



www.hacsb.com

REQUEST FOR QUALIFICATIONS – PC938

ARCHITECT, LANDSCAPE ARCHITECT AND ENGINEERING SERVICES FOR CAPITAL IMPROVEMENT AND NEW AFFORDABLE HOUSING DEVELOPMENT PROJECTS

Housing Authority of the County of San Bernardino (HACSB)

715 E. Brier Drive
San Bernardino, CA 92408
April 2017



I. INTRODUCTION

The Housing Authority of the County of San Bernardino (HACSB) is one of the nation's most progressive and proactive housing authorities and the largest provider of affordable housing in the County. HACSB owns 2,514 affordable housing units located throughout the County of San Bernardino. We proudly serve in excess of 30,000 people, most of whom are seniors, disabled individuals, and children.

In 2008, the agency embarked on an agency wide strategic planning process with the following objectives: help clients achieve economic independence, ensure freedom of housing choice, and save tax payer dollars through efficient work. This has allowed us to enhance our work around our mission and service philosophy. Ultimately, our Mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County is our top priority.

As we see the demand for affordable housing increase, the limited affordable housing supply we currently have available is not enough to house the thousands of families in need. As a developer of sustainable affordable and market rate housing, over the years we have expanded our housing stock in an attempt to meet the county's growing needs. Working diligently to acquire, build, and renovate properties, we incorporate the concept of mixed income communities, build utilizing green technology, and provide recreational and educational facilities for everyone's use.

Additionally, we are here as a stepping stone for families who need help building a foundation for a brighter future. Therefore, aside from providing housing, we assist our customers with ways of becoming economically independent. In collaboration with our partners, we provide: family/individual case management and counseling; career training and job placement; program integrity; homeownership assistance; college scholarships, to name a few.

We value our vendors and contractors as partners in our mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

The Housing Authority of the County of San Bernardino (HACSB) is seeking the Professional Services of an Architect/Engineering and Landscape Architect firm or firms, for the purpose of entering into an agreement for services for the design of work items at various affordable housing developments, owned and/or operated, or affiliated non-profit organizations. Professional services may include preparation of drawings and specifications, contract documents, surveys and engineering studies, preparation of documents for submission to HUD and/or other funding agencies, field verification and monitoring field observation and construction administration, cost estimates, and Invitation for Bids (IFB).

The contract is for the design of work items funded under, but not limited to, the HUD Public Housing Capital Improvement Program, tax credits, bonds & privately funded projects. Firms selected will be retained to work on various projects under an

indefinite quantity contract over the next three (3) year base period with 1 two year options; for a total contract period not to exceed five (5) years.

II. PURPOSE

The purpose of this Request for Qualifications (RFQ) is to solicit responses from qualified firms/companies to furnish architecture and engineering services to the HACSB as identified in the "Scope of Work" (Exhibit A) of this request.

Contact Information

This RFQ is being issued, as will any addenda by the HACSB. The contact person for the HACSB is:

Terri M. Sanchez, Director of Procurement and Contracts
715 E. Brier Drive
San Bernardino, CA 92408-2841
(909) 890-0644

Email tsanchez@hacsb.com

E-mail address may be used to submit questions only. Proposals will not be accepted by e-mail or facsimile. Proposals must be submitted four (4) copies (1- original/3 copies) with original signature on the original, and either mailed or hand-delivered to the address above.

III. Contract Term

The Contract period will be for a three (3) year period beginning approximately August 2017 through July 31, 2020, with the option to extend one (1) additional two (2) year term.

IV. Proposal Timeline

Release of RFQ	April 2017
Question Due	2:00 pm (Local Time) on Monday, May 1, 2017
Answers to Questions	2:00 pm (Local Time) on Monday, May 8, 2017
Proposals Due	2:00 pm (Local Time) on Monday, May 22, 2017
Evaluation Process	May/June 2017
Presentations	TBD
Award of Contract	June/July 2017

HACSB may insert elective choices such as site visit, oral interviews, presentations, demonstrations, shortlist, best and final offers, etc.

Questions regarding the contents of this RFQ must be submitted in writing on or before time and date and directed to the RFQ Contact listed in Section II, Paragraph A - Purpose. All questions submitted will be answered and posted on HACSB's website. <http://ww2.hacsb.com/business>

V. PROPOSAL CONDITIONS

A. Authorized Signatures

All proposals must be signed by an individual authorized to bind the Proposer to the provisions of the RFQ.

B. Term of Offer

Proposals shall remain open, valid and subject to acceptance anytime within nine (9) months after the proposal opening.

C. Required Review

Proposers should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the RFQ contact at least ten days before the proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of proposals upon which award could not be made. Protests based on any omission or error, in the content of this RFQ, may be disallowed if not brought to the written attention of the RFQ Contact in Section II, Paragraph A – Purpose, at least five days before the Deadline for Proposals.

D. Incurred Costs

HACSB is not obligated to pay any costs incurred by Proposer in the preparation of a proposal in response to this RFQ. Proposers agree that all costs incurred in developing a proposal are the Proposer's responsibility.

E. Amendments/Addenda to RFQ

HACSB reserves the right to issue addenda or amendments to this RFQ if HACSB considers that changes are necessary or additional information is needed.

Changes to a proposal or withdrawal of proposals will only be allowed if acceptable requests are received prior to the deadline that is set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline.

F. Best Value Evaluation

As established in this solicitation, HACSB realizes that criteria other than price are important and will award contract(s) based on the proposal that best meets the needs of HACSB. The optimal combination of quality, price, and various qualitative elements of required services will provide HACSB the greatest or best value for its money.

G. Right of Rejection

Offers must comply with all of the terms of the RFQ, and all applicable local, state, and federal laws, codes, and regulations. HACSB may reject as non-responsive any proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFQ.

Proposers may not qualify the proposal nor restrict the rights of HACSB. If Proposer does so, the proposal may be determined to be a non-responsive counter-offer and the proposal may be rejected.

No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation and if the irregularity, defect or variation is considered by HACSB to be immaterial or inconsequential, HACSB may choose to accept the proposal.

Minor informalities may be waived by the Director of Procurement and Contracts when they:

- Do not affect responsiveness;
- Are merely a matter of form or format;
- Do not change the relative standing or otherwise prejudice other offers;
- Do not change the meaning or scope of the RFQ;
- Are trivial, negligible, or immaterial in nature;
- Do not reflect a material change in the work; or
- Do not constitute a substantial reservation against a requirement or provision;

In such cases the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect or variation or HACSB may elect to waive the deficiency and accept the proposal.

This RFQ does not commit HACSB to award a contract. HACSB reserves the right to reject any or all proposals if it is in the best interest of HACSB to do so. HACSB also reserves the right to terminate this RFQ process at any time.

H. Clarification of Offers

In order to determine if a proposal is reasonably acceptable for award, communications by the Facilitator for the Evaluation Panel are permitted with a Proposer to clarify uncertainties or eliminate confusion concerning the contents of a proposal. Clarifications may not result in a material or substantive change to the proposal. The evaluation by the Facilitator may be adjusted as a result of a clarification under this section.

I. Public Records Act

All information submitted in the Proposal or in response to request for additional information is subject to disclosure under the provisions of the California Public Records Act (California Government Code section 6250, et seq.). Proposals may contain financial or other data that constitutes a trade secret. To protect such data from disclosure, Proposers should specifically identify the pages that contain confidential information by properly marking the applicable pages and inserting the following notice on the front of its response:

NOTICE

The data on pages _____ of this Proposal response, identified by an asterisk (*) or marked along the margin with a vertical line, contains information which are trade secrets. We request that such data be used only for the evaluation of our response, but understand that disclosure will be limited to the extent that the HACSB determines is proper under federal, state, and local law.

The proprietary or confidential data shall be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal.

HACSB assumes no responsibility for disclosure or use of unmarked data for any purpose. In the event disclosure of properly marked data is requested, the Proposer will be advised of the request and may expeditiously submit to the HACSB a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under federal, state, and local law. This statement will be used by the HACSB in making its determination as to whether or not disclosure is proper under federal, state or local law. The HACSB will exercise care in applying this confidentiality standard but will not be held liable for any damage or injury, which may result from any disclosure that may occur.

J. Disclosure of Criminal and Civil Proceedings

HACSB reserves the right to request the information described herein from the Proposer selected for contract award. Failure to provide the information may result in a disqualification

from the selection process and no award of contract to the Proposer. HACSB also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected Proposer also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected Proposer may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the Proposer will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected Proposer may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the Proposer will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to HACSB. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

K. Debarment and Suspension

Proposer certifies (using Exhibit E) that neither it nor its principals or subcontracts is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency as required by Executive Order 12549.

Further, Proposer affirms that it has no record of unsatisfactory performance with HACSB in the twenty-four (24) month period immediately preceding the date of issuance of this RFQ.

L. Contract Requirements

The successful firm(s) will be required to enter into a Professional Services Agreement with the Housing Authority of the County of San Bernardino. This Agreement will incorporate by reference this RFQ, the defined Scope of Services, and applicable federal requirements. .

- Appendix 1: HUD 5369C (2 pages) – attached as separate document for download
- Appendix 2: HUD 51915A (3 pages) - attached as separate document for download

M. Board and Staff Communications

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in Section II – Paragraph A, be contacted during this RFQ process, by any

entity intending to submit a response to this RFQ. Failure to comply with this request will result in disqualification.

N. Final Authority to Award

The final authority to award contracts as a result of this RFQ rests solely with HACSB Board of Commissioners as delegated by the Board of Governors or based on award amount, by the Board of Governors.

VI. SCOPE OF WORK

Refer to Exhibit A

VII PROPOSAL SUBMISSION REQUIREMENTS

A. General

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read and understands the entire RFQ, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and all concerns regarding the RFQ have been satisfied.
2. Proposals must be received by the designated date and time. Late or incomplete proposals will not be accepted.
3. Paper responses must be submitted, at the location identified in the solicitation, by mail or in person to the RFQ Contact listed in Section II, Paragraph A – Purpose and will be time/date stamped when received and can be withdrawn at any time prior to the scheduled deadline for submission of the proposal.
4. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFQ.
5. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.

B. Proposal Format

Response to this RFQ must be in the form of a proposal package, which must be submitted in the following format:

1. Presentation

All hard copies of proposal must be submitted on 8 ½ x 11 paper. Each page, including attachments, must be clearly and consecutively numbered.

Submit one (1) original and three (3) copies of the submitted proposal.

Hand carried proposals may be delivered to the RFQ Contact identified in Section I between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding office closure days and holidays observed by HACSB. Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.

2. **Affirmative Action**

The HACSB requires that each respondent be an Equal Opportunity Employer: State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

- Provide the name and resume of the Offeror's Contractor Representative who, if the Offeror is selected for award, would be responsible for the daily oversight of the Contract from the Contractor's perspective.

VIII. Evaluation Criteria

Proposals will be evaluated based on the selection factors listed below; the relative weight that each factor will receive in the evaluation is shown below.

	<u>Points</u>
1 Professional qualifications of staff.	15
2 Familiarity with multifamily design, please provide samples of previous designs	15
3 Familiarity with HUD, tax credit & bond development design criteria and ADA and 504 Regulation's.	15
4 Cost estimating efficiency.	10
5 Present workload.	10
6 Quality Control Program.	10
7 Response time for accomplishment of projects.	10
8 Knowledge of the general geographical area of the Housing Authority.	5
9 Affirmative Action Plan.	5
10 Other consideration deemed relevant and MBE/WBE participation.	5
Total	100

IX. RFQ REQUIREMENTS AND CONDITIONS

Minimum Requirements

This RFQ sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

Submission Requirements

Forms included within this Request for Proposal must be included with proposal, in addition to HUD form 5369-B and 5369-C. Failure to submit mandatory forms may result in rejection of the proposal.

Collusion

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the HACSB has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

Disputes

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFQ, the dispute process shall apply.

Contractors may appeal the recommended award, provided the appeal is in writing, contains the RFQ number, is delivered to the address listed in Section II – Paragraph A of this RFQ, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term “protest” to also include disputes and appeals):

Solicitation: Contractors may protest a solicitation issued by HACSB. It must be received by the Director of Procurement and Contracts before the bid or proposal submittal deadline, or it will not be considered.

Award RFQ: Any protest against the award of a contract based on an RFQ must be received by the Director of Procurement and Contracts no later than two full business days after the bid submittal deadline, or before award of the contract, whichever is earlier, or the protest will not be considered.

Award RFQ/RFQ: Any protest against the award of a contract based on an RFQ or RFQ or appeal of a decision by HACSB to reject a proposal, must be received by the Director of Procurement and Contracts within three business days after notification to an unsuccessful proposer that they were not selected, or the protest will not be considered.

Rejection of Bid: Any protest of a decision by HACSB to reject a bid submitted in response to an RFQ must be received by the Director of Procurement and Contracts within two business days after being notified in writing of HACSB’s decision, or the appeal will not be considered.

A written response will be directed to the appealing Contractor within fourteen (14) calendar days of receipt of the appeal, advising of the decision with regard to the appeal and the basis for the decision.

The decision of the HACSB shall be final and binding upon all parties.

X. INSURANCE REQUIREMENTS

A. **Proof of Insurance**, shall not be terminated or expire without thirty (30 days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured or,*
- Commercial General Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured.*
- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured.*
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$1,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.
- Workers' Compensation:** statutory limits or,
- Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured.*
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured.*
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured.*

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. Indemnification and Insurance Requirements

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any

cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement.

Contractor agrees to execute any such amendment within thirty (30) days of receipt.

XI. CONTRACT CONDITIONS

Americans with Disabilities Act

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

Law of the State of California

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

Contract Terms and Final Selection

The selected company will be expected to sign the HACSB's Contract Agreement, which will specify the term of service, likely to be annually. If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFQ and to re-issue a new RFQ if no Proposer is acceptable to the HACSB.

EXHIBIT A – Scope of Services

The contract is for the design of work items funded under, but not limited to, the HUD Public Housing Capital Improvement Program, tax credits, bonds & and privately funded projects. The A/E firms will be retained to work on various projects under an indefinite quantity contract over the next three (3) year base period with one – two year option; for a total contract period not to exceed five (5) years.

SCOPE OF SERVICES

HACSB is inviting professional firms to submit qualifications in order to provide the customary professional architectural and engineering services required for the design and construction of various work items under Capital Improvement and new affordable housing development programs.

Required services may include but are not limited to:

- 1) Review of Existing Schematic Designs;
- 2) Design Development (all disciplines-as needed on an individual project basis)
Architectural Design, Structural Design, MEP Design, Civil Design, Landscape Design, Materials Research and Specifications;
- 3) Construction Documents -
Drawings, Specifications, Detailed Cost Estimates;
- 4) Construction Procurement Services -
Bidding/Proposal Documents, Reproduction and Distribution of Bidding and Proposal Documents, Pre-Bid Conference/Selection Interviews, Bidding/Negotiation, Bid/Proposal Evaluation;
- 5) Construction Administration -
General Administration, Submittal Services, Site Visitation, On-Site Project Representation, Payment Certification, Administration of Testing and Inspection, Supplemental Documentation, Administration of Changes in Work, Interpretations and Decisions, Project Close-out;
- 6) Post Completion / Warranty Phase -
Maintenance & Operational Programming, Record Drawings, Warranty Review, Facility Operations and Performance Meeting, submission of HUD/Funding Agency Forms;

A. **Personnel:**

The Consultant's staff shall include an Architect licensed in the State of California who shall be in direct control of this project.

The Consultant shall designate in their proposal, a Project Consultant who will serve as the primary contact person for the Housing Authority for the duration of the project. The Project Consultant shall be an Architect licensed in the State of California. Key personnel that will work on this project must be identified as well as their role and relevant qualifications and backgrounds.

Sub-consultants are allowed for portions of the work, but must be listed in submitted proposal. Consultant personnel, including sub-consultants if applicable, shall have the technical knowledge and skills to professionally perform the work as well as current professional registration or certification in the State of California.

List all sub-consultants to be used during the term of this project and include qualifications of the firm and individual's education and relevant experience for similar type jobs.

B. **Company Qualifications:**

The Consultant shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- Brief history and description of the firm.
- A listing of clients and projects for the past two years at minimum. Indicate for each, the scope of the services performed, the type of project and a name, address and phone number for client reference.

C. **Compensation:**

Exhibit B – Rate Schedule

D. **Consultant Responsibilities:**

The Consultant shall describe their understanding of the project scope, their proposed approach to performing the work, submit a proposed schedule including document review dates, and acknowledge in their proposal acceptance of requirements contained in this Request for Qualification. The consultant shall ensure that it has all necessary licenses and permits required by Federal, State, County, municipal law, and local ordinances, rules and regulations. The consultant shall maintain these license and permits in effect for the duration of the Agreement.

Exhibit B - RATE SCHEDULE – Required

Please provide Loaded Hourly Rates. *As applicable, specific deliverables will be reimbursed at cost as identified within each negotiated task order (i.e., final deliverables requiring mass reproduction).*

PERSONNEL POSITIONS	CONTRACT PERIOD	
	LOADED HOURLY RATES	
	Initial Term – 3 Years	Option Years 4/5
Principal		
Directors (Design/Planning/Architecture/Senior Project Management)		
Associate Directors (Design/Planning/Architecture/ Project Management)		
Senior Professionals (Senior Designer/Planner/Architect)		
Professionals (Project Designer/Planner/Architect)		
Professional Staff (Designer/Planner/Job Captain)		
Senior Staff (Designer/Planner/Senior CADD)		
Technical Staff (Graphics/CADD)		
Administrative Staff (Dept. Asst./Word Processing)		
Clerical		
Other (specify)		
Other (specify)		

EXHIBIT B - INSTRUCTIONS:

- Offers shall include fully loaded hourly rates amounts for each staff position noted, if applicable.
- Offers shall include all labor, equipment, materials, transportation, general administration, mileage/travel expenses, and printing necessary to perform work under the terms and conditions of this solicitation.
- The Proposer agrees to pay all taxes incurred in performance of an awarded contract.
- Unless otherwise specified herein, all prices shall be on a firm, fixed-price basis and are not subject to adjustment based on cost incurred.
- Any stipulations made to the Proposer's Proposal Form shall subject the proposal to rejection.
- If the Proposer wishes to include additional information, the Proposer may do so with attachments.
- All offers must be submitted on the form provided by HACSB.
- The person signing the Exhibit B - Proposal Form must be a person authorized to bind the Offeror contractually. An original signature must be signed in ink, preferably in a color other than black. Signature stamps are not acceptable.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20____

(Company Name)

(Official Address)

(By)

(Title)

(Telephone Number)

EXHIBIT C - Contact Information Form

To: Terri M. Sanchez, Director of Procurement and Contracts
Email: tsanchez@hacsb.com

This email is to acknowledge that we are in receipt of RFQ #PC938 and have noted our intention to submit a proposal.

Vendor Name: _____

Address: _____

Contact/Title: _____

Phone: _____

Fax: _____

Email: _____

I PLAN TO SUBMIT A PROPOSAL.

- Yes, I will be submitting a proposal.
- Maybe, I need to research and get more information (contact HACSB-information listed above)

NO BID. Indicate *any* of the following. We:

- Do **NOT** desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
 - Cannot comply with specifications/scope of work, Explain: _____

 - Cannot meet delivery requirements, Explain: _____

- Do not regularly provide this type of product/service
- Other, Explain: _____
- Please update my information as listed above.

HOW YOU FOUND OUT ABOUT THE BID. Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: _____
- Trade Publication, please list: _____
- Plan Room, please list: _____
- Public Purchase: _____
- Other, Explain: _____

Exhibit D - CURRENT CLIENT REFERENCES (required)

Submit this form with the BID, failure to do provide may be grounds for disqualification.

Company _____
Address _____
City, ST, Zip _____
Fax/Phone/Email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone/Email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone/Email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone/Email _____
Contact Name/Title _____
Type of Engagement _____

Company _____
Address _____
City, ST, Zip _____
Fax/Phone/Email _____
Contact Name/Title _____
Type of Engagement _____

Bidder's Company Name _____
Legal Structure (corp./partner/proprietor) _____
Principle Office Address _____
City, ST, Zip _____
Phone Number & Fax Numbers _____
Email _____
Federal Employer Identification Number _____
Title of Person Authorized to Sign _____
Print Name of Person Authorized to Sign _____
Date Signed and Authorized Signature _____

EXHIBIT E - CERTIFICATION REGARDING DEBARMENT OR SUSPENSION

In compliance with contracts and grants agreements applicable under the U.S. Federal Awards Program, the following certification is required by all Proposers submitting a response to this RFQ:

1. The Proposer certifies, to the best of its knowledge and belief, that neither the Proposer nor its Principals are suspended, debarred, proposed for debarment, or declared ineligible for the award of contracts from the United States federal government procurement or non-procurement programs, or are listed in the *List of Parties Excluded from Federal Procurement and Non-procurement Programs* issued by the General Services Administration.
2. "Principals," for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager, plant manager, head of a subsidiary, division, or business segment, and similar positions).
3. The Proposer shall provide immediate written notice to the HACSB Director of Procurement and Contracts if, at any time prior to award, the Proposer learns that this certification was erroneous when submitted or has become erroneous by reason of changes circumstances.
4. This certification is a material representation of fact upon which reliance will be placed when making the award. If it is later determined that the Proposer rendered an erroneous certification, in addition to other remedies available to the HACSB government, the HACSB Director of Procurement and Contracts may terminate the contract resulting from this solicitation for default.
5. Proposer affirms that is has no record of recent unsatisfactory performance with HACSB, during the past twenty-four (24) months at a minimum.

**Printed Name of
Representative:**

Title:

Signature:

Date:

Appendix 1

Certifications & Representations of Offerors Non-Construction Contract
HUD Form: 5369C

Appendix 2

**Contract Provisions Required by Federal Law or Owner Contract with the U.S. Department of
Housing and Urban Development
HUD Form: 51915-A**