CINCINNATI METROPOLITAN HOUSING AUTHORITY

SOLICITATION NUMBER 2022-1001
REQUEST FOR PROPOSALS

FOR

Grounds Maintenance and General Facilities Maintenance Services

DATE ISSUED	October 7, 2022
NON-MANDATORY PRE-PROPOSAL CONFERENCE	A Pre-proposal meeting is set up for 10:00 AM – 12:00 PM on Wednesday, October 20, 2021 in the Auditorium at 1635 Western Avenue. Attendees must wear facial masks due to COVID concerns.
SITE VISIT	Required on your own
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than **4:00 PM** local time on **October 21, 2021,** 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	**November 2. 2021, no later than 11:00 AM** local time to Procurement@cintimha.com
WHAT TO SUBMIT	Submit: 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. Photos and links to files will not be accepted.

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 PROPOSER. 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.

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 205 employees, owns and/or manages over 5000 affordable housing units, and administers rental assistance for almost 12,000 privately owned rental units through the Section 8 HCV programs.

CMHA is seeking proposals from qualified companies to provide all labor, materials, equipment, supplies and services to maintain the grounds at designated CMHA Properties unless specified (e.g., plantings). Grounds services may include mowing, landscape bed maintenance, turf and weed control, and/or other related services.

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.

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
A	**Reference***	Scope of Work
B	**Separate Electronic File**	Fee Submission Form
C	**Reference***	General Terms and Conditions including the Form HUD-5370-C1, *General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work) and Additional Terms and Conditions for Legal Services*
D	**Section 2**	Section 3 Forms
E	**Separate Electronic File**	Contract Award and Acceptance Form. Include with the Fee Submission Form.
F	**Reference***	The Authority's Instructions to Proposers (ITP)
G	**Section 1**	Form of Proposal
H	**Section 1**	HUD Form Packet
I	**Separate Electronic File 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 (*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.
J	**Section 4**	Professional Performance Assessment
K	**Reference***	Grounds Maintenance Punch Lists

*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:

Respect	*Timely*	*Exceptional*	*Initiative*
Excellent	*Quality*	*Accurate*	*Integrity*
Value	*Creativity*	*Accountability*	*Professionalism*

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: meet or exceed applicable benchmarks set by HUD

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

Within Section 2 of the proposal, 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: 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 dividers and labeled with the corresponding section reference also noted below. Separate electronic files may be utilized (and labeled) for each Section. None of the proposed services may conflict with any requirement the Authority has published herein or has issued by addendum

Section	Form	Description
1	**Form of Proposal:** ***Attachment G***	This 1-page Form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.
1	**HUD Form Packet:** ***Attachment H***	The following forms must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal: • Form HUD 5369-C C*ertifications and Representations of Proposers, Non-Construction Contract* • Form HUD 2922 *Certification Regarding Debarment and Suspension* • Form HUD 50071 *Certification of Payments to Influence Federal Transactions* • Standard Form LLL *Disclosure Form to Report Lobbying (if required per HUD 50071)*
2	**Section 3 Business Preference Documentation:** ***Attachment D***	Within Section 2, the proposer must complete and submit *Attachment D*, Section 3 forms and any applicable MBE/WBE/SBA certification.
3	**Proof of Insurance and Licensing**	The proposer must provide current proof of insurance and licensing requirements. See Section 12 of the General Terms and Conditions *(Attachment C)*. The proposer shall provide the following certificates evidencing the coverage amounts : • Workers Compensation & Employer's Liability • General Liability • Automobile

		• Registration with the State of Ohio and/or City of Cincinnati • If licensing is required for the service, include applicable licenses
4	**Proposed Services:** ***Attachment J***	Complete the Professional Performance Assessment (*Attachment J)* and provide any requested documentation in the noted Sections. *Please note that Attachment J includes a Clear, Save and Print Button at the bottom of the last page.* If your response exceeds the space provided, please note and continue your response on a separate page.
5	**Equal Employment Opportunity**	The proposer must submit under this Section a copy of its Equal Opportunity Employment Policy.
6	**Subcontractor/Joint Venture Information (If Applicable):**	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: • Contractor's business name, contact name, address, email address, phone number • HUD Packet of forms • Section 3 forms • Licensing and Insurance
7	**Other Information (Optional)**	The proposer may include hereunder any other general information that the proposer believes is appropriate to assist CMHA in its evaluation. If submitting a Vendor Registration Form (Attachment I), place it here.

3.1.1 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 emailed and received in via the email address provided below 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 and emailed to

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	35%	The **PROPOSED COSTS** to provide the services requested.
2	0-5	15%	**MANAGERIAL CAPACITY AND RELEVEANT EXPERIENCE**
3	0-5	15%	**MANAGEMENT AND QUALITY PLANS**
4	0-5	10%	**EQUIPMENT LISTING AND SCHEDULE**
5	0-5	10%	**PAST PERFORMANCE: REFERENCES**
6	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. • Legible and readable • No spelling or grammar errors • All required information is provided • Information is in correct sequence • Overall Presentation
		90%	**Sub-Total Points (Other than Preference Points)**

4.1.1 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 ***Attachment D*** 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.
	10 points		Demonstrative Section 3 Action Plan

	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 65 points (of the total possible points detailed above).