form Submittal Form
5.1	Section 3 Explanation
6.0	<i>Agency Supplemental Instructions To Proposers & Contractors (SIPC)</i>
7.0	<i>Agency Sample Contract Form, Model Form of Agreement Between Owner and Design Professional</i>
7.1	<i>Sample form HUD-5370-C (10/2006), General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
7.2	<i>Sample Contract, Supplemental Conditions to form HUD-51915, as required by 24 CFR 85.36(i)</i>
8.0	Standard Form 330, Architect-Engineering Qualifications

Table C: Recap of Attachments

Article 6 Proposal Evaluation

Section 6.01 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:

No.	Max Point Value	Factor Type	Factor Description
1	20 points	Subjective (Technical)	Evidence of the proposers Ability to Perform the Work as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.
2	20 points	Subjective (Technical)	Evidence of the proposers Capability to Provide Professional Services in a timely manner.
3	20 points	Subjective (Technical)	Evidence of the proposers Past Performance in terms of cost control, quality of work, and compliance with performance schedules, and the incorporation of efficient energy usage.
4	15 points	Subjective (Technical)	The proposer's Demonstrated Knowledge of local building codes and Federal building alterations requirements.

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5	20 points	Subjective (Technical)	The proposer's Demonstrated Experience in performing substantially similar work (including meeting costs, schedules and performance requirements) to that required by this solicitation as verified by reference checks or other means.
6	5 points	Subjective (Technical)	The Overall Quality and Professional Appearance of the Proposal , based upon the opinion of the evaluators.
Total	100 points		Total Points Possible (other than preference points)

Table D: Proposal Evaluation Factors

Section 6.02 Preference Evaluation Factor No. 6

The following preference factors will be utilized by the CF to evaluate each proposal submittal received.
PLEASE NOTE: proposers may elect only one category from the priorities below.

Max Point Value	Preference Factor Type	Preference Factor Description
Section 3 Business Preference Participation. A firm may qualify for Section 3 status as detailed within Attachments 5.0 and 5.1 (NOTE: A maximum of 15 points awarded).		
15 points	Objective	Priority I, Category 1a. 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.
13 points	Objective	Priority II, Category 1b. 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.
11 points	Objective	Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
9 points	Objective	Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
7 points	Objective	Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
5 points	Objective	Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
3 points	Objective	Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.
15 points	Total	Maximum Available Preference Points (Additional)

Table E: Preference Evaluation Factors

115	Total Possible Points
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Section 6.03 Evaluation Method

6.03.01 Initial Evaluation for Responsiveness

Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

6.03.02 Evaluation Packet

An evaluation packet will be prepared for each evaluator, 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.

6.03.03 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 5.06 of this document, the designated CF 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.

6.03.04 Evaluation

The CF will evaluate and award points pertaining to Evaluation Factor No. 6 (the “Objective” Factor). The appointed evaluation committee, independent of the CF or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1, 2, 3, 4, and 5 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CF.

6.03.05 Points Awarded Range

Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFQ are listed below; please also see the Evaluation Factors detailed within the preceding [Section 6.01](#)):

Points Awarded Range			
	Factor Points Value		
Evaluator Rank	5	15	20
Excellent	5	13-15	17-20
Very Good	4	10-12	13-16
Good	3	7-9	9-12
Average	2	4-6	5-8
Poor	0-1	0-3	0-4

Table F: Points Awarded Range

6.03.06 Potential "Competitive Range" or "Best and Finals" Negotiations

The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

6.03.07 Determination of Top-Ranked Proposer

Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CF to determine the final rankings, which is typically forwarded by the CF to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC approval.

6.03.08 Minimum Evaluation Results

To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points).

6.03.09 Ties

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

6.03.10 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 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.

6.03.11 Notice of Results of Evaluation

6.03.011A One Successful Proposer Only. If such occurs, the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, as the Agency anticipates that the ensuing contract will be a Requirements Contract, in that the Agency will retain one contractor only and shall retain the right to order from that contractor (successful proposer), any amount of services Agency requires.

6.03.11B More than One Successful Proposer. If such occurs, the ensuing contract awards shall become an Indefinite Quantities Contract (IQC), and the following clauses shall apply:

- **Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount.**
As may be further detailed herein, if the ensuing contract will be an Indefinite Quantities Contract (IQC), which means that award is completed to more than one proposer, which, pursuant to HUD regulation, requires the Agency to award to each responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and a Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$1,000; (b) NMCA: \$100,000..+

6.04 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.

Article 7 Contract Award

Section 7.01 Contract Award Procedure

If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

7.01.01 Contract Execution Details

By completing, executing and submitting the Form of Proposal, Attachment 4.0, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency, either in hard copy or on the noted eProcurement System,” including the contract clauses already attached as Attachment 7.0. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

Section 7.02 Contract Conditions

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

7.02.01 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, Attachment 7.0), 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.

7.02.02 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.

7.02.03 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.

7.02.04 Unauthorized Sub-Contracting Prohibited

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CF. Any purported assignment of interest or delegation of duty, without the prior written consent of the CF 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 CF.

Section 7.03 Contract Period

The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of four (4) additional one-year option periods, for a maximum total of five (5) years.

Section 7.04 Licensing and Insurance Requirements

Prior to award (but not as a part of the proposal submission) the successful proposer will be required to provide (NOTE: Each of the following insurance coverage shall cover both the contractor and the temporary employee):

7.04.01 Workers Compensation Insurance

An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;

7.04.02 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 deductible of not greater than \$1,000;

7.04.03 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 of not greater than \$1,000;

7.04.04 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 \$50,000/\$100,000 and medical pay of \$5,000.

7.04.05 City/County Business License

If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City or County of Fresno.

7.04.06 State Business License

If applicable, a copy of the proposer's license issued by the State of California licensing authority allowing the proposer to provide the services detailed herein.

7.04.07 Certificates

The requested related information shall also be entered where provided for on the Profile of Firm Form. Do not attach copies within the proposal submittal. We will garner the necessary certificates from the successful proposer prior to contract execution.

Section 7.05 Right to Negotiate Fees

The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer, may be more than one top-rated proposer. If such negotiations are not, in the opinion of the CF successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

Section 7.06 Contract Services Standards

Request for Qualifications No. Q19001

Architectural Design Services

All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.