

REQUEST FOR PROPOSALS

CONSTRUCTION AND GRANT MANAGEMENT SERVICES

HAMPTON HOUSING AUTHORITY

August 11, 2022

INTRODUCTION

The Housing Authority of the City of Hampton, GA is seeking proposals from qualified firms to provide construction and grant management services for a period of five (5) years in the administration and execution of funds provided under the U. S. Department of HUD's Capital Fund Program (CFP) and Community Development Block Grant (CDBG) Program. The Authority has developed an Annual Statement and Five-Year Plan as part of the Annual Agency Plan and desires to contract with a professional service firm for the administration and execution of those plans.

The Authority has traditionally approached this work by hiring an Architectural and Engineering Firm to provide design, specification, bidding, inspection, and construction close-out services and work is typically completed through a general contractor. The Authority believes it will be more cost effective to contract directly with contractors or sub-contractors (depending on the scope of work) with oversight provided by the requested firm. In addition, the firm will provide grant management services to ensure the timely obligation and expenditure of grant funds in accordance with HUD rules and regulations. The Authority expects to contract for a period of two years as permitted by HUD procurement regulations with options to extend the contract for three additional one-year periods.

PROPOSAL DUE DATE

Qualified firms should provide proposals in accordance with this Request for Proposals (RFP) no later than **5:00 p.m. on October 10, 2022** at the following location:

Ms. Shanicki Burton
Executive Director
Hampton Housing Authority
20 College Street
P. O. Box 568
Hampton, Georgia 30228
(770)946.4039

A proposal package will be available for pick-up at 20 College Street, Hampton, GA during regular business hours or downloaded from www.mcdonoughha.org. HHA regular business hours are Monday and Thursday between the hours of 8:00 a.m. and 5:00 p.m.

Interested firms shall provide one (1) original and two (2) copies of proposals by the due date listed above. Faxed proposals will not be accepted. Any proposals received after the due date will be returned unopened unless the firm can provide clear documentation that delivery was guaranteed by the due date and time. The Authority reserves the right to reject any or all proposals or waive informalities in the best interests of the agency.

SCOPE OF SERVICES

The Authority is seeking services for the administration and execution of activities planned under the CFP. It is expected that the successful firm will act as the Authority's agent in the specification, solicitation, and contracting of various work items planned under the CFP. In addition, the successful firm will be responsible for the administration of the CFP grant to ensure the timely obligation and expenditure of funds as well as the submission of all required reporting in accordance with HUD rules and regulations. Specific services that are expected to be provided are detailed below.

Work Specification and Solicitation

The successful firm will provide all work specification services required to complete the work items included in the annual and five-year plans under the CFP. The Authority expects that the work items will primarily involve renovation, site improvements and other capital improvement work for its public housing dwelling units and common facilities. The successful firm shall provide:

1. Inspection of existing conditions and the specification of work required unit renovation, site improvements and other capital improvement work. The firm shall also demonstrate that it has the capability to provide design services, if necessary, through a registered architect or registered engineer either through firm staff or through firm partnerships. Specifications must be developed in accordance with all applicable ordinances and codes.
2. Full review of the specifications with the Authority representatives including a projection of costs and timeframes for completion of work. The successful firm shall identify any issues that arise that may be inconsistent with generally accepted construction practices or generally accepted remodeling practices to allow for decisions to be made prior to solicitation resulting in minimal change orders for reasons other than the expansion of work scope.
3. Development of Invitation for Bids (IFB) and/or Request for Proposals (RFP) documents in accordance with the provisions of 24 CFR Part 85.36 and HUD Handbook 7460.8 Rev 2 (Procurement Handbook). The IFB/RFP documents must also include specifications and any other supporting drawings, sketches, or information necessary.
4. Issuance of the IFBs or RFPs as needed to accomplish the scope of work including advertisement, solicitation, receipt of proposals, and evaluation of proposals. The successful firm will provide recommendations to the Authority for contracting and will facilitate contracting between the Authority and the subcontractor(s).

Work Management

The Authority expects the successful firm to provide oversight and management of all construction activities related to the scope of work. The Authority will hire or appoint an independent Clerk-of-the-Works for daily inspections; however, the firm must coordinate activities between the Authority, contractors or subcontractor(s), and the Clerk-of-the-Works. If multiple contractors or subcontractors are utilized, the successful firm must coordinate the activities of each contractor or subcontractor to ensure that work is completed in accordance with the specifications. The successful firm shall:

1. Conduct a pre-construction meeting with the contractors and/or subcontractors and the Clerk-of-the-Works to discuss project approach, scheduling, event sequencing, and any

interdependencies between various parties. Since units will generally be occupied during construction, particular emphasis must be placed on minimizing the disruption to the residents and ensuring that care is taken in protecting resident property.

2. Oversee the Clerk-of-the-Works to ensure that inspections are completed each day, weather conditions are documented, and interviews with workers are conducted.
3. Provide interpretation or revision of specifications as dictated by legitimate construction issues identified after contract award. The successful firm shall also keep the Authority representatives fully informed of changes in specifications.
4. Certify subcontractor payrolls to ensure compliance with Davis-Bacon Wage Rates and documentation of such certification in Authority files.
6. Maintain construction files in a manner to ensure compliance with HUD regulations. The successful firm must ensure that proper controls are in place.
7. Perform periodic reviews of work with sufficient frequency to ensure that work is completed within specification.
8. Assist the Authority with the resolution of any disputes or claims from the subcontractor(s).

Grant Management

The Authority also requires the successful firm to provide grant management services in accordance with the requirements of HUD's Capital Fund Program. Activities include the monitoring of obligations and expenditures (although the Authority will make all actual payments), reporting, and grant close-out as required by rules and regulations. Services shall include:

1. Monitoring of all work items included in the grants during the service term. The successful firm shall develop a system for processing activities under the grant and provide training to the Authority staff to ensure the timely transfer of information between the Authority, the firm, contractors, and HUD.
2. Monitoring of obligations and expenditures under the grant as well as quarterly reporting through HUD'S Line of Credit Control System (LOCCS) or eLOCCS system for updating grant obligations and expenditures.
3. Processing of all payment requests for all contractors other than itself. Payments to the successful firm will be processed by the Executive Director to ensure no conflict of interest.
4. Revision of budgets, as necessary, to accommodate changes in work items, activities, and grant close-out. Revisions shall be submitted to HUD for approval as required.

CONTRACTOR REQUIREMENTS

The successful firm must be knowledgeable of modernization programs funded through the U. S. Department of HUD and demonstrate the ability to manage, execute, and monitor activities under the CFP and related funding sources. Firms shall have a track record of providing services to Public Housing Agencies and demonstrate the capability to provide the scope of services in a timely manner. Minimum

firm requirements are as follow:

1. Established firm with at least five (5) years experience in providing services to Public Housing Agencies, including experience with HUD's modernization programs such as the Comprehensive Improvement Assistance Program (CIAP), Comprehensive Grants Program (CGP), and Capital Fund Program (CFP).
2. The successful firm must have the managerial and financial capacity to provide services to the Authority for a period of up to five (5) years.
3. The successful firm must have a minimum of \$1,000,000 coverage for general liability as well as \$1,000,000 for professional liability. The Authority must be named as additionally insured under the firm's professional liability policy and evidence of the policy must be provided with the proposal.
4. The successful firm must demonstrate the ability to provide design and engineering services as dictated by the actual scope of work. The Authority does not anticipate the need for full design services, as none of the work appears to involve structural changes.
5. The firm must certify that it is not debarred or suspended from providing services to government entities.
6. The firm must provide a non-collusive affidavit and equal opportunity certification as part of its proposal.
7. **Section 3** of the Housing Community Development Act of 1968, as amended, requires that the Housing Authority, contractors, and subcontractors shall make their best efforts to give training and employment opportunities to residents of the Housing Authority as well as the surrounding area. IPA will be expected to comply with this Section 3 requirement.
8. **E-Verify:** This organization participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

PROPOSALS MUST CONTAIN THE FOLLOWING MINIMUM INFORMATION:

<i>Introduction</i>	A summary of proposal contents and overview of services to be provided.
<i>Scope of Services</i>	A detailed description of the services that will be provided under each area of this request. Any information outlining the proposed approach and methodology will assist in the evaluation of scope.
<i>Qualifications</i>	Proposer is encouraged to submit <u>relevant</u> and concise information regarding its experience and qualifications to perform the requested services. A minimum of <u>five</u> (5) PHA references must be provided for similar types of work.
<i>Certifications</i>	The firm must include a Non-Collusive Affidavit, a statement of Equal Opportunity, and a Certification of Non-Debarment in all

copies of the proposal. The original copy should include signed originals (and notarized), however, the copies may include copies of the original affidavit.

Proof of Insurance

The firm shall submit proof of general liability insurance in the amount of \$1,000,000 or more, proof of professional liability insurance in the amount of \$1,000,000 or more, and proof of Worker's Compensation Insurance in the amount required by law. Failure to submit the required Proof of Insurance will result in the automatic rejection of the proposal.

Other Items

The firm is encouraged to include additional items that demonstrate their ability to provide services in accordance with the needs of the Authority.

Fee and Payment Schedule

The proposer shall provide the Authority with a monthly fee for the requested services. Fees shall be proposed on a flat-fee basis and shall include all travel and related expenses. Fees are not inclusive of additional design, engineering, hazardous materials testing, hazardous materials abatement, or similar additional services that may be required from time to time.

PROPOSAL EVALUATION CRITERIA

The following criteria will be utilized to rank proposals:

<u>Criteria</u>	<u>Maximum Points</u>
Firm qualifications, qualifications of principle(s) and Consultant qualification	30
Approach to providing services	20
Previous experience providing the requested services to PHAs of similar size and composition	20
Ability to provide the proposed services in a professional and timely manner	20
Cost of services	10