

**QSP TP23-8021;  
Emergency Preparation Plan  
ATTACHMENT A: SCOPE OF WORK**



**1.0 REQUEST FOR QUOTES**

Touchstone Property Services, Inc. (TPS), an instrumentality of Cincinnati Metropolitan Housing Authority, is soliciting quotes from qualified contractors (Offeror) to develop an updated Emergency Preparedness Plan and perform fire drills for various TPS properties. This request for proposals is not an offer to buy and should not be assumed as such. TPS reserves the right to add or delete properties as needed.

**2.0 SCOPE OF WORK (SOW)**

TPS 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 TPS-managed properties. Additionally, the proposal should provide for performing fire drills at the properties identified in Attachment G. (TPS reserves the right to add or delete from this property list.) Typically, TPS coordinates fire drills with the Fire Department, but lack of availability of the Fire Department necessitates the solicitation of contractors.

TPS currently manages 113 scattered sites properties (47 of which are single family homes), 266 senior/disabled units, a 190-unit high rise building, and a 100-unit low rise building. All the properties are located throughout Hamilton County, Ohio.

TPS intends to select one Contractor to produce an Emergency Preparedness Plan and perform fire drills for TPS, although TPS 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).

TPS 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**

- 3.0.1 Plan must be completed and submitted to TPS by June 30<sup>th</sup> 2024. Failure to complete the plan will result in a reduction of \$25 per day.
- 3.0.2 Failure to provide detailed plan for the Emergency Preparation Plan for the building will result in at \$50 reduction for each draft review that does not meet the requirement.
- 3.0.3 Requested revisions must be provided within 1 weeks' time from delivery date to avoid a \$50 reduction.
- 3.0.4 For each time the Contractor fails to perform services per this EPP, the Contractor's fee may be reduced 10% for that service.

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**3.0.5** The Contracting Officer may waive the fee reductions at his discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

**3.0.6** 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:

**3.1** In the event of a schedule conflict, vendors will service 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.)

**3.2** 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.

**3.3** 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 TPS after completion of work or receipt by TPS in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

**3.4** TPS 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 TPS in the award of future work under this contract and award of future contracts.

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**4. The Authorities 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>

TPS has adopted these standards. It is TPS’s intent that the contractor adheres to them.