

## RFP Document

### Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	2
	RFP Information at a Glance	2
1.0	HA'S Reservation of Rights	3
2.0	Scope of Work/Technical Specifications	4
2.0.1	Expectations/Role	4
2.0.2	Responsibilities of the Professional Personal Trainer	4
2.0.3	Program Monitoring & Data Management	5
2.0.4	Services	5
2.0.5	General Requirements	5-6
2.0.6	Safety	6
3.0	Proposal Format	7
3.1	Tabbed Proposal Submittal	7-9
3.2	Entry of Proposed Fees	9
3.3	Additional Information Pertaining to the Pricing Items	9-10
3.4	Proposal Submission	10-11
3.5	Proposer's Responsibilities--Contact With the HA	11-12
3.6	Pre-proposal Conference	12
3.7	Recap of Attachments	12
4.0	Proposal Evaluation	13
4.1	Evaluation Factors	13
4.2	Evaluation Method/Plan	13-14
5.0	Contract Award	15-16
5.1	Contract Award Procedure	15
5.2	Contract Conditions	15-16
5.3	Contract Period	16
5.4	Licensing and Insurance Requirements	16-17
5.5	Right to Negotiate Fees	17
5.6	Contract Services Standards	17
	Index of Tables	17
	Proposer's Certification	18
	HUD Form Locator	19

**INTRODUCTION**

The Columbus Metropolitan Housing Authority (hereinafter, "HA") 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 HA 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 HA'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 HA owns and/or manages: (a) 17 multi-family apartment complexes totaling 1,797 units; (b) 7 senior complexes, totaling units 603; and (d) administrates a total of 12,500 Section 8 Housing Choice Vouchers. The HA currently has approximately 108 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the above noted services to the HA. All 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.

**RFP INFORMATION AT A GLANCE**

[Table No. 2]

HA CONTACT PERSON	Andrea Quinichett, Purchasing Manager, 614.421.4434
HOW TO OBTAIN THE RFP DOCUMENTS ON THE CMHA WEBSITE	1. Access cmhanet.com 2. Click on the "Doing Business with Us" heading 3. Click on the "Purchasing Open Opportunities" heading  If you have any problems in accessing or registering on the system, please call the Procurement Department at 614.421.4434
PRE-PROPOSAL CONFERENCE	Tuesday, November 7, 2017 11:00am 880 E. 11 <sup>th</sup> Avenue, Columbus, Ohio 43211
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	1. As directed within Section 3.2.1 of the RFP document, submit certain required financial information "Proposal Sheet" in a separate sealed envelope noting the RFP number, name and company information. 2. As instructed within Section 3.0 of the RFP document, submit one (1) original copy and three (3) copies of your "hard copy" proposal to the HA Procurement office.
PROPOSAL SUBMITAL RETURN & DEADLINE	Wednesday, November 15, 2017 11:00am The CMHA Central Office 880 E. 11 <sup>th</sup> Avenue, Columbus, Ohio 43211 Note: The "hard copy" proposals and sealed Fee Proposal must be received in-hand and time-stamped by the HA by no later than 11:00 a.m. on this date.
ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS	December 2017

**1.0 HA'S RESERVATION OF RIGHTS:**

- 1.1 The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2 The HA reserves the right not to award a contract pursuant to this RFP.
- 1.3 The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4 The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HA Contracting Officer (CO).
- 1.6 The HA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7 The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 The HA shall reserve the right to at any time during the RFP 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 hard copy RFP and/or downloading this document via our website, 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 HA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 1.10 The HA reserves the right to select a single provider or award to multiple providers.
- 1.11 The HA reserves the right to add requirements during the contract period when it is in the best interest of the HA.

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**2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** CMHA is seeking proposals from qualified, licensed and insured entities to provide Interior Design services:

**2.0.1 Expectation/Role of the Proposer**

**2.0.2** The HA is seeking the services of an Interior Designer to collaborate and partner with the Executive Staff for design implementation on various projects.

**2.0.3** The Interior Designer shall have expertise in conceptual design, selecting and specifying colors, finishes, fabrics, furniture, flooring and wallcoverings, lighting, and other materials at the discretion of the HA.

**2.0.4** CMHA shall require an in-person presentation with all qualified respondents prior to the award of this contract.

**2.0.5** We anticipate that the successful proposer will prepare schematic design, and drawings and specifications (per all applicable local, State, and Federal standards)

**2.0.6** Include general project timelines taking into consideration construction phasing, costs for night/weekend construction work to minimize disruptions, and relocation of staff as the last resort for all options

**2.0.7** HA may use current architect to perform design work that may ensue from these services and that a construction contractor may then be retained to perform the actual construction work.

**2.1 Applicable Buildings.**

**2.2.1** Central Office (45,300 s/f): 880 E 11<sup>th</sup> Avenue Columbus, Ohio 43211.

**2.2.2** East Campus (8,800 s/f): 1407 Cleveland Avenue Columbus, Ohio 43211

**2.1.1 General Requirements**

**2.1.1** Interior Design Service shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this RFP or any resulting contract. Interior Design Service shall follow industry safety standards, and use only industry approved safety equipment in accordance with the manufacturer's specification in the performance of all duties.

**2.1.2** Interior Design Service shall pay all of its employees, including any and all approved Subcontractors, as least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development of Labor Prevailing Wages as attached (if applicable).

**2.1.3** Interior Design Service must provide, at their own expense, all equipment, labor, material, supplies, and tools necessary to perform all of the services required under this RFP and any resulting contract.

3.0 PROPOSAL FORMAT:

3.1 **Tabbed Proposal Submittal:** The HA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the HA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the HA 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 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 HA has published herein or has issued by addendum.

[Table No. 3]

RFP Section	Tab No.	Description
3.1.1	1	<b>Form of Proposal:</b> This Form is attached hereto as Attachment A to this RFP document. This 1-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.2	2	<b>Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract:</i></b> This Form is located on the CMHA website as an addendum to this RFP 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.
3.1.2.1		<b>Form HUD-5369-A (11/92), <i>Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs:</i></b> This Form is located on the CMHA website as an addendum to this RFP 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.
3.1.3	3	<b>Proposers Certification and Profile of Firm Form:</b> The Proposers Certification is located on page 19 of this RFP document. The Profile of Firm Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed executed and submitted under this tab as a part of the proposal submittal.
3.1.4	4	<b>Proposed Services:</b> As more fully detailed within Section 2.0, <i>Scope of Proposal/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 2, herein, The proposer’s <b>TECHNICAL CAPABILITIES</b> (in terms of personnel, certification, expertise and materials) and the <b>MANAGEMENT PLAN</b> (including staffing of key positions, resumes’ of all staff to include fitness education and experience, method of assigning work, classes offered, and procedures for maintaining level of service, etc.) adherence to proposal submittal requirements as stated in Section 3.0, Table 3, and comprehensive proposal as noted in this RFP), based upon the

		opinion of the evaluators.
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 3, herein, The proposer's <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (including meeting costs, schedules, a history of competed, successful fitness programs, and performance requirements) of contract work substantially similar to that required by this solicitation.
3.1.5	5	<b>Equal Employment Opportunity:</b> The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
3.1.6	6	<b>Client Information:</b> The proposer shall submit a list of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The list shall, at a minimum, include:
3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number;
3.1.6.4		A brief description and scope of the service(s) and the dates the services were provided;
3.1.7	7	<b>Equal Employment Opportunity:</b> The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
3.1.8	8	<b>Subcontractor/Joint Venture Information (Optional Item):</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 tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.9	9	<b>Section 3 Business Preference Documentation (Optional Item):</b> 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.
3.1.10	10	<b>Other Information (Optional Item):</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the HA in its evaluation.

- 3.1 Entry of Proposed Fees:** The proposed fees shall be submitted by the proposer and received by the HA where provided "Fee Sheet". The Proposer shall submit this sheet in a separate sealed envelope and submitted with the hard copies. **Do not submit, enter or refer to any fees or costs within the 10-tab "hard copy" proposal submittal detailed within Section 3.0—any proposer that does so may be rejected without further consideration.** The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc.

Table No. 4]

RFP Section	Item No.	Qty	U/M	Description
3.2.1				
3.2.1.1	1	unknown	Hour	Interior Design Professional

3.2

**Additional Information Pertaining to the Pricing Items:**

3.3

**Proposal Submission:** All pricing must be submitted via separate, sealed envelope and all “hard copy” proposals must be submitted and time-stamped received in the designated HA office by no later than the submittal deadline stated herein (or within any ensuing addendum) as noted in Section 3.2. A total of 1 original signature copy (**marked "ORIGINAL"**) and 3 exact copies (each of the 3 separate proposal submittals shall have a cover and extending tabs) of the “hard copy” proposal submittal, shall be placed unfolded in a sealed package and addressed to:

The Columbus Metropolitan Housing Authority  
 Attention: Andrea Quinichett  
 Purchasing Manager  
 880 E. 11<sup>th</sup> Avenue  
 Columbus, Ohio 43211

The package exterior must clearly denote the above noted RFP number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.

3.4.1

**Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the HA by the proposer, such may invalidate that proposal. By accessing the noted website and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the HA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

**3.4.1.1 Submission Responsibilities:** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the HA, including the RFP document, the documents listed within the following Section 3.7, and any addenda and required attachments submitted by the proposer.

3.4.2

**Proposer's Responsibilities--Contact With the HA:** Proposers must not make inquiry or communicate with any official (including members of the Board of Commissioners) pertaining to this RFP.

3.4.3

**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 RFP Documents).

**3.4.4 Pre-proposal Conference:** The scheduled pre-proposal conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the HA will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response.

**3.4.5 General Directions to the Pre-proposal Conference:**

Table No. 5

RFP Section	Directions
3.6.1.1	Take SR 71 North or South
3.6.1.2	Exit East onto 11 <sup>th</sup> Avenue;
3.6.1.3	East on 11 <sup>th</sup> to Wright
3.6.1.4	Turn left onto Wright and follow to visitor parking lot on the right, park in any open spot.
3.6.1.5	The CMHA Corporate office is located on the left side of Wright; Enter the building through the double glass doors at the front of the building.

**3.5 Recap of Attachments:** It is the responsibility of each proposer to verify that he/she has received the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No.6]

RFP Section	Attachment	Attachment Description
3.7.1	A	Form of Proposal
3.7.2	B	Profile of Firm Form
3.7.3	C	HA Instructions To Proposers & Contractors
3.7.4	D	Proposal Fee Sheet

**4.0 PROPOSAL EVALUATION:**

**4.1 Evaluation Factors:** The following factors will be utilized by the HA 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:

Table No 7

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	15 points	Objective	The <b>PROPOSED COSTS</b> the proposer proposes to charge the HA to provide the required work.
2	35 points	Subjective	The proposer's <b>TECHNICAL CAPABILITIES</b> (in terms of



		<b>(Technical)</b>	personnel, certification, expertise and materials) and the <b>MANAGEMENT PLAN</b> (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
<b>3</b>	<b>50 points</b>	<b>Subjective (Technical)</b>	The proposer's <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer's <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
	<b>100 points</b>	<b>100 points</b>	<b>Total Points (other than preference points)</b>

**4.1.2 Preference Evaluation Factor:** The following factors will be utilized by the CO to evaluate each proposal submittal received:

[Table No. 7a]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	<b>SECTION 3 BUSINESS PREFERENCE PARTICIPATION:</b> A firm may qualify for Section 3 status as detailed within Attachment C (NOTE: A max of 15 points awarded).
7a	15 points		Priority I: As detailed on page 5 of Attachment C.
7b	12 points		Priority II: As detailed on page 5 of Attachment C.
7c	9 points		Priority III: As detailed on page 5 of Attachment C.
7d	6 points		Priority IV: As detailed on page 5 of Attachment C.
7e	3 points		Priority V/VI: As detailed on page 5 of Attachment C.
	15 points		<b>Maximum Preference Points (Additional)</b>
	115 points	<b>Total Possible Points</b>	

**4.2**

**Evaluation Method:**

**4.2.1 Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HA reserves the right to reject any proposals deemed by the HA not minimally responsive (the HA will notify such firms in writing of any such rejection).

**4.2.2 Evaluation Committee:** The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP.

**4.2.3 Evaluation:** The CO will evaluate and award points pertaining to Evaluation Factors No. 1 (the "Objective" Factors). The appointed evaluation committee, independent of the CO or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2 and 3, (the "Subjective" Factors).

**4.2.4 Potential "Competitive Range" or "Best and Finals" Negotiations:** The HA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals"

Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range.

**4.2.5 Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval.

**4.2.5.1 Ties:** In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

**4.2.6 Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail or USPS a Notice of Results of Evaluation. Such notice shall inform all proposers of:

**4.2.6.1** Which proposer received the award;

**4.2.6.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;

**4.2.6.3** The cost or financial offers received from each proposer;

**4.2.7 Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

## **5.0 CONTRACT AWARD:**

**5.1 Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

**5.1.1** 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 RFP as issued by the HA, in hard copy. Accordingly, the HA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**5.2 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:

**5.2.1 Contract Form:** The HA will not execute a contract on the successful proposer's form--contracts will only be executed on the HA form), and by submitting a proposal the successful proposer agrees to do so (please note that the HA reserves the right to amend this form as the HA deems necessary).

**5.2.1.1** Please note that the HA 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 RFP.

- 5.2.3 Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO.
- 5.3 Contract Period:** The HA anticipates that it will initially award a contract for the period of 1 years, with options to renew for four (4) one (1) year contracts not to exceed five (5) years to be established after Board approval and the award is declared.
- 5.4 Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 5.4.1** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;
- 5.4.2** An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 5.4.3** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a deductible of not greater than \$1,000;
- 5.4.4** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 5.4.5** A copy of the proposer's business license allowing that entity to provide such services within the City of Columbus;
- 5.4.6** If applicable, a copy of the proposer's license issued by the State of Ohio licensing authority allowing the proposer to provide the services detailed herein.
- 5.4.7** The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).
- 5.5 Right to Negotiate Final Fees:** The HA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the HA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the HA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the HA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The HA shall also retain the right to negotiate with and make an award to more than one

proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

**5.6 Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

**Index of Tables**

[Table No. 9]

<b>Table</b>	<b>Description</b>	<b>Page</b>
<b>1</b>	<b>Table of Contents</b>	<b>1</b>
<b>2</b>	<b>RFP Information at a Glance</b>	<b>2</b>
<b>3</b>	<b>Tabbed Proposal Submittal</b>	<b>7-8</b>
<b>4</b>	<b>Entry of Proposed Fees</b>	<b>9</b>
<b>5</b>	<b>General Directions to the Pre-proposal Conference</b>	<b>12</b>
<b>6</b>	<b>Recap of Attachments</b>	<b>12</b>
<b>7</b>	<b>Evaluation Factors</b>	<b>12-13</b>
<b>9</b>	<b>Index of Tables</b>	<b>13</b>

**Proposer's Certification  
(Attachment F)**

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 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: \_\_\_\_\_

**FORM OF PROPOSAL  
(Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the “hard copy” tabbed proposal submittal.)

**Instructions:** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submittal submitted by the proposer. Also, complete the Section 3 Statement and the Proposer’s Statement as noted below:

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(Three copies of each proposal, including one with original signatures)</i>
_____	Tab 1 Form of Proposal
_____	Tab 2 Form HUD-5369-A
_____	Tab 3 Profile of Firm Form
_____	Tab 4 Proposed Services
_____	Tab 5 Managerial Capacity/Financial Viability, including resumes
_____	Tab 6 Client Information
_____	Tab 7 Equal Employment Opportunity Statement
_____	Tab 8 Subcontractor/Joint Venture Information (Optional)
_____	Tab 9 Section 3 Business Preference Documentation (Optional; Attachment D)
_____	Tab 10 Other Information (Optional)

**SECTION 3 STATEMENT**

Are you claiming a Section 3 business preference? YES\_\_\_ or NO\_\_\_. If “YES,” pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming? \_\_\_\_\_.

**PROPOSER’S STATEMENT**

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to

the best of his/her knowledge, true and accurate, and that if the HA discovers that any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the noted Internet System, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted Internet System, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided within the noted Internet System pertaining to this RFP.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

<b>RFP 2017-008: PROFILE OF FIRM FORM (Attachment B)</b>
--------------------------------------------------------------

(1) Prime\_\_\_ Joint Venture/ Partner\_\_\_ Sub-contractor\_\_\_ (This form must be completed by and for each).

(2) Name of Firm:\_\_\_\_\_ Telephone:\_\_\_\_\_ Fax: \_\_\_\_\_

(3) Street Address, City, State, Zip:\_\_\_\_\_

(4) Please attached a brief biography/resume of the company, including the following information:  
 (a) Year Firm Established; (b) Year Firm Established in Columbus, Ohio; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (Provide resumes for each under Tab No. 3):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 3 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- |                                                                 |                                                               |                                                         |                                                               |
|-----------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Caucasian<br>American (Male)<br>_____% | <input type="checkbox"/> Public-Held<br>Corporation<br>_____% | <input type="checkbox"/> Government<br>Agency<br>_____% | <input type="checkbox"/> Non-Profit<br>Organization<br>_____% |
|-----------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------|

REQUEST FOR PROPOSALS (RFP) NO. 2017-008 Interior Design Professional

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

Resident-Owned\* African American \*\*Native American Hispanic American Asian/Pacific American Hasidic Jew Asian/Indian American

Woman-Owned (MBE) Woman-Owned (Caucasian) Disabled Veteran Other (Specify):

WMBE Certification Number: Certified by (Agency):

Signature

Date

Printed Name

Company

RFP 2017-008: PROFILE OF FIRM FORM (Attachment B)

(This Form must be fully completed and placed under Tab No. 3 of the "hard copy" tabbed proposal submittal.)

(8) Federal Tax ID No.:

(9) [APPROPRIATE JURISDICTION] Business License No.:

(10) State of License Type and No.:

(11) Worker's Compensation Insurance Carrier: Policy No. Expiration Date:

(12) General Liability Insurance Carrier: Policy No. Expiration Date:

(13) Professional Liability Insurance Carrier: Policy No. Expiration Date:

(14) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of, or any local government agency within or without the State of? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(17) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Company

#### **ATTACHMENT D: 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**

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, 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, RFP number and RFP 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.

## **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 lowest 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.

### **PERFORMANCE BOND**

All proposers 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.

### **SUBCONTRACTORS**

The 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**

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.

**SECTION 3 PARTICIPATION**  
**(Attachment C)**

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 BUSINESS PREFERENCE  
IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS OF BUSINESS: \_\_\_\_\_

TYPE OF BUSINESS:     Corporation     Partnership     Sole Proprietorship     Joint Venture

Attached is the following documentation as evidence of status:

**For business claiming status as a Section 3 resident-owned Enterprise:**

Copy of resident lease     Other evidence     Copy of evidence of participation in a public assistance program

**For the business entity as applicable:**

<input type="checkbox"/> Copy of Articles of Incorporation	<input type="checkbox"/> Certificate of Good Standing
<input type="checkbox"/> Assumed Business Name Certificate	<input type="checkbox"/> Partnership Agreement
<input type="checkbox"/> List of owners/stockholder and % of each	<input type="checkbox"/> Corporation Annual Report

**REQUEST FOR PROPOSALS (RFP) NO. 2017-008 Interior Design Professional**

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- Latest Board minutes appointing officers  Additional documentation  
 Organization chart with names and titles and brief functional statement

**For business claiming Section 3 status by subcontracting 25% of the dollar awarded to qualified Section 3 business:**

- List of subcontracted Section 3 business and subcontract amount

**For business claiming Section 3 status, claiming at least 30% of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full time employees  List of all employees claiming Section 3 status  
 PHA Residential lease (less than 3 years from date of employment)  Other evidence of Section 3 status (less than 3 years from date of employment)

**Evidence of ability to perform successfully under the terms and conditions of the proposed contract:**

- Current financial statement  List of owned equipment  
 Statement of ability to comply  List of all contracts for the past 2 years with public policy

**Corporate Seal**

\_\_\_\_\_  
Authorizing Name and Signature \_\_\_\_\_  
Notary

\_\_\_\_\_  
Title My term expires: \_\_\_\_\_

\_\_\_\_\_  
Signature Date Printed Name

**SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES**

Number Of All Contracts Proposed: \_\_\_\_\_

Name Of Company: \_\_\_\_\_

Dollar Value Of All Contracts Proposed: \_\_\_\_\_

Project: \_\_\_\_\_

To The Greatest Extent Feasible, Contracts Will Be Awarded Through Negotiation Or Proposal To Qualified Project Area Businesses.

Goal Of These Contracts For Project Area Businesses:

PROPOSED TYPE OF CONTRACT	APPROX. COST	PROPOSED TYPE OF CONTRACT	APPROX. COST

Outline The Program To Achieve These Goals For Economically And Socially Disadvantaged:

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**NOTE: To Complete The Affirmative Action Plan, Follow Steps Outlines In Attached Exhibit.**

(INSERT THIS DOCUMENT IN PROPOSAL DOCUMENTS AND WITH PROPOSAL)

DATE: \_\_\_\_\_

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Signature

Date

Printed Name

**SUGGESTED AFFIRMATIVE ACTION PLAN FOR UTILIZATION OF PROJECT AREA BUSINESSES  
(con'd)**

SUGGESTED SECTION 3 PRELIMINARY WORKFORCE STATEMENT UTILIZATION OF LOWER INCOME PROJECT AREA RESIDENTS AS REGULAR, PERMANENT EMPLOYEES, TRAINEES, APPRENTICES.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROJECT: \_\_\_\_\_

	PRESENT PERMANENT EMPLOYEES (At Time of Contract Signing)	SECTION 3 WORKFORCE PROJECTION (Residents)	TOTAL PROJECTED WORKFORCE INCREASE
TRAINEES			
APPRENTICES			
JOURNEYPERSONS			
LABORERS			
SUPERVISORY			
SUPERINTENDENT			
PROFESSIONAL			
CLERICAL			

**NOTE: RESIDENTS ARE THOSE LOWER INCOME PROJECT AREA RESIDENTS WHO HAVE BEEN QUALIFIED AS ELIGIBLE.**

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Signature \_\_\_\_\_ Date \_\_\_\_\_ Printed Name \_\_\_\_\_

**PREFERENCE FOR SECTION 3 BUSINESS CONCERNS IN CONTRACTING OPPORTUNITIES**

The HA has established the following priority for preference when providing contracting opportunities to Section 3 Businesses:

**Priority I**

**Category 1a Business**

Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.

**Priority II**

**Category 1b Business**

Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.

**Priority III**

**Category 2a Business**

Business concerns that are 51 percent or more owned by residents of any other housing development or developments.

**Priority IV**

**Category 2b Business**

Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.

**Priority V**

**Category 3 Business**

Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.

**Priority VI**

**Category 4a Business**

Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.

**Priority VII**

**Category 4b Business**

Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.

**Eligibility for Preference**

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern is a Section business concern.



**Attachment E: RFP 2017-008 Interior Design Professional**  
**FEE SHEET**

1. Guaranteed Hourly Rate for Interior Design Professional based on the requested Scope of Services:

Interior Design Professional \$\_\_\_\_\_ hourly rate

**NOTE:** The HA does not pay trip charges or travel time.

**DISCOUNT OFFERED FOR EARLY PAYMENT:** \_\_\_\_\_ % if invoice paid within \_\_\_\_\_ days of properly submitted invoice.

**Attachment Acknowledgements (if applicable)**

Attachment A: Form of Proposal	Date_____
Attachment B: Profile of Firm Form	Date_____
Attachment C: Section 3 Requirements	Date_____
Attachment D: HA Instructions to Proposers& Contractors	Date_____
Attachment E: Proposal Fee Sheet	Date_____
Attachment F: Proposer's Certification	Date_____
Attachment G: HUD Forms	Date_____

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**E-mail address (if available)**

\_\_\_\_\_  
**Phone/Fax**

**HUD FORMS  
(when applicable)**

5369 Instructions to Offerors Non-Construction  
<http://www.hud.gov/offices/adm/hudclips/forms/files/5369.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>

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