



*Growing Communities One Family At A Time*

**REQUEST FOR QUALIFICATIONS (RFQ)  
RFQ NO. 2024-07**

**Architectural/Engineering Services**

**Issued  
April 25, 2024**

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# REQUEST FOR QUALIFICATIONS (RFQ) No. 2024-07 Architectural/Engineering Services

## INTRODUCTION

(HHA) is seeking proposals of qualifications from experienced, qualified, and professional firms to provide A/E services for various programs and projects administered by the HHA on an as needed basis. Primarily, the services will consist of design and construction services for affordable residential development projects or public housing development projects. HHA anticipates making an award to the most qualified bidder, with work assigned through the task order process.

Huntsville Housing Authority is a quasi-municipal corporation authorized by the State of Alabama, Madison County, to operate in the City of Huntsville, Alabama. HHA is not an agency of the City of Huntsville. HHA is governed by a five-member Board of Commissioners (Board) that is appointed by the Mayor and serves staggered five-year terms. The Board is the policy-making body of HHA.

Your response to the Scope of Services must be complete, as they will become part of any contractual agreements. We appreciate the investment of time and resources firms and/or individuals are making by participating in this process. All submitted proposals shall be evaluated for responsiveness to the requirements of the Request for Qualifications. Those proposals not in accordance with the Request for Qualifications shall be deemed non-responsive and eliminated from further evaluation. Huntsville Housing Authority is an Equal Opportunity Employer.

## RFQ INFORMATION AT A GLANCE

<b>HUNTSVILLE HOUSING AUTHORITY CONTACT PERSON</b>	LaTonya Satcher-Brewton Telephone: 256-532-5676 lbrewton@hsvha.org
<b>HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE</b>	1. To Access and Download Documents no www <a href="https://ha.economicengine.com/requests.html?company_id=978">https://ha.economicengine.com/requests.html?company_id=978</a> 2. Click on the “Login” or “Register your company button in the upper left side. Follow the listed directions. 3. If you have any problems in accessing or registering on the Housing Agency Marketplace, please call customer support at (866)526-9266
<b>PRE-PROPOSAL CONFERENCE</b>	<b>No pre-proposal meeting will be held for this RFQ.</b>
<b>QUESTION SUBMITTAL DEADLINE</b>	<i>All questions pertaining to this Request for Proposals must be submitted in writing, <b>no later than 7 calendar days prior to submission deadline</b>. Oral communications are discouraged, and HHA <b>will not</b> be bound by any oral answers or interpretations of the RFP.</i>
<b>PROPOSAL SUBMITTAL RETURN &amp; DEADLINE</b>  <b>May 28, 2024, at 2:00 P.M. CT</b>	Sealed proposals ( <b>one “marked” <u>original</u>, and THREE copies of the proposal</b> ) are due at the following location:  Huntsville Housing Authority 200 Washington Street NE Huntsville, AL 35801  Submittal package <b>must</b> have the following notation on the bottom left-hand corner <b>“Proposal for: A&amp;E Services for May 28, 2024, at 2:00 p.m.-Enclose. Documentation must be received <u>time verifiable</u> by the HHA no later than 2:00 pm CST on May 28, 2024.</b>

- 1.0 THE AGENCY’S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 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.
  - 1.2 Right to Not Award.** Not award a contract pursuant to this RFQ.
  - 1.3 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).
  - 1.4 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.
  - 1.5 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).
  - 1.6 Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
  - 1.7 Right to Reject Any Proposal.** Reject and not consider any proposal or proposer that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services.
  - 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
  - 1.9 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 the eProcurement Marketplace (hereinafter, also the “Marketplace”) 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 eProcurement Marketplace, 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 or actual proposer, of any responsibility pertaining to such issue.
  - 1.10 Right to Reject – Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace 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 on the eProcurement Marketplace. Any other group such as a proposal 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 eProcurement Marketplace to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

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**2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** Huntsville Housing Authority is seeking proposals from qualified, licensed, and insured entities to provide architectural and engineering services potentially for all programs the Agency administers services, which shall include, but are not limited to, the scope of work/technical specifications attached.

**3.0 PROPOSAL FORMAT.**

**3.1 Tabbed Proposal Submittal.** HHA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value,” in that the HHA will, as detailed below, consider factors other than just cost in making the award decision). Therefore, so that the HHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table below. 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 HHA has published herein or has issued by addendum.

Tab No.	Description
<b>1</b>	<b>Form of Proposal:</b> This Form is attached hereto as Attachment A to this RFP 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.
<b>2</b>	<b>Proposed Services:</b> As more fully detailed within <i>Scope of Work / Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation providing: <ul style="list-style-type: none"> <li>• <b>Letter of Intent</b>-Provide a cover letter transmitting the response, introducing the respondent’s company and expressing interest in providing services to HHA.</li> <li>• <b>Service Approach</b>-Provide an overview of the approach your company intends to take in completing the Scope of Services.</li> </ul>
<b>3</b>	As detailed within <i>Evaluation Factor No. 1</i> , herein, <b>DEMONSTRATED ABILITY TO PERFORM THE WORK</b> , as indicated by profiles of the principals’ and staffs’ professional and technical competence and experience and their facilities.
<b>4</b>	As detailed within <i>Evaluation Factor No. 2</i> , herein, evidence of the proposers <b>DEMONSTRATED CAPABILITY TO PERFORM PROFESSIONAL SERVICES</b> in a timely manner.
<b>5</b>	As detailed within <i>Evaluation Factor No.3</i> , herein, evidence of the proposers <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> in the terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
<b>6</b>	As detailed within <i>Evaluation Factor No. 4</i> , herein, the proposer’s <b>DEMONSTRATED KNOWLEDGE</b> of and <b>EXPERIENCE</b> with local building codes and Federal building alterations requirements. <ul style="list-style-type: none"> <li>• A fully completed copy of Standard Form 330 (6/2004), <i>Architect-Engineer Qualifications</i></li> <li>• If appropriate, how staff are retained, screened, trained, and monitored.</li> <li>• The proposed quality assurance program</li> <li>• An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e., written; fax; internet; etc.).</li> </ul>
<b>7</b>	<b>Managerial Capacity/Financial Viability:</b> 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 the <i>Profile of Firm Form</i> .

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	Such information shall include the proposer's qualifications to provide the services; a description of the background, and current organization of the firm.
<b>8</b>	<p><b>Client Information/References:</b> The past performance of the respondent on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the HHA chooses to conduct with such. 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 in the RFP. The listing shall at a minimum include:</p> <ul style="list-style-type: none"> <li>• Client’s name</li> <li>• Client’s contact name</li> <li>• Client’s telephone number</li> <li>• A brief description and scope of the service(s) and the dates services were provided.</li> </ul>
<b>9</b>	<p><b>Certification Forms and Affidavits:</b> These forms are attached and are part of the RFP documents. These forms must be fully completed, executed, and submitted under this tab as part of the proposal submittal.</p> <ul style="list-style-type: none"> <li>• <b>Profile of Firm Form</b></li> <li>• <b>Form HUD-5369-C</b> Certifications and Representations of Offerors, Non-Construction Contract</li> <li>• <b>Form HUD-92010</b> Equal Employment Opportunity Certification</li> <li>• <b>Form HUD-50070</b> Certification of a Drug-Free Workplace</li> <li>• <b>Form HUD-50071</b> Certification of Payment to Influence Federal Transactions</li> <li>• <b>E-Verify Form</b></li> <li>• <b>Standard Form LLL</b> Disclosure of Lobbying Activities (<i>if applicable</i>)</li> </ul>
<b>10</b>	<p><b>Equal Employment Opportunity/Supplier Diversity.</b> 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 the following Section 3.5 herein pertaining to supplier diversity (i.e., small, minority-, and women-owned businesses).</p>
<b>11</b>	<p><b>Subcontractor/Joint Venture Information (Optional Item).</b> 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.</p>
<b>12</b>	<p><b>Other Information (Optional Item).</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.</p>
<p><b>Optional Tabs.</b> If no information is to be placed under any of the above noted tabs (especially the “Optional” tabs), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” <u>DO NOT</u> eliminate any of the tabs.</p>	
<p><b>Proposal Submittal Binding Method.</b> 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., “spiral-type” etc.) or remove the pages from the cover (i.e., 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.</p>	

**3.2 No Fees Proposed.** 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 4.0 and 5.0 herein, negotiate such fees with the top-rated proposer. As may be detailed herein, if the Agency makes award to one firm only, in such case 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 any amount of work on an as-needed basis.

**3.2.1 Potential Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount.** However, if the Agency chooses, at any time during the ensuing contract period(s), to make award to more than one firm, then the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires the Agency to award to each responsive and responsible contractor who receives an award 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 (each shall be annual amounts).

**3.2.2 No Deposit/No Retainer.** The Agency will NOT pay any deposits or retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful proposer(s) for actual work performed only.

**3.2.3 No Travel Expense Allowed.** As there are a suitable number of qualified firms in the Huntsville, AL area, the Agency will not be negotiating any travel expense (i.e., airfare; rental cars; lodging; per diem; etc.), except, at the Agency's discretion, mileage, for the successful proposer to provide the services. Any mileage allowed will be at the current IRS rate only; the Agency may negotiate limited "windshield time" based upon a reasonable amount of time that it may take the chosen proposer to get to the Agency.

**3.3 Proposal Submission.** 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 "hard copy" proposal submittal, shall be placed unfolded in a sealed package and addressed to:

**Huntsville Housing Authority  
200 Washington Street NE  
Huntsville, AL 35801**

**3.3.1 Submission Package Markings.** The package exterior must clearly denote the above noted RFQ number and must have the proposer's name and return address listed within the upper left-hand area of the front of the package.

**3.3.2 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 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 eProcurement Marketplace, 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.

**3.3.3 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 Huntsville Housing Authority, including the RFQ document, the documents listed within the following Section 3.8, 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 CO to exclude any of Huntsville Housing Authority requirements contained within the documents may cause that proposer to not be considered for award.

**3.4 Proposer's Responsibilities — Contact with Huntsville Housing Authority.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the 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 may be cause for Huntsville Housing Authority to not consider a proposal submittal received from any proposer who may not have abided by this directive.

**3.4.1 Addenda.** All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., individual/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 Huntsville Housing Authority 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 has 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.



**3.5 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.

**3.5.1** Within 2 CFR §200.321 it states:

**3.5.1.1** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**3.5.1.2** (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**3.5.1.3** (2) Affirmative steps must include:

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

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

**3.5.1.3.3** (3) 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;

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

**3.5.1.3.5** (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

**3.5.1.3.6** (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.5.2 Within HUD Procurement Handbook 7460.8 REV 2 it states:

3.5.2.1 **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.

3.5.2.2 **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 shall 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.

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

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

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

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

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

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

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

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

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**3.5.4 Requirements.** Accordingly, please see Section Equal Employment Opportunity/Supplier Diversity herein which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

**3.6 Pre-proposal Conference.** There is not a pre-proposal conference scheduled as a part of this RFQ.

**3.7 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	Attachment Description
	This RFQ Document
<b>A</b>	Form of Proposal
<b>B</b>	Profile of Firm Form
<b>C</b>	HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
<b>D</b>	Form HUD-92010 Equal Employment Opportunity Certification
<b>E</b>	Form HUD-50070 Certification of a Drug-Free Workplace
<b>F</b>	E-Verify From
<b>G</b>	form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.
<b>H</b>	Standard Form LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
<b>I</b>	Section 3 Explanation
<b>I-1</b>	Section 3 Policy, Procedures, & Compliance ( <i>with instructions</i> )
<b>J</b>	form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
<b>K</b>	<i>Supplemental Instructions to Proposers &amp; Contractors (SIPC)</i>
<b>L</b>	Sample Contract Form (please note that this contract and the listed appendices are 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)
<b>M</b>	form HUD-5370-C1 & C11 (10/2006), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
<b>N</b>	Supplemental Conditions to form HUD-51915, as required by 2 CFR §200.317-326, Appendix II
<b>O</b>	Standard Form 330 (6/2004), <i>Architect-Engineer Qualifications</i>
<b>P</b>	<i>Agency Brief Profile of Properties</i> (NOTE: Additional information on our properties, including can be viewed on our website, <a href="https://hsvha.org/">https://hsvha.org/</a> however, firms must not engage any of our staff in any discussions pertaining to this RFQ.)

## 4.0 PROPOSAL EVALUATION.

**4.1 Subjective Evaluation Factors.** The following factors will be utilized by Huntsville Housing Authority to evaluate each proposal submittal received; award of points for each listed factor will

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be based upon the documentation that the proposer submits within his/her proposal submittal and on-line (specifically, the pricing submitted on-line):

(1) No.	(2) Max Point Value	(3) Factor Type	(4) Factor Description
1	20 points	Subjective (Technical)	Evidence of the proposers <b>DEMONSTRATED ABILITY TO PERFORM THE WORK</b> 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 <b>DEMONSTRATED CAPABILITY TO PROVIDE PROFESSIONAL SERVICES</b> in a timely manner.
3	20 points	Subjective (Technical)	Evidence of the proposers <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
4	30 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED KNOWLEDGE</b> of and <b>EXPERIENCE</b> with local building codes and Federal building alterations requirements.
5	10 points	Subjective (Technical)	The <b>OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE</b> of the <b>PROPOSAL SUBMITTED</b> , based upon the opinion of the evaluators.
	<b>100 points</b>		<b>Total Points (other than preference points)</b>
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

**4.2 Evaluation Method.**

**4.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

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

- 4.2.2.1 Instructions to Evaluators;
- 4.2.2.2 Proposal Tabulation Form;
- 4.2.2.3 Written Narrative Form for each proposer;
- 4.2.2.4 Recap of each proposer's responsiveness;
- 4.2.2.5 Copy of all pertinent RFQ documents.

**4.2.3 Evaluation Committee.** Huntsville Housing Authority 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

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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 3.5 of this document, the designated CO is the only person at HHA 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.

**4.2.4 Evaluation.** The appointed evaluation committee, independent of the CO or any other person at Huntsville Housing Authority, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1 through 5 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

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

[Table No. 6]

Classification*	Points Awarded Range					
	Rating	%	10	20	30	100**
Acceptable	Excellent	95%/+	10	19-20	29-30	95-100
Acceptable	Very Good	90%/+	9	18	28	90-94
Potentially Acceptable	Good	80%/+	8	16-17	26-27	80-89
Potentially Acceptable	Average	70%/+	7	14-15	24-25	70-79
Unacceptable	Poor	<70%	0-6	0-13	0-23	0-69
*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.						
**Total available points to be awarded, including cost points, minus preference points.						

**4.2.5 Potential "Competitive Range" or "Best and Finals" Negotiations.** Huntsville Housing Authority 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 individual/firms deemed to be in the competitive range. Any individual/firm deemed not to be in the competitive range shall be notified of such in writing by Huntsville Housing Authority 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 individual/firms deemed to be in the competitive range.

**4.2.6 Determination of Top-ranked Proposer.** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the CEO/ED for approval. If the evaluation was performed to the satisfaction of the CEO/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 Huntsville Housing Authority's option, be conducted prior to or after the BOC approval.

**4.2.6.1 Minimum Evaluation Results.** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points.

**4.2.6.2 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.”

**4.2.7 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:

**4.2.7.1** Which proposer received the award;

**4.2.7.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;

**4.2.7.3** The cost or financial offers received from each proposer;

**4.2.7.4** Each proposer’s right to a debriefing and to protest.

**4.2.8 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 Huntsville Housing Authority evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on Huntsville Housing Authority evaluation committee.

5.0 CONTRACT AWARD.

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

5.1.1 By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by Huntsville Housing Authority, either in hard copy or on the eProcurement Marketplace,” including the contract clauses already attached hereto. Accordingly, Huntsville Housing Authority has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 **Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by Huntsville Housing Authority pursuant to this RFQ:

5.2.1 **Contract Form.** Huntsville Housing Authority will not execute a contract on the Contractor’s form—contracts will only be executed on Huntsville Housing Authority form (please see Sample Contract, hereto), and by submitting a proposal the Contractor agrees to do so (please note that Huntsville Housing Authority reserves the right to amend this form as Huntsville Housing Authority deems necessary). However, Huntsville Housing Authority will during the RFQ process (prior to the posted question deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for Huntsville Housing Authority to do so; but the failure of Huntsville Housing Authority to include such clauses does not give the Contractor the right to refuse to execute Huntsville Housing Authority’s contract form. It is the responsibility of each prospective proposer to notify Huntsville Housing Authority, 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. Huntsville Housing Authority will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by Huntsville Housing Authority’s response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 **Mandatory HUD Forms.** Please note that Huntsville Housing Authority 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.

5.2.1.2 **E-Verify Affidavit.** The Contractor must certify compliance with Alabama E-Verify requirements, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period. This Form is attached hereto as an Attachment this RFP document. This 1-page Form will be fully completed and executed where provided thereon by the successful proposer and will be a part of the ensuing contract (*NOTE: It is NOT necessary to complete and submit this form as a part of the proposal submittal—only the awarded proposer(s) will be required to do so as a part of the contract execution*).

5.2.2 **Assignment of Personnel.** Huntsville Housing Authority shall retain the right to demand and receive a change in personnel assigned to the work if Huntsville Housing

Authority believes that such change is in the best interest of Huntsville Housing Authority and the completion of the contracted work.

**5.2.3 Unauthorized Sub-contracting Prohibited.** The Contractor 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 Huntsville Housing Authority, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

**5.3 Contract Period.** Huntsville Housing Authority anticipates that it will initially award a contract for the period of 1 year with the option, at Huntsville Housing Authority's discretion, of 4 additional one-year option periods, for a total maximum contract period of 5 years.

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

**5.4.1 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);

**5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming Huntsville Housing Authority as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of Huntsville Housing Authority 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 commercially reasonable deductible (i.e., "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000);

**5.4.3 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 commercially reasonable deductible (i.e., "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000);



- 5.4.4 **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.
- 5.4.5 **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 Huntsville, Madison County, and/or the State of Alabama.
- 5.4.6 **Certificates/Profile of Individual/firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Individual/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).
- 5.5 **Right to Negotiate Final Fees.** Huntsville Housing Authority shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at Huntsville Housing Authority’s options, be the basis for the beginning of negotiations. Such negotiations shall begin after Huntsville Housing Authority has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, Huntsville Housing Authority shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. Huntsville Housing Authority shall also retain the right to negotiate with and make an award to more than one proposer.
- 5.6 **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.
- 5.7 **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to Huntsville Housing Authority within 10 workdays of notification by Huntsville Housing Authority.



*Growing Communities One Family At A Time*

**REQUEST FOR QUALIFICATION (RFQ)  
RFQ NO. 2024-07**

**Architectural/Engineering Services**

**2.0 SCOPE OF WORK (SOW) TECHNICAL SPECIFICATIONS (T/S):** In compliance with 24 CFR § 85.36, The Huntsville Housing Authority (HHA) is seeking proposals from professional, qualified, and licensed A/E firms to provide the following A/E services:

**2.1 GENERAL SPECIFICATIONS:** (HHA) is seeking proposals of qualifications from experienced, qualified, and professional firms to provide A/E services for various programs and projects administered by the HHA on an as needed basis. Primarily, the services will consist of design and construction services for affordable residential development projects or public housing development projects. Services will include, but are not limited to typical A/E Services pertaining to:

- 2.2.1 General Architecture
- 2.2.2 Site Planning
- 2.2.3 Structural Engineering
- 2.2.4 Mechanical Engineering
- 2.2.5 Electrical Engineering
- 2.2.6 Plumbing Engineering
- 2.2.7 Septic System Design
- 2.2.8 Civil Engineering to include site surveying
- 2.2.9 Geotechnical Analysis
- 2.2.10 Handicap Accessibility Design

- 2.2.11 Water Quality Management
- 2.2.12 Energy Conservation
- 2.2.13 Environmental Assessment Services
- 2.2.14 Landscape Architecture
- 2.2.15 Cost Estimating
- 2.2.16 Construction Contract Administration

The firm or individual awarded the contract shall be responsible for all work performed by contractors and subcontractors. Should your firm desire to participate in this project, please respond with a letter of interest to that effect complete with your firm's proposal in four copies for undertaking this project.

The HHA 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 HHA's opinion that a firm can offer the HHA greater value for a certain service area. The HHA reserves the right to make such decision at any time during the ensuing contract period(s) meaning, the HHA 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 HHA decides such is in its best interests to do so.