



The Housing Authority of The City of Fort Myers

REQUEST FOR QUALIFICATIONS

ON-CALL ARCHITECTURAL & ENGINEERING
SERVICES

FOR THE HOUSING AUTHORITY
RFQ 19-58R

March 8, 2020

Housing Authority of the City of Fort Myers, Florida
4224 Renaissance Preserve Way
Fort Myers, FL 33916



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REQUIRED FORMS:

1. HUD 5369-B, Instructions to Offerors Non-Construction
2. HUD 5369-C, Certifications and Representations of Offerors Non-Construction
3. HUD-5370-C, General Conditions for Non-Construction Contracts (either Section I or both Sections I and II)
4. 50070 Certification for a Drug Free Workplace
5. Disclosure of Lobbying Activities
6. 5369-A Non-Collusion Affidavit
7. Public Entity Crime Form
8. Section 3 Documents/Section 3 Certification



ADVERTISEMENT
RFQ #19-58R, On-Call Architectural & Engineering Services
for the Housing Authority

The Housing Authority of the City of Fort Myers (HACFM) is seeking professional, qualified and experienced firm(s) or team(s) to provide Architectural and Engineering Services to HACFM on an as needed basis.

The intent is to award task orders amongst a qualified pool A&E firm(s) to provide research, planning, design, construction observation/testing, alteration, or repairs of real property on an as needed basis. Services to cover Architectural and Engineering; Civil, Structural, Mechanical, Electrical, Plumbing, machines & equipment, and other required needs. Preparation of construction documents, construction administration, construction monitoring/inspection and project close-out.

Specifications and RFQ documents may be examined or obtained online at: www.hacfm.org.

HACFM will receive Sealed Proposals at 4224 Renaissance Preserve Way, Fort Myers, FL 33916 on or before **April 7, 2020 @ 4:00 P.M.** Late submissions shall not be accepted.

The owner reserves the right to waive formalities in any proposal; to reject any or all proposals with or without cause. The owner reserves the right to select the proposal that, in its judgment, will be in the best interest of the Housing Authority of the City of Fort Myers.

HACFM encourages Minority and Section 3 participation.

TTY #(800) 995-8771

Dates of Advertisement – 3/8/2020 & 3/15/2020



The Housing Authority of the City of Fort Myers (HACFM), Florida is requesting sealed proposals for **RFQ #19-58R, Architectural & Engineering Services for the Housing Authority.**

Proposals must be delivered to HACFM, 4224 Renaissance Preserve Way, Fort Myers, FL 33916 on or before April 7, 2020 @ 4:00 P.M. Submit proposals in a SEALED OPAQUE ENVELOPE. Envelope shall be clearly marked with the firm's name, request for proposal number, address, and telephone number. The representative who is authorized to bind the vendor to the submitted proposal shall sign proposals. Provide one (1) hard copies marking one "Original" and one (1) electronic flash drive set of the entire submission.

The time clock located at HACFM is the "Official Time" that shall be used in identifying the actual closing time. Any submittals received after the date and time specified herein shall not be accepted. HACFM shall not be responsible or liable for any lost or misdirected responses. Submissions are the responsibility of the proposer.

QUESTIONS: All questions about the meaning or intent of the RFQ documents are to be directed to Laurie Victory, e-mail: laurie@hacfm.org. Questions received less than seven (7) days prior to solicitation dues date may not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Contract Term:

The contract resulting from this RFQ shall provide for a term of (three (3) years), except that HACFM shall have a unilateral option to renew the contract(s) upon the same terms, conditions, and prices for up to (insert number of additional years not to exceed two (2)), Unless otherwise stated in the contract, the contract term shall commence on the date specified in the Contract or task orders issued by HACFM.



Timeline:

Timeline is provided as a guideline only and is subject to change at the discretion of HACFM.

Action	Estimated Date of Completion
RFQ Issued and advertised	3/8/2020 & 3/15/2020
Deadline for submitting questions	March 31, 2020
Proposal submission deadline	April 7, 2020 @ 4:00 P.M.
HACFM completes initial review and short-lists Proposals and competitive range established	April 21, 2020
Oral interviews, if necessary, and final ranking	TBD
Contract Award	May 11, 2020

There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. No work is guaranteed.



BACKGROUND:

The Housing Authority of the City of Fort Myers

The Housing Authority of the City of Fort Myers (the “Authority” or HACFM) is a public housing authority (PHA) created pursuant to Chapter 421 of the Florida Statutes of 1969. Being a municipal dependent special district, the Authority has general statutory authority to operate within the City limits of Fort Myers (the “City”), Lee County, Florida. The Authority develops, owns, and manages public and affordable housing. The Authority is responsible for the administration/management of 570 units of low rent Public Housing (PH), 200 Section 8 Project Based Units, and 2,214 total vouchers under its authority.

The City of Fort Myers has a diverse population and the Authority provides affordable housing for the low-income individuals and families who cannot afford housing in the private market. The Authority has partnered with the City, the Lee County Housing Finance Authority (the “County”), other local profit, and not-for-profit groups and citizens of the community desiring to provide more affordable housing options within the City: to rehab units; to redevelop PH; to create new housing (inclusive of new PH units); to support development of community services and resources for the citizens and to seek out new funding sources for the Authority. The Authority and its partners are committed to preserving the community historical roots while building and redeveloping a community that is affordable and viable in the present.

The Southwest Florida Affordable Housing Choice Foundation, Inc., an affiliate nonprofit 501(c)(3) corporation of the HACFM was formed in 2006 to provide, develop and manage affordable housing opportunities on behalf of the HACFM, who currently manage 82 units and expect rent to be collected for those sites and any other future sites or units that may be added.



SECTION I: SCOPE OF WORK

The Housing Authority of the City of Fort Myers (HACFM) is seeking professional, qualified and experienced firm(s) or team(s) to provide Architectural and Engineering Services to HACFM on an as needed basis. There is no preference on whether an Architect or Engineer is the lead firm, however, work will be assigned accordingly based on the needed services.

HACFM previously submitted this solicitation and received three (3) responses. Due to HACFM's upcoming workload it is anticipated that we will need more than three (3) A&E firms in the pool to accommodate our workload. The firms that previously submitted are not required to resubmit their proposals.

The intent is to issue task orders amongst a qualified pool of A&E firm(s) to provide research, planning, design, construction observation/testing, alteration, or repairs of real property on an as needed basis. Services to cover Architectural and Engineering; Civil, Structural, Mechanical, Electrical, Plumbing, machines & equipment, and other required needs. Preparation of construction documents, construction administration, construction monitoring/inspection and project close-out. HACFM is focused on environmentally-friendly materials or green building materials providing for reduced maintenance and energy cost.

1. Monitoring and Inspections shall include Davis Bacon employee interviews, collection of certified payrolls, sign off on pay applications, etc.
2. Each A&E firm selected will be under a Master Contract with negotiated and established rates. The selected A/E firm(s) will provide an indefinite quantity of professional architectural and engineering services on an as needed basis through Task Orders issued against the Master Contract.
3. There is no guarantee that multiple firm(s) will be selected, and no work is guaranteed.
4. HACFM will prepare a brief scope of services and independent cost estimate of services and request a Task Order Proposal. For each Task Order the selected firm shall prepare and submit for approval an estimate to include a not to exceed amount, time schedule for completion of the task, and list of personnel assigned to the performance of the task(s) along with resumes upon request. Firms shall also provide a complete list of any sub-consultants to be used on the project. The Task Order Fee Proposal shall be submitted within 2-5 calendar days as prescribed by HACFM depending on the complexity of the scope of services.
5. Task Order Fee Proposal shall be submitted to Procurement for review. The response(s) received shall be reviewed by representative(s) of HACFM which will decide if the proposal meets the need of the organization and if fees are reasonable. Fees may be



negotiated for each Task Order based on the original hourly rates established in the Master Contract.

6. In the event negotiations are unsuccessful HACFM may commence negotiations with another firm in the library and shall proceed until successful negotiations can be reached.
7. If HACFM selects multiple firm(s) work will be distributed as equitable as possible, however, work will be assigned based on the technical details/scope of services required.
8. The successful firms shall be required to work in close cooperation and coordinate their Task Order with HACFM staff.
9. A/E Project Drawings shall be delivered electronic PDF formats to satisfy electronic documentation deliverables. The project specifications shall be delivered to HACFM in Word formats AND Independent Cost Estimates shall be signed, dated and delivered in Excel and PDF formats.
10. Any and all services performed must be in compliance with all applicable Federal regulations including, but not limited to, Handicap Accessibility (Section 504), Americans with Disabilities Act (ADA), Uniform Federal Accessibility Standards (UFAS), Environmental requirements, and Federal procurement requirements. Services must also be in accordance with any codes, laws and ordinances of the State of Florida, Lee County, FL, City of Fort Myers, FL, Cape Coral, FL and/or any other jurisdictions the project may cover/overlap.
11. There shall be no guarantee of services, volume of work, or quantity of projects is implied. This contract does not entitle any firm to exclusive rights to HACFM contracts. HACFM reserves the right to acquire professional services from other firms or perform "in-house" services for any purpose as it deems appropriate.



SECTION II: REQUIREMENTS FOR SUBMITTAL: Interested firms should include the following information in their proposals. The following format and sequence should be followed in order to provide consistency in firm's responses and to ensure each proposal receives full consideration. All pages should be consecutively numbered.

Title page, showing Request for Proposal Number, Firms name and address, closing date and time, telephone number, and a contact person.

1. **Letter of Interest** (Cover letter) including contact name and telephone number. Type of Organization: Corporation, Partnership, Joint Venture or Sole Proprietorship. Names of shareholders, partners, principals and any other persons exercising control over the Firm. Organizational Certifications: (a) Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture or other organizational document. (b) Applicable Licenses/Certifications. (c) A corporate resolution signed by the Secretary of the Corporation and notarized, certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto.

2. Description of company, including location of the office which will serve HACFM.

Provide an organizational chart of the members of your team who will be dedicated to this project. Designate who will be the representative of the firm or team with decision-making authority and who will ensure that the services are being provided in an efficient manner. List all key members of your staff, whether permanent employees, contracted or subcontracted employees who will be committed to this project. Indicate the level of effort and function of each member of your team participating in the project. Include individual resumes for the team members identified, specialized skills, licenses, training, certification credentials and/or accomplishments of the individual that are relevant to the required services.

3. Describe why Offeror feels its organization is qualified to provide the Services requested in this RFQ.

Describe the types of activities and/or previous undertakings that qualify the Offeror for selection. Include a minimum of three (3) projects in which the Offeror has performed services similar to those described in this Request for Qualifications. Such listing shall include at least the following information:

- (1) Name of the contracting entity.
- (2) Name, title and a telephone number of a contact person for each identified contracting entity to permit reference checks to be performed. The identified party must be one who has first-hand knowledge regarding the operation of the contracted facility or project and who was involved in managing the contract between the Offeror and the contracting entity.
- (3) Cost associated with project undertakings noting any change orders issued throughout the project.
- (4) List of current/planned work and their dollar values



4. Understanding and Approach to the Project

An outline of the firm understands of and approach to meeting the project goals and requirements of the project; be very specific and detailed.

5. MBE and WBE Utilization in the Project

Responders are advised to review in its entirety, the MBE utilization requirements set forth in Section 3 above and in this Section before preparing and submitting their proposals. Proposals that do not address the MBE participation or waiver requirements set forth in this RFP may be deemed unacceptable.

Responders shall provide the information requested below, or if the Responder is unable to meet the MBE utilization goals in part or in whole, the Responder shall submit with its proposal, a request for a waiver in the manner described below:

Minimum Proposal Contents for MBE/WBE Utilization:

MBE/WBE Utilization Plan. The Responder shall provide its plan for achieving the twenty percent (20%) MBE utilization goal for the proposed contract (“**MBE Utilization Plan**”), which shall include, at a minimum, the following information:

The names, addresses, telephone numbers and contact person for each MBE/WBE that will be performing work on this project. **NOTE: WBE utilization, although encouraged by HACFM, will not be counted towards the MBE goals. Further review Section 3 to ensure that proposed MBE subcontractors will meet the standards necessary to be counted towards the MBE goals;**

A specific description of the work to be performed by each MBE/WBE and the proposed schedule for delivery of services;

The fee structure showing the dollar amount to be awarded to each MBE/WBE to be utilized, and the total value of each proposed MBE subcontract towards the twenty percent (20%) MBE utilization goal;

A letter of intent between the Responder and each MBE/WBE agreeing to enter into a contract in the event that the contract proposed hereunder is awarded to the Responder; and a current and valid MBE/WBE certification for each MBE/WBE to be utilized.

Request for Waiver: If the Responder is unable to meet all or part of the MBE utilization goal for the proposed contract for the grounds set forth in Section 3 above, the Responder may request a waiver of all or part of the MBE participation requirements by submitting a written request for a waiver with supporting documentary evidence, all of which must



be submitted by the Responder with its proposal on or before the deadline for proposal submission. The documentary evidence must reasonably demonstrate that MBE participation was unable to be obtained or was unable to be obtained at a reasonable price, as discussed in Section 3 above. Such evidence shall include, at the least:

Correspondence, records, and other documents showing efforts made to contact and negotiate with MBEs;

A description of the specifications, plans, bonding requirements, anticipated schedule of delivery and other pertinent information provided by the Responder to MBEs;

A list of MBEs that responded to solicitations or inquiries by the Responder including contact information of each MBE and quotes or proposals submitted by MBEs;

A list of MBEs contacted by the Responder and found to be unavailable including addresses and phone numbers of each MBE and dates of each such contact; and

A list of MBE directories, trade associations, local minority assistance organizations, and Federal, State and local government small business agencies contacted by the Responder for assistance in locating MBEs.

6. Section 3 Compliance Plan (10 Points) - Provide a description of your strategy for complying with the Section 3 requirements ("**Section 3 Compliance Plan**") Responders may comply with Section 3 by providing employment and/or training opportunities to residents of HACFM public housing and/or other low-income persons for the performance of this contract, subcontracting with resident-owned businesses and/or other Section 3 businesses, or a combination of employment, training and/or subcontracting as described above. This requirement applies to Section 3 and non-Section 3 businesses. Section 3 is a HUD requirement that cannot be waived by HACFM. Therefore, Responders are advised to review the following information in preparing and submitting their proposals:

If you plan to comply with Section 3 by providing employment and/or training opportunities to residents of HACFM public housing and/or other Section 3 persons, your Section 3 Compliance Plan must provide all information regarding any hiring/training you will be conducting including a description of the employment/training duties, work hours, and salaries. Responders are required to submit, with their proposals, their workforce requirements for performing the proposed contract regardless of whether additional hiring will be done. If additional hiring will not be done, the Responder must, to the greatest extent feasible and consistent with all applicable laws, provide training to Section 3 persons.

If you plan to meet Section 3 requirements by subcontracting with Section 3 businesses, your Section 3 Compliance Plan must provide the names, addresses and telephone numbers of all



Section 3 businesses that will be performing work on this project. Provide a description of the work to be performed by such firms and a proposed percentage of the total contract dollar amount that will be awarded to each firm. You must include a letter of intent between your firm and each Section 3 business with which you will subcontract if you are awarded the contract. It is the Responder's responsibility to provide proof that such firms meet the definition of Section 3 business concern as established by HUD. See 24 CFR Part 135.5 for definitions of Section 3 business concerns.

If you are claiming preference as a Section 3 business concern, your Section 3 Compliance Plan must include an explanation for your claim to be a Section 3 business concern along with proof of your firm's eligibility for preference as a Section 3 business concern. See 24 CFR Part 135.5 for definitions of Section 3 business concerns or contact HUD Fair Housing and Equal Opportunity for additional information (ref link below). Firms claiming eligibility for Section 3 preference must also submit a Section 3 compliance strategy.

https://www.hud.gov/program_offices/fair_housing_equal_opp

In the event that you determine that it is not feasible to comply with Section 3, you must state with specificity, in your Section 3 Compliance Plan, the reasons why you cannot comply with Section 3. Any Responder that has determined that it is not feasible to comply with Section 3 assumes the risk that its claim of non-feasibility will be deemed unacceptable by HACFM.

In addition to hiring we hope that firms will take the opportunity to offer resident training in the areas of College and Career opportunities, Internships, etc. We hope there are innovative ways for firm(s) to create training opportunities for our residents.

7. Sub-consultants that the firm proposes to use for any of the services must be identified and the work they are to perform.

Forms and documents required under Attachment A.

Firms that will be relying on subcontractors to increase their point scores for specific expertise must provide a Profile of Firm form for each subcontractor. It is expected that these subcontractors will be a part of the team for the duration of the contract.



SECTION III: EVALUATION CRITERIA

Selection of a firm to render services pursuant to this RFQ will be made in accordance with HUD and HACFM procurement regulations. All proposals received by the time and date specified in this RFQ shall be evaluated by the RFQ Evaluation Panel based on the following criteria and weights:

Selection Criteria:

Evaluation Criteria	Maximum Points
Description of company, including location of the office which will serve HACFM.	25
Proposed Staffing and Sub-consultants' Responsibilities and Qualifications	25
Describe why Offeror feels its organization is qualified to provide the Services requested in this RFQ.	25
Understanding and Approach to the Project	25
TOTAL	100
Additional Points:	
Disadvantaged Business Enterprise (DBE) and Section 3 Participation Plan:	5
DBE/WBE participation: 5 Points	5
Section 3 participation: 5 Points	5
Maximum Points	110

HACFM reserves the option to select in a one or two step evaluation process. This means HACFM may select the firm(s)/individual(s) from written submittals (step one) or after a second step of evaluation, which may or may not include presentations to the RFQ Evaluation Panel and/or the Board of Commissioners.

If a two-step evaluation is used, the evaluation criteria does not change; however, during a presentation process there may be additional discovery including but not limited to the understanding of the project, approach, ability, methods and/or other factors which would result in a degree of difference in the numerical scoring established in step one of the evaluation which is utilized to generate a short list.

Other considerations may include but not be limited to reference checks, background license checks, credit and financial history investigations and other relevant information.

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In the event firms are requested to do a presentation to the Evaluation Panel and/or Commissioners for final recommendation ranking; HACFM will not be liable for any costs incurred by the firm in connection with such presentation.

There is no obligation on the part of the HACFM to select and award any submitting response or to any firm or individual submitting a response. **No work is guaranteed.**



SECTION IV: INSURANCE

INSURANCE: The vendor shall secure and maintain during the contract period the following coverage's:

Workers' Compensation: Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.

Commercial General Liability: Coverage shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include premises and operations; broad form property damage; XCU coverage; independent contractors; products and completed operations and contractual liability.

Business Auto Liability: Coverage shall have minimum limits of \$300,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles, if applicable.

Professional Liability:

Coverage shall include the following:

- a. A minimum combined single limit of \$1,000,000.
- b. Should the Professional Liability Insurance Policy issued pursuant to the above requirements and limits, or self-insurance program, provide an applicable deductible amount, or other exclusion or limitation, or sovereign immunity as to the amount of coverage to be provided within the minimum coverage limits set forth above, the HACFM shall hold the PROVIDER responsible and liable for any such difference in the amount of coverage provided by the insurance policy. In the event of any such deductible amount, exclusion or limitation or amount of sovereign immunity, the PROVIDER shall be required to provide written documentation that is acceptable to the HACFM establishing that the PROVIDER has the financial resources readily available to cover damages, injuries and/or losses which are not covered by the policies.

Special Provisions: HACFM is to be specifically included as an **additional insured** on both the comprehensive general liability and the business auto liability policies.

The certificate holder should read as follows: The Housing Authority of the City of Fort Myers, 4224 Renaissance Preserve Way, Fort Myers, Florida 33916.

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No HACFM Division or individual name should appear on the certificate. No other format will be acceptable. The certificate must state the project number and name.

Current valid insurance policies meeting the requirements herein identified shall be in effect and maintained during the duration of the named project. Renewal certificates shall be sent to HACFM 10- days prior to any expiration date.



Attachment A

**PROPOSERS CHECK LIST FOR
PROPOSAL SUBMISSION**

Please read carefully, sign in the spaces indicated and return with your proposal.
Proposers should check off each of the following items as the necessary action is completed.

1. 5369 B Instruction to Offerors – Non-Construction
2. 5369-C Certifications and Representations of Offerors – Non-Construction
1. 5370-C General Conditions – Non-Construction
2. 50070 Drug Free Workplace
3. Disclosure of Lobbying Activities
4. 5369-A Non-Collusion Affidavit of Contractor
5. Public Entity Crime Form
6. Section 3 Policy/Section 3 Certification

I acknowledge receipt of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

Addendum # _____ Date: _____ Addendum # _____ Date: _____
Addendum # _____ Date: _____ Addendum # _____ Date: _____

The mailing envelope must be sealed and marked with:

RFQ Title: **On-Call Architectural & Engineering Services for the Housing Authority**

Date Due: **April 7, 2020 @ 4:00 P.M.**

Addressed to: Laurie Victory, Procurement Specialist
The Housing Authority of the City of Fort Myers, FL
4224 Renaissance Preserve Way
Fort Myers, Florida 33916

The proposal will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise the proposal cannot be considered.)

Company Name

Authorized Signature

Date