TOUCHSTONE PROPERTY SERVICES

SOLICITATION NUMBER TP22-1013

REQUEST FOR PROPOSALS

FOR

WORK ORDER SERVICES

DATE ISSUED	**4/26/22**
NON-MANDATORY PRE-PROPOSAL CONFERENCE	Not applicable.
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than **11:00 AM** local time on **May 5, 2022** 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	**May 12, 2022 no later than 11:00 AM** local time to procurement@cintimha.com.
WHAT TO SUBMIT	Submit: 1 electronic proposal; 1 electronic fee information form; and 1 electronic contract award and acceptance form. The 3 electronic files will be separate files. The 3 electronic files will be in .pdf format. Photographs and links to files 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 TOUCHSTONE PROPERTY SERVICES 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.

INTRODUCTION

Touchstone Property Services, Inc. (TPS) hereby solicits and requests proposals from qualified contractors to provide Preventative Maintenance Plan preparation. This request 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 or The Authority). 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.

In keeping with its mandate to provide efficient and effective services, TPS is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services to TPS. 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 Sections I (With or without Maintenance Work) and II (With Maintenance Work)*
D	**Section 2**	Section 3 Forms
E	**Separate Electronic File**	Contract Award and Acceptance Form. Include with the Fee Submission Form.
F	**Reference***	TPS's Instructions to Proposers (ITP)
G	**Section 1**	Form of Proposal
H	**Section 1**	HUD Form Packet
I	**Section 4**	Professional References
J	**Separate Electronic File or via Separate 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.

*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 that 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: 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. Separate electronic files may be utilized (and labeled) for each section. None of the proposed services may conflict with any requirement TPS 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 Offerors, 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 • 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	**Evaluation Factor No. 2:**	**Relevant Experience & Past Performance**: Provide evidence of past performance and experience in all phases of work order services specific to the services for which you are submitting a proposal (for example, all services or just

		carpentry and plumbing). List the number of years and various projects that reflect vendor's relevant experience in work order services. Attachment I – Professional References will also be utilized in the evaluation of this factor.
4b	**Evaluation Factor No. 3:**	**Management Plan:** The proposer must submit a concise description of its managerial 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.
4c	**Evaluation Factor No. 4:**	**Quality Plan:** Plan or procedure to ensure quality work and monitor employees and subcontractor performance during the contract period.
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 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.

3.1 **Proposal Submission:** One electronic proposal shall be emailed to, and be **received** by, TPS by the deadline. **The electronic copy should include at least three files: one for the proposal, one for the fee information and one for Attachment E, Contract Acceptance and Award.** However, the proposal may be in more than one electronic file. Proposals received after the published deadline will not be accepted. The subject

line must clearly denote the RFP number and the email must have 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.

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	35%	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	15%	**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. • Legible and readable • No spelling or grammar errors • All required information is provided • Information is in correct sequence
		90%	**Sub-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
6		**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).