
REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

CINCINNATI METROPOLITAN HOUSING AUTHORITY**SOLICITATION NUMBER 2019-1018****REQUEST FOR PROPOSALS****FOR****LOCKSMITH SERVICES**

DATE ISSUED	October 25, 2019
NON-MANDATORY PRE-PROPOSAL CONFERENCE	November 7, 2019, at 2:30 PM (Local Time) 1627 Western Avenue, Cincinnati, OH 45214
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than 4:00 PM local time on November 12, 2019 to procurement@cintimha.com . Responses to questions will be posted as an addendum to the website along with the other solicitation documents.
NOTICE OF INTENT TO SUBMIT	It is suggested that interested companies submit a Notice of Intent to submit a proposal to procurement@cintimha.com . By indicating your intent to submit a proposal you will receive notice of any addenda posted.
PROPOSAL SUBMITTAL RETURN & DEADLINE	<u>November 21, 2019 no later than 11:00 AM</u> local time to Cincinnati Metropolitan Housing Authority Attn: Procurement 1627 Western Avenue Cincinnati, Ohio 45214
WHAT TO SUBMIT	Submit: 1 original “hard copy” proposal; fee information in a separate envelope; contract award and acceptance, and an electronic copy of both the proposal and the fee information. The fee information should not be included in the hard copy proposal or the electronic copy of the proposal; it must be separate.

CMHA Reserves the right to modify this schedule at its discretion. Notification of changes will be made available to all interested parties via an email and/or by posting on CMHA’s website.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS REQUEST AT THE DESIGNATED OFFICE OF CINCINNATI METROPOLITAN HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

RFP Document

Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	3
	RFP Information at a Glance	3
1.0	The Authority's Motto and Gold Performance Standards	5
2.0	Economic Inclusion Participation	5
3.0	Proposal Format	6
3.1	Tabbed Proposal Submittal	6
3.2	Proposal Submission	8
4.0	Proposal Evaluation	9
4.1	Evaluation Criteria	9
4.2	Minimum Evaluation Results	10

Index of Tables

[Table No. 2]

Table	Description	Page
1	Table of Contents	2
2	Index of Tables	2
3	Attachments	3
4	Tabbed Proposal Submittal	6
5	Evaluation Criteria	9

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

INTRODUCTION

The Cincinnati Metropolitan Housing Authority (hereinafter, “CMHA” or “the Authority”) is a public entity that was formed in 1933 to provide federally subsidized housing and housing assistance to low-income families, within Hamilton County, Ohio. The Authority is headed by a Chief Executive Officer (CEO) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently has approximately 220 employees.

In keeping with its mandate to provide efficient and effective services, the Authority is now soliciting proposals from qualified, licensed and insured entities to provide the services described in the Scope of Work to the Authority. 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.

Cincinnati Metropolitan Housing Authority (CMHA) is seeking proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to provide all labor, equipment, goods, and supplies necessary to provide locksmith services on an as-needed basis for CMHA owned properties throughout Hamilton County, Ohio. This request for proposals is not an offer to buy and should not be assumed as such.

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:

[Table No. 2]

Attachment/Tab		Description
A	Reference*	Scope of Work
B	Separate Envelope	Fee Submission Form (To be submitted in a separate, sealed envelope per Sect. 3.2)
C	Reference*	General Terms and Conditions including the Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i> and Form HUD-5370-C2, <i>General Conditions for Non-Construction Contracts Section II (With Maintenance Work)</i>
D	Tab 2	Section 3 Forms, including explanation
E	Separate Envelope	Contract Award and Acceptance Form (do not fold or staple). Include with the Fee Submission Form.
F	Reference*	The Authority’s Instructions to Proposers (ITP)
G	Tab 1	Profile of Firm Form
H	Tab 1	HUD Form Packet
I	Tab 4	Professional References
J	Separate or via email	Vendor Registration Form (if not previously submitted or if updating) If the proposer has not previously registered as a vendor with CMHA or if any information has changed, then the Vendor Registration Form (<i>Attachment</i>

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

		J) must be fully executed and submitted as part of the proposal submittal or prior to the submittal. If selected for award, these forms are required in order to process purchase orders for payment.
--	--	---

*Do not include the reference attachments in your proposal.

1.0 THE AUTHORITY'S MOTTO AND GOLD PERFORMANCE STANDARDS

In 2012, the Authority implemented its motto "Being an Asset to Hamilton County" in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

<i>Respect</i>	<i>Timely</i>	<i>Exceptional</i>	<i>Initiative</i>
<i>Excellent</i>	<i>Quality</i>	<i>Accurate</i>	<i>Integrity</i>
<i>Value</i>	<i>Creativity</i>	<i>Accountability</i>	<i>Professionalism</i>

It is the Authority's intent to procure services from a contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The contractor's proposal and overall presentation will be a direct reflection of their understanding of the Authority's Gold Performance Standards, i.e. quality, creativity and professionalism that the Authority may expect of the contractor as evaluated in the Gold Performance Standard Evaluation Factor.

2.0 ECONOMIC INCLUSION PARTICIPATION

The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.

- Minority-Owned Business Enterprise:
 - General Construction: 20%
 - Professional Services: 12%
 - Material/Supplies: 5%
- Women-Owned Business Enterprise goal 5%
- Section 3 Business Concerns:
 - Construction Contracts goal 15%
 - Non-Construction Contracts 5%

In furtherance of Section 3 initiatives, 30% of any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Residents to the greatest extent feasible.

Within Tab 2, the proposer must complete and submit *Attachment D*, Section 3 forms and any applicable MBE/WBE/SBA certification.

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

3.0 PROPOSAL FORMAT

3.1 Tabbed Proposal Submittal: The Authority intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis ("Best Value," in that the Authority will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the Authority can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

[TABLE 4]

Tab	Form	Description
1	Form of Proposal: <u>Attachment G</u>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
1	HUD Form Packet: <u>Attachment H</u>	<p>The following forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal:</p> <ul style="list-style-type: none"> • Form HUD 5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i> • Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i> • Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i> • Standard Form LLL <i>Disclosure Form to Report Lobbying (if required per HUD 50071)</i> <p><i>NOTE: These forms may be completed electronically and then printed or printed and completed by hand.</i></p>
1	Profile of Firm Form: <u>Attachment</u>	This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
2	Section 3 Business Preference Documentation: <u>Attachment D</u>	<p>The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.</p> <ul style="list-style-type: none"> ➤ Minority-Owned Business Enterprise: <ul style="list-style-type: none"> ○ General Construction: 20% ○ Professional Services: 12% ○ Material/Supplies: 5% ➤ Women-Owned Business Enterprise goal 5% ➤ Section 3 Business Concerns: <ul style="list-style-type: none"> ○ Construction Contracts goal 15%

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

		<p style="text-align: center;">○ Non-Construction Contracts 5%</p> <p>In furtherance of Section 3 initiatives, 30% of any hiring or training opportunities that are generated through this contract agreement should be provided to Section 3 Residents to the greatest extent feasible.</p> <p>Within Tab 2, the proposer must complete and submit <i>Attachment D</i>, Section 3 forms and any applicable MBE/WBE/SBA certification.</p>
3	Proof of Insurance and Licensing	<p>The proposer must provide current proof of insurance and licensing requirements. See Section 5.4. The proposer shall provide the following certificates evidencing the coverage amounts :</p> <ul style="list-style-type: none"> • Workers Compensation & Employer's Liability • General Liability • Automobile • Professional Liability and/or Errors and Omissions • Registration with the State of Ohio and/or City of Cincinnati • If licensing is required for the service, include applicable licenses
4	Technical Proposal	
4a	Relevant Experience & Past Performance	<p>Relevant Experience & Past Performance:</p> <ul style="list-style-type: none"> - Provide a brief biography of the company including: the year the firm was established, the year the firm was established in Ohio, any former names and year established (if applicable), and the name of parent company and date acquired (if applicable) - Identify principals/partners in the firm including their name, title, % of ownership, and a brief professional resume for each - Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on the project(s); please submit a brief resume for each (do not duplicate any resumes required above) - Describe past performance and experience relevant to the services described in this RFP. - Describe the end results based on your past performance and experience and what CMHA should expect if you were awarded this contract. - Describe any lessons learned related to this RFP.
	Professional References <u>Attachment I</u>	<p>The proposer shall submit a listing of 5 former or current professional references for which the proposer has performed similar or like services to those being proposed herein within the past year. You <u>must</u> reference any previous work performance for the Authority, however, CMHA should not be listed as more than one of your references. It is reasonable to assume the Authority will contact references. The listing shall, at a</p>

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

		<p>minimum, include:</p> <ul style="list-style-type: none">• The client's name,• The client's contact name,• The client's address,• The client's telephone number and email address,• The Client's Business Name (if applicable), and <p>A brief description and scope of the service(s) and the dates the services were provided.</p> <p>Do not use family members as references.</p>
4b	Management Plan	<p>The proposer must submit a concise description of its managerial and staff capacity to deliver the proposed services, including brief professional resumes for the persons identified to work on this project. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.</p> <p>Describe the methodology you would use for these services.</p>
4c	Quality Plan	<p>Describe your plan or procedure to monitor employees and subcontractor performance to assure quality if awarded a contract.</p>
5	Equal Employment Opportunity	<p>The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.</p>
6	Subcontractor/Joint Venture Information (If Applicable):	<p>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 proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. At a minimum, the following forms must be submitted for the subcontractor:</p> <ul style="list-style-type: none">• HUD Packet of forms• Profile of Firm Form• Section 3 forms• Licensing and Insurance
7	Other Information (Optional)	<p>The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation.</p>

3.1.1.1 If no information is to be placed under any of the above noted tabs (especially the "Optional"), please place thereunder a statement such as "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

3.2 Proposal Submission: All proposals must be submitted and time-stamped received in the designated the Authority office by no later than the submittal deadline stated herein

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

(or within any ensuing addendum). A total of 1 original signed proposal which shall have a cover and extending tabs shall be placed unfolded in a sealed package along with the separate fee information, the executed Contract Award and Acceptance and electronic copies of the proposal and fee information and addressed to

Cincinnati Metropolitan Housing Authority
Attention: Procurement Officer
1627 Western Avenue
Cincinnati, OH 45214

The electronic copy should include at least two files: one for the proposal and one for the fee information. However, the proposal may be in more than one electronic file. The package exterior must clearly denote the RFP number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted. Please label the electronic copy with at a minimum the solicitation number and the proposer's name.

4.0 PROPOSAL EVALUATION:

Each Proposal submittal will be evaluated based upon the following information and criteria.

- 4.1 Evaluation Criteria:** The evaluation panel will use both objective and subjective criteria 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	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	25%	The Proposed Fees to provide the services required
2	0-5	20%	Relevant Experience & Past Performance
3	0-5	15%	Management Plan
4	0-5	10%	Quality Plan
5	0-5	5%	Gold Performance Standards The Proposer's clear demonstration and understanding of THE AUTHORITY'S MOTTO and GOLD PERFORMANCE STANDARDS through the firm's proposal as a direct reflection of the type of product the Authority may expect from the proposer. <ul style="list-style-type: none">• Legible and readable• No spelling or grammar errors• All required information is provided

REQUEST FOR PROPOSALS (RFP) NO. 2019-1018

			<ul style="list-style-type: none"> Information is in correct sequence
		75%	Sub-Total Points (Other than Preference Points)

4.1.1 Interview: Those Contractors with scores closest to 65% in categories one through five may be asked to participate in the second stage, consisting of the sixth factor: Any and all interviews are at the sole discretion of the Authority.

6	0-5	10%	Appear and Participate in an <u>Interview with the Authority</u> to discuss qualifications and proposal. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews.
		85%	Total Points (other than preference points)

4.1.2 Additional Evaluation Factors: The following factors will be utilized by the PO to evaluate Economic Inclusion Points for each proposal received. It is important to note that the Economic Inclusion Points are not a requirement of this solicitation, but are simply additional points available to the proposers. No proposal will be rejected for not receiving any additional points.

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	Economic Inclusion Participation: A firm may qualify for Section 3 status as detailed within <u>Attachment D</u> and may also qualify as a DBE/MBE/WBE and SBE as certified by the City of Cincinnati, the State of Ohio MBE/WBE registration board and/or any other governmental certification entity. (Note: a maximum of 15 economic inclusion points may be awarded.)
7a	5 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
7b	3 points		Category III & IV: As detailed in <i>Attachment D</i> .
7c	10 points		Demonstrative Section 3 Action Plan
	15 points		Maximum Economic Inclusion Points

100	Total Possible Points
-----	------------------------------

4.2 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the total possible points detailed above).