



TOUCHSTONE PROPERTY SERVICES, INC.  
SOLICITATION NUMBER TP23-1002  
REQUEST FOR PROPOSALS

FOR

VACANCY PREP UNIT TURNOVER  
(MAKE READY) SERVICES

DATE ISSUED	December 12, 2022
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>11:00 AM</b> local time on <b>December 20, 2022</b> to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> .
PROPOSAL SUBMITTAL RETURN & DEADLINE	<b><u>January 5, 2023</u></b> no later than <b>11:00 AM</b> local time to <a href="mailto:procurement@cintimha.com">procurement@cintimha.com</a> .
WHAT TO SUBMIT	<b>Submit: 1 electronic proposal; 1 electronic Fee Submittal Form, 1 electronic Section 3 Forms, 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 or links to documents will not be accepted.</b>

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.**



**RFP TP23-1002;  
Vacancy Prep Make Ready Services**

**INTRODUCTION**

Touchstone Property Services, Inc. (TPS) hereby solicits and requests proposals from qualified contractors to provide Vacancy Prep Make Ready 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 for Vacancy Prep Unit Turnover services, also known as Make Ready.

*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:

<b>Attachment/Section</b>	<b>Description</b>
<b>A</b>	<b>Reference*</b> Scope of Work
<b>B</b>	<b>Separate Attachment</b> Fee Submission Form (To be submitted in a separate email)
<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. (Include with the Fee Submission Form 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>N/A</b>	Intentionally blank
<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>
<b>K</b>	<b>Separate Electronic File</b>	Professional Performance Assessment (To be submitted in a separate email.)
<b>L</b>	<b>Separate Electronic File</b>	Financial Viability (Submit with Attachment K)
<b>M</b>	<b>Separate Electronic File</b>	Unit Turnover Time and Scheduling (Submit with Attachment K)
<b>N</b>	<b>Separate Electronic File</b>	Warranty (Submit with Attachment K)
<b>O</b>	<b>Reference*</b>	Punch List

\*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 contractor that shares these standards and can clearly demonstrate what they can bring to this project that no other planner can offer. TPS has adopted this policy.

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 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.

<b>Section</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 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 tab as a part of the proposal submittal:</p> <ul style="list-style-type: none"> <li>• Form HUD 5369-C Certifications and Representations of Offerors, Non-Construction Contract</li> <li>• Form HUD 2922 Certification Regarding Debarment and Suspension</li> <li>• Form HUD 50071 Certification of Payments to Influence Federal Transactions</li> <li>• Standard Form LLL Disclosure Form to Report Lobbying (if required per HUD 50071)</li> </ul> <p>NOTE: These forms may be completed electronically or completed by hand and scanned in.</p>
<b>2</b>	<b>Section 3 Business Preference Documentation: <u>Attachment D</u></b>	Within Section 2, the proposer must complete and submit Attachment D, 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 (Attachment C).
<b>4</b>	<b>Proposed Services <u>Attachment K</u></b>	Complete the Professional Performance and Project Assessment (Attachment K) and provide any requested documentation in the noted Sections as follows:
	<b>Evaluation Factor 2 Qualifications</b>	Evidence of the Proposer's ability to perform the work;
	<b>Evaluation Factor 3 Quality Control and Safety Plan</b>	Proposer will describe quality control plan and safety plan;

	<b>Evaluation Factor 4 Relevant Experience</b>	Proposer will provide evidence of relevant past performance in terms of cost control, quality of work, and compliance with performance schedules (Attachment K).
<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>	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: <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>Financial Viability Attachment L</b>	The Proposer will execute and the Statement of Financial Viability demonstrating their commitment and understanding of the \$1,000 working capital as indicated in Factor 1 of Section II of Attachment L.
<b>8</b>	<b>Warranty Attachment N</b>	This form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.
<b>9</b>	<b>Unit Turn Around and Scheduling Attachment M</b>	This form must be fully completed, executed where provided thereon and submitted under this section as a part of the proposal submittal.
<b>10</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. Such items may include photos of previous work done, letters of recommendation, etc. (Also, if completing a Vendor Registration, it may be filed here.)

**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:** One electronic proposal shall be received by TPS by the deadline. The electronic copy should include at least four files: one for the proposal (including Attachments K, L, M and N), one for Attachment B-Fee Submittal Form, one for Attachment D-Section 3 forms, and one for Attachment E-Contract Acceptance and Award. However, the proposal may be in more than one electronic file but files need to be identified for what they are in the file name. 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.

<b>NO</b>	<b>POINTS</b>	<b>WEIGHTED AVERAGE</b>	<b>DESCRIPTION</b>
<b>1</b>	<b>0-5</b>	<b>25%</b>	The <b>PROPOSED COSTS</b> to provide the services requested
<b>2</b>	<b>0-5</b>	<b>20%</b>	Demonstrated <b>QUALIFICATIONS</b> of the Proposer as indicated in Section II of <i>Attachment K</i> .
<b>3</b>	<b>0-5</b>	<b>20%</b>	Description of Contractor’s <b>QUALITY CONTROL PLAN</b> and <b>SAFETY PLAN</b> as indicated in Section III of <i>Attachment K</i> .
<b>4</b>	<b>0-5</b>	<b>20%</b>	Evidence of the Proposer’s <b>RELEVANT EXPERIENCE</b> as indicated in Section IV of <i>Attachment K</i> .
<b>5</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</b> and <b>GOLD PERFORMANCE STANDARDS</b> through the firm’s proposal as a direct reflection of the type of product TPS may expect from the proposer.</p> <ul style="list-style-type: none"> <li>• Legible and readable</li> <li>• No spelling or grammar errors</li> </ul>

			<ul style="list-style-type: none"> <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 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>
7		<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.
	10 points		Demonstrative Section 3 Action Plan

	<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 60 points (of the total possible points detailed above).