

**REQUEST FOR PROPOSALS (RFP) NO. 2020-5001**

---

**CINCINNATI METROPOLITAN HOUSING AUTHORITY**

**SOLICITATION NUMBER 2020-5001**

**REQUEST FOR PROPOSALS**

**FOR**

**CONTRACT LABOR SERVICES**

DATE ISSUED	September 14, 2020
NON-MANDATORY PRE-PROPOSAL CONFERENCE	None.
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than <b>4:00 PM</b> local time on <b>September 21, 2020</b> to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> . 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 <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> . By indicating your intent to submit a proposal you will receive notice of any addenda posted.
PROPOSAL SUBMITTAL RETURN & DEADLINE	<b><u>October 6, 2020 no later than 11:00 AM</u></b> local time by email only to: <a href="mailto:Procurement@cintimha.com">Procurement@cintimha.com</a>
WHAT TO SUBMIT	Submit via email: 1 or more files for the proposal; 1 separate file with only the Fee Submittal Form, and 1 separate file with only the Contract Award and Acceptance Form.

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. 2020-5001

---

### 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 (including Touchstone Property Services and other related entities) 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.

The Authority, Touchstone Property Services (TPS), and other related entities (hereinafter “CMHA” or “the Authority”) are seeking proposals from Contractors with professional competence, experience and licensing that demonstrate the vendor’s abilities to provide Contract Labor Services on an as-needed basis.

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

Attachment/Tab		Description
<b>A</b>	<b>Reference*</b>	Scope of Work
<b>B</b>	<b>Separate email file</b>	Fee Submission Form
<b>C</b>	<b>Reference*</b>	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>
<b>D</b>	<b>Tab 2</b>	Section 3 Forms, including explanation
<b>E</b>	<b>Separate email file</b>	Contract Award and Acceptance Form
<b>F</b>	<b>Reference*</b>	The Authority’s Instructions to Proposers (ITP)
<b>G</b>	<b>Tab 1</b>	Form of Proposal
<b>H</b>	<b>Tab 1</b>	HUD Form Packet
<b>I</b>	<b>Tab 4</b>	Professional References
<b>J</b>	<b>Separate email file</b>	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 J</i> ) 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.

CINCINNATI METROPOLITAN HOUSING AUTHORITY

Solicitation 2020-5001

Page 2 of 8

## 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 20%
  - 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.

## 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
-

**REQUEST FOR PROPOSALS (RFP) NO. 2020-5001**

---

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 and labeled with the corresponding tab reference also noted below. Separate electronic files may be utilized (and labeled) for each Tab. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum.

<b>Tab</b>	<b>Form</b>	<b>Description</b>
<b>1</b>	<b>Form of Proposal: <u>Attachment G</u></b>	This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
<b>1</b>	<b>HUD Form Packet: <u>Attachment H</u></b>	The following forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal: <ul style="list-style-type: none"> <li>• Form HUD 5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i></li> <li>• Form HUD 2922 <i>Certification Regarding Debarment and Suspension</i></li> <li>• Form HUD 50071 <i>Certification of Payments to Influence Federal Transactions</i></li> <li>• Standard Form LLL <i>Disclosure Form to Report Lobbying (if required per HUD 50071)</i></li> </ul>
<b>2</b>	<b>Section 3 Business Preference Documentation: <u>Attachment D</u></b>	Within Tab 2, the proposer must complete and submit <i>Attachment D</i> , Section 3 forms and any applicable MBE/WBE/SBA certification.
<b>3</b>	<b>Proof of Insurance and Licensing</b>	The proposer must provide current proof of insurance and licensing requirements. See Section 12 of the General Terms and Conditions ( <i>Attachment C</i> ). The proposer shall provide the following certificates evidencing the coverage amounts : <ul style="list-style-type: none"> <li>• Workers Compensation &amp; Employer’s Liability</li> <li>• General Liability</li> <li>• Automobile</li> <li>• Registration with the State of Ohio and/or City of Cincinnati</li> <li>• If licensing is required for the service, include applicable licenses</li> </ul>

**REQUEST FOR PROPOSALS (RFP) NO. 2020-5001**

4	<b>Technical Proposal</b>	
4a	<b>Demonstrated Quality/ Past Performance Record/Experience</b>	The <b>Demonstrated Quality of Performance and Past Record of Professional Experience</b> in undertaking assignments similar to those described in the Scope of Work. Include Attachment I-Professional References in this section.
	<b>Professional References</b> <u><i>Attachment I</i></u>	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 must 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 minimum, include: <ul style="list-style-type: none"> <li>• The client’s name,</li> <li>• The client’s contact name,</li> <li>• The client’s address,</li> <li>• The client’s telephone number and email address,</li> <li>• The Client’s Business Name (if applicable), and</li> <li>• A brief description and scope of the service(s) and the dates the services were provided.</li> </ul> <p><b>Do not use family members as references.</b></p>
4b	<b>Completeness of Proposal/ Grasp of Expectations</b>	The <b>Completeness of Proposal and Demonstrated Grasp of Performance Expectations</b> of services to be performed under the Scope of Work. <ul style="list-style-type: none"> <li>• Provide an estimate of the turnaround time for an assignment from request to fulfillment.</li> <li>• Indicate your policy on addressing situations where CMHA deems an assigned employee to be unacceptable.</li> <li>• Indicate your policy concerning lunch breaks and accommodations for religious practices, for assigned temporary employees. Contractor’s policy shall be flexible to follow the CMHA policies about this topic.</li> <li>• Indicate the size of your general clerical, maintenance, and specialty resource pools.</li> </ul>
4c	<b>Quality Plan</b>	Describe your plan or procedure to monitor employees and subcontractor performance if awarded a contract. <ul style="list-style-type: none"> <li>• Provide a sample copy of the Quality Control Evaluation form used to measure your employee’s performance while on assignment at CMHA. Include your firm’s policy and timelines regarding issuance of these forms.</li> </ul>
4d	<b>Managerial Capacity/ Financial Viability</b>	<b>Managerial Capacity/Financial Viability:</b> The proposer entity must submit a concise description of its managerial and financial capacity to deliver the proposed services.

**REQUEST FOR PROPOSALS (RFP) NO. 2020-5001**

		<ul style="list-style-type: none"> <li>• Provide the names and telephone numbers of persons directly responsible for providing the services on a day-to-day basis including brief professional resumes</li> <li>• Provide a brief general overview of the firm/individuals overall capabilities, history and background including when established, organizational structure, names of general partners, main and branch office locations, etc.</li> <li>• Provide or detail the specialized services available through your firm and indicate any NOT available.</li> <li>• Indicate your firm’s ability to respond to requests for assistance following short notice and within abbreviated timelines and to provide the requested personnel the same day the request is received.</li> </ul>
<b>5</b>	<b>Equal Employment Opportunity</b>	The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
<b>6</b>	<b>Subcontractor/Joint Venture Information (If Applicable):</b>	<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"> <li>• HUD Packet of forms</li> <li>• Section 3 forms</li> <li>• Licensing and Insurance</li> </ul>
<b>7</b>	<b>Other Information (Optional)</b>	The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation.

**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 emailed to the designated Authority office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signed proposal which shall consist of one or several files, along with the fee information in a separate electronic file and the executed Contract Award and Acceptance in a separate electronic file addressed to

[procurement@cintimha.com](mailto:procurement@cintimha.com)

**REQUEST FOR PROPOSALS (RFP) NO. 2020-5001**

**The electronic copy should include at least three files: one for the proposal; one for the fee information; and one for the contract award and acceptance.** However, the proposal may be in more than one electronic file. The subject line of the email must clearly denote the RFP number and must have the proposer’s name. Proposals received after the published deadline will not be accepted.

**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.

<b>NO</b>	<b>POINTS</b>	<b>WEIGHTED AVERAGE</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>0-5</b>	<b>30%</b>	The <b>Proposed Fees</b> to provide the services required
<b>2</b>	<b>0-5</b>	<b>25%</b>	The <b>Demonstrated Quality of Performance and Past Record of Professional Experience</b> in undertaking assignments similar to those described in the Scope of Services.
<b>3</b>	<b>0-5</b>	<b>20%</b>	The <b>Completeness of Proposal and Demonstrated Grasp of Performance Expectations</b> of services to be performed under the Scope of Work.
<b>4</b>	<b>0-5</b>	<b>10%</b>	<b>Quality Plan-</b> Describe your plan or procedure to monitor employees and subcontractor performance if awarded a contract.
<b>5</b>	<b>0-5</b>	<b>10%</b>	The <b>Managerial Capacity/Financial Viability</b> of the firm including a concise description of its managerial and financial capacity to deliver the proposed services.
<b>6</b>	<b>0-5</b>	<b>5%</b>	<p><b>Gold Performance Standards</b>                      The Proposer’s clear demonstration and understanding of <b>THE AUTHORITY’S MOTTO and GOLD PERFORMANCE STANDARDS</b> through the firm’s proposal as a direct reflection of the type of product the Authority may expect from the proposer.</p> <ul style="list-style-type: none"> <li>• Legible and readable</li> <li>• No spelling or grammar errors</li> <li>• All required information is provided</li> <li>• Information is in correct sequence</li> </ul>
		<b>90%</b>	<b>Sub-Total Points (Other than Preference Points)</b>

**REQUEST FOR PROPOSALS (RFP) NO. 2020-5001**

---

**4.1.1 Interview:** Those Contractors with scores closest to 90% in categories one through six 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.

<b>7</b>	<b>0-5</b>	<b>10%</b>	Appear and Participate in an <b><u>Interview with the Authority</u></b> to discuss qualifications and proposal. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews.
		<b>100%</b>	<b>Total Points (other than preference points)</b>

**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
<b>8</b>		<b>Objective</b>	<b>Economic Inclusion Participation:</b> 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.)
<b>8a</b>	5 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
<b>8b</b>	3 points		Category III & IV: As detailed in <i>Attachment D</i> .
<b>8c</b>	10 points		Demonstrative Section 3 Action Plan
	<b>15 points</b>		<b>Maximum Economic Inclusion Points</b>

<b>115</b>	<b>Total Possible Points</b>
------------	------------------------------

**4.2 Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 75 points (of the total possible points detailed above).