

**REQUEST FOR QUALIFICATIONS (RFQ) NO. 2018-002
MULTIFAMILY HOUSING DEVELOPER SERVICES/PURCHASE OF
MULTIFAMILY COMMUNITY(IES)**

Introduction

The Columbus Metropolitan Housing Authority (hereinafter, "CMHA") is a public entity that was formed in 1934 to provide federally subsidized housing and housing assistance to low-income families, within the City of Columbus, Ohio. The CMHA is headed by a President & CEO and is governed by a board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and the CMHA's procurement policy. Though brought into existence by a Resolution of the City of Columbus, it is a separate entity from the City.

Currently, the CMHA owns and/or manages: (a) 17 multi-family apartment complexes totaling 1,849 units; (b) 7 senior complexes, totaling 603 units; and (d) the administers a total of 12,500 Section 8 Housing Choice Vouchers. The CMHA currently has approximately 118 employees.

In keeping with its mandate to provide efficient and effective services, the CMHA is now soliciting qualifications/proposals from qualified, licensed and insured entities to provide the services specified herein to the CMHA. All qualifications statements/proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

This procurement shall be a two-phase process, with the first phase determining responsiveness and qualifications. The second phase will be for respondent(s) who achieve the highest scores in the first phase. Financial proposal will be requested, evaluated then respondent(s) will be notified by a formal invite for contract negotiations.

Scope of Work

HOUSING DEVELOPER SERVICES

1) General Information

- a) The Columbus Metropolitan Housing Authority (CMHA) is committed to acquiring up to 1,500 units of multifamily housing at different sites around the City of Columbus and Franklin County, Ohio, by the year 2021 (the "New CMHA Properties"). The New CMHA Properties may serve very low-, low-, and moderate-income households, as well as households capable of paying market-rate rent. Through this Request for Qualifications (RFQ), CMHA is seeking qualified developers to help reach this goal. This RFQ is intended to (i) create an open-ended process by which interested developers can propose development opportunities to CMHA and (ii) establish a qualification process for the selection of these proposed development opportunities to become part of the New CMHA Properties.
- b) CMHA is seeking responses to this RFQ from interested parties (the "Respondent" or "Respondents") for the creation and implementation of housing development plans for the New CMHA Properties. CMHA will receive, consider, and evaluate responses to this RFQ. Throughout this time period, CMHA may select one (1) or more qualified Respondent(s) to enter into a development agreement with CMHA to develop all or a portion of the New CMHA Properties. CMHA shall not be limited in the number of Respondent(s) that it will select.
- c) In lieu of development, CMHA also reserves the right to purchase partially constructed or newly completed properties from Respondent(s) (Final Certificate of Occupancy within 36 months of the date of the RFQ), which meet the requirements of CMHA, to qualify as all or a portion of the New

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CMHA Properties.

- d) Any Respondent(s) selected must have significant, successful development experience in the Columbus area and/or assemble a development team in which member firms or individuals also have extensive successful development experience in the Columbus area. The ability to coordinate such an undertaking must be clear from the qualifications submitted. Once selected, the successful Respondent(s) will make a good faith effort to enter quickly into a Memorandum of Understanding or such agreements as are necessary with CMHA to develop all or a portion of the New CMHA Properties.
- e) CMHA, in consultation with the Respondent(s), will determine the specific ownership structure.

2) Respondent(s) Role: The responsibilities of each selected Respondent(s) will include, but are not limited to, the following:

New Developments

- a) Develop multifamily sites that will achieve a high quality, energy efficient, sustainable housing product for Franklin County households.
- b) Develop architectural plans consistent with the guidelines and direction of CMHA, and perform all land entitlements including all required zoning, approvals, and permits.
- c) Develop and manage a project implementation schedule.
- d) Develop a project budget.
- e) Undertake predevelopment activities.
- f) Assemble a development team.
- g) Coordinate all development activities, including reporting and budget requirements with CMHA.
- h) Prepare an initial lease-up and management plan for the property
- i) Provide all necessary financial guarantees including construction and assurances to investment partners and assure compliance.
- j) Solicit construction bids and enter into a contract for construction subject to approval of CMHA.
- k) Oversee construction and ensure completion in an agreed upon duration.
- l) Assure compliance with all building codes and other requirements of local, state, and federal government entities.
- m) Deliver units consistent with U.S. Department of Housing and Urban Development (HUD) requirements and the Fair Housing Act of 1968 (as determined by CMHA).
- n) Any and all other duties associated with delivering completed multifamily housing developments.

Purchase of Existing Property(ies)

- a) Provide a stated asking price with no associated sales or brokerage fees.
- b) Provide all documents requested in the CMHA Due Diligence Checklist.
- c) Provide any and all assumable financing documents.
- d) Provide property management terms and conditions, if applicable.

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3) CMHA's Role: CMHA will assume the following roles in developing the New CMHA Properties:

- a) Development Agreement. The selected Developer shall prepare a Development Agreement for consideration and approval by CMHA.
- b) Submission of Potential Sites for Multifamily Housing Development. The Developer will provide CMHA potential sites for the development of multifamily housing.
- c) Financing. The Developer shall work closely with CMHA in the preparation and submission of a finance proposal and all required legal documentation.
- d) Loans. CMHA shall be informed and must approve any and all loans, indebtedness, and liens attached to the property. CMHA will require three or more proposals from lenders and shall approve the selected lender.
- e) Financials. CMHA shall be provided all required financial projections and reports on a timely basis.
- f) Property Management. Third party management may be necessary during the lease up and initial stabilization period but ongoing property management will be determined by CMHA at a later time.
- g) Design. CMHA shall review and approve the design of the apartment community.
- h) Development Team. The Developer agrees to submit their Development Team and disclose any identities of interest to CMHA for review. CMHA reserves the right to require changes to the Development Team.
- i) CMHA change order clause, change orders must be presented in writing and signed by both parties to modify the original contract. All change order must be within the scope of work, and must be approved in advance by CMHA.

4) Property Specific Goals

- A) Location Goals
 - 1. To the greatest extent possible, New CMHA Properties should be in Neighborhoods of Opportunity which generally have high performing schools and low rates of poverty.
 - 2. High visibility on or close to major thoroughfares with easy access to area highways.
 - 3. Close to neighborhood shopping, dining, entertainment, and other tenant conveniences.
 - 4. Close to major private and public employment such as Hospitals, Corporate Headquarters, Colleges, Universities, State and Local Government Buildings, etc.
- B) Desired Community Amenities
 - 1. Community Clubhouse ranging in size from 2000 to 5000 sq. ft. subject to the number of units and residents within the community.
 - 2. Fitness center.
 - 3. Swimming pool
 - 4. Catering kitchen.
 - 5. Outdoor fire pits.
 - 6. Outdoor grill areas.
 - 7. Business centers.
 - 8. Walking/bike paths.
 - 9. Pet stations.
 - 10. Gazebos.

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- C) Building
 - 1. Total Purchase Price or Total Development Cost of approximately \$95,000 per unit.
 - 2. Two- and Three-story stick frame breezeway and walk-up style apartment buildings.
 - 3. Individual building ranging from 12 to 36 units
 - 4. 30-year Asphalt shingle roofs.
 - 5. Vinyl and/or concrete board siding.
 - 6. Brick and/or stone water table and column architectural details.
- D) Typical Mix of Bedrooms:
 - 1. 1BR/1BAs – 20-30%
 - 2. 2BR/1BAs – 25-35%
 - 3. 2BR/2BAs – 25-35%
 - 4. 3BR/2BAs – 10% - 15%
- E) Parking
 - 1. Hard surface parking adjacent to all buildings.
 - 2. Parking ratio ranging from 1.7 to 2.0 spaces per unit or greater depending upon unit mix.
 - 3. Detached garage banks ranging in size from 4 to 16 garages.
 - 4. Typical garage to apartment unit ratio of approximately 1 to 4.
- F) Land and Density
 - 1. Parcels typically ranging from 6 to 20 acres.
 - 2. Density ranging from 10 to 25 units per acre depending upon zoning requirements within the subject municipality.
 - 3. Total communities ranging in size from 125 to 300 units.

5) Experience and Qualifications:

- a) Describe the Respondent(s) experience in the development of multifamily housing.
- b) The Respondent(s) shall include identification of all successful financing secured for multifamily residential development projects over the past five (5) years within the State of Ohio, and particularly within Columbus. Include the name and address of the property, property description, designate new construction or acquisition/rehabilitation, the source of funding.
- c) For properties that are partially constructed or newly completed property (Final Certificate of Occupancy within 36 months of the date of the RFQ), Respondent(s) shall provide an initial offer price as an attachment to this RFQ.

6) Developer Certifications:

- a) Certification by the Respondent(s) and/or Respondent(s) principal that the Respondent(s), including its principals, is not barred from participation in any HUD programs; or programs of any other agency of the United States government, State of Ohio, city, county, school district, or any other governmental agency; or full disclosure of any such debarment.
- b) Certification by the Respondent(s) and/or Respondent(s) principal that the Respondent(s), including its principals, is in good standing with OHFA and HUD, and does not have any outstanding compliance issues or, alternatively, provide a full disclosure of any problems and issues.

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- c) Certification by the Respondent(s) or Respondent(s) principal that the Respondent(s) and its principals during the past five (5) years have not been involved in, and are not currently involved in, litigation regarding the development and financing of properties, including any litigation under the Fair Housing Act of 1968, or provide full disclosure of any litigation of this type.
- d) Certification by the Respondent(s) and/or Respondent(s) principal that the Respondent(s), including its principals, does not have outstanding issues with the Internal Revenue Service or full disclosure of any outstanding issues.
- e) Certification by the Respondent(s) and/or Respondent(s) principal that the Respondent(s), including its principals, is not currently in default and has not been in default within the past five (5) years on any indebtedness. Provide full details if a default has occurred during the referenced time period.
- f) Certification by the Respondent(s) and/or Respondent(s) principal that the Respondent has a record of successfully constructing or developing residential units (single family or multifamily) in the capacity of owner, general partner, or developer.

7) Additional Information:

- a) **Expense of Qualifications Statement and Proposal Submission** All expenses involved with the preparation and submission of qualification statements and proposals to CMHA as well as all expenses associated with presentations and interviews or other pre-award activities shall be borne by the individual and/or firm submitting the statements of qualifications and proposals.
- b) Questions pertaining to procurement requirements should be directed to Andrea Quinichett. All requests for interpretation or technical questions concerning the content of this RFQ must be submitted in writing to the attention of Andrea Quinichett may be emailed to must reference the RFQ Number and Title. Inquiries will be answered throughout the period in which the RFQ is open.
- c) **Evaluation Process** CMHA staff will conduct an initial review to establish responsiveness. Responsiveness will be confirmed through determining if the Respondent(s) has met all mandatory requirements outlined in this RFQ, and submitted all Submission Requirements. Any submission not in compliance with the mandatory requirements or response to this RFQ will be deemed “non-responsive”; CMHA will not consider non-responsive submissions. CMHA reserves the right to reject any and all submissions.
- d) CMHA shall not consider any individuals and firms barred from doing business with HUD and/or Fair Housing, and reserves the right to disqualify any individuals or firms barred by other governmental entities, or that may not be in good standing with the state of Ohio.
- e) Describe and provide supporting evidence (e.g., certification by a governmental agency) of the Developer's status as a minority business enterprise (M_E) and/or women owned business enterprise (W_E), or of the Developer's history of utilizing MBEs and WBEs.

8) EVALUATION FACTORS:

Qualifications of Developer and Developer Team Members

45 points

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Demonstration of technical skills and levels of expertise sufficient to address the requirements in the scope of work described in this RFQ. Evidence of the respondent(s) past performance in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies. Evidence of the respondent(s) capability to develop a minimum of 600 units within a one-year period. Evidence of respondent(s) knowledge of local, state building codes and or requirements. Demonstrated history of successful performance and completion of development projects similar in scale and complexity.

Experience of Developer and Developer Team Members

20 points

Demonstration of significant experience and success in each of the areas of contract work described above in Section I – Experience Requirements – including the prior collaborative experience of the team members.

Responsiveness to the RFQ and Approach to Scope to Work

15 points

The approach and methodology by which the Team proposes to accomplish the work described in the RFQ and in the Proposal.

Financial Capacity

20 points

Evidence of the firm’s financial capacity to produce services and fulfill scope of work prior to receiving payment for services rendered; demonstrated ability to invest resources in projects and to attract additional investment to projects. Identification of past and prospective financing entities and partners will greatly influence this section. The applicant should present what they envision as a financing structure for each owner’s properties with as much detail as possible, recognizing that the level of development of their plans to date differs markedly

Minority Participation

5 points

Respondent(s) must develop a strategy for necessary affirmative steps to assure that minority, women’s business enterprises (MWBE’s) and Section 3 businesses are used to the greatest extent feasible in compliance with Presidential Executive Orders 11625, 12138, and 12432, and as promulgated in 24 CFR Part 85

Consultant/Consultant Team panel Interview (if necessary)

10 points

Quality of presentation; responsiveness to questioning; project management and organizational structure.

References

References will not be assigned a point score but will be considered and evaluated.

TOTAL 115 Points

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9) Conflict of Interest:

The firm shall indicate any potential current or prior conflicts-of-interest that may limit the acceptance or completion of any assigned legal services requested by the CMHA based on prior legal services furnished by the firm to other clients that they may have represented in the past. If such a potential exists, the firm shall state as to how it could be resolved so as to be able to act on the CMHA's behalf.

Proposal Format

10) Tabbed Proposal Submittal:

The CMHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the CMHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the CMHA 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 (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the CMHA has published herein or has issued by addendum.

Proposal Submittal Binding Method:

It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the CMHA can, if needed, remove the binding (i.e. "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the proposal submittal to its original condition.

Submission Requirements:

Respondent(s) are required to submit the following information, although CMHA reserves the right to request additional information upon review of initial submissions.

1. **Form of Proposal**, this form is attached as Attachment A
Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment B to this RFQ document
2. **HUD 5369-C Certifications and Representations of Offerors, Non-Construction Contract:** This Form is located on the CMHA website as an addendum to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

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HUD 5369-A Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs: This Form is located on the CMHA website as an addendum to this RFQ document. This 4-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

HUD 5370 General Conditions for Construction Contracts – Public Housing Programs This Form is located on the CMHA website as an addendum to this RFQ document. This 19-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

3. **Equal Employment Opportunity:** The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
4. Cover letter and proposal overview – describe the Developer’s understanding of the RFQ’s purpose, challenges and opportunities.
5. Description and history of the Development firm, including ownership structure. Identification and description of the entities (in-house staff, team partners or sub-consultants) that will perform each distinct aspect of the services contemplated in the proposal. Include history of prior collaboration.
Description of the management and organizational structure of the team and its working relationships
6. Description and documentation of successful performance and completion of work on similar in scale and complexity during the last 10 years by the Developer and appropriate team members. Description and documentation of the technical skills and qualifications of the Developer and all team members
Description and documentation of the experience of the Developer and all team members in carrying out the distinct work components described above.
Performance schedule for major tasks described in the proposal submission.
7. Information sufficient to evidence financial stability and to perform all elements of the work on a reimbursement basis (this information may be requested to be kept confidential).
Identification of possible sources of funding for all activities and assumed in the proposal.
8. References – include 5 recent references including business name, mail and email addresses, telephone number and the name of a contact person. Indicate the nature of the association and the length of the relationships.
9. **Section 3 Business Preference Documentation (Optional Item):** For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment C and any documentation required by that form.

Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the CMHA in its evaluation.

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| 1. RFQ Issued | Wednesday, March 14, 2018 |
| 2. Prep-Proposal Conference | Tuesday, April 3, 2018 @11:00am |
| 3. Proposals Due | Friday, April 13, 2018 @11:00am |
| 4. Anticipated Approval by CMHA Board of Commissioners | May 2018 |

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11) Developer Interviews:

CMHA will conduct interviews, IF NECESSARY, and the highest ranked Developers will be invited to participate. The Developer will make a presentation to CMHA staff and answer questions about their submittals and their approach to the project. Specific topics of the presentation will be based upon the evaluations and be delivered to the participating Developers when the interviews are scheduled. CMHA will consider the evaluations, the interviews and assign scores for Evaluation Factor 10.

12) Price Proposal(s): Upon completion of the qualifications phase of this procurement, selected respondents will be required to present price proposals in the format specified by CMHA upon completion of the qualifications phase of this procurement.

13) Contract Award:

- a) **Contract(s) Award Procedure:** If a contract(s) is awarded pursuant to this RFQ, the following detailed procedures will be followed:
- b) By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the CMHA, either in hard copy or on mailed document,” including the contract clauses attached as Attachments. CMHA may initiate an definitive contract(s) negotiation ensuing this RFQ process. Accordingly, the CMHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.
- c) **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the CMHA pursuant to this RFQ:
- d) **Contract Form:** The CMHA will not execute a contract on the successful proposer's form-- contracts will only be executed on the CMHA form), and by submitting a proposal the successful proposer agrees to do so (please note that the CMHA reserves the right to amend this form as the CMHA deems necessary). However, the CMHA will during the RFQ process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the CMHA to do so; but the failure of the CMHA to include such clauses does not give the successful proposer the right to refuse to execute the CMHA's contract form. It is the responsibility of each prospective proposer to notify the CMHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The CMHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the CMHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.
- e) Please note that the CMHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.

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- f) **Assignment of Personnel:** The CMHA shall retain the right to demand and receive a change in personnel assigned to the work if the CMHA believes that such change is in the best interest of the CMHA and the completion of the contracted work.
- g) **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the CMHA, 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 the CO.
- h) **Contract Period:** The CMHA anticipates that it will initially award a contract for the period of two (2) years, renewable each year for up to five (5) years to be established after Board approval and the award is declared.

14) ADMINISTRATIVE MATTERS AND CONDITIONS/RESERVATION OF RIGHTS:

- a) **CMHA Options** – CMHA reserves the right to reject and cancel any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by CMHA to be in its best interests. CMHA reserves the right to request clarification of proposal data without changing the terms of the proposal.
- b) **Withdrawal**- CMHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days after the deadline for receiving proposals without the written consent of the CMHA Contracting Officer (CO).
- c) **Negotiation**- CMHA reserves the right to negotiate the fees proposed by the proposer entity.
- d) **Participation**- The Housing Authority (CMHA) shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the CMHA website, www.cmhanet.com and downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the CMHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the CMHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- e) **Incurred Expenses** – CMHA shall NOT be liable for any costs incurred by Proposers in the preparation of proposals in response to this RFQ, including any meetings, presentations, demonstrations, interviews or subsequent negotiations that may be requested or required.
- f) **Rules and Regulations** – The selected Consultant must comply with all laws, ordinances and regulations applicable to the services contemplated herein, including those applicable to conflict of interest. Proposers are presumed to be familiar with all federal, state and local laws that may in any way affect the services.
- g) **Contract Continuity** – The successful Consultant shall not enter into any subcontracts, retain consultants or assign, convey or otherwise dispose of the ensuing contract, or any or all of its

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rights, title or interest therein to any person, company or corporation without the prior written consent of CMHA.

- h) **Discrimination** – Proposers agree that there will be no discrimination as to race, sex, religion, color, creed or national origin in regard to obligations, work, and services performed under the terms of any ensuing contract.
- i) **Personnel Availability** – The personnel described in any submission shall be available to perform the services described barring illness, accident, or other unforeseeable events, in which event the Consultant must be able to provide a qualified replacement subject to CMHA’s approval. All Consultant personnel shall be considered to be the sole employees of the consulting firm, under its sole direction, and not employees or agents of CMHA.
- j) **Contract payments** – Proposers should be aware that CMHA will only make payments on a Contract issued under this RFQ after the work being billed has been completed, and will pay reimbursable expenses. No advance payments will be made; the Consultant must have the capacity to meet all the project expenses in advance of payments under its contract.
- k) **Taxes**-All persons doing business with CMHA are hereby made aware that the CMHA is exempt from paying Ohio State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.
- l) **Official, Agent and Employees of CMHA Not Personally Liable**-It is agreed by and between the parties hereto that in no event shall any official, officer, employee or agent of CMHA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.

15) PRE-PROPOSAL CONFERENCE AND INTERPRETATION OF THE RFQ

A pre-proposal conference is scheduled for this RFQ on Tuesday, April 3, 2018 @ 11:00am at the CMHA Corporate Office, located at 880 E. 11th Avenue, Columbus, Ohio 43211. Interested parties are urged to contact the following with any questions about this RFQ:

16) PROPOSER’S RESPONSIBILITIES: CONTACT WITH THE CMHA:

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the designated CO only. Proposers must not make inquiry or communicate with any other CMHA staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the CMHA to not consider a proposal submittal received from any proposer who may have not abided by this directive.

Addendums: All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the CO will NOT conduct any *ex parte* conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than

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making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing.

17) SUBMITTAL INSTRUCTIONS

Required Copies: All proposals must be submitted, time-stamped and received in the designated CMHA office no later than the submittal deadline stated herein (or within any ensuing attachment). A total of one (1) original signature copy of the fee sheet and one (1) original signature copy of the technical response (marked "ORIGINAL") and three (3) exact copies of the technical response ONLY of the "hard copy" proposal

CMHA Purchasing Department
Purchasing Manager, Andrea Quinichett
Columbus Metropolitan Housing Authority
880 E 11th Avenue
Columbus, Ohio 43211

Due Date – Submissions are due on TBD. The "hard copy" proposal must be received in-hand and time-stamped by the CMHA by no later than 11:00 a.m. on this date. Failure to submit all requirements of this RFQ by the posted deadline will render the submission ". Facsimile and email copies are not acceptable.

18) INSURANCE REQUIREMENTS

a) General Requirements

Prior to undertaking any work, the successful Developer shall procure and maintain for the duration of the contract, at no expense to CMHA, insurance coverage as specified below in connection with the performance of the contracted work by the Consultant, its agents, representatives, employees and/or sub-consultants.

The Developer's insurance shall be primary as respects the Partnership, and any other insurance maintained by each Partner shall be excess and not contributing insurance with the Consultant's insurance.

b) Required Coverage

Commercial General Liability: Insurance on an occurrence basis with the following minimum coverage:

\$1,000,000 each occurrence
\$2,000,000 aggregate

The members of the Partnership shall be named as an additional insured with respect to the Developer's services to be provided under the contract.

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Automobile Liability: Insurance with a combined single limit of the equivalent of not less than \$1,000,000 each accident for Bodily Injury and property Damage, including coverage for owner, hired or non-owned vehicles, as applicable.

Worker's Compensation: Proof of insurance or proof of exemption under State of Ohio requirements.

Professional Liability: As deemed necessary by the Partners, a policy of Errors and Omissions Liability insurance appropriate to the Developer or sub-developer's professions with a minimum coverage of \$1,000,000 per claim/aggregate.

Builders Risk: For those projects in which the Developer will serve as the General Contractor, the Developer shall secure Builders Risk (All Risk) insurance in an amount not to exceed the value of the improvements (or an amount otherwise agreed to by the Parties).

19) WAGES

Detailed within 24 CFR 85.36(h)(5), CMHA is required to pay Davis-Bacon wage rates for all construction contracts in excess of \$2,000. Construction includes alteration and/or repair, including painting and decorating, of public buildings or public works. Current Davis-Bacon wages rates for residential construction projects may be accessed on-line at no cost at: www.wdol.gov.

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Proposer's Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has fully authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
2. Proposer proposes to furnish and deliver all items, for which proposals were provided herein, as specified in the proposal, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this proposal, all materials and supplies, which are described on the proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by CMHA.
3. Proposer agrees that this proposal shall remain open and valid for at least a period of sixty (60) days from the date of the proposal opening, or as may be specified herein, and that this proposal shall constitute an offer, which, if accepted by CMHA and subject to the terms and conditions of such acceptance, shall result in a contract between CMHA and the undersigned Proposer.
4. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.
5. Proposer, (the firm, corporation, partnership, or institution represented by the Proposer), or anyone acting for such firm, corporation or institution has not violated the antitrust laws of the State of Ohio or the Federal Antitrust laws, nor communicated directly or indirectly this proposal to any competitor or any other person engaged in such line of business.
6. Proposer has not received compensation for participation in the preparation of the specifications for this solicitation.

SIGNED: _____ **Date** _____

PRINT NAME: _____

PRINT COMPANY NAME: _____

COMPANY PHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

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HUD FORMS

5369-B Instructions to Offerors Non-Construction

<http://www.hud.gov/offices/adm/hudclips/forms/files/5369-b.pdf>

5369-C (8/93), Certifications & Representations of Offerors
Non-Construction Contract

<http://www.hud.gov/offices/cpo/forms/hud5369c.pdf>

5370-C Sections I & II General Conditions for Non-Construction Contracts,
(With or without Maintenance Work)

<http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C1.pdf>

<http://www.hud.gov/offices/adm/hudclips/forms/files/5370-C2.pdf>

General Conditions for Construction Contracts - Public Housing Programs

<https://www.hudexchange.info/resources/documents/HUD-Form-5370-General-Conditions-of-the-Contract-for-Construction.pdf>

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ATTACHMENT C: INSTRUCTIONS FOR BIDDERS/PROPOSERS

SPECIAL CONDITION

Special conditions included in the specifications shall take precedence over any provisions stipulated hereunder.

SIGNATURE REQUIRED

Any page format in which proposal pricing is stated must be signed in ink followed by the person's signature printed or typewritten. If the proposer is a firm or corporation, insert the corporate name followed by the signature and title of a person authorized to sign said proposal.

PRINCIPALS, PARTNERSHIPS OR PROPRIETORS

All proposers are required to attach to the proposal packet a list of all principals, partners or proprietors of the company along with the appropriate title and/or position of each person.

TAXES

Federal and/or State taxes are not to be included in prices quoted. The successful proposer will be furnished an exemption certificate if needed.

PRICING

Firm selected during the RFQ process Proposers are to quote firm prices unless otherwise noted in the specifications. In case of a discrepancy in computing the amount of the proposal, the UNIT PRICE quoted will govern. In the event of a conflict between the price in numbers and the price in words, the price IN WORDS WILL CONTROL.

Quotations are requested F.O.B. destination. If quoted F.O.B. Shipping Point, include freight estimate and full value insurance cost.

ACCEPTANCE AND REJECTION

This proposal will be accepted or rejected within a period of sixty (60) days from the proposal opening date. CMHA reserves the right to reject any and all proposals, to waive technicalities, and to request a re-quote on the required materials and/or services. If more than one item is listed, prices shall be quoted on each unit. However, each item shall be considered a separate proposal and CMHA reserves the right to award a contract on each item separately proposed,

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or on all items as a whole or any combination thereof. Proposers whose proposal is made on an "all or none" basis must clearly state such fact in the proposal.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no Proposer shall withdraw or cancel his proposal for a period of sixty (60) days after said advertised closing time for the receipt of proposals.

SUBMISSION OF PROPOSAL

Proposals must be submitted on the attached proposal page unless otherwise noted in the specifications. Blank spaces in the proposal must be completed and the phraseology is not to be changed. Any additional conditions, limitations, or provisions attached to the proposal may result in its rejection. It is important that all pages be in proper sequence. If the vendor does not wish to propose, the proposal should be so marked.

Proposals received prior to the time of the opening will be securely kept, unopened. No proposal received after the specified time will be considered except under the following conditions: if a proposal arrives by mail after the time fixed for opening, but before award is made, and it is shown to the satisfaction of the awarding officer that late arrival was due solely to delay in the mails, such proposals will be received and considered. No responsibility will attach to an officer for the premature opening of a proposal not properly addressed and identified.

Proposals must be submitted in a sealed envelope and clearly state the Proposer's Name, Address, RFQ number and RFQ Submittal deadline date.

CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this proposal document will be on file in the office of the Purchasing Department no less than five (5) working days prior to the scheduled proposal closing. In addition, to the extent possible, copies will be mailed to each person registered as having received a set of proposal documents. Total proposal or specific item cancellations may be issued later than the time specified above.

DELIVERY

Time will be of the essence for any orders placed as a result of this proposal. Purchaser reserves the right to cancel such orders, or any part thereof, without obligation if delivery is not made within the time(s) specified. Delivery shall be made 8:00 a.m. to 4:00 p.m. Monday through Friday to the destination shown on the proposal.

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QUALITY

Unless otherwise stated by the proposer the proposal will be considered as being in strict accordance with the specifications outlined in the Proposal Document.

Reference to a particular trade, manufacturer's catalog or model number is made for descriptive purposes to guide the proposer in interpreting the requirements of CMHA. They should not be construed as excluding proposals on other types of materials, equipment and supplies. However, the proposer, if awarded a contract, will be required to furnish the particular item referred to in the specifications or description unless a departure or substitution is clearly noted and described in the proposal.

SAMPLES

Samples, when requested, must be furnished free of expense and, if not destroyed, will upon request be returned at the proposer's expense.

INELIGIBLE PROPOSERS

CMHA is prohibited from making any awards to contractors, subcontractors or firms who are on lists of those ineligible to receive awards from the United States, as furnished periodically by HUD. The current list of ineligible firms is available for inspection by prospective proposers at the offices of CMHA.

CMHA is required to procure contracts only with responsible contractors, i.e. those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract CMHA will review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, record of past performance, and financial and technical resources.

AWARD OF CONTRACT

The contract will be awarded to the responsible proposer submitting the best value proposal complying with the conditions of the Invitation for Proposal with equal consideration being given to the detailed action plan, provided his proposal is reasonable and it is to the interest of CMHA to accept it. CMHA will consider proof of success of procedures (i.e., references) in the final determination.

All specifications and proposal documents become a binding part of the contract.

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PERFORMANCE BOND

General contractor will be required to furnish a performance bond for any service/construction proposals. The performance bond of 100% of the full amount of the contract, which secures the faithful performance of the contract, must be furnished at the time of the proposal closing. No exceptions will be granted without prior written permission of CMHA. Failure of the successful proposer to comply shall constitute a default. CMHA may either award the contract to the next reasonable proposer or re-advertise for proposals; and CMHA may charge against the proposer the difference between the amount of the proposal and the amount for which the contract for the work is subsequently executed. (Performance Bond is required on new construction only)

SUBCONTRACTORS

The respondent(s) of general contractor shall not contract with any proposed subcontractor who has not been accepted by CMHA. The contractor shall notify CMHA in writing the name of each proposed subcontractor. The acceptance or any objection shall be expressed in writing by CMHA within ten (10) working days after receipt of said request. CMHA may, without claim for extra cost by the contractor, disapprove any subcontractor for cause on the basis of its own determination or, because the contractor is listed as ineligible to receive awards of contracts for the United States on a current list or lists furnished by HUD.

CANCELLATION

CMHA reserves the right to monitor and evaluate the performance of a vendor, pursuant to this proposal, on a regular basis. Either CMHA or the vendor may terminate this contract upon a material violation of the terms herein, provided that the offended party issues written notice of the violation to the offending party.

PRE-PROPOSAL CONFERENCE

Tuesday, April 3, 2018 Where advisable or in the Authority's interest a Pre-Proposal Conference will be conducted for all proposers as specified in the proposal advertisement (time and location). However, in lieu of the aforementioned, any proposer or prospective proposer interested in a pre-proposal conference may request one by contacting the Purchasing Agent within seven (7) days after the date of the first publication of the notice to proposal. This conference shall be for clarification of procedures and requirements connected with the preparation of responsive proposals only.

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MINORITY AND FEMALE BUSINESS ENTERPRISE POLICY

As policy, the Columbus Metropolitan Housing Authority (CMHA) will aggressively seek to contract with minority and/or female business enterprises for at least twenty percent (20%) of its annual dollar expenditures for construction, development and supply of goods and services. Initially, CMHA will seek to meet this goal by expanding and improving its contacts with appropriate minority and/or female business enterprises, so that more responsive proposals and competitive quotations can be solicited and received from such business enterprises. CMHA will, therefore, compile and maintain a master list of minority and female business enterprises (categorized and referenced by types of businesses) and related non-profit or service organizations. These businesses and specific groups will be kept informed, through outreach activities, regarding general and specific business opportunities with CMHA. Formal bidding through public advertisements will also be paid for or sponsored by CMHA with minority press and media as well as the major Columbus newspaper. Training sessions, focusing on both CMHA's general business practices and specific construction jobs or purchasing transactions, will also be conducted for the benefit of minority and/or female business enterprises on a regular basis. Actual contract awards for construction and purchasing will be recorded and monitored for minority and/or female business enterprise participation, and selected proposers will be expected to achieve their minority and/or female business enterprise commitments. Implementation duties for this policy will be delegated to the Minority Business/Contract Compliance Officer (for development activities) and the Purchasing Agent (for procurement activities), under the general supervision of the President\CEO.