



Request for Proposals No. P23008
Broadband Wi-Fi for the Parlier Migrant Center
March 25, 2024

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Article 1 Overview/Introduction

Section 1.01 Agency Overview

Fresno Housing (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 50,000 Fresno County residents 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.

Fresno Housing 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:
 - o **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.
 - o **People:** Respect community needs & knowledge - by listening, learning, and researching - & respond to issues compassionately, intelligently, & intentionally - by developing exceptional programs based on shared expectations.
 - o **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.
 - o **Partnerships:** Collaborate to strengthen the Housing Authority's ability to address the challenges facing Fresno communities.

In keeping with its strategic plan, the Agency is now soliciting proposals from qualified, licensed and insured entities to provide the below noted services 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.

Section 1.02 Project Introduction

1.02.01 Notice

Fresno Housing (FH) is requesting proposals from one or more contractors for broadband Wi-Fi access and services as set forth in the General Scope of Work, and in a condition acceptable to FH.

To qualify for consideration, the submitting firm must be prepared to provide breakdown of construction costs, installation costs, monthly recurring charges, and any applicable discounts per location related to Wireless Broadband services. No limits nor caps. Minimum speed for downloading of 25 Mbps, and minimum speed for uploading is 3 Mbps is to be made available to all areas of the 36 resident-occupied buildings, consisting of 72 single-story, 2-bedroom units, and 58 two-story- 3-bedroom units; 1 manager unit; 2 common (interior) areas (office, daycare center); and additional exterior areas (picnic areas, laundry areas, basketball court, sand box, soccer field, softball field, volleyball field, and property storage and work area), at the property known as the Parlier Migrant Center located at 8800 S. Academy Parlier, CA 93648.

The Successful proposer(s) shall be able to bid on each phase exclusively. If the proposer’s interest is contingent on being awarded a set of phases or all phases, we recommend making this known in the “statement of award contingency” area of the “Cost Proposal Sheet”. Proposers must be open to working with other contractors awarded on this project. Proposers must be open to negotiating project scheduling dates with other contractors in order to meet the overall project completion deadline. By submitting a proposal, proposers acknowledge and understand that due to the interrelated nature of this multi-phased project, the start of the phase/s, which they are awarded, may be dependent on the completion date of another phase. Successful award of contract will be contingent on proposer’s ability to schedule their scope of work in accordance to this. Proposers who do not submit bids on the complete project (inclusive of all phases), must provide within their bid response the duration for each of the phases that they propose.

Section 1.03 Project Schedule

Request for Proposals Schedule

The following RFP schedule is tentative and subject to change.

- Request for Proposals Issue Date.....3/25/2024
- Conference Call 4/8/2024
- Pre-Proposal Site Visit (voluntary).....4/22/2024

Parlier Migrant Center 8800 S. Academy Parlier, CA 93648

- Deadline for Written Requests for Information.....4/26/2024
- Proposals due date.....5/6/2024
- Committee Evaluation..... 5/13/2024

- Potential Interviews..... 5/20/2024
- Tentative Award Notice(s).....5/27/2024

Article 2 RFP Information at a Glance

Fresno Housing Contact Person (NOTE: Unless otherwise specified, any reference herein to “Contracting Facilitator” or “(CF)” shall be a reference to Rebecca Kelley.)	For Proposal Questions: Rebecca Kelley, Procurement Analyst E-mail: rkelley@fresnohousing.org (559) 612-6621
How to obtain the RFP documents on the applicable internet site	1. Access http://ha.internationaleprocurement.com 2. Click on the “Login” button in the upper left side or sign-up as a vendor. 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 Call – Submission Process Review- STRONGLY ENCOURAGED, but not mandatory (Voluntary)	Monday, April 8, 2024 @ 11:00 am PST Join on your computer, mobile app or room device Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 243 775 250 560 Passcode: dWepcW Download Teams Join on the web Or call in (audio only) +1 323-457-5649,,524346691# United States, Los Angeles Phone Conference ID: 524 346 691# Find a local number Reset PIN Due to COVID-19 concerns, pre-proposal conferences will be held virtually through Microsoft Teams. Link to access meeting above or email CF for link
Pre-Proposal Site visit STRONGLY ENCOURAGED, but not mandatory (Voluntary)	Monday, April 22, 2024 @ 10:00 AM PST Location: Parlier Migrant Center 8800 S. Academy Parlier, CA 93648

	ALL CONTRACTORS TO FOLLOW COVID-19 PROTOCOLS AND CENTERS FOR DISEASE CONTROL (CDC) GUIDELINES DURING JOB WALK
Deadline to submit questions	Friday, April 26, 2024 @ 4 pm PST
How to fully respond to this RFP by submitting a proposal document	<p>1. In accordance with the RFP document, proposer shall submit the required Narrative Proposal and the Cost Proposal. <u>THE NARRATIVE PROPOSAL SHOULD NOT INCLUDE COST AND PRICING INFORMATION.</u> Each part should be separate documents, but uploaded together on the aforementioned website: http://ha.internationalprocurement.com</p> <ul style="list-style-type: none"> a. You will submit your Narrative Proposal and Cost Proposal electronically by the “Attach Documents” link on the noted internet system. b. The RFP submission must be entered within the aforementioned Internet site no later than 4:00 p.m. PST on May 6, 2024. <p>2. Electronically: In accordance with <u>Article 5</u> of the RFP document, <u>Proposal submissions must be submitted electronically;</u> no later than the submittal deadline stated herein. You will submit one (1) original signature copy electronically by the “Attach Documents” link on the noted internet system.</p> <p><u>Please allow yourself enough time to register and submit your proposal. Proposals received after the published deadline will not be accepted.</u></p>
Proposal submission return and deadline: SUBMIT VIA INTERNET WEBSITE ONLY.	<p>Monday, May 6, 2024 @ 4 pm PST</p> <p>*(The proposed costs (if applicable) AND the proposal must be entered within the aforementioned Internet site no later than 4 pm PST on this date).</p>
INTERVIEWS (option of in person and virtual)	Interviews will be conducted during the week of May 20, 2024.

Table A: RFP Information at a Glance

Article 3 Fresno Housing’s Reservation of Rights

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

The Agency reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP 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 RFP.

Section 3.03 Right to Terminate

The Agency reserves the right to terminate a contract awarded pursuant to this RFP, 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 RFP.

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 RFP, 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 RFP.

Section 3.09 Right to Prohibit

The Agency shall reserve the right to at any time during the RFP 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 ha.internationalprocurement.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

Section 4.01 General Scope of Work

Broadband Wi-Fi for the Parlier Migrant Center

The Agency is requesting proposals from qualifying contractors to initiate and provide Broadband Wi-Fi access and services at the Parlier Migrant Center as part of the Office of Migrant Services Center State Grant. This grant aims to develop and provide access to broadband wireless service in underserved areas to lower-income families which promotes and supports distance learning, telehealth services and access to health care providers, delivery services, job opportunities, and other online resources. Portions of this project fall under State Prevailing Wage rate and proposers must abide by these rates and be ready and willing to submit payroll reflecting said rates pertaining to each qualified job type classification. Phases of this project subject to State Prevailing Wage rate requirements will be clearly identified as such.

[Link to California Prevailing Wage Rates](#)

Proposals/Bids shall include a breakdown of construction costs, installation costs, monthly recurring charges, and any applicable discounts per location related to Wireless Broadband services. No limits nor caps. Minimum speed for downloading of 25 Mbps, and minimum speed for uploading is 3 Mbps is to be made available to all areas of the 36 resident-occupied buildings, consisting of 72 single-story, 2-bedroom units, and 58 two-story- 3 bedroom units; 1 manager unit; 2 common (interior) areas (office, daycare center); and additional exterior areas (picnic areas, laundry areas, basketball court, sand box, soccer field, softball field, volleyball field, and property storage and work area), at the property known as the Parlier Migrant Center located at 8800 S. Academy Parlier, CA 93648.

The full project consists of three phases. Contractors will be able to bid on each phase exclusively. If your interest is contingent on being awarded a set of phases or all phases, we recommend making this known in the “statement of award contingency” area of the “Cost Proposal Sheet”.

- Proposers must be open to working with other contractors awarded on this project. Proposers must be open to negotiating project scheduling dates with other contractors in order to meet the overall project completion deadline.
- Proposers acknowledge and understand that due to the interrelated nature of this multi-phased project, the start of the phase/s, which they are awarded, may be dependent on the completion date of another phase. Successful award of contract will be contingent on proposer’s ability to schedule their scope of work in accordance to this. Proposers who do not submit bids on the complete project (inclusive of all phases), must provide within their bid response the duration for each of the phases that they propose.

Scope of Services and Performance Standards (the selected firm shall provide the following general services):

➤ **Phase 1: Campus Telecom Infrastructure**

This phase provides a new campus telecom infrastructure to support the deployment of wireless internet access throughout the project area. Bidder to design and install the following major systems:

- Underground pathway system between buildings to support telecom enclosures
- Telecom enclosures installed in locations that allow for access points that are installed throughout every building (phase2).
- 120V circuits to be provided at each telecom enclosure to support Phase 2 provided UPS equipment.
- Fiber optic backbone system, and Cat6A horizontal cabling system installed throughout campus in support of ubiquitous Wi-Fi coverage
- Final locations and quantities of Cat6A to support Wi-Fi devices to be coordinated with the **Phase 2: Network Deployment and Support** contractor.
- Phase 1 work is subject to State Prevailing Wage requirements

Telecom Design:

As part of proposal response provide a schematic design detailing the specification and installation of the following items installed in this phase:

1. Overview of site buildings, structures, and floors.
2. Proposed locations of Telecom Enclosures supporting Intermediate Distribution Frame (IDF) and Main Distribution Frame (MDF) functions
3. Proposed conduit and fiber backbone design to interconnect Telecom Enclosures installed with this contract phase.
4. Proposed locations for Wireless Access Points (WAPs) shall be clearly visible on the schematic design.
5. Bids shall include all the ethernet drops needed for the wireless access points to be deployed in a centralized solution.
6. Bids shall include detail of components, such as ruckus access points, and cisco/brocade switches.
7. Bidders of this phase agree to coordinate final locations and quantities of Wireless Access Points with the awarded **Phase 2: Network Deployment and Support** contractor.
8. Phase1 and Phase2 contractors are responsible to coordinate final locations and quantities of wireless access points to achieve project performance standards.
9. **Provide submittal package to project owner with all materials to be utilized in project clearly specified.**

Warranty and Certification

1. Bidders providing services in this phase must possess the appropriate contractor's license and be responsible for managing all necessary permitting associated with this project phase, as required by local and state regulations.

2. Test reports certifying the suitability for use of the installed telecom infrastructure shall be provided to the owner, and to the awarded **Phase2: Network Deployment and Support** contractor, in compliance with industry best practices for quality assurance and seamless network deployment.

➤ **Phase 2: Network Deployment and Support**

Network Design:

As part of the proposal response provide a schematic design detailing the specification and installation of the following items installed in this phase:

1. Wireless access points should be strategically located to ensure coverage in designated areas of the site, including individual housing units, office spaces, community rooms, day care facilities, etc. Bidders are encouraged to propose optimal placement based on site-specific conditions and needs.
2. Wireless access controllers (WACs), Wireless access points (WAPs), and related network equipment shall be designed to ensure network performance, security, and radio frequency (RF) performance.
3. The minimum signal strength shall be -65 Decibel Milliwatts (dBm) or better throughout all locations of the project area.
4. After Wi-Fi installation, certification and testing should be conducted
5. Include detailed specification of all network electronics to be utilized including but not limited to Wireless Access Points (WAPs), network switches, routers, and firewalls.
6. Support and fully distribute internet access scalable from 1GB to 10GB.
7. Include an enterprise firewall that provides Children's Internet Protection Act (CIPA) compliant content filtering services.
8. Phase1 and Phase2 contractors are responsible to coordinate final locations and quantities of wireless access points to achieve project performance standards.
9. **Provide submittal package to project owner with all materials to be utilized in project clearly specified.**

Power:

1. Provide Uninterruptible Power Supplies (UPS) as needed to ensure the reliability of the network infrastructure, including Main Distribution Frame (MDF).
2. UPS equipment should offer protection against power interruptions, voltage fluctuations, and spikes to safeguard connected equipment and maintain network uptime.
3. UPS devices should be appropriately sized to support installed network electronics during power disruptions.

Managed Wi-Fi

1. Include options for a custom splash and landing pages.
2. Include encryption and authentication options.
3. Include option for multiple Service Set Identifiers (SSIDs) and Personal Area Network.
4. Minimum speed for downloading is => 25 Mbps, and minimum speed for uploading is 3 Mbps at any location within the project area.
5. Include managed services agreement to fully support campus Wi-Fi network throughout contract period.
 - a. Break, fix, restore services to ensure full uptime and service delivery of the campus Wi-Fi system
 - b. Provide single-point-of-contact for outages verified and tickets opened by Fresno Housing staff.
 - c. Open tickets as needed with **Phase 3: Internet Service Provider** vendor to ensure fully functioning internet access from campus Wi-Fi system

➤ **Phase 3: Internet Service Provider:**

1. ISP will deliver services to the Main Distribution Frame (MDF) location installed in Phase 2
2. ISP will provide “Flat Rate Internet Services” No bandwidth limits, caps, or throttling
3. ISP shall provide 1,000 Mbps or greater Internet services to the campus network
4. Service Availability should be > 99.9%, while Restoral Time should be < 30 minutes, and Total Loss of Service at any single site should be < 2 hours
5. Internet Services must be available and ready for use and ISP handoff location for integration by Phase 2 contractor on a schedule coordinated with the Phase 2 contractor to provide fully functional Wi-Fi services prior the end of the contract period.

General Conditions and Guidelines

Contracts

Contracts for responses to any or all described phases shall include the following:

- Include service offered on a month-to-month basis or through a long-term contract, not to exceed 36 months. No early termination fees shall be included in service contract.
- Each contract should state clearly the Contractor’s Name, Service Type and Description, Start and End Dates (Duration of Agreement), Contract Costs, Termination Agreement, Service Level Agreements (SLA’s).
- Internet Service Provider (ISP), Telecommunications Contractors, and Managed Services Providers (MSPs) should follow industry best practices throughout the entire scope of the project implementation.
- Specify the total number of buildings, offices, dwellings to be provided service.
- Fresno Housing to retain ownership of all telecom infrastructure (cabling systems, enclosures, etc.) installed in this contract.

Purchase Order:

- Purchase Order should be available in an electronic format that can be emailed (ePO)

Circuit Monitoring:

- 24 x 7 x 365 circuit monitoring and proactive issue resolution

Support

- Support should be available for Migrant Center Operators as well as Migrant Center Users and Guests.
- Support should be available 24 x 7 via toll-free number for users and property staff, in Spanish and English.

Dedicated Account Executive and Client Service Manager

- There should be a Dedicated Account Executive assigned for assisting with ordering services.
- Dedicated Client Service Manager
- There should be a Dedicated Client Service Manager for service and billing assistance

Alternatives:

- If minimum standards are not possible due to site or infrastructure limitations, then bidder shall submit a detailed and itemized response to the minimum standards conflicts and an alternative solution that provides comparable service shall be proposed and detailed
- Selected firm or FH management may suggest appropriate technology solutions to save time for contracted or FH administrative personnel, and such solutions shall be mutually agreed upon, in writing, thirty (30) days before implementation, unless waived by both parties.

Section 4.02 General Contracting Services/Construction Management Services (if applicable)

The final scope of work of the General Contractor/Construction Management Services will be a combination of the drawings and specifications prepared by the design team and elements identified by the General Contractor. The goal is to partner the construction and design firms so as to ensure construction is done at minimal cost, and construction meets all relevant building standards. The selected firm will be expected to:

- GC/CM firm to work with design team in preparation of plans and scope of work.
- Site preparation
- To complete the General Contracting Services, the Contractor is expected to (as per contract).
- Maintain a qualified superintendent or project coordinator and all necessary staff at the job site to coordinate, direct and manage the work.

- Manage pre-development services including cost estimating, project scheduling, and support to design-build subcontractors (if any).
- Implement the Safety Plan and Quality Control Plan for all construction, in accordance with the plans developed during the pre-construction services phase.
- Implement the Hazardous Materials Plan developed during the pre-construction services phase, if applicable.
- Implement the Target Business Plan/Section 3 Plan developed during the pre-construction services phase.
- Conduct weekly job meetings with FH and the design team.
- Maintain the Construction Schedule, updating its monthly to monitor project progress, manage the work and track changes.
- Make available all fixed pricing, including supporting materials and records, to FH. Provide monthly reports in format agreed to by FH of work progress as compared to estimated cost projections, scheduled work progress, and as a percent of project completion. Explain significant variations and provide information as requested by FH.
- Work with FH to establish and implement procedures for tracking, expediting and processing all submittals, change orders, and requests for information.
- Review and process all applications for payment by sub-contractors and material suppliers in accordance with the terms of the contract. Review and resolve all subcontractors' and/or material suppliers' payment requests in accordance with the agreed upon Fixed Price Contract.
- Resolve all disputes that may arise between sub-contractors and/or suppliers as a result of construction, in accordance with the agreed-upon Fixed Price Contract.
- Obtain any necessary permits for construction. Permits and fees will be reimbursed by FH.
- Manage the work so as to complete all construction work on time in accordance with the agreed-upon schedule and intermediate milestone(s).
- Assist FH with audit of final cost report, prevailing wage monitoring and supply all supporting documentation, as required by FH and/or funding sources.

Section 4.03 Certification Requirements

- 4.03.01** Provide proof of California Business License, General Liability, Auto-Insurance, Worker's Compensation, Other Liability Insurance.

Article 5 Proposal Format

Section 5.01 Tabbed Proposal Submittal

Tab No.	Description
1.0	Form of Proposal. This Form is attached hereto as document No. 2.0 to this RFP 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.

Tab No.	Description
2.0	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract. This Form is attached hereto as document No. 3.0 to this RFP 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.
3.0	Profile of Firm Form. The Profile of Firm Form is attached hereto as document No. 4.0 to this RFP document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
4.0	Proposed Services. As more fully detailed within 6.0 of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
4.1	<p>As detailed within <u>Section 6.01</u>, the proposer's Demonstrated Understanding of the Agency's Requirements.</p> <ul style="list-style-type: none"> - <i>Agency and Project Requirements:</i> The proposer should explain their understanding of Agency and project requirements in a cover letter which should be a maximum of two pages in length. Reference should be made to the complexities of layered financing and federal regulations which dictate construction and development standards. - Describe both the firm's prior experience with target business participation plans (e.g., Section 3, MBE/WBE/DVBE, etc.) and the firm's job specific approach to increase participation and opportunity for disadvantage business concerns.
4.2	<p>As detailed within 6.01, the proposer's Technical Approach. Describe firm's approach to completing the work under the proposed contract. Include the management strategies and value that your firm brings to the project. Include, at a minimum, a description of the following elements of your management plan:</p> <ul style="list-style-type: none"> - Synopsis of the proposer's approach to the portion of the scope in accordance to the phase the contractor is bidding on - Synopsis of the proposer's approach to the client services portion of the scope (i.e., FH, Migrant Center owners, users, operators, and guests) - A contracting plan to explain how sub-contractors will be utilized to carry out the project completion. If you propose to self-perform work, describe your history and the category(s) of this self-performed work. - Explain how you will approach the bid process, value engineering, and reviews to complete the project within the established Fixed Price Contract. Describe your approach to determining whether project changes are inside or outside the scope of the Fixed Price Contract.

Tab No.	Description
	<ul style="list-style-type: none"> - Quality Control: Provide a description of your company's quality control program and describe how it will be implemented at the development sites. - Provide a one-page preliminary baseline schedule showing how you will meet the schedule objectives outlined in this Notice, including proposed phasing and strategy. Describe your firm's monthly update procedures and how changes in the critical path are documented.
4.3	<p>As detailed within Section 6.01, the proposer's Technical Capabilities and Management Plan (ability to coordinate with other (if need be) contractors in order to meet the established timeline of project completion. Method of assigning work and procedures for maintaining level of service, etc.). Provide a brief narrative description of the firm's history and capabilities. Include:</p> <ul style="list-style-type: none"> - Annual volume figures for the last five years, current firm commitments, and current bonding capacity (aggregate and individual job limits). - Number of years in continuous operation; list names of all persons with ownership interest in the company and their titles, - Current company capabilities (types of work in which company specializes, preferred range of job size, unique areas of construction expertise). - Provide details of any past or pending litigation, or claims filed, against your firm that may affect your performance under a contract with the Owner.
4.4	<p>As detailed within Section 6.01, herein, the proposer's Demonstrated Experience in performing similar work and the proposer's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation. Please provide information for two or more past experiences related to the work of this project.</p> <p><u>Provide a list of projects successfully completed by your company in the last 10 years, including address, model name/number, size, price, completion date, and any other relevant information. Please also attach photos if applicable.</u> Please provide evidence of most recent projects (5 minimum), including project budget, number of change orders, and whether on time and on budget. Unique circumstances should be explained. Client information should be included to verify previous completions.</p>
5.0	<p>Managerial Capacity/Financial Viability.</p> <p>The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including qualifications and experience of key staff assigned to this engagement. Although we are not requiring a bond to be submitted with the proposal, <u>a Letter of Bonding Capacity is requiring from your surety</u> to be included with your proposal for the capacity of \$1.5 million.</p>

Tab No.	Description
	<ul style="list-style-type: none"> - Project Team. Describe the proposed project assignments and lines of authority and communication for each key team member to be directly involved in the project. Indicate the estimated percent of time these team members will be involved in the project. Include resumes for all individuals listed above including education, work history, length of tenure with the firm and relevant experience with similar projects. Provide reference contacts for proposed full-time individuals. - Capacity. As evidenced by annual volume figures for the last five years, current firm commitments, and current bonding capacity (aggregate and individual job limits), most recent financial statements (preferably audited) for your firm and a letter of intent from a surety company indicating your firm's ability to bond for the entire cost of the project.
6.0	<p>Client Information. The proposer shall submit a list of three (3) 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:</p> <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.
7.0	<p>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 5.05 herein pertaining to supplier diversity (e.g., small, minority-, and women-owned business).</p>
8.0	<p>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.</p>
9.0	<p>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 Document 5.0 and any documentation required by that form.</p>
10.0	<p>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.</p>

Section 5.02 No Information Placed Under a 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 Entry of Proposed Fees

The proposed fees shall be submitted by the proposer and received by the Agency were provided on the noted Internet System only. Do not submit, enter or refer to any fees or costs within the tabbed proposal submittal detailed within Section 5.01. Any proposer that does so may be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: all employee wages and benefits, clerical support, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying not specifically agreed to by the Agency, etc.

Section 5.04 Additional Information Pertaining to the Pricing Items

5.04.01 Quantities

All quantities entered by the Agency herein and within the corresponding Pricing Items within the noted Internet System are for calculating purposes only.

5.04.02 Price Escalation

No escalation of pricing will be allowed during the term(s) of the contract.

Section 5.05 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.

5.05.01 Per 2 CFR 200.321:

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

5.03.01.A 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.

5.03.01.B 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.

5.05.02 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.

5.05.03 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 75 (so-called Section 3 businesses); and

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

Section 5.06 Proposal Submission

All pricing **must** be entered where provided within the noted Internet System. **The “electronic” proposals must be submitted on the designated internet system by no later than the submittal deadline stated herein (or within any ensuing addendum). The Internet System (International E-Procurement) allows proposers to attach their submissions (proposals) electronically instead of submitting hard copies. Proposers will choose to “Attach Documents” on the solicitation. This is where you will attach your submission documents. Proposers can edit their responses until one minute before the deadline.**

5.06.01 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 RFP.

5.06.02 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 RFP document, the documents listed within the following Article 5, 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 5.07 Proposer’s Responsibilities, Contact with Fresno Housing

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP 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 RFP. 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.

5.07.01 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 RFP Documents). During the RFP solicitation process, the CF will NOT conduct any ex parte (a substantive conversation— “substantive” meaning, when decisions pertaining to the RFP 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 5.08 Pre-Proposal Site Inspection

A pre-proposal walk will be held at the time listed below:

Monday, November 13, 2023 @ 10 am PST

Location:
Parlier Migrant Center
880 S. Academy
Parlier, Ca 93648

ALL CONTRACTORS TO FOLLOW COVID-19 PROTOCOLS AND CENTERS FOR DISEASE CONTROL (CDC) GUIDELINES DURING JOB WALK

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 RFP, which are hereby by reference included as a part of this RFP:

Attachment	Description
1.0	This RFP Document
2.0	Form of Proposal
3.0	Form HUD-5369-C <i>Certifications and Representations of Offerors</i>
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 Business Preference Explanation (New Rule; 24 CFR Part 75)

Attachment	Description
5.1	Section 3 Business Self-Certification Form (New Rule; 24 CFR Part 75)
6.0	Agency <i>Supplemental Instructions to Proposers & Contractors (SIPC)</i>
7.0	Agency 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)
8.0	Sample form HUD-5370-C, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
9.0	Cost Proposal Form
10.0	Parlier Migrant Center Map

Article 6 Proposal Evaluation

Section 6.01 Evaluation Factors

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	15 points	Objective	The Proposed Costs submitted on the e-procurement website.
2	15 points	Subjective (Technical)	The proposer's Demonstrated Understanding of the Requirements.
3	20 points	Subjective (Technical)	The Appropriateness of the Technical Approach (proposers' approach to scope of service, including labor categories, estimated hours and skill mix) and the Quality of the Work Plan (i.e., continued services, warranties, etc.).
4	25 points	Subjective (Technical)	The proposer's Technical Capabilities and Robustness of Design and Performance of Installed Solutions (in terms of methodology, technology, equipment and materials) and the Management Plan (ability to work and adapt to timeline and multifaceted project, including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	20 points	Subjective (Technical)	The proposer's Demonstrated Experience in performing similar work and the proposer's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

No.	Max Point Value	Factor Type	Factor Description
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)

Section 6.02 Preference Evaluation Factors

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.

No.	Max Point Value	Preference Factor Type	Preference Factor Description
6	Section 3 Business Preference Participation. A firm may qualify for Section 3 status as detailed above and in the Section 3 Application (NOTE: A maximum of 15 points awarded).		
6a	15 points	Objective	Category 1. A business at least 51% owned and controlled by current public housing residents or residents who currently live in Section 8 assisted housing.
6b	11 points	Objective	Category 2. Business is 51% or more owned and controlled by low or very low-income persons
6c	7 points	Objective	Category 3. Over 75% of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers.
	15 points		Maximum Available Preference Points (Additional)

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 RFP documents.

6.03.03 Evaluation Committee

The Agency anticipates that it will select a committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP 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 RFP. As detailed, the designated CF is the only person at the Agency that the proposers shall contact pertaining to this RFP. 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 Factors No. 1 and 6 (the “Objective” Factors). The appointed evaluation committee, independent of the CF, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 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 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.

6.03.06 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.

6.03.07 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.”

6.03.08 Notice of Results of Evaluation

If an award is completed, all proposers will receive notification via e-mail by the E-procurement site titled, "Notice of Competitive Range" or "Notice of Tentative Award". Such notice shall inform all proposers of:

- Which proposer(s) received the tentative award;
- Where each proposer(s) placed in the process as a result of the evaluation of the proposals received;
- Each proposer's right to a debriefing and to protest.

6.03.09 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 RFP, the following detailed procedures will be followed:

7.01.01 Contract Execution Details

By completing, executing and submitting the Form of Proposal, Attachment 2.0, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the noted eProcurement System," including the contract clauses already attached as Attachments 6.0, 6.1, and 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 RFP:

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, Attachments 6.0, 6.1) 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 RFP 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 More than One Award Possible

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 scope of work. 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.

7.02.03 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 RFP.

7.02.04 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.

7.02.05 Unauthorized Sub-Contracting Prohibited

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (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 three month to three years, depending on the type of service, project start to completion length, and if continued service and maintenance is necessary.

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 \$2,000,000, 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 (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;

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 \$2,000,000), with a commercially reasonable deductible (e.g., "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;

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 Builder's Risk Insurance

Before commencing work, the Contractor shall furnish the Owner with a certificate of insurance evidencing that Builder's Risk (fire and extended coverage) Insurance on all work in place and/or materials stored at the building site(s) is in force. The Builder's Risk Insurance shall be for the benefit of the Contractor and the Owner as their interests may appear and each shall be named in the policy or policies as insured. The Contractor in installing equipment supplied by the Owner shall carry insurance on such equipment from the time the Contractor takes possession thereof until the Contract work is accepted by the Owner. Policies shall furnish coverage at all times for the full cash value of all completed construction, as well as materials in place and/or stored at the site(s), whether or not partial payment has been made by the Owner. The Contractor may terminate this insurance on buildings as of the date taken over for occupancy by the Owner. The Contractor is not required to carry Builder's Risk Insurance for modernization work which does not involve

structural alterations or additions and where the Owner's existing fire and extended coverage policy can be endorsed to include such work.

7.04.06 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.

7.04.07 State Business License

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

7.04.08 Profile of Firm Form

The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH or SUBMIT 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. 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

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