

QSP 2024-1806
Emergency Preparedness Plan
ATTACHMENT A: SCOPE OF WORK



1.0 REQUEST FOR PROPOSALS

The Cincinnati Metropolitan Housing Authority (CMHA or the “Authority”) is soliciting requests for proposals from qualified contractors (Offeror) to develop an updated Emergency Preparedness Plan and perform fire drills for various CMHA properties. This request for proposals is not an offer to buy and should not be assumed as such.

2.0 SCOPE OF WORK (SOW)

CMHA is seeking proposals from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor and materials necessary to develop an updated Emergency Preparedness Plan for various CMHA-owned Asset Management properties. Additionally, the proposal should provide for performing fire drills at the properties identified in Attachment G. (CMHA reserves the right to add or delete from this property list.) Typically, the Authority coordinates fire drills with the Fire Department, but lack of availability of the Fire Department necessitates the solicitation of contractors.

CMHA currently owns approximately 1,617 high-rise units, 1,875 family development units, and 1,221 scattered sites totaling slightly over 4,900 units. All the properties are located throughout Hamilton County, Ohio.

The Authority intends to select one Contractor to produce an Emergency Preparedness Plan and perform fire drills for CMHA, although CMHA reserves the right to create a “pool” of Contractor(s). The actual number of pool participants chosen will depend on the number of qualified quotes received. A Contractor may choose not to provide both the Emergency Preparedness Plan and performance of fire drills (see Attachment B-Fee Submittal Form).

The Authority will provide the awarded contractor(s) a point of contact for each property with whom they can work to answer questions which may arise in the course of producing the plans and/or to coordinate the fire drills.

2.1 GENERAL REQUIREMENTS:

- 2.1.1** Contractor(s) shall perform Emergency Preparedness Plan and fire drills services on an as-needed basis.
- 2.1.2** The contractor must be willing to work during normal business hours, which are 8:00 AM to 4:40 PM.
- 2.1.3** If Contractor(s) shall need to visit any of the properties or the main office, they shall reduce to a minimum any inconvenience to the employees, residents, and other visitors.

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- 2.1.4 If applicable, Contractor(s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this QSP or any resulting contract.
- 2.1.5 Contractor(s) shall ensure all plans comply with all applicable federal, state and local laws, rules, regulations, ordinances, codes and manufacturer's instructions.
- 2.1.6 The plan must consist of evacuation plans in the event of fire, tornadoes or other disasters. Contractor will work cooperatively with local first responders to develop the best route to ensure resident and staff safety.
- 2.1.7 Identify mechanical systems that need to be engaged or disengaged in the event of an emergency. Plans should provide diagrams of their location and explain how these systems work and what to do in the event of an emergency.
- 2.1.8 Contractor will provide training to staff and residents on the plan. Contractor will be required to participate in resident and community meeting to discuss the recommendation and methodology.
- 2.1.9 Contractor will provide contact information for local emergency services and personnel.
- 2.1.10 Contractor(s) shall only utilize employees experienced in producing the Emergency Preparedness Plans and performing fire drills.

3.0 Performance Standards

- 3.1 Plan must be completed by February 28, 2024 this include any requested revisions. Failure to complete the plan will result in a reduction of 10% reduction.
- 3.2 Failure to provide detailed schedules for maintaining the equipment and building systems will result in at \$50 reduction for each draft review that does not meet the requirement.
- 3.3 Requested revisions must be provided within 1 week's time from delivery date to avoid a \$50 reduction.
- 3.4 Contractor will ensure ability to perform all services awarded. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor's contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.

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- 3.5** Contractor will ensure ability to perform all services awarded. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor’s contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.
- 3.6** In the event of a schedule conflict, vendors will service CMHA and/or TPS first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)
- 3.7** Failure to comply with all of the requirements in the resulting contract and/or the requirements in the purchase order may result in a reduction of the consultant’s fee by 10% for that service
- 3.8** Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to CMHA after completion of work or receipt by CMHA in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 3.9** CMHA may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service and may be considered by CMHA in the award of future work under this contract and award of future contracts.

4.0 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:



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<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 that the contractor will also adhere to these standards.

5.0 Unauthorized Sub-Contracting Prohibited: The contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this contract (including, but not limited to, selling or transferring the contract) without the prior written consent of Procurement. Any purported assignment of interest or delegation of duty, without the prior written consent of Procurement shall be void and may result in the cancellation of the contract with CMHA/TPS, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by Procurement.