

**HOUSING AUTHORITY OF CLACKAMAS COUNTY
OREGON CITY, OREGON**

**REQUEST FOR PROPOSALS
FOR
PHYSICAL CONDITION ASSESSMENT CONSULTANT
RENTAL ASSISTANCE DEMONSTRATION (RAD)
APPLICATION**

ISSUE DATE: NOVEMBER 29TH, 2017

DUE DATE: December 20th, 2017 by 5:00 PM PST
LATE PROPOSALS WILL NOT BE ACCEPTED

Healthy Families. Strong Communities.

REQUEST FOR PROPOSALS
FOR A PHYSICAL CONDITION ASSESSMENT (RPCA) CONSULTANT

The Housing Authority of Clackamas County (HACC), hereby invites qualified independent contractors to submit a bid for consulting services to produce, in accordance with the requirements of the Rental Assistance Demonstration (RAD) program of the Department of Housing and Urban Development (HUD), a RAD Physical Condition Assessment (RPCA) for each property described herein.

Issue Date: November 29th, 2017
Closing Date: 5:00 pm Wednesday, December 20th, 2017

*Proposals are to be delivered by email **ONLY** to the RFP Contact. Late submittals will not be considered.*

Submit Proposals to: Housing Authority of Clackamas County
Attention: Mary-Rain O’Meara

By email: momeara@co.clackamas.or.us

RFP Contact: *For all questions, contact:*
Mary-Rain O’Meara
Housing Development Coordinator
Housing Authority of Clackamas County
Telephone: 503-650-3140
Email: momeara@co.clackamas.or.us

I. INTRODUCTION

A. Purpose

The Housing Authority of Clackamas County (HACC) requests proposals from qualified and experienced individuals, firms or teams (“Proposers”) to provide Physical Condition Assessment services to HACC in accordance with the HUD RAD program.

B. Housing Authority of Clackamas County

The HACC is a division of the Clackamas County Department of Health, Housing and Human Services and is governed by a Board of Commissioners made up of the Clackamas County Board of Commissioners plus one Housing Authority Resident Commissioner. With an annual operating budget of approximately \$18 million, HACC maintains (545) public housing units, (1,651) Housing Choice Vouchers, and (357) units of affordable and special needs housing.

C. Project Overview

As a result of this solicitation, HACC intends to award a single contract for the provision of RPCA Services as required over the term of the contract. See Section II for a description of the required services. The contract term will be 1 year, beginning in January, 2018.

II. SCOPE OF SERVICES

A. Scope of Services

HACC currently has 100 units of existing public housing located at Hillside Manor; 2889 SE Hillside St, Milwaukie, OR 97222. Hillside Manor is a 9-story, concrete building constructed in 1970.

HACC intends to convert the entirety of Hillside Manor under the Rental Assistance Demonstration (RAD) into a project-based subsidy property. The chosen firm must generate a RPCA report in conformance with all of HUD’s requirements as part of the RAD program. The complete Scope of Work and Contractor Qualifications are detailed in Attachment G; RAD Statement of Work.

The chosen firm will be required to populate the HUD online RAD tool that was designed for the RAD program. The RPCA report must include the following sections:

1. Comparison of Traditional and Green Requirements
2. Energy Audit
3. Utility Consumption Baseline

This Scope of Work will need to be completed for the listed property not later than 90 calendar days after execution of a contract. Each firm must demonstrate its ability to meet the deadline for the RPCA Scope of Work in their proposal submission.

The selected contractor may be required to provide revisions or updates to the RPCA as needed through deliberation with the project Architect and General Contractor. This project will be seeking funding under the 9% Low Income Housing Tax Credit (LIHTC) program and the RPCA contractor may be asked to provide additional clarifications or modifications to the RPCA as the LIHTC is developed.

When performing work under the Contract, the selected Contractor must meet the highest standards prevalent in the industry most closely related to the services described below.

B. Description of Proposed Property

HACC is seeking technical assistance to produce the required RPCA as defined under HUD RAD guidelines for the following specific properties within its portfolio:

Project Name & Address	1BR Eff	1BR	2BR	ADA	Total
Hillside Manor: 2889 SE Hillside St; Milwaukie, OR	60	36	4	6	100

III. SUBMISSION REQUIREMENTS

A. Method of Solicitation

HACC is soliciting competitive proposals from qualified firms with documented track record of providing the required services through a formal Request for Proposal (RFP) process. Proposals should demonstrate detailed plans on how the Proposer intends to provide the required services in a manner that will result in the successful and timely completion of the services. In addition, the Proposal shall demonstrate the Proposer’s capacity and readiness to perform the Scope of Work immediately upon execution of a contract with HACC. The Proposal shall include evidence of the Proposer’s previous experience and qualifications relative to the provision of such services. Once selected, the successful Proposer will enter into a firm fixed-price contract agreement with HACC to perform the required scope of work.

B. Submission Requirements

The Proposer’s completed proposal shall include:

1. Minimum Requirements: To be qualified to respond, Proposers must not be debarred, suspended, or otherwise ineligible to contract with HACC, and must not be included on the General Services Administration’s “List of Parties Excluded From Federal Procurement and Non-Procurement Programs” or the Department of Housing and Urban Development’s “Limited Denial of Participation” list.

The successful Proposer must have current and active registration in the State of Oregon Business Registry and be licensed (if required by law) to perform the professional services proposal.

2. General: By submitting a bid, the bidder is agreeing to abide by all terms and conditions listed herein, including those terms and conditions with HUD Handbook 7560.8 Rev. 2, Procurement Handbook for Public Housing Agencies, dated 2/2007 and HUD Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction and if attached; HUD 5370EZ, Davis Bacon or HUD Wage Decision
3. Brevity is strongly encouraged. Respond only to items listed below and include only relevant information. The reviewers will not consider materials that are not requested below. **Limit your proposal to the equivalent of (20) single-sided pages. Page limit does not include cover letter and/or required attachments.**

Once submitted, no additions, deletions, or substitutions may be made to written proposals.

4. Format Requirements: Submittals will only be received by the RFP Contact via email. Please consider this format when assembling the submittal:
 - a. An 8.5” X 11” format, either vertical or horizontal; and
 - b. A font size no smaller than 10 points.

C. Qualifications Statement

To be considered responsive and responsible, each Proposer shall respond to the following requirements. Responses must be specific and complete unto themselves. Any submittal that, in the opinion of the HACC does not fully and completely address these requirements will not be reviewed.

1. Cover Letter: Limit letter to a maximum of two (2) pages. Introduce your firm and describe your relevant experience for the contemplated work.
2. Firm Description: A general description of the Proposer including the nature of the business or organization, a brief summary of its history, its size and organizational structure. The description should include an identification of any subcontractors proposed to be used by the Proposer and their expertise.
3. Staff Description: The name, title(s) and contact information for the following individual(s):
 - a. Those individual(s) authorized to negotiate and contractually bind Proposer. Proposals MUST be signed by an official authorized to contractually bind the Proposer.
 - b. Those individual(s) who may be contacted by HACC for purposes of clarification or the provision of additional information as necessary.
 - c. Those individual(s) to be assigned the work with HACC, including their current position with the organization, relevant project history, and the location where they conduct their work. HACC reserves the right at any time to request Contractor to remove and/or replace any assigned staff from the HACC properties.
4. Similar Project Experience: Examples of three (3) residential project sites Proposer has worked on in the past three years that best demonstrate Proposer's ability to provide the requested services. These descriptions should include a description of the project, the time frame over which services were performed, the individual(s) who worked on the project and client name.
5. Schedule: Include a description or proposed timeline of how Proposer intends to meet schedule requirements.
6. Fee Proposal: Include a fee proposal, for the Scope of Services as defined in Section II and Attachment G, and schedule that identifies the hourly billing rate for services for all staff that might be required for work under the contract resulting from this RFP. The fee schedule shall include all professional services and all administrative costs. Proposers will not be reimbursed for general overhead.
7. References: Provide (3) references, previous and/or current, including the name and title of the contact person, their mailing address, email address and phone number. If available, please provide one reference from a public housing authority or other public agency.
8. Required Forms:

The following forms must be fully completed and signed by the appropriate person and included in the qualifications package:

 - a. Lobbying Certificate (Exhibit A)
 - b. Debarment Certificate (Exhibit B)
 - c. Form HUD 5369-B: Instructions to Offerors Non-Construction (Exhibit C)
 - d. Form HUD 5369-C: Certifications & Representations of Offerors – Non-Construction Contract (Exhibit D)
 - e. Form HUD 5370-C: General Conditions for Non-Construction Contracts (Exhibit E)

IV. EVALUATION

A. Method of Award

HACC will appoint a Selection Committee to evaluate the Proposals. The Committee will evaluate written responses to the RFP and shall apply the evaluation criteria and scoring set forth below. The scores will be used to identify the highest ranked firm(s). The Committee will make its recommendation for contract award to the firm(s) determined to be the most highly qualified based on the ranking.

B. Evaluation Criteria

Criteria	Points
Experience with similar RAD PCA inspections & reports	25
Capability to meet the required inspection schedule	25
Qualifications of Firm/Staff	20
Cost	15
Oregon based firm and inspection staff	10
MBE/WBE/DBE Firm	5
Total Points	100

C. Questions and Comments

Any Proposer requiring clarification of the information must submit specific questions or comments to the RFP contact via email. **The deadline for submitting such questions is December 6^h, 2017.** If in HACC's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum that will be posted to the HACC website: <http://www.clackamas.us/housingauthority/bids.html>

Such addenda shall have the same binding effect as though contained in the main body of the Request for Proposals. Oral instructions given to prospective Proposers by HACC employees or its agents shall not bind HACC. All Addenda shall be issued by HACC not less than three (3) calendar days prior to the qualifications deadline.

D. Selection Process

HACC may, from among the range of proposals, select an offer of services that best meets its needs and requirements. It is further desired that the RFP process will ensure cost competitiveness among respondents. The HACC urges all interested parties to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the primary basis for final selection. HACC may, at its sole discretion, interview any number of Proposers prior to selection.

All proposals will be reviewed by the HACC based upon the evaluation criteria contained in this RFP. HACC will select the top firm based upon its proposal and ranking, the results of reference checks, the fee proposal (not necessarily the lowest pricing) and the effectiveness of the presentation. If a selection is not made through the initial review process, HACC may elect to interview its top choices of Proposers in order to determine which Consultant will provide the best services for the project. HACC reserves the right to conduct negotiations with one or more Proposers if, in the sole opinion of HACC, that method will provide the greatest benefit to the HACC.

The HACC anticipates the selection of a Consultant based on the following schedule:

Date	
November 29 th , 2017	RFP Issued and Available
December 6 th , 2017 by 5:00 pm PST	Final Day to submit written questions (email acceptable)
December 7 th , 2017 by 5:00 pm PST	HACC responds to questions
December 20 th , 2017 by 5:00 pm PST	Proposals due
December 30 th , 2017	Selection of top ranked firm no later then this date

V. CLARIFICATIONS AND ADDENDA

A. Minority Business (MBE) Goals

The firm submitting a proposal shall be aware of the HACC goals of consistency with Presidential Executive Orders 11625, 12138 and 12432 and Section 3 of the HUD Act of 1968. The HACC goal is to make efforts to ensure that small and minority-owned business, women’s business enterprises, labor surplus area business, and individuals or firms located in or owned in substantial part by persons residing in the area of a HACC project are used when possible.

B. Federal Wage Guideline

Some funds used for this project are derived from federal funds. Thus, certain regulatory requirements will be included in the contract for these properties, including but not limited to Federal Wage Guidelines.

C. Award of Contract; Clarification or Rejection of Proposals

HACC will evaluate proposals and will rate proposals using the scoring methodology described in Section IV of this document.

HACC reserves the right to seek clarification of the written proposals from Proposers.

HACC reserves the right to reject any and all proposals and to waive any informality in proposals received whenever such rejection or waiver is in the interest of the Housing Authority.

HACC reserves the right to reject the proposal of any Proposer including those who have previously failed to perform properly, or to complete on time, contracts of a similar nature; who is not in a position to perform the contract, or who has neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material suppliers, or employees. HACC also reserves the right to reject the proposal of any proposer listed in the current issue of “List of Parties Excluded from Federal Procurement and Non-procurement Programs” U.S. General Services Administration, Office of Acquisition Policy or listed in the HUD Limited Denial of Participation, current edition.

Professional services contracts will not have terms exceeding five years without HUD Approval.

The successful firm shall sign and file with HACC all documents necessary to the successful execution of the contract within ten calendar days after the notice of award.

D. Right to Protest

Any actual Proposer who is adversely affected or aggrieved by HACC’s award of the contract to another Proposer on the same solicitation shall have fourteen (14) calendar days after notice of intent to award has been issued to submit to the Executive Director a written protest of the award. The written protest shall specify the grounds upon which the protest is based. A protest must meet the requirements of ORS 279B.410. HACC will not entertain protests submitted after the time period established in this rule.

E. Insurance Requirements

Prior to executing a contract, the consultant team shall provide the following documents:

1. Proof of \$1,000,000 per occurrence (\$2,000,000 general aggregate) general liability insurance,
2. Proof of \$1,000,000 automobile liability insurance,
3. Proof of \$1,000,000 combined single limit per occurrence (\$2,000,000 general annual aggregate) professional errors and omissions liability insurance,
4. Proof of \$1,000,000 employers liability insurance,
5. Proof of Worker’s Compensation insurance, and

All required insurance other than Professional Liability, Worker’s Compensation, and Personal Automobile Liability shall include the “Housing Authority of Clackamas County, its agents, officers, and employees” as an additional insured.

F. Cancellation

HACC reserves the right to cancel or reject any or all Proposals, and to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in HACC’s best interest. In no event shall HACC have any liability for cancellation of award.

G. Cost of Preparation

Costs incurred by respondents in preparation of a response to this RFP shall be borne by the respondents.

H. References

HACC reserves the right to investigate references including other than those listed in the response to this RFP. Investigation may include past performance of any consultant team member with respect to its successful performance of similar projects, compliance with specifications and contractual obligations, completion or delivery of a project on schedule or on budget, and its lawful payment of subcontractors, employees, and workers. If demanded by HACC, supportive references must be furnished.

I. Confidentiality

Proposals are public records. All information submitted by respondents shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposal for which respondent requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the proposal the respondent requests exception from disclosure. Respondents shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the HACC as a result of this RFP.

VI. EXHIBITS

- A. Lobbying Certificate
- B. Debarment Certificate
- C. Form HUD 5369-B: Instructions to Offerors Non-Construction
- D. Form HUD 5369-C: Certifications and Representations of Offerors – Non-Construction Contract
- E. Form HUD 5370-C: General Conditions for Non-Construction Contracts
- F. Professional Services Contract Template
- G. Rental Assistance Demonstration (RAD) Physical Condition Assessment Statement of Work and Contractor Qualifications