Issue Date: 10/28/26
Submission Deadline: 11/30/26 @2PM

# LEGAL SERVICES

## RFP NUMBER: 2026-020

Andrea Quinichett. Aquinichett@cmhanet.com. 614.421.4434



COLUMBUS METROPOLITAN HOUSING AUTHORITY

cmhanet.com

# 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 |
| 2.1 | Specifications | 4 |
| 2.2 | Special Conditions | 5 |
| 3.0 | Proposal Format | 6 |
| 3.1 | Experience and Qualifications | 6 |
| 3.2 | Conflicts-of-Interest | 6 |
| 3.3 | Commitment to Diversity and Inclusion | 6 |
| 3.4 | Sample LIHTC Fees | 6 |
| 3.5 | Tabbed Proposal Submittal | 6 |
| 3.6 | Proposal Submission | 8 |
| 3.7 | Entry of Proposed Fees | 9 |
| 3.8 | Additional Information Pertaining to the Pricing Items | 10 |
| 3.9 | Proposal Submission | 10 |
| 3.10 | Proposer's Responsibilities--Contact With the HA | 11 |
| 3.11 | Pre-proposal Conference | 12 |
| 3.12 | Recap of Attachments | 12 |
| 4.0 | Proposal Evaluation | 12 |
| 4.1 | Evaluation Factors | 12 |
| 4.2 | Evaluation Method/Plan | 13 |
| 5.0 | Contract Award | 15 |
| 5.1 | Contract Award Procedure | 15 |
| 5.2 | Contract Conditions | 15 |
| 5.3 | Licensing and Insurance Requirements | 16 |
| 5.4 | Right to Negotiate Fees | 17 |
| 5.5 | Contract Services Standards | 17 |
| | Minority and Female Business Enterprise Policy | 18 |
| | Form of Proposal | 19 |
| | Profile of Firm | 20 |
| | Instruction for Bidder/Proposers | 22 |
| | Fee Sheet | 26 |
| | Proposer's Certification | 27 |
| | HUD Forms | 28 |

# REQUEST FOR PROPOSALS (RFP) NO. 2026-020
# LEGAL SERVICES

## *INTRODUCTION*

The Columbus Metropolitan Housing Authority (hereinafter, "HA") is a public entity, formed in 1934 to provide federally subsidized housing and housing assistance to low-income families, in Columbus and Franklin County. 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 CMHA's procurement policy. The Agency was brought into existence by resolution of the State of Ohio's Board of Housing on May 8th, 1934. CMHA is a subdivision of the State of Ohio.

Currently, the HA owns and/or manages: (a) 37 multi-family apartment complexes totaling 5,731 units; (b) nice senior complexes, totaling 788 units; and (c) six Permanent Supportive Housing Developments, totaling 382 units. The HA also administers approximately 13,500 Section 8 Housing Choice Vouchers and manages the HUD Project Based Rental Assistance contracts covering 81,000 units in Ohio and Washington, D.C. through its subsidiary, Assisted Housing Services Corporation. The HA currently has approximately 18 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 services specified herein 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<br>614.421.4434 **aquinichett@cmhanet.com** |
| HOW TO OBTAIN THE RFP DOCUMENTS ON THE HA WEBSITE | 1. Access cmhanet.com<br>2. Click on the "Business Opportunities/Section 3" heading<br>3. Click on the "Purchasing/Open Opportunities" heading<br>If you have any problems in accessing or registering on the system, please call the Purchasing Department at 614.421.4434 |
| PRE-PROPOSAL CONFERENCE | **Tuesday November 17th, 2026, 2:00pm**<br>**Microsoft Teams meeting**<br>**Join:**https://teams.microsoft.com/meet/2197263771667551?p=l3C2ATxcFkb54xVSUh<br>Meeting ID: 219 726 377 166 755 1<br>Passcode: KD2FF3Vu |
| HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL | As directed in Section 3.0 of the RFP, all pricing proposals must be submitted separately to feeproposal@cmhanet.com . All technical responses must be submitted to technicalresponse@cmhanet.com and received no later than the submittal deadline stated in the RFP or any subsequent addendum. |
| PROPOSAL SUBMITTAL RETURN & DEADLINE | **Monday November 30th, 2026 @ 2:00pm**<br>Note: Electronic submission is preferred. A physical copy is optional and is not required if an electronic proposal is submitted. All proposals and financial information must be received by the HA no later than 2:00 p.m. on the date specified. |
| ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS | January 2027 |

## 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, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

**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.

**1.12** Award of contract(s) under this RFP is subject to approval of the CMHA Board of Commissioners.

**2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** The HA wishes to procure the services from a full-service law firm (or multiple law firms) to provide a variety of legal services to the HA. The partners and associates of the responding firm should have comprehensive legal experience and knowledge of the federal and state laws and regulations pertaining to public housing authorities and their operations. They should also possess expertise in Corporate Governance; Government Relations; Ohio Landlord and Tenant Law, Employment/Labor Law; Real Estate Finance, Development, and Construction law; the federal Low-Income Housing Tax Credit (LIHTC) Program; and U.S. Department of Housing and Urban Development (HUD) requirements and regulations relating to affordable housing. Awardees shall furnish all materials, equipment and personnel to perform and complete all assignments requested by the HA to the HA's satisfaction. Such assignments may include, but are not limited to:

**2.1** Specifications

**2.1.1 Corporate Governance.**

**2.1.1.1** To provide counsel and advice to the Board of Commissioners, President/CEO and members of the senior staff regarding current and/or future operations of the HA.

**2.1.1.2** To provide comprehensive legal advice to ensure absolute adherence to federal and state law and applicable regulations.

**2.1.1.3** To assist in negotiations with other government or private sector entities regarding plans or programs of the HA.

**2.1.1.4** Prepare agreements or contracts or other legal instruments to accommodate the requirements of the HA.

**2.1.1.5** To establish affiliate organizations, subsidiaries, instrumentalities and other legal entities required to advance and/or support the HA's mission.

**2.1.2 Real Estate.**

**2.1.2.1** To advise and assist the HA in the acquisition or disposition of land or real property including but not limited to reviewing and/or drafting letters of intent, memorandums of understanding, purchase and sale agreements and any and all closing documentation.

**2.1.2.2** To assist the HA by reviewing financial agreements with lending institutions and to represent the HA before governmental bodies to secure the issuance of bonds or other financial instruments.

**2.1.2.3** To assist the HA in drafting or reviewing construction contract documents.

**2.1.2.4** To represent the HA in construction contract negotiations prior to award and to assist or represent the HA in contract disputes or protests.

**2.1.2.5** To assist in the review/drafting of third-party property management contracts as needed by the HA.

**2.1.3 Labor and Employment.**

**2.1.3.1** To advise the HA on matters pertaining to labor relations and employment practices.

**2.1.4 Government Relations.**

**2.1.4.1** To represent and advocate for the HA before federal, state and local governments in matters affecting the HA, its operations, future plans, and goals.

**2.1.4.2** To advise and/or represent the HA in matters pertaining to regulatory issues promulgated by governmental or quasi-governmental organizations or agencies.

**2.1.5 Litigation.**. Represent HA in any and all civil litigation matters as assigned by the HA.

**2.1.6 Other Legal Services.** To advise HA personnel about any other legal matters that may affect the orderly and timely completion of its mission or goals.

**2.1.7 LIHTC Transactions.**

**2.1.7.1** To advise and assist the HA in all matters related to the federal LIHTC program.

**2.1.7.2** To ensure the HA abides by all LIHTC program rules by, among other things, creating new affiliate and subsidiary organizations; negotiating development and partnership agreements; and coordinating all sources of financing for such LIHTC projects.

**2.1.8 HUD Statutes, Rules, Regulations, and Programs.**

**2.1.8.1** To ensure the HA abides by Section 8 and Section 9 of the United States Housing Act of 1937 as well as all related HUD regulations, Rules, Notices, and any other binding legal requirements.

**2.1.8.2** To ensure the HA abides by all other statutes, rules, and regulations related to federally funded programs it administers.

**2.1.8.3** To participate in meetings between the HA and HUD as required.

**2.2** Special Conditions

**2.2.1** Firms interested in providing the requested legal services must have comprehensive legal experience and knowledge of federal and state laws and regulations pertaining to public housing authorities and their respective operations. The partners and associates of the firm must have specialties in construction, contracts, land and real property acquisition and disposition, governmental operations, tax credits, bonds and financial instruments, acting and serving as counsel to appointed members of governing boards, employment and labor law, and providing counsel and legal advice to executive officers on other matters.

**2.2.2** The selected firm or firms shall assist the HA in minimizing legal expenses by eliminating redundant assignments or requested legal services. Any legal service requested by the HA should be assigned directly to the attorney that has the experience and expertise to do the work. Further, all requested services should be assigned and performed within the resources of the firm. The firm will also be required to appoint a senior attorney as lead counsel to

the HA. This individual should be identified in the "Firm Profile" section of the proposal (see 3.1.3)

## 3.0 PROPOSAL FORMAT:

**3.1 Experience and Qualifications**: The firm shall submit its proposal on the firm's letterhead under signature of the authorized principal or partner. The proposal shall provide detailed information about the legal experience and qualifications of the partners and associates of the firm. The proposal shall include a narrative about the history of the firm. The narrative should also include a description of the firm's efforts to ensure minority participation in this engagement (should the firm be selected). The firm shall define and state how the firm could and would perform the requested services as noted in this RFP. The proposal shall also highlight and describe in detail the legal experience of the lead counsel.

**3.2 Conflicts-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 HA 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 HA's behalf.

**3.3 Commitment to Diversity and Inclusion:** Respondents shall identify in their proposal their employment practices and actions that demonstrate their commitment to diversity and inclusion.

**3.4 Sample LIHTC Fees.** Proposers shall identify at least 3 LIHTC deals on which they were the lead legal firm. This section shall specify: (1) The number of LIHTC units funded; (2) The type of LIHTC funding (4% or 9%); (3) The total amount of LIHTC funding provided; (4) A description of the ownership/partner entities; (5) The year the deal was consummated; (6) Total fee charged for services provided; (7) Any additional narrative that provides insight into the scope of services provided and complexity of the deal and any additional information the Respondent wishes to provide to help reviewers understand the work performed.

**3.5 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 |
|---|---|---|
| **3.5.1** | **1** | **Form of Proposal:** 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. |
| **3.5.2** | **2** | **Form HUD-5369-C (8/93), *Certifications and Representations of Offerors, Non-Construction Contract*:** 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. |
| **3.5.2** | **2** | **Form HUD-5369-A (11/92), *Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs*:** 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. |
| **3.5.3** | **3** | **Profile of Firm Form:** 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. |
| **3.5.4** | **4** | **Proposed Services:** As more fully detailed within Section 2.0, *Scope of Proposal/Technical Specifications*, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing: |
| **3.5.4.1** | | As detailed within Section 4.1, Evaluation Factor No. 2, The proposer's **DEMONSTRATED RELATED LEGAL EXPERIENCE** in performing similar work (including honoring proposed costs and adherence to high performance standards) substantially similar to that required by this solicitation. |
| **3.5.4.2** | | As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer's **DEMONSTRATED CAPABILITY** to perform Sections 2.0 and 2.1.1— 2.1.6 of the Scope Of Work. |
| **3.5.4.3** | | As detailed within Section 4.1, Evaluation Factor No. 4, the proposer's **DEMONSTRATED CAPABILITY** to perform Section 2.1.7 of the Scope of Work and Section 3.4 of the Proposal Format. |
| **3.5.4.4** | | As detailed within Section 4.1, Evaluation Factor No. 5, the proposer's **DEMONSTRATED CAPABILITY** to perform Section 2.1.8 of the Scope of Work. |
| **3.5.4.5** | | As detailed within Section 4.1, Evaluation Factor No. 6, herein, the proposer's **OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED** based upon the opinion of the evaluators. |
| **3.5.4.6** | | If appropriate, how staff are retained, screened, trained and monitored. |
| **3.5.4.7** | | The proposed quality control program. |

| | | |
|---|---|---|
| **3.5.4.8** | | An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.). |
| **3.5.4.9** | | A complete description of the products and services the firms provides. |
| **3.5.5** | **5** | **Managerial Capacity/Financial Viability:** The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment B, *Profile of Firm Form*. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm. |
| **3.5.6** | **6** | **Client Information:** 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: |
| **3.5.6.1** | | The client's name; |
| **3.5.6.2** | | The client's contact name; |
| **3.5.6.3** | | The client's telephone number; |
| **3.5.6.4** | | A brief description and scope of the service(s) and the dates the services were provided; |
| **3.5.7** | **7** | **Equal Employment Opportunity:** The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy. |
| **3.5.8** | **8** | **Subcontractor/Joint Venture Information (Optional Item):** 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. |
| **3.5.9** | **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. |
| **3.5.10** | **10** | **Sample LIHTC Fees & Commitment to Diversity and Inclusion:** The proposer entity must submit under this tab, (3) three LIHTC deals led by firm. Identify Commitment to Diversity and Inclusion practices, actions, comment to diversity and inclusion. |

**3.6** Proposal Submission: All proposals must be submitted, time-stamped and received in the designated email address or HA office no later than the submittal deadline stated herein (or within any ensuing attachment).

**3.6.6 Proposal Submittal Electronic Method:** It is preferable and recommended that The proposer shall submit the all- inclusive technical portion of the response to technicalresponse@cmhanet.com , ensuring that all information requested in Section 3.0 Proposal Format are included.

**3.6.7 Proposal Submittal Binding Method: For electronic submissions, binding and hard-copy requirements are not applicable.** However, proposers must maintain all required tabs. If no information is being provided under a required or optional tab, include a statement such as **"NO INFORMATION IS BEING PLACED UNDER THIS TAB"** or **"THIS TAB LEFT INTENTIONALLY BLANK."** Do not eliminate any required tabs. For proposers electing to submit a hard copy, the proposal may be bound in a manner that allows the HA to remove the binding if necessary, such as comb binding or a three-ring binder. Hard-copy submissions must include one (1) original signed fee sheet, one (1) original signed technical response marked **"ORIGINAL,"** and four (4) exact copies of the technical response only. The hard-copy submission shall be placed unfolded in a sealed package and addressed to:

The Columbus Metropolitan Housing Authority
Attention: Andrea Quinichett
Assistant Vice President of Purchasing
880 E. 11th Avenue
Columbus, Ohio 43211

**3.7 Entry of Proposed Fees:** The proposed fees shall be submitted by the proposer on the provided "Fee Sheet" (Attachment D) The Proposer shall submit this sheet to feeproposal@cmhanet.com. Do not submit, enter or refer to any fees or costs to technicalresponse@cmhanet.com. Any proposer that does so may be rejected without further consideration. A proposer must enter a proposed fee for each item--a "No Proposal" will not be allowed for any item, though a "No Charge" will be allowed for certain items. 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. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firm.

**[Table No. 4]**

| RFP Section | Item No. | Qty | U/M | Description |
|---|---|---|---|---|
| **3.7.1** | **1** | **000** | **Hours** | **Partner (Per Hour), including clerical** |
| **3.7.2** | **2** | **000** | **Hours** | **Associate (Per Hour), including clerical** |
| **3.7.3** | **3** | **000** | **Hours** | **Paralegal (Per Hour), including clerical** |
| **3.7.4** | **4** | **0,000** | **Each** | **Reimbursable Copy Costs:** The successful proposer shall be responsible for paying for all typical copying costs necessary to provide the services on an hourly basis. However, in some cases, the HA ma require the successful proposer to copy certain documents in a |

| | | | | |
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| | | | | quantity greater than required by the requirements within the preceding sentence. Such copying must have the prior written approval of the HA and will be reimbursed to the successful proposer by the HA at the rate proposed and/or negotiated. |
| **3.7.5** | **5** | **000** | **Each** | **Provide hourly rate for Low Income Housing Tax Credit (LIHTC) and bond transactions with a not-to-exceed price. Work contemplated under this line item includes: providing Internal Revenue Service, tax credit syndicator and State Finance Agency required submissions and agreements and related legal documents.** |

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

**3.8.1** **Quantities:** All quantities entered by the HA herein and within the corresponding Pricing Items on the noted Internet System are for calculating purposes only. As may be further detailed herein, the HA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the HA shall retain one or more contractors only and shall retain the right to order from the contractor(s) (successful proposer[s]), on a task order basis, any amount of services the HA requires.

**3.8.2** **Price Escalation:** At the discretion of the CO, at the end of the first one-year contract period (and at the end of any ensuing extended contract period) awardee(s) may be entitled to a rate increase (not to exceed 2.5% per annum) in the billing rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previous listed fee schedule.

**3.8.2.1** **Notification Must Be Received from the Contractor:** The Contractor must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period(s). Such escalations may occur no more than once in any 12-month period without the express written consent of the CO.

**3.8.3** **Proposal Submittal Electronic Method:** It is preferable and recommended that The proposer shall submit the all- inclusive technical portion of the response to technicalresponse@cmhanet.com , ensuring that all information requested in Section 3.0 Proposal Format are included.

**3.8.4** **Proposal Submittal Binding Method:** It is acceptable that the proposer bind the proposal submittals in such a manner that the HA can, if needed, remove the binding (i.e. “comb-type;”, 3-ring binder; etc.).

**3.9 Proposal Submission:** (Binding Method) All proposals must be submitted, time-stamped and received in the designated HA 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 4 exact copies of the technical response ONLY 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
Assistance Vice President of Purchasing
880 E. 11th Avenue
Columbus, Ohio 43211

The file/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.

**3.9.1 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. If, after accepting such a proposal, the HA decides that any such entry has not changed the intent of the proposal that the HA intended to receive, the HA may accept the proposal and the proposal shall be considered by the HA as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet System, registering 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.

**3.9.2 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. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the HA requirements contained within the documents may cause that proposer to not be considered for award.

**3.10 Proposer's Responsibilities--Contact With the HA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners)

pertaining to this RFP. Failure to abide by this requirement may be cause for the HA to not consider a proposal submittal received from any proposer who may have not abided by this directive.

**3.10.1 Addenda:** 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). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the HA and a prospective proposer when other prospective proposers are not present) 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 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 so that the CO may more fairly respond to all prospective proposers in writing by addendum.

**3.11 Pre-proposal Conference:** The scheduled pre-proposal conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. 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. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; however, the HA ***will not*** distribute at this conference any copies of the RFP documents:

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

**Microsoft Teams meeting**
**Join:https://teams.microsoft.com/meet/2197263771667551?p=l3C2ATxcFkb54xVSUh**
**Meeting ID: 219 726 377 166 755 1**
**Passcode: KD2FF3Vu**

**3.12 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** | Instructions for Bidders/Proposers |
| **3.7.4** | **D** | HA Instructions To Proposers & Contractors |
| **3.7.5** | **E** | 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** | **20 points** | **Objective** | The **PROPOSED COSTS** the proposer intends to charge the HA to provide legal services as stated in this RFP. |
| **2** | **15 points** | **Subjective (Technical)** | The proposer's **DEMONSTRATED RELATED LEGAL EXPERIENCE** in performing similar work (including honoring proposed costs and adherence to high performance standards) substantially similar to that required by this solicitation. |
| **3** | **30 points** | **Subjective (Technical)** | The proposer's **DEMONSTRATED CAPABILITY -** general legal services of the law firm to perform Sections 2.0 and 2.1.1—2.1.6 of the Scope Of Work. |
| **4** | **15 Points** | **Subjective (Technical)** | The proposer's **DEMONSTRATED CAPABILITY** to perform Section 2.1.7 of the Scope of Work and proposer's response to Section 3.4 of the Proposal Format. |
| **5** | **10 Points** | **Subjective (Technical)** | The proposer's **DEMONSTRATED CAPABILITY** to perform Section 2.1.8 of the Scope of Work. |
| **6** | **5 points** | **Subjective (Technical)** | The **OVERALL RESPONSIVENESS, QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED** (including the technical specifications, and comprehensive proposal as noted in this RFP), based upon the opinion of the evaluators. |
| **7** | **5 points** | **Subjective (Technical)** | **ORAL PRESENTATIONS** at the discretion of the HA. Not all firms may be asked to make such oral presentations |
| | **100 points** | **100 points** | **Total Points** |

**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 Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

**4.2.2.1** Instructions to Evaluators;

**4.2.2.2** Proposal Tabulation Form;

**4.2.2.3** Written Narrative Justification Form for each proposer;

**4.2.2.4** Recap of each proposer's responsiveness;

**4.2.2.5** Copy of all pertinent RFP documents.

**4.2.3** **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. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the HA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

**4.2.4** **Evaluation:** The CO will evaluate and award points pertaining to Evaluation Factors No. 1 and 7 (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, 3, 4, 5 and 6 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

**4.2.5** **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. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HA in a timely manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

**4.2.5.1** **Presentation:** After review and evaluation of the submitted proposals, top-ranked firms may be requested to make a short presentation to the HA senior staff. The top-ranked firms will then be required to make a presentation to the HA Board of Commissioners and the senior staff at a later date.

**4.2.6** **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 CEO for approval. If the evaluation was

performed to the satisfaction of the CEO, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

**4.2.6.1** **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."

**4.2.7** **Award Recommendation:** It is anticipated that the final rankings will be forwarded to the HA Board of Commissioners (BOC) at a regularly scheduled board meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee's recommendation. Contract price negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

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

**4.2.8.1** Which proposer received the award;

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

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

**4.2.8.4** Each proposer's right to a debriefing and to protest.

**4.2.9** **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, either in hard copy or on the noted eProcurement System," including the contract clauses already attached as Attachments G, G-1, G-2, and G-3. 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). However, the HA will during the RFP 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 HA to do so; but the failure of the HA to include such clauses does not give the successful proposer the right to refuse to execute the HA's contract form. It is the responsibility of each prospective proposer to notify the HA, 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 HA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the HA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

**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.

**5.2.2 Assignment of Personnel:** The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.

**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. 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 HA, 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.

**5.2.4 Contract Period:** The HA anticipates that it will initially award a contract for the period of one (1) year, renewable each year for up to four (4) years to be established after Board approval and the award is declared.

**5.3 Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

**5.3.1** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;

**5.3.2** 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;

**5.3.3** 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;

**5.3.4** 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.

**5.3.5** A copy of the proposer's business license allowing that entity to provide such services within the [City of Columbus];

**5.3.6** 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.

**5.3.7** The proposer shall provide all requested information in the applicable sections of the Profile of Firm Form. Supporting certificates are not required with the proposal submission. The HA will obtain all required certificates from the successful proposer prior to contract execution.

**5.3.8**

**5.4 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).

**5.5 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.

## 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.

**This part has been left blank**

## 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 | |
|---|---|---|
| _____ | 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 C) |
| _____ | 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 |

## RFP 2026-020: PROFILE OF FIRM FORM
## (Attachment 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:

☐ Caucasian American (Male) _____%
☐ Public-Held Corporation _____%
☐ Government Agency _____%
☐ Non-Profit Organization _____%

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 2026-020: 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 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

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.

## Attachment D: RFP 2026-020 Legal Services

### FEE SHEET

1. Guaranteed Hourly Rate for legal fees based on the requested Scope of Services:

| | |
|---|---|
| Partner | $_____ |
| Associate | $_____ |
| Paralegal | $_____ |
| Other Supportive Staff | $_____ |

2. Associated Costs as defined by Proposer: $_____

**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:HA Instructions to Proposers& Contractors | Date_____ |
| Attachment D: Proposal Fee Sheet | Date_____ |
| Attachment E:Proposer's Certification | Date _____ |
| Attachment F: HUD Forms | Date_____ |

| | |
|---|---|
| _____ | _____ |
| **Signature** | **Date** |
| _____ | _____ |
| **Printed Name** | **Company** |
| _____ | _____ |
| **E-mail address (if available)** | **Phone/Fax** |

## Proposer's Certification

## Attachment E

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:**_____

**Attachment F**

## HUD FORMS

Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs
https://cmhanet.com/media/Documents/5369-A.pdf

5369-B Instructions to Offerors Non-Construction
https://cmhanet.com/media/Documents/5369-B.pdf

5369-C (8/93), Certifications & Representations of Offerors Non-Construction Contract
https://cmhanet.com/media/Documents/5369-C.pdf

General Conditions for Construction Contracts – Public Housing Programs
https://cmhanet.com/media/Documents/5370.pdf

5370-C Sections I & II General Conditions for Non-Construction Contracts, (With or without Maintenance Work)
https://cmhanet.com/media/Documents/2025/HUD-5370-C.pdf
https://cmhanet.com/media/Documents/5370-C2.pdf

General Contract Conditions for Small Construction/Development Contracts
https://cmhanet.com/media/Documents/5370-EZ.pdf

General Depository Agreement
https://cmhanet.com/media/documents/2026/HUD_51999.pdf