

REQUEST FOR QUALIFICATIONS (RFQ) NO. 2022-4011

CINCINNATI METROPOLITAN HOUSING AUTHORITY

SOLICITATION NUMBER 2022-4011

REQUEST FOR QUALIFICATIONS

FOR

**Development of Single-Family Homes at City West**

DATE ISSUED	December 5, 2022
NON-MANDATORY PRE-PROPOSAL CONFERENCE	11:00 AM EST on December 19, 2022 Join Zoom Meeting <a href="https://cintimha.zoom.us/j/89831472967?pwd=Zml5UHU0UTY4U0NiaWNHTVIBNHU2QT09">https://cintimha.zoom.us/j/89831472967?pwd=Zml5UHU0UTY4U0NiaWNHTVIBNHU2QT09</a> Meeting ID: 898 3147 2967 Passcode: 448504 One tap mobile +16469313860,,89831472967#,,,,*448504# US +13017158592,,89831472967#,,,,*448504# US (Washington DC)  Dial by your location 888 475 4499 US Toll-free 877 853 5257 US Toll-free Meeting ID: 898 3147 2967 Passcode: 448504 Find your local number: <a href="https://cintimha.zoom.us/j/89831472967?pwd=Zml5UHU0UTY4U0NiaWNHTVIBNHU2QT09">https://cintimha.zoom.us/j/89831472967?pwd=Zml5UHU0UTY4U0NiaWNHTVIBNHU2QT09</a>
SITE VISIT/WALK THROUGH	Not Applicable
LAST DATE FOR QUESTIONS	Questions shall be submitted in writing no later than <b>2:00 PM</b> local time on <b>December 21, 2022</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>December 28, 2022 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 or more files for the proposal. All submissions must be in .pdf or equivalent format. Photographs will not be accepted.

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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.**

**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.

In keeping with its mandate to provide efficient and effective services, the Authority is providing notice to all interested parties that CMHA is now soliciting proposals from qualified developer(s) or development team(s) to partner with CMHA, its instrumentalities and/or related entities for development of single-family homes for homeownership at City West in Hamilton County. Developers must have successful experiences in developing affordable housing. Developers must be able to bring in investors. The developer may assemble a development team in which member firms or individuals have the required experience. The ability to coordinate such an undertaking must be clear from the proposal submitted.

CMHA will receive, consider, and evaluate responses to this RFQ to select a co-developer team. Any developer selected under this RFQ will be an integral partner in an effort to assist CMHA in developing high quality, energy efficient, and sustainable housing for Hamilton County and City of Cincinnati residents. The Developer(s) will be required to work closely with CMHA and other community stakeholders throughout the development effort.

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

<b>Attachment/Tab</b>		<b>Description</b>
<b>A</b>	<b>Reference*</b>	Scope of Work
<b>B</b>	<b>Reference*</b>	Technical Proposal Contents
<b>C</b>	<b>Reference*</b>	General Terms and Conditions including the HUD 5370 C-I
<b>C.1</b>	<b>Reference*</b>	Cincinnati Metropolitan Housing Authority General Terms and Conditions (Construction Contract)
<b>D</b>	<b>Tab 4</b>	Section 3 Forms, including explanation
<b>E</b>	<b>Tab 2</b>	HUD 2530 Previous Participation Certification
<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 2</b>	HUD Form Packet
<b>I</b>	<b>Separate Electronic File or via Separate Email</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 D</i> ) must be fully executed and submitted as part of the proposal submittal or

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		prior to the submittal. If selected for award, these forms are required in order to process purchase orders for payment.
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\*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 developer that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer.

The developer’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.

**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 RFQ 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:</b> <u><i>Attachment G</i></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.
<b>2</b>	<b>HUD Form Packet:</b> <u><i>Attachment H</i></u>	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</i></li> </ul>

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		<p><i>Offerors, Non-Construction Contract</i></p> <ul style="list-style-type: none"> <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> <p><i>NOTE: These forms may be completed electronically or printed to complete by hand then scanned to submit electronically.</i></p>
	<b>HUD 2530 Attachment E</b>	Previous Participation Certification
<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>• Professional Liability and/or Errors and Omissions</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>Technical Proposal</b>	<b>See Attachment B</b>
	<b>4.1</b>	<b>Development Team</b>
	<b>4.2</b>	<b>Relevant Experience</b>
	<b>4.3</b>	<b>Financial Capacity and Capability</b>
	<b>4.4</b>	<b>Due Diligence and Regulatory Compliance Items</b>
	<b>4.5</b>	<b>Liabilities</b>
	<b>4.6</b>	<b>Economic Inclusion Participation</b> Including Attachment D - Section 3 Forms
<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>	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:

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		<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 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 submitted and **received** by procurement 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 executed Contract Award and Acceptance in a separate file addressed to

Cincinnati Metropolitan Housing Authority  
 Attention: Procurement  
 procurement@cintimha.com

**The electronic copy should include at least one file for the proposal.** However, the proposal may be in more than one electronic file. The cover email must clearly denote the RFQ number in the subject line 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.

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
<b>1</b>	<b>0-5</b>	<b>25%</b>	Development Team
<b>2</b>	<b>0-5</b>	<b>25%</b>	Relevant Experience

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3	0-5	10%	Financial Capacity and Capability
4	0-5	10%	Due Diligence and Regulatory Compliance Items
5	0-5	5%	Liabilities
6	0-5	10%	Economic Inclusion Participation
5	0-5	5%	<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> <li>• Overall presentation</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 the Authority.

6	0-5	10%	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>