



TOUCHSTONE PROPERTY SERVICES, INC.

SOLICITATION NUMBER TP21-1002

REQUEST FOR PROPOSALS

FOR

## WASTE COLLECTION SERVICES

DATE ISSUED	February 12, 2021
NON-MANDATORY PRE-PROPOSAL CONFERENCE	A Zoom meeting is scheduled for 3:00 PM on February 18, 2021. If interested, contact Procurement at <a href="mailto:Procurement@cintimha.com">Procurement@cintimha.com</a> for call-in details.
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than <b><u>11:00 AM</u></b> local time on <b><i>February 25, 2021</i></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.
PROPOSAL SUBMITTAL RETURN & DEADLINE	<b><u>March 11, 2021 no later than 11:00 AM</u></b> local time to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> .
WHAT TO SUBMIT	Submit: 1 electronic proposal; 1 electronic Fee Submittal Form, and 1 electronic Contract Award and Acceptance Form. Each file must be a separate electronic file. All files may be delivered in the same email. All files must be in .pdf format. Photographs will not be accepted.

TPS 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 TPS ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. TPS WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE DELIVERY MANNER CHOSEN BY THE RESPONDENT OR CAUSED BY ANY OTHER OCCURRENCE.**

TOUCHSTONE PROPERTY SERVICES

## INTRODUCTION

Touchstone Property Services, Inc. hereby solicits and requests proposals from qualified contractors to provide Waste Collection Services. This request for proposal is not an offer to buy and should not be assumed as such. The award will be made to the most responsive, responsible contractor(s) who submits the most technically acceptable proposal and meets the overall criteria.

Touchstone Property Services, Inc. is an instrumentality of the Cincinnati Metropolitan Housing Authority (CMHA). CMHA is a metropolitan housing authority organized and existing under Ohio Revised Code §3735.27, et seq., and is governed by the U.S. Housing Act of 1937, as amended, and subject to regulations under Title 2 and Title 24 of the Code of Federal Regulations.

TPS is seeking proposals from qualified, licensed and insured entities to provide Waste Collection Services.

*TPS reserves the right to award the contract to multiple Offerors. This Request for Quotes is a combination of solicitations for multiple properties; separate contracts will be awarded for each property. Contracts may have different durations. See the fee submission forms for the properties.*

*It shall be clearly understood that all services requested in this QSP are on an “as needed basis” and that the values referred to in response to this QSP in no way constitute a guarantee of the level of effort that may be requested of the successful Offeror(s), or guarantee a certain value.*

**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/Section		Description
<b>A</b>	<b>Reference*</b>	Scope of Work
<b>B</b>	<b>Separate Attachment</b>	Fee Submission Form
<b>B.1</b>	<b>Separate Attachment</b>	Waste Collections Locations
<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) and II (With Maintenance Work)</i>
<b>D</b>	<b>Section 2</b>	Section 3 Forms

<b>E</b>	<b>Separate Electronic File</b>	Contract Award and Acceptance Form. (Email with the Fee Submission Forms as separate attachment.)
<b>F</b>	<b>Reference*</b>	TPS's Instructions to Proposers (ITP)
<b>G</b>	<b>Section 1</b>	Form of Proposal
<b>H</b>	<b>Section 1</b>	HUD Form Packet
<b>I</b>	<b>Section 4</b>	Professional References
<b>J</b>	<b>Electronic File or via email</b>	Vendor Registration Form (if not previously submitted or if updating)  <i>If the proposer has not previously registered as a vendor with CMHA/TPS or if any information has changed, then the Vendor Registration Form (Attachment 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.</i>

\*Do not include the reference attachments in your proposal.

## 1.0 CMHA's MOTTO AND GOLD PERFORMANCE STANDARDS

In 2012, CMHA 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 TPS'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 Gold Performance Standards, i.e. quality, creativity and professionalism that TPS may expect of the contractor as evaluated in the Gold Performance Standard Evaluation Factor.

## **2.0 ECONOMIC INCLUSION PARTICIPATION**

TPS 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 Section 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 Proposal Submittal:** TPS intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that TPS will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that TPS 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 electronic-numbered index dividers and labeled with the corresponding section reference also noted below. None of the proposed services may conflict with any requirement TPS has published herein or has issued by addendum.

Section	Form	Description
<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 section as a part of the proposal submittal.

<b>1</b>	<b>HUD Form Packet: <u>Attachment H</u></b>	<p>The following forms must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal:</p> <ul style="list-style-type: none"> <li>• Form HUD 5369-C <i>Certifications and Representations of Proposers, 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>	<p>Within Section 2, the proposer must complete and submit <i>Attachment D</i>, Section 3 forms and any applicable MBE/WBE/SBA certification.</p>
<b>3</b>	<b>Proof of Insurance and Licensing</b>	<p>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 :</p> <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>
<b>4</b>	<b>Proposed Services:</b>	<p>As more fully detailed within Attachment A - <i>Scope of Work</i>, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:</p>
	<b>Evaluation Factor No. 2:</b>	<p><b>Approach and Understanding of the Task</b> – Proposal shall describe the Contractor's interest, understanding and commitment to the proposed contract with an explanation of how the Contractor will approach the various tasks, including a timeline, methods and sources.</p>
	<b>Evaluation Factor No. 3:</b>	<p><b>Project Management Ability</b> - The Contractor shall address the management plan for oversight of all services and the coordination with TPS to include resolution of concerns and to provide service in a timely fashion. The Contractor shall provide the organizational structure including the staff's expertise and dispatching capabilities. The proposer's ability to form</p>

		successful working relationships and to effectively communicate is of the essence.
	<b>Evaluation Factor No. 4:</b>	<b>Fleet and equipment</b> – The Contractor shall describe the fleet and equipment available to service a contract of this size in addition to Contractor’s current accounts and the maintenance schedule for its equipment. Equipment for additional services, if proposed, shall be included. A plan indicating the various sites at which waste will be disposed shall be included.
	<b>Evaluation Factor No. 5:</b>	<b>Past Performance</b> – A list of references should highlight at least three (3) recent projects of a similar nature, magnitude and complexity; references must include telephone number and affiliation, as well as a brief explanation of referenced work. The Contractor shall indicate the individuals on staff who had responsibility for each project and whether or not these people are still employed by the contractor. Describe the ability to remain on schedule, cooperation with owner, safety record, timely coordination, minimum number of deficiencies/complaints, commitment to excellence in workmanship and professionalism. The nature and scope of the past performance and/or contract issues shall include the method of resolution.
<b>5</b>	<b>Equal Employment Opportunity</b>	The proposer must submit under this Section 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 Sections 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>• Profile of Firm Form</li> <li>• Section 3 forms</li> <li>• Licensing and Insurance</li> </ul> <p>Label forms clearly to indicate whether they are for the contractor or subcontractor.</p>
<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 TPS in its evaluation.

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

**3.2 Proposal Submission:** All proposals must be submitted and received by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signed proposal which may consist of one or several files, along with the fee information in a separate file, and the executed Contract Award and Acceptance in a separate file emailed to

Touchstone Property Services  
procurement@cintimha.com

**The electronic copy should include at least three files: one (or more) 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 cover email(s) must clearly denote the RFP number and the body of the email 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.

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	30%	The <b>Proposed Fees</b> to provide the services required
2	0-5	15%	<b>Approach and Understanding of the Task</b>
3	0-5	20%	<b>Project Management Ability</b>
4	0-5	10%	<b>Fleet and equipment</b>
5	0-5	10%	<b>Past Performance</b>



<b>6</b>	<b>0-5</b>	<b>5%</b>	<b>Gold Performance Standards</b> The Proposer's clear demonstration and understanding of CMHA's <b>MOTTO and GOLD PERFORMANCE STANDARDS</b> through the firm's proposal as a direct reflection of the type of product TPS may expect from the proposer. <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>

**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 TPS.

<b>7</b>	<b>0-5</b>	<b>10%</b>	Appear and Participate in an <b><u>Interview with TPS</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.

<b>NO.</b>	<b>MAX POINT VALUE</b>	<b>FACTOR TYPE</b>	<b>FACTOR DESCRIPTION</b>
<b>7</b>		<b>Objective</b>	<b>Economic Inclusion Participation:</b> A firm may qualify for Section 3 status as detailed within <b><u>Attachment D</u></b> 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>7a</b>	5 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
<b>7b</b>	3 points		Category III & IV: As detailed in <i>Attachment D</i> .
<b>7c</b>	10 points		Demonstrative Section 3 Action Plan
	<b>15 points</b>		<b>Maximum Economic Inclusion Points</b>

	<b>100</b>	<b>Total Possible Points</b>
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- 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).