



*Growing Communities One Family At A Time*

**HUNTSVILLE HOUSING AUTHORITY**

**REQUEST FOR QUALIFICATIONS  
RFQ NO. 2020-05**

**HHA CHOICE NEIGHBORHOOD  
DEVELOPER**

**PROPOSALS DUE:  
JUNE 29, 2020 at 2:00 P.M.**

**BOARD OF COMMISSIONERS**

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## I. RFQ INFORMATION AT A GLANCE

<b>HUNTSVILLE HOUSING AUTHORITY CONTACT PERSON</b>	Ms. Tracie McCann, Procurement Officer Telephone: (256) 532-5676 TDD: 1-800-545-1833, Ext. 903
<b>TITLE</b>	Request for Qualifications (RFQ) for HHA Choice Neighborhood Developer
<b>DATE ISSUED</b>	May 13, 2020
<b>PRE-PROPOSAL CONFERENCE</b>	<b>No pre-proposal conference will be held for this RFQ</b>
<b>DESCRIPTION OF SERVICES</b>	Huntsville Housing Authority (HHA) is seeking proposals from qualified individuals, firms, or development teams interested in undertaking the development, redevelopment and/or rehabilitation of selected sites in Huntsville, Alabama.
<b>PROPOSAL SUBMITTAL RETURN &amp; DEADLINE</b>	Sealed proposals ( <b>one “marked” <i>original</i>, and FIVE written copies with one Electronic copy (USB) of the proposal</b> ) are due at the following location:  Huntsville Housing Authority 200 Washington Street Huntsville, AL 35801  The envelope must have the following notation on the bottom left-hand corner <b>“Proposal for: “HHA Choice Neighborhood Redevelopment”, June 29, 2020, at 2:00 p.m.-Enclosed”</b> .  <b>CAUTION: LATE SUBMISSION WILL BE HANDLED IN ACCORDANCE WITH THE PROVISIONS IN THE INSTRUCTIONS TO BIDDERS.</b>

Please note that all proposals will be retained by HHA for three years from the date of the award of the proposals for audit purposes. HHA reserves the right to reject any and/or all proposals, or to waive any informality in the proposals. Submissions received after the deadline will not be considered. An Offeror submitting a late proposal will be so notified. All material submitted in the proposal becomes the property of HHA and will not be returned.

**Deadline for Written Questions:** All questions pertaining to this Request for Qualifications (RFQ) must be submitted in writing no later than 7 days prior to submission deadline. Written questions may be submitted by email, to the Procurement Officer, Ms. Tracie McCann, at [tmccann@hsvha.org](mailto:tmccann@hsvha.org) or by fax to (256) 533-6344. HHA will only respond to written questions and only be bound by its response to written questions. Oral communications are discouraged, and HHA **will not** be bound by any oral answers or interpretations of the Request for Qualifications (RFQ).

In order to maintain a fair and impartial competitive process, HHA can answer questions only in response to written questions received within the specified time frame. HHA must avoid private communication with the prospective proposers during the evaluation period. The written questions will be the only opportunity for proposers to ask questions as to form and content. The addendum will be available on HHA’s website at [www.hsvha.org](http://www.hsvha.org).

Please respect this policy and do not attempt to query HHA personnel or members of its Board of Commissioners regarding this RFQ except through written questions submitted in the manner and within the time frame indicated above.

## **II. INTRODUCTION**

The Huntsville Housing Authority is seeking submittals from qualified individuals, firms, or development teams interested in undertaking the development, redevelopment and/or rehabilitation of selected sites in Huntsville, Alabama. HHA is working in partnership with the City of Huntsville, Alabama (COH), as recipients of a Choice Neighborhood Planning Grant from the United States Department of Housing and Urban Development for the Mill Creek Neighborhood (see attached map). This Request for Qualifications (RFQ) will be utilized to develop a list of pre-qualified developers. Once HHA development/redevelopment projects have been identified, pre-qualified developers will have the opportunity to submit project-specific proposals. HHA and the City will solicit input from these pre-qualified developers as these projects are planned and programmed to ensure the projects are feasible. HHA intends to enter into an agreement with a qualified proposer(s) based on a competitive evaluation of submissions received.

The Mill Creek Neighborhood will be a focus for the redevelopment of HHA properties. However, this solicitation is intended to qualify firms for HHA projects throughout Huntsville. Consistent with HUD goals for the Choice Neighborhoods Program, development/redevelopment projects will be oriented toward mixed-income developments in which public housing units are combined with market-rate units. HHA reserves the right to select multiple developers, if the opportunity presents itself, and to reject any and all submissions if they are deemed not qualified.

Huntsville Housing Authority is a quasi-municipal corporation authorized by the State of Alabama, Madison County, to operate in the City of Huntsville, Alabama. HHA is not an agency of the City of Huntsville. HHA is governed by a five-member Board of Commissioners (Board) that is appointed by the Mayor and serves staggered five-year terms. The Board is the policy-making body of HHA.

Your response to the Scope of Services must be complete, as they will become part of any contractual agreements. We appreciate the investment of time and resources firms and/or individuals are making by participating in this process. All submitted proposals shall be evaluated for responsiveness to the requirements of the Request for Qualifications. Those proposals not in accordance with the Request for Qualifications shall be deemed non-responsive and eliminated from further evaluation.

Huntsville Housing Authority is an Equal Opportunity Employer.

## **III. HHA RESERVATION OF RIGHTS**

- A.** HHA reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by HHA to be in its best interests.
- B.** HHA reserves the right not to award a contract pursuant to this RFQ, to award by individual service, group of services, or as a total, whichever is deemed most advantageous to HHA.
- C.** HHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days' written notice to the successful proposer(s).
- D.** HHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFQ.
- E.** HHA 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 HHA Contracting Officer (CO).
- F.** HHA reserves the right to negotiate the fees proposed by the proposer entity.

- G. HHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- H. HHA shall have no obligation to compensate any company and/or proposer(s), for any costs incurred in responding to this RFQ.
- I. HHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

**IV. SCOPE OF WORK (SOW) TECHNICAL SPECIFICATIONS (T/S):** In compliance with 2 CFR § 200.317-200.326, The Huntsville Housing Authority (HHA) is seeking submittals from qualified individuals, firms, or development teams interested in undertaking the development, redevelopment and/or rehabilitation of selected sites in Huntsville, Alabama.

**INVITATION TO RESPOND:**

The Huntsville Housing Authority is seeking submittals from qualified individuals, firms, or development teams interested in undertaking the development, redevelopment and/or rehabilitation of selected sites in Huntsville, Alabama. HHA is working in partnership with the City of Huntsville, Alabama (COH), as recipients of a Choice Neighborhood Planning Grant from the United States Department of Housing and Urban Development for the Mill Creek Neighborhood (see attached map). This Request for Qualifications (RFQ) will be utilized to develop a list of pre-qualified developers. Once HHA development/redevelopment projects have been identified, pre-qualified developers will have the opportunity to submit project-specific proposals. HHA and the City will solicit input from these pre-qualified developers as these projects are planned and programmed to ensure the projects are feasible. HHA intends to enter into an agreement with a qualified proposer(s) based on a competitive evaluation of submissions received.

The Mill Creek Neighborhood will be a focus for the redevelopment of HHA properties. However, this solicitation is intended to qualify firms for HHA projects throughout Huntsville. Consistent with HUD goals for the Choice Neighborhoods Program, development/redevelopment projects will be oriented toward mixed-income developments in which public housing units are combined with market-rate units. HHA reserves the right to select multiple developers, if the opportunity presents itself, and to reject any and all submissions if they are deemed not qualified.

**INTRODUCTION & BACKGROUND:**

HHA is now soliciting proposals from qualified, licensed, and insured real estate development entities. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

The scope of development activity will depend on the planning and programming of each individual property. Options include complete demolition and redevelopment, partial demolition and redevelopment/rehabilitation or substantial rehabilitation. Certain properties may also be planned/programmed for mixed commercial/residential development. It is understood that certain pre-qualified firms may have expertise with various types of development projects. Since HHA and the City are anticipating a range of development types with varied dwelling units and different densities, there is a need to pre-qualify multiple firms to ensure adequate capacity. The goal is the selection of a development partner for each property/project to work with HHA and the City to define projects that fulfill public goals and are financially viable.

The HHA favors an approach that mixes residents of different incomes and ages to create diverse communities. The Authority is seeking forward-thinking development firms or joint ventures with the background, knowledge, and demonstrated record of innovation in concept and design to undertake this exciting redevelopment initiative.

## **APPROACH AND FUNDING**

The HHA and the COH, along with our professional consultants, are in the process of formulating a Transformation Plan for the Mill Creek Neighborhood within the Choice Neighborhoods Planning initiative and will reach out to the pre-qualified development entities to obtain input on this emerging plan. Given the current interest and activity in and around the Mill Creek Neighborhood, HHA and the City are optimistic that the neighborhood can be transformed into a highly desirable live/work/play environment that retains a substantial component of affordable housing. The City is in the process of retaining a consultant to prepare a market study of the Mill Creek Neighborhood and we plan to share this information with firms interested in responding to this RFQ, if complete.

A novel and innovative redevelopment plan that retains and creates an environment that improves the quality of life for all residents is the project goal. A redevelopment plan that, to the extent practical, addresses on-site resident safety and ties site circulation into the existing street system is also desired.

Upon selection of developers for individual projects, the developer must use its experience with mixed finance/LIHTCs under the Alabama Housing Development Authority (AHFA) to explore and secure, in conjunction with the assistance of the HHA and the COH, public and private funding sources to assist in financing the proposed redevelopment efforts.

Potential development sources include: public housing capital funds, project based Section 8 subsidies, Section 8 housing choice vouchers, low income housing tax credits, taxable or tax exempt bonds, HUD multi-family insured housing development programs, HUD Choice Neighborhood Implementation Funding, private equity and various other State and Federal affordable housing funding programs currently available and any other government program available now or in the future.

## **RESIDENT AND COMMUNITY PARTICIPATION REQUIREMENTS**

The selected co-developer/development partner will be required to communicate and coordinate development activities with community workshops and other open forums to assure that all stakeholders in the development process are kept abreast of ongoing activity. The specific roles and responsibilities will be determined through discussion and negotiation.

## **OWNERSHIP STRUCTURE(S) AND LAND CONTROL**

The HHA will allow for maximum flexibility in the structuring of its relationship with the development firm(s). A separate ownership entity, which includes the HHA or its designated subsidiary, may be utilized to hold title and transfer ownership of the site through long-term ground lease to maximize the co-development partner's ability to finance the project. All land conveyance is subject to final negotiation between the Authority and the partner.

## **DEVELOPMENT AGREEMENT**

Once selected, the HHA will make a good faith effort to enter into a development agreement with the successful respondent(s) once projects have been identified. All fees and costs to be negotiated under any resulting Development Agreement must comply with the Cost Control and Safe Harbor Standards issued by HUD if HUD funding is contemplated. Predevelopment cost, developer fees and financial arrangements will be discussed, negotiated, and finalized with the selected development firm(s) prior to all funding applications.

## **MIXED FINANCE PROPOSAL**

The developer firm(s) may be required to develop, prepare and submit one or more Mixed Finance proposal(s)/Rental Term sheet(s) for each component of the redevelopment agenda. This proposal will be prepared in conjunction with the HHA and the COH.

The Mixed Finance Provisions allow the HHA to enter into arrangements with not-for-profit and for-profit private developers to own public housing; and to transfer capital funds and operating subsidiaries to non-PHA owned properties. It is the responsibility of the development firm(s) selected to be aware of and comply with any/all current, as well as any future “funding specific” rule and regulation changes, which may be implemented throughout the term of the project.

## **REGULATORY AND OPERATING AGREEMENT(S)**

The owner entity of each element of the project containing public housing units approved by HUD shall be required to enter into a Regulatory and Operating Agreement with the Authority. Details of the Regulatory and Operating Agreement are subject to negotiations with the selected development firm(s) and will include the levels of operating and capital replacement reserves; the rights of the owner to change the occupancy of the development in the event of diminished operating subsidies and, other such terms as agreed upon or required by HUD.

## **SUPPLEMENTAL INFORMATION**

The HHA invites interested parties to submit qualifications-based responses to the Authority. The successful development firm(s) must clearly demonstrate the ability, capacity, and experience necessary to undertake an initiative of this scope, as well as assist in writing and submission of appropriate documents for implementing a comprehensive mixed-finance, mixed-income, mixed-use neighborhood redevelopment initiative and new construction that responds to the requirements of the Housing Authority and the State of Alabama.

## **PROPOSAL REQUIREMENTS**

Submissions from interested parties are due on or before Monday, June 29, 2020 at 2:00 PM Central Standard Time. Proposals received after the stated deadline will not be considered and will be returned as unresponsive. Respondents must deliver seven complete sets – One (1) electronic copy (USB); one (1) original and five (5) copies of their typewritten proposal documents in a sealed envelope clearly marked with the words “HHA Choice Neighborhood Redevelopment”. A selection panel will be convened by the HHA and the COH and the selection panel will complete its review of the responses as soon as possible after the close of the RFQ deadline. Proposals, which in the sole discretion of the HHA and the COH selection panel, are most responsive to this Request for Qualifications, may be selected for further review and interview.

## **SUBMISSION REQUIREMENTS**

Submission requirements for responses to this RFQ are outlined below.

- 1. Letter of Interest (Tab 2):** The development entity must provide a cover letter of interest identifying the principal owners of the firm(s) proposed to engage in this development. The letter must be signed by an authorized principal of the development firm and include a statement that the submittal will remain valid for not less than one hundred eighty (180) days from the RFQ issue date.

## **Experience and Qualifications (Tab 3):**

### **2. Team Description:** Provide information on the firm and its team members, including the following information:

- a. Corporate name, description, and brief history of firm.
- b. Main address, main telephone/fax numbers and email address.
- c. Address and telephone number of the office from which services will be provided to the HHA, if different from above.
- d. RFQ contact person, title, telephone/fax numbers and email address.
- e. Description of the size, number of employees and the current workload of the potential master planning team.
- f. Identify the individual who will serve as lead for the development team and who will direct and coordinate the development effort to completion. This person will be key person and must remain on the project unless substitution is approved by the HHA.
- g. List the members of the development team. All entities that comprise the team should be identified, indicating their experience, specialization(s) and specific contribution to the team. Any Public Housing, HOPE VI, Choice Neighborhood or housing authority experience of a team member should be noted.
- h. Provide a narrative description of team's previous expertise in developing housing, utilizing various HOPE VI, Choice Neighborhood, PHA sources and assets including project-based HCV, Capital Funds, Replacement Housing Factor funds, Tax Exempt bonding, LIHTC financing etc.
- i. Provide a narrative description of team's experience in the development of new construction projects.
- j. For each discipline represented on your development team, indicate the extent of and the basis for the development team's familiarity with state (Alabama) or local rules, practices, and conditions.

### **3. Planning and Redevelopment Capacity and Experience (Tabs 4 & 5):** Provide an overview of the firm's experience in planning, designing, constructions and management of housing developments initiatives and projects. Each of the tasks associated with the primary responsibilities identified in the text provided should be addressed. These include, but are not limited to, application preparation, site and infrastructure development, financing, rental housing development, senior living development, site-wide zoning approvals, property management and homeownership development.

- a. Provide a detailed description of any previous Mixed Finance experience. Indicate size and scope of the projects listed and whether projects have been completed and leasing has occurred.
- b. Articulate ability to develop master planned communities.
- c. Provide development record with multi-phase projects.
- d. Provide development record with mixed commercial/residential projects.
- e. Indicate record of securing LIHTC allocations, note present obligations and projects in Alabama. Also, indicate any potential conflict resulting from present obligations or upcoming obligations.
- f. Record of syndicating LIHTC development projects.
- g. Provide information about firms experience assembling financing heavily leveraged projects. The examples should provide evidence of the development partner's experience in utilizing layered financing including Low-Income Housing Tax Credits (LIHTC), taxable or tax-exempt housing revenue bonds, or other types of funding programs. State the source and amount of funding for each example given. Please identify the states where the projects are located, the size of the state tax credit dollar, and the net proceeds received, as well as the cost of each project.
- h. Indicate experience forming LLC's or limited partnerships and acting as a general/managing partner.
- i. Provide disclosure statement regarding currently corporate, legal, accounting, audit and syndication relationships.



- j. Provide record of minority hiring and verified record for achievement with Section 3 hiring.
  - k. Indicate and describe any prior experience with HUD's Rental Assistance Demonstration (RAD) program.
- 4. Other Resources Available from the Co-Developer (Tab 14):** Respondent should provide details on other resources that they can provide with the development or redevelopment projects such as the following items:
- a. Ability to bring equity
  - b. Ability to provide supportive services

**5. References (Tab 8):**

- a. The respondent must provide the firm's most recent audit, or a current statement prepared by a Certified Public Accountant.
- b. In addition to the bank references, three (3) references must be submitted for the developer. References that are relevant to the scope of work as anticipated in this RFQ and from among the following entities are most desirable:
  - i. Construction lender
  - ii. Permanent lender
  - iii. General contractor on a comparable development
  - iv. LIHTC limited partner investor
  - v. A community group that has worked with the developer/partner on a specific development
  - vi. Prior joint Master Planning and Development/Partnership experience in a comparable development.

**NOTE:** In providing references, please provide the name, title, organization name and phone number, as well as the name of the affordable rental housing, owner housing, or commercial development with which the reference is familiar. The Developer/team submitting a response under this RFQ may be required to submit Form HUD 2264, Previous Participation Certificate(s) for all individuals/firms having greater than a 5% interest in the development team.

- 6. Equal Opportunity (MBE/WBE) and Non-Discrimination (Tab 11):** The response should include a discussion of the approach and methods your team will utilize to assure efforts to include participation by local businesses including minority-owned and women-owned businesses. To the extent that such local businesses are included in the team or committed to the part of the development, they should be identified.
- 7. Section 3 Compliance and Resident Participation (Tab 11):** The response should include a discussion of the approach and methods that will be utilized to assure efforts will be made to engage in the employment of residents of the HHA and other individuals as Section 3 participants.
- 8. Miscellaneous Requirements and Attachments (Tab 11):** The respondent firm may attach, at the end of their submission, other promotional materials or work products that would demonstrate their experience and qualifications.
- 9. Additional Information:** The HHA reserves the right to request additional information and any clarification it deems appropriate to the selection process, including but not limited to assurances and certifications.

## V. PROPOSAL FORMAT

HHA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that HHA will, as detailed below consider factors other than just cost in making the award decision). Therefore, so that HHA can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence noted below. 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 HHA has published herein or has issued by addendum.

### A. Tabbed Proposal Submittal:

Tab No.	Description
1	<b>Form of Proposal:</b> This Form is attached hereto as Attachment A to this RFQ 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.
2	<p><b>Proposed Services:</b> As more fully detailed within <i>Scope of Work / Technical Specifications</i>, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation providing:</p> <ul style="list-style-type: none"> <li>• <b>Letter of Interest-</b> The development entity must provide a cover letter of interest identifying the principal owners of the firm and include a statement that the submittal will remain valid for not less than one hundred eighty (180) days from the RFQ issue date.</li> </ul>
3	<p><b>Experience and Qualifications</b> (as detailed within <i>Evaluation Factor No. 1</i>) Proposer must provide information on the firm and its team members under this tab and a concise description that the proposer based upon the work history (specifically, providing such services to a housing authority and/or local government agency.</p>
4	<p><b>Financial Capacity</b> (as detailed within <i>Evaluation Factor No. 2</i>) Proposer must submit under this tab the following:</p> <ul style="list-style-type: none"> <li>• A knowledge and understanding of the scope of the work to be formed;</li> <li>• The resources to provide the scope of work;</li> <li>• A realistic proposed approach to performance of the required work; and</li> <li>• The quality of the proposed services.</li> </ul>
5	<p><b>Development Capacity</b> (as detailed within <i>Evaluation Factor No. 3</i>) The proposer’s shall provide an overview of the firm’s experience in planning, designing, constructions, and management of housing developments initiatives and projects.</p>
6	<p><b>Demonstrated Knowledge of Local Codes</b> The proposer’s DEMONSTRATED KNOWLEDGE of local building codes and Federal building alterations requirements.</p>
7	<p><b>Managerial Capacity:</b> The proposer entity must submit under this tab a concise description of its managerial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the <i>Profile of Firm Form</i>. Such information shall include the proposer's qualifications to provide the services; a description of the background, and current organization of the firm.</p>

8	<p><b>Client Information/References:</b></p> <p>a. The respondent must provide the firm’s most recent audit, or a current statement prepared by a Certified Public Accountant.</p> <p>b. In addition to the bank references, three (3) references must be submitted for the developer. References that are relevant to the scope of work as anticipated in this RFQ and from among the following entities are most desirable:</p> <ul style="list-style-type: none"> <li>i. Construction lender</li> <li>ii. Permanent lender</li> <li>iii. General contractor on a comparable development</li> <li>iv. LIHTC limited partner investor</li> <li>v. A community group that has worked with the developer/partner on a specific development</li> <li>vi. Prior joint Master Planning and Development/Partnership experience in a comparable development.</li> </ul> <ul style="list-style-type: none"> <li>• <b>NOTE:</b> In providing references, please provide the name, title, organization name and phone number, as well as the name of the affordable rental housing, owner housing, or commercial development with which the reference is familiar. The Developer/team submitting a response under this RFQ may be required to submit Form HUD 2264, Previous Participation Certificate(s) for all individuals/firms having greater than a 5% interest in the development team.</li> </ul>
9	<p><b>Certification Forms and Affidavits:</b> These forms are attached and are part of the RFQ documents. These forms must be fully completed, executed, and submitted under this tab as part of the proposal submittal.</p> <ul style="list-style-type: none"> <li>• <b>Form of Proposal</b> (<i>Attachment A</i>)</li> <li>• <b>Profile of Firm Form</b> (<i>Attachment B</i>) *Attach Business License</li> <li>• <b>Form HUD-5369-C</b> Certifications and Representations of Offerors, Non-Construction Contract (<i>Attachment C</i>)</li> <li>• <b>Form HUD-92010</b> Equal Employment Opportunity Certification (<i>Attachment D</i>)</li> <li>• <b>Form HUD-50070</b> Certification of a Drug-Free Workplace (<i>Attachment E</i>)</li> </ul>
10	<p><b>Licenses:</b> Include a copy of all appropriate license/s for the firm; failure to provide this document will automatically result in the proposal being deemed non-responsive.</p>
11	<p><b>M/WBE &amp; SECTION 3 PARTICIPATION</b> (as detailed within Evaluation Factor No. 5)</p> <ul style="list-style-type: none"> <li>• Equal Opportunity (MBE/WBE) and Non-Discrimination approach and methods</li> <li>• Section 3 Compliance and Resident Participation approach and methods</li> <li>• Miscellaneous Requirements and Attachments – other promotional materials or work products</li> </ul>

12	<p><b>Section 3 Utilization Plan:</b> Huntsville Housing Authority works diligently to comply with the requirements of the Department of Housing and Urban Development’s (HUD) Section 3 regulation (24 CFR Part 135). Consistent with 24 CFR Part 135, as a recipient of HUD funding, HHA requires fulfillment of Section 3 obligations on all contracts that make use of that assistance. These policies are implemented regardless of the contract amount or whether it is designated as construction. HHA works to ensure the provision of employment, training, contracting, and other economic opportunities to its residents and other low-income persons. In doing so, the HHA utilizes Section 3 as a means of promoting its mission of offering supportive services that foster stability and self-sufficiency. The contractor and any subcontractor(s) shall electronically provide to HHA documentation of their good faith efforts to comply with the contract and workforce participation goals of this project. This would include but not be limited to weekly certified payroll, subcontract awards, and contract/subcontract payments. All information shall be provided through ePrismSoft, a web-based compliance tracking system. HHA will provide a listing of qualified Section 3 Businesses upon request. (<i>Attachment F</i>)</p> <p style="text-align: center;"><b>SECTION 3 UTILIZATION PLAN</b></p> <p style="text-align: center;"><i>Failure to provide the Section 3 Utilization Plan may cause the response to be non-responsive. Responding proposals should demonstrate compliance to the “greatest extent feasible.”</i></p>
13	<p><b>Section 3 Business Preference (if applicable):</b> For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and signed Section 3 Business Preference Certification Form attached hereto as <i>Attachment G</i>.</p>
14	<p><b>Other information/Resources</b> (as detailed within Evaluation Factor No. 4) Respondent should provide details on other resources that they can provide with the development or redevelopment projects such as the following items:</p> <ul style="list-style-type: none"> <li>• Ability to bring equity</li> <li>• Ability to provide supportive services</li> </ul>

If **no information** is to be placed under any of the above noted tabs (*especially the “Section 3 Business Preference and Optional” tabs*), please place there under a statement such as “NO INFORMATION IS BEING PLACED UNDER THIS TAB” or “THIS TAB LEFT INTENTIONALLY BLANK.” **DO NOT eliminate** any of the tabs.

- B. Proposal Submittal Binding Method:** It is preferable and recommended that the proposer bind the proposal submittals in such a manner that HHA can, if needed, remove the binding (i.e., “comb-type,” etc.) or remove the pages from the cover (i.e., 3-ring binder, etc.) to make copies then conveniently return the proposal submittal to its original condition.
- C. Proposal Submission:** All proposals must be submitted and time-stamped received in the designated HHA’s office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of **One (1) original signature copy (marked "ORIGINAL") One (1) Electronic copy (USB), and FIVE (5) exact copies (each of the 6 separate proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:**

**Huntsville Housing Authority  
200 Washington Street  
Huntsville, Alabama 35801**

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

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 HHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, HHA decides that any such entry has not changed the intent of the proposal that HHA intended to receive, HHA may accept the proposal and the proposal shall be considered by HHA as if those additional marks, notations, or requirements were not entered on such.
  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 HHA, including the RFQ document, and the documents listed within the RFQ, 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 Contracting Officer to exclude any of HHA requirements contained within the documents may cause that proposer to not be considered for award.
- D. Proposer's Responsibilities--Contact with HHA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the Procurement Officer (PO) only. Proposers must not make inquiry or communicate with any other HHA staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for HHA to not consider a proposal submittal received from any proposer who may have not abided by this directive.
1. **Addendums:** All questions and requests for information must be addressed in writing to the PO. The PO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e., firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the PO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFQ are made—between HHA 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 PO—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 PO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the PO may more fairly respond to all prospective proposers in writing by addendum.
- E. Proposer's Responsibilities—Equal Employment Opportunity and Supplier Diversity:** Both the Contractor and HHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.
1. Within 2 CFR § 200.321 it states:
    - a) Contracting with small and minority firms, women's business enterprise and labor surplus area firms.
    - b) The grantee and sub grantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

- c) Affirmative steps shall include:
- (i) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (ii) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - (iii) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;
  - (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;
  - (v) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and
  - (vi) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a)(b)(i) through (v) of this section.

2. Within **HUD Procurement Handbook 7460.8 REV 2** it states:

- a) Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the <Agency> shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in <Agency> contracting.
- b) Section 15.5.B, Goals. The <Agency> is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3. Within our **Agency Procurement Policy** it states that our Agency will:

- a) **Assist Small and Other Business, Required Efforts:**
  - Including such firms, when qualified, on solicitation mailing lists;
  - Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
  - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
  - Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
  - Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

- Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

b) **Requirements.** Accordingly, please see document regarding Equal Employment Opportunity which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

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

Attachment	Attachment Description
<b>A</b>	Form of Proposal
<b>B</b>	Profile of Firm Form
<b>C</b>	HUD Form 5369-C, <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
<b>D</b>	HUD Form 92010, <i>Equal Employment Opportunity Certification</i>
<b>E</b>	HUD Form 50070 <i>Certification of a Drug-Free Workplace</i>
<b>F</b>	Section 3 Utilization Plan Submittal Form
<b>G</b>	Section 3 Business Preference Form ( <i>if applicable</i> )
<b>I</b>	<i>HHA Supplemental Instructions To Proposers &amp; Contractors (SIPC)</i>
<b>J</b>	HUD Sample Contract Form 51915 ( <i>Please note that this contract and any noted appendices are being given as a sample only—the HHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the HHA feels that it is in its best interests to do so</i> )
<b>K</b>	HUD Form-5370-C, <i>General Conditions for Non-Construction Contracts Section I and Section II (With or without Maintenance Work)</i> <b>HUD-5370*, General Conditions for Construction Contracts;</b>
<b>L</b>	24 CFR Part 135 <i>Section 3 Regulations</i>

**VI. PROPOSAL EVALUATION:**

**A. HHA and COH Evaluation Factors:** All responses to this RFQ will be evaluated using the following Criteria and Scoring by the HHA & the COH review committee. The review committee will include representatives of the HHA and/or representatives from the City of Huntsville, Alabama as deemed appropriate.

Points will be awarded by the Selection Committee on the following basis:

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	25	Subjective (Technical)	<b>Experience and Qualifications.</b> Evidence of the Firm’s <b>ABILITY TO PERFORM THE WORK</b> , as indicated by profiles of principals’ and staff assigned to do the work, their professional and technical competence and experience. Proposals may also affect perceived quality of work offered and therefore, should be as specific as possible. Prior approval by HHA is required for outside consultants or associates.
2	25	Subjective (Technical)	Evidence of the proposers <b>FINANCIAL CAPACITY</b> to provide services in a timely manner.
3	25	Subjective (Technical)	Evidence of the proposer’s <b>DEVELOPMENT CAPACITY</b> by providing an overview of the firm’s experience in planning, designing, constructions, and management of housing developments initiatives and projects.
4	20	Subjective (Technical)	<b>ADDITIONAL RESOURCES (EQUITY)</b> Respondent shall provide details on other resources that they can provide with the development or redevelopment projects such as the following items: a. Ability to bring equity b. Ability to provide supportive services
5	5	Subjective (Technical)	<b>M/WBE &amp; SECTION 3 PARTICIPATION</b> a. Equal Opportunity (MBE/WBE) and Non-Discrimination: The response should include a discussion of the approach and methods your team will utilize to assure efforts to include participation by local businesses including minority-owned and women-owned businesses. To the extent that such local businesses are included in the team or committed to the part of the development, they should be identified.  b. Section 3 Compliance and Resident Participation: The response should include a discussion of the approach and methods that will be utilized to assure efforts will be made to engage in the employment of residents of the HHA and other individuals as Section 3 participants.  c. Miscellaneous Requirements and Attachments: The respondent firm may attach, at the end of their submission, other promotional materials or work products that would demonstrate their experience and qualifications.  d. Additional Information: The HHA reserves the right to request additional information and any clarification it deems appropriate to the selection process, including but not limited to assurances and certifications.
	<b>100</b>		<b>Total Points</b>



**Preference Evaluation Factor:** The following factors will be utilized by the Procurement Officer to evaluate each proposal submittal received. For any proposer claiming a Section 3 Business Preference, he/she must include the a fully completed and signed Section 3 Business Preference Certification Form (attached).

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
6	15	Objective	<b>For business claiming status as a Section 3 resident-owned Enterprise:</b> A firm may qualify for Section 3 status as detailed within Attachment I.
7	10		<b>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.</b> A firm may qualify for Section 3 status as detailed within Attachment I.
8	05		<b>For business claiming Section 3 status by subcontracting 25% of the dollars awarded to qualified Section 3 business.</b> A firm may qualify for Section 3 status as detailed within the preference form attached.
	115		<b>Total Possible Points</b>

HHA may not necessarily proceed with an award based on the initial proposals received and reserves the right to discuss contents of such proposals, to obtain additional information, and to negotiate changes in the proposals.

**B. Evaluation Method:**

1. **Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). HHA reserves the right to reject any proposals deemed by HHA not minimally responsive (HHA will notify such firms in writing of any such rejection).
2. **Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:
  - Instructions to Evaluators;
  - Proposal Tabulation Form;
  - Written Narrative Justification Form for each proposer;
  - Recap of each proposer’s responsiveness;
  - Copy of all pertinent RFQ documents.
3. **Evaluation Committee:** HHA 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 RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ 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 RFQ. The Procurement Officer is the only person at HHA that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may cause such proposer(s) to be eliminated from consideration for award.
4. **Evaluation:** The Procurement Officer will evaluate and award points pertaining to any evaluation “Objective” Factor(s). The appointed evaluation committee, independent of the Procurement Officer or any other person at the HHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation “Subjective” Factor(s). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Procurement Officer.

5. **Potential “Best and Finals” Negotiations:** HHA 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 Final” 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 HHA in a timely manner as possible.
6. **Determination of Top-ranked Proposer:** The points awarded by the evaluation committee shall be combined with the points awarded by the Procurement Officer to determine the final rankings, which shall be forwarded by the Procurement Officer to the Executive Director/CEO for approval. If the evaluation was performed to the satisfaction of the Executive Director/CEO, the final rankings will be forwarded to Huntsville Housing Authority Board of Commissioners (Board) at a scheduled meeting for approval. Contract negotiations may, at HHA’s option, be conducted prior to or after the Board approval.
7. **Ties:** In the case of a tie in points awarded after best and final negotiations, 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.”
8. **Award Recommendation:** It is anticipated that the final rankings will be forwarded to HHA Board of Commissioners at a regularly scheduled board meeting for approval. The Board will then make its determination as to whether or not to follow the evaluation committee’s recommendation. Contract price negotiations may, at HHA's option, be conducted prior to or after the Board approval.
9. **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:
  - Which proposer received the award;
  - Where each proposer placed in the process as a result of the evaluation of the proposals received;
  - The cost or financial offers received from each proposer, if applicable;
  - Each proposer’s right to a debriefing and to protest.
10. **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 HHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HHA evaluation committee.

## VII. CONTRACT AWARD

- A. **Contract Award Procedure:** If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:
  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 RFQ as issued by HHA. The contract shall not require the HHA to pay interest for late payment.
  2. A formal document, including all agreements and exceptions, shall be signed by HHA and accepted by the Development firm upon notification of selection.

3. The following forms are attached and are part of the RFQ documents. Please note that HHA 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 part of this RFQ.

- **Section 3 24 CFR Part 135**
- **Instructions to Proposers & Contractors**
- **Instructions to Bidders for Contracts (Form HUD-5369)**
- **General Conditions for Non Construction Section I (Form HUD 5370-C)**
- **General Conditions for Non Construction Section II (Form HUD 5370-C)**
- **General Conditions for Construction Contracts (Form HUD 5370)\***
- **Sample Contract Form**

*\*These forms have been included specifically for any work that may be deemed to be construction-related. Be aware that if HHA does retain the successful proposer to do construction-related work at any time during the ensuing contract period(s), there will be additional HUD-required forms to complete pertaining to such; and by submitting a proposal, the successful proposer hereby agrees to complete and submit those forms as required. Also, in the case of any discrepancy of any terms and conditions listed within these forms and any other forms herein, HHA reserves the right to determine which such term or condition shall apply. By submitting a proposal in response to this RFQ, the proposer thereby agrees to abide by these requirements.*

**B. Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by HHA pursuant to this RFQ:

1. **Contract Form:** Any resulting agreement shall be placed in writing using the HHA's Contract Agreement (*Sample agreement attached*), and by submitting a proposal, the successful proposer agrees to do so. HHA will during the RFQ process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for HHA to do so; but the failure of HHA to include such clauses does not give the successful proposer the right to refuse to execute HHA's contract form. It is the responsibility of each prospective proposer to notify HHA, 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. HHA will consider and respond to such written correspondence; and, if the prospective proposer is not willing to abide by HHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.
2. **Assignment of Personnel:** HHA shall retain the right to demand and receive a change in personnel assigned to the work if HHA believes that such change is in the best interest of HHA and the completion of the contracted services.
3. **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with HHA, 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.

**C. Contract Period:** We will undertake to accept proposals and eventually enter into contracts with one or more pre-qualified developers once the Transformation Plan is complete and specific projects have been identified.

- D. **Licensing and Insurance Requirements:** Prior to award the *successful proposer* will be required to provide:
1. Firm must be licensed with the Alabama Board of Licensure for Professional Engineers and Land Surveyors *prior* to an offer to practice engineering or surveying in Alabama as defined in Section 34-11-1(6), Code of Ala. 1975.
  2. An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.
  3. An original certificate evidencing General Liability coverage, naming the HHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HHA 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 for any one person of \$5,000), with a deductible not greater than \$1,000. (*not a part of the proposal submission, required upon contract award*)
  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 \$5,000,000), with a deductible not greater than \$1,000. (*not a part of the proposal submission, required upon contract award*)
  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. (*not a part of the proposal submission, required upon contract award*)
  5. If applicable, a copy of the proposer's license issued by the State of Alabama licensing authority allowing the proposer to provide the services detailed herein.
  6. 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).
- E. **Right to Negotiate Final Fees:** HHA 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 HHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after HHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 10 business days, HHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. HHA 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).
- F. **Contract Service Standards:** All services performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws, and regulations.