

# **Request For Proposal (RFP) No. 2220**

## **Albuquerque Housing Authority Surveyor Professional Services**



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ALBUQUERQUE HOUSING AUTHORITY

*"Empowering people in our community through affordable housing and self sufficiency opportunities."*

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## Introduction

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

Currently, AHA owns and/or manages: (1) 26 housing developments, including multifamily and senior apartments, totaling approximately 942 units throughout the municipal limits of the City of Albuquerque; and (2) approximately 4,000 housing choice voucher units. AHA has approximately 68 employees.

In keeping with its mandate to provide efficient and effective services, AHA is now soliciting proposals from qualified, licensed and insured entities to provide the services noted in section 2.0 below, to AHA. 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.

## RFP Information at a Glance

[Table No. 2]

<b>CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Rocio Sinche.</b>	<b>Rocio Sinche, Procurement Officer</b> <b>Telephone (505)764-3932;</b> <b>E-mail: <a href="mailto:purchasing@abqha.org">purchasing@abqha.org</a></b>
<b>How to obtain the RFP DOCUMENTS on the Applicable internet site</b>	<a href="https://ha.internationaleprocurement.com/">https://ha.internationaleprocurement.com/</a> Click on the “Login” button in the upper left side or Sign-Up now: As a vendor Follow the listed directions. If you have any problems in accessing or registering on the system, call customer support at (866)526-0126.
<b>Deadline to Submit Questions</b>	<b>Thursday, April 21, 2022, 2:00 pm MT.</b>
<b>How to fully respond to this RFP by submitting a proposal</b>	As directed within Section 5.0 of the RFP document, Submit 1 hard copies and 1 electronic copy via <a href="https://ha.internationaleprocurement.com/">https://ha.internationaleprocurement.com/</a> or USB. Please submit the electronic version with Tabs.
<b>PROPOSAL SUBMITAL RETURN &amp; DEADLINE</b>	<b>*Monday, May 9, 2022, 2:00 pm MT</b> Administrative Offices, 1840 University Blvd. SE, Albuquerque, NM 87106 * The electronic proposal must be uploaded to economic engine by 2pm. Hard copy proposal must be timestamped by USPS, FedEx, DHL etc. by May 9, 2022 (no time specified other than date).

**1.0 The AHA'S Reservations of Rights. AHA reserves the right to:**

**Right to Reject, Waive, or Terminate the RFP.** 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 AHA to be in its best interests.

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

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

**Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer (hereinafter, "Contractor") shall provide the services called for in this RFP.

**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 AHA Contracting Officer (CO).

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

**Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

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

**Right to Prohibit.** At any time during the RFP 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 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 CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by AHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve AHA, but not the prospective proposer, of any responsibility pertaining to such issue.

**Right to Reject - Obtaining Competitive Solicitation Documents.** The [ha.internationaleprocurement.com](http://ha.internationaleprocurement.com) Internet-based software is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the noted software. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the noted Internet-based software to obtain the documents. AHA will reject without consideration any response submitted from a firm that has not obtained the documents from the noted Internet-based software.

## 2.0 Scope of Work and Technical Specifications.

### General Scope:

Albuquerque Housing Authority has a number of existing public housing properties that the agency is seeking to rehabilitate over the next several years and has one vacant parcel that the agency plans to develop with a multi-family housing complex.

The sites are as follows but are not limited to:

- 120 La Plata NW - An existing public housing site comprised of 17 single-family and duplex buildings containing 32 housing units on a 2.72 acre site.
- 9000 Veranda Rd NE (includes 8923, 9000, 9001, 9005, 9009, 9013, 9017, and 9021 Veranda Rd NE) - An existing public housing site comprised of 21 single-family and duplex buildings containing 35 housing units on a 4.43 acre site.
- Knotts Court Landing - A vacant 3.275 acre tract of land proposed for a multi-family housing development. This lot abuts the AHA property at 120 60<sup>th</sup> Street NW.
- 120 60<sup>th</sup> Street NW - An existing public housing site comprised of 26 single-family and duplex buildings containing 42 housing units on a 4.78 acre site.

The selected Firm shall perform surveying tasks as needed at the request of AHA. The scope of work for this contract shall vary and will be requested as need arises and will be at the discretion of AHA. These tasks include but are not limited to:

- Prepare and maintain sketches, maps, reports, and legal description of surveys in order to describe, certify and assume liability for work performed.
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Direct or conduct surveys in order to establish legal boundaries for properties based on legal deeds and titles
- Record the result of surveys, including the shape, contour, location, elevation and dimension of land or land features
- Calculate heights, depths, relative positions, property lines and other characteristics of terrain
- Prepare or supervise preparation of all data, charts, plots, maps, records and document related to survey.
- Preparation of survey to ALTA standards, AIA standard and HUD surveyor standards.
- Preliminary survey to assess FEMA floodplain map accuracy.
- Preparation of survey to obtain FEMA Letter of Map Adjustment or Letter of Map Revision - Based on Fill.
- Other survey related tasks as may be assigned by AHA.

## 3.0 Proposer Responsibility pertaining to the Requirements herein.

It is the responsibility of each proposer to inform the Agency in writing during the proposal posting period (e.g. prior to the posted submittal deadline) of any requirements herein the may conflict with each other or that may be inconsistent. If the successful proposer fails to do so during the posting period and such conflict or inconsistency are discovered after the submittal deadline, the Agency

reserves the right to adjust the tasks required of the successful proposer, but there shall be no increase in costs to the successful proposer based on his/her failure to inform the Agency.

#### 4.0 Proposal Format.

##### Tabbed Proposal Submittal.

AHA intends to retain the successful qualifying proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that AHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that AHA can properly evaluate the offers received and determine responsiveness, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Numbered index dividers must separate each category. Submissions do not have a page limit. None of the proposed services may conflict with any requirement AHA has published herein or has issued by addendum.

[Table No. 3]

RFP Section	Tab No.	Description
	1	<b>Form of Proposal.</b> This Form is attached hereto as <u>Attachment A</u> 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.
	2	<b>Form HUD-5369-B (8/93), <i>Instructions to Offerors Non-Construction</i>.</b> This Form is attached hereto as <u>Attachment C</u> to this RFP document.
	3	<b>Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>.</b> This Form is attached hereto as <u>Attachment D</u> to this RFP document. This Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
	4	<b>Form HUD-5370-C General Contract Conditions Non-Construction Section I.</b> This Form is attached hereto as Attachment E to this RFP document. This document and the AHA Sample Contract Form, attached hereto as <u>Attachment E</u> , will be presented for Execution after the Procurement Evaluation Process
	5	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as <u>Attachment B</u> to this RFP document. This form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
	6	<b>Proposed Services. <i>Scope of Proposal/Technical Specifications</i>,</b> of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
		Response to Evaluation Factor No. 1, herein, the proposer’s <b>Service Fixed Fee Proposal</b> -Please submit the completed Attachment H -Service Fixed Fee Proposal Form
		Response to Evaluation Factor No. 2, herein, the proposer’s <b>Experience and Qualifications</b> . A descriptive of how the offeror has supplied expertise for similar contracts and projects, experience in public entities, multifamily and

		affordable housing marketplace. Include a copy of license to do business in state of New Mexico
		Evaluation Factor No. 3, herein, the proposer's <b>Technical Approach, Work Plan and Schedule</b> . Including brief professional resumes for the persons identified within areas (5) and (6) of <u>Attachment B, Profile of Firm Form</u> . Such information shall include the proposer's qualifications.
		Response to Evaluation Factor No. 4, herein, the proposer's <b>Past Performance</b> .
		Evaluation Factor No. 5, herein, the proposer's <b>Section 3 Procurement Preference Documentation, Attachment F</b> . Include applicable forms and provide description of qualitative activities proposer is or will perform.
	<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, to provide the services; a description of the background and current organization of the firm. May include additional resumes in this tab if needed.
	<b>8</b>	<b>Client Information.</b> The proposer shall submit a listing of former or current clients (Corporate and Manager References), including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
		The client's name;
		The client's contact name;
		The client's telephone number;
		A brief narrative description and scope of the service(s) and the dates the services were provided, including a brief narrative description of those specific services including scope; size; cost; principal elements and special features.
	<b>9</b>	<b>Equal Employment Opportunity/Supplier Diversity.</b> The bidder must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses). Identify efforts that will be performed by minority, women and small businesses and identify associated percentage of work. Please provide a copy of minority classification certification(s).
	<b>10</b>	<b>Subcontractor/Joint Venture Information.</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. Such Joint Venture firms or any major subcontractors ("major," meaning a projected 10% or more of the work).
	<b>11</b>	<b>Campaign Contribution Disclosure Form, Attachment I</b> Complete pursuant to NMSA 1978 & 13-1-19.1
	<b>12</b>	<b>Additional Services and Information.</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
		<b>No Information Placed under a Tab.</b> If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), place a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.



<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. “comb-type;” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, and then conveniently return the proposal submittal to its original condition.
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## 5.0 Submission Responsibilities.

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by AHA, including the RFP document, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of AHA requirements contained within the documents may cause that proposer to not be considered for award.

**All proposals must be submitted electronically via economic engine at the following website. <https://ha.internationaleprocurement.com/actions/login.html>, Hard copy proposal must be mailed in and time-stamped by post office or other mail carrier no later, than due date. Electronic proposal must be uploaded no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy and 1 electronic copy (uploaded to site). Please submit the electronic version with Tabs. For any issues with site please contact [larry.hancock@internationaleprocurement.com](mailto:larry.hancock@internationaleprocurement.com). The proposal submittal shall be placed unfolded in a sealed package and addressed to:**

Albuquerque Housing Authority  
Attention: Rocio Solis Sinche, Procurement Officer  
1840 University Blvd. SE  
Albuquerque, NM 87106

The package exterior must clearly denote the above noted RFP number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

**Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to AHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, AHA decides that any such entry does not changed the intent of the proposal that AHA intended to receive, AHA may accept the proposal and the proposal shall be considered by AHA 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 AHA 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.



### 5.1 Entry of Proposed Fees.

The proposed fees shall be submitted by the proposer and received by the Agency where provided within the noted Internet System and within Tab 6- Service Fixed Fee Service Proposal-Attachment H or using format in Table No. 4 below. 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: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the Agency; etc.

Please provide a quote reflecting your price per each work item, a total per property project price. The total project price shall include all professional services and all administrative costs.

[Table No. 3a]

Properties	Bid Price: ALTA Survey and Table A line items
120 La Plata NW	\$
9000 Veranda Rd NE	\$
Knotts Court Landing	\$
120 60 <sup>th</sup> Street NW	\$
Properties	Bid Price: Survey Updates per HUD Survey Instruction and Surveyor's Report (HUD Form 91073M)
120 La Plata NW	\$
9000 Veranda Rd NE	\$
Knotts Court Landing	\$
120 60 <sup>th</sup> Street NW	\$

**Task Order Process:** For work not identified above, AHA will request from the successful offeror as needed on a Firm Fixed Price/ Fixed Rate Not to Exceed basis as agreed to between AHA and the firm for each task order. AHA will issue Task Order for each project which will define the work being requested. Before the consultant may begin work, a fixed price proposal and schedule must be submitted to and approved by AHA. Each approved Task Order will outline a defined scope, deliverables, schedule and proposal amount.

### 5.2 Additional Information Pertaining to the Pricing Items.

**IMPORTANT NOTICE!!! Entry of Costs.** Proposers must submit, where provided within the noted Internet system, a total project cost as detailed within the preceding Table No. 3a. The noted Internet system will automatically perform all required calculations. Any proposer that chooses to not enter a cost will be automatically deemed nonresponsive and his/her proposal will NOT be considered.

**Review the Entry of Proposed Fees.** The Agency strongly recommends that each proposer, after entry of the proposed fees within the noted eProcurement System, print the receipt provided and review the entry to ensure that the proposer has entered the proposed fees correctly (the System will allow the proposer to immediately re-enter the System at any time prior to the posted deadline

to correct any such entry). The proposer will NOT be able to correct this entry after the posted deadline has expired, which means that the Agency will utilize such entry, correct or incorrect, to assign the points pertaining to Evaluation Factor No. 1 detailed within the following Table No. 5.

**Prior Agency Approval Required.** Please note that the successful proposer shall NOT conduct any additional work without the prior written authorization of the Agency representative (via delivery of a Task Order). Failure to abide by this directive shall release the Agency of any obligation to pay the successful proposer for any work conducted without the noted prior written authorization.

**Price Escalation.** There is no escalation of costs allowed after award. (e.g. proposers may submit an escalating fee for each fiscal year).

## **6.0 Proposer's Responsibilities – Contact with AHA.**

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the designated CO only. Proposers must not make inquiry or communicate with any other AHA 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 AHA to reject a proposal from any proposer that failed to abide by this directive.

**Addendums.** All questions and requests for information must be addressed in writing to the CO. The CO anticipates that it will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between AHA 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 to where his/her question has already been answered within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

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

Within 2 CFR 200, it states:

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

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

(2) Affirmative steps shall include:

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

- (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
- (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
- (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development AHA of the Department of Commerce; and
- (vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above in paragraphs (e)(2) (i) through (v) of this section.

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

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

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

Within our **AHA Procurement Policy**, it states that AHA will:

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

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

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

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

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

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

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

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

**Requirements.** Accordingly, please see Table No. 3, Tab 9, 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.

## 7.0 Pre-proposal Conference.

The scheduled pre-proposal conference is, pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference.

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

## 8.0 Recap of Attachments.

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

[Table 4]

Attachment	Description
	This RFP Document
A	Form of Proposal
B	Profile of Firm Form
C	Form HUD-5369-B, <i>Instructions to Offerors Non-Construction</i> .
D	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
E	Form HUD-5370-C, General Conditions Non-Construction Contracts Section I (With or Without Maintenance Work)
F	Section 3 Procurement Preference Explanation, Self-Certification and Employer certification forms and reporting forms
G	Agency Sample Contract Form. NOTE: The following contract documents Attachment E are a part of the contract and they reflect Federal (HUD) requirements and the Agency's needs. This contract and the noted 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.
H	Service Fixed Fee Proposal Form
I	Campaign Contribution Disclosure Form
J	Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys (Effective February 23, 2021)
K	Form HUD 91073M -HUD Survey Instructions and Surveyor's Report (9/30/2021)
L	Legal Description and Preliminary Site Plan - 120 La Plata
M	Legal Description and Preliminary Site Plan - 9000 Veranda
N	Legal Description and Preliminary Site Plan - Knotts Court Landing
O	Legal Description and Preliminary Site Plan - 60 <sup>th</sup> Street

## 9.0 Proposal Evaluation

**Evaluation Factors.** The following factors will be utilized by AHA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 5]

No.	Max Point Value	Factor Type	Factor Description
1	20 points	Service Fixed Fee Proposal	<p>Please complete the Attachment H Fee Quotation Form. This factor will be evaluated using the Proportional Method. The lowest price will receive the maximum price points and all other proposals will receive a proportionately lower total score based upon the following formula:</p> $(\text{lowest offeror's cost} / \text{offeror's cost proposal}) \times \text{Maximum Points Available} = \text{Offerors cost score}$ <p>Please enter all cost items into online system and complete the Attachment H- Service Fixed Fee Proposal Form</p>

2	40 points	Experience and Qualifications	<ul style="list-style-type: none"> <li>a. Provide a description of the firm's history, and other general information that describes the firm's qualifications and capacity to undertake this scope of work;</li> <li>b. Highlight any and all experience with the scopes of work and services stated specifically addressing HUD assisted multi-family housing projects;</li> <li>c. Describe the Offeror's experience working with the government sector funded projects. Provide a list of any housing authorities and public agency customers.</li> <li>d. Describe what differentiates you from your competitors.</li> </ul>
3	30 points	Technical Approach, Work Plan and Schedule	<ul style="list-style-type: none"> <li>a. Provide a brief narrative describing the firms approach to providing professional services to meet the project scope. The narrative should include, staffing assignments, personnel experience, quality control measures, logistical issues, and assumptions;</li> <li>b. Identify all staff that will be assigned to this scope of work and include a brief resume, job description and title of this person or persons.</li> <li>c. Discuss projected workload for this and other competing projects and show that the firm has the capacity to work on a project of this magnitude;</li> <li>d. Identify the proposed timeline from the issuance of a task order to completion of work.</li> </ul>
4	10 points	Past Performance	Demonstrated Successful Past Performance and actions; Including meeting cost, administration, schedules and delivery of contract work substantially similar to that required by this solicitation.
5	15 points	Section 3 Procurement Preference	<ul style="list-style-type: none"> <li>a. Employ or Hire Section 3 Workers and Section 3 Targeted Workers, provide self or employer certification of employee/applicant. (15 points)</li> <li>b. Contracting to Section 3 Business Concern (15 points). If applicable, provide certification form.</li> <li>c. Provide Hiring and Training opportunities to Section 3 Workers (10 points). Provide supportive documentation.</li> <li>d. Provide list of other opportunities to Section 3 workers, qualitative activities that your company is currently providing or will provide as listed in Section 3 Procurement Preference Explanation and Forms. (5 points)</li> </ul> <p>Note: Maximum available preference points (15 points)</p>
Total	115 points		Total Maximum Possible Points

## 10.0 Evaluation Methods

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

**Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements). NOTE: Please reference Section 4.0 herein.

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

- Instructions to Evaluators;
- Proposals;
- Written Narrative Form for each proposer;
- Recap of each proposer's responsiveness; and
- Copy of all pertinent RFP documents.

**Evaluation Committee.** AHA 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 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. The designated CO is the only person at AHA 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. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

**Potential "Best and Finals" Negotiations.** AHA 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 AHA in as timely a manner as possible.

**Determination of Top-ranked Proposer.** The subjective points awarded by the evaluation committee shall be combined to determine the final rankings, which shall be forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be awarded. Contract negotiations may, at AHA's option, be conducted prior to award.

**Notice of Results of Evaluation.** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

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



**Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the AHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the AHA evaluation committee.

## **11.0 Contract Award.**

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

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

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

**Contract Form.** AHA will not execute a contract on the successful proposer's form—contracts will only be executed on the AHA form (please see Sample Contract, Attachment G), and by submitting a proposal the successful proposer agrees to do so (please note that AHA reserves the right to amend this form as AHA deems necessary). However, AHA 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 AHA to do so; but the failure of AHA to include such clauses does not give the successful proposer the right to refuse to execute AHA's contract form. It is the responsibility of each prospective proposer to notify AHA, 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. AHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by AHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

## **12.0 HUD Forms.**

Please note that AHA 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.

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

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

Any orders issued during the effective period of this contract and not completed within the period shall be completed by the contractor within the time specified in the order. The contract shall

govern to the Contractor's and the AHA's rights and obligation with respect to that order to the same extent as if the order were completed during the contract's effective period.

**Contract Period of Performance:** One base year from date of award, with the option of four, one-year option years, the period of performance may be extended at the AHA's discretion. Contract shall not exceed 5 years.

### **13.0 Assignment of Personnel.**

AHA shall retain the right to demand and receive a change in personnel assigned to the work if AHA believes that such change is in the best interest of AHA and the completion of the contracted work.

**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 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 AHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

### **14.0 Licensing and Insurance Requirements.**

Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);

**General Liability Insurance.** An original certificate evidencing General Liability coverage, naming AHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of AHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$3,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$1,000;

**Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$3,000,000), with a deductible amount of \$1,000;

**Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000. Not applicable for this solicitation

**City/County/State Business and Legal Service Licenses.** If applicable, a copy of the proposer's business and legal services licenses allowing that entity to provide such services within the City of Albuquerque, the County of Bernalillo, and/or the State of New Mexico.

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

#### **15.0 Right to Negotiate Final Fees.**

AHA 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 during negotiations may, at AHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after AHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO, successfully concluded within (five) 5 business days, AHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

#### **16.0 Contract Service Standards.**

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

**Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to AHA within (ten) 10 workdays of notification by AHA.