



***Cloquet/Carlton Housing &
Redevelopment Authority***

950 14th Street - Cloquet, MN 55720

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

**REQUEST FOR QUALIFICATIONS (RFQ) #2016001, ARCHITECTURAL/ENGINEERING
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RFQ Information At A Glance

HRA Contact Person	Debra A. Shaff, debra@cloquetcarltonhra.org #218-879-3353 ext.11
Pre-Proposal Conference	Wednesday, February 5, 2020, 10:00 a.m. Carlton Housing & Redevelopment Authority 201 Spruce Avenue Carlton, MN 55718
Proposal Submittal	Monday, February 17, 2020 by 3:00 p.m. Submit 3 copies to Cloquet/Carlton HRA Office. 950 14 th Street, Cloquet, MN 55720
Anticipated Approval by HRA Board of Commissioners	Tuesday, March 10, 2020 or before Carlton Housing & Redevelopment Authority 201 Spruce Avenue, Carlton MN 55718

The Carlton Housing and Redevelopment Authority (HRA) is a government entity that was formed in 1968 to provide federally subsidized housing to low-income families, within the City of Carlton, Minnesota. The HRA is headed by an Executive Director and is governed by a five-person Board of Commissioners. It is subject to the requirement of Title 24 of the Code of Federal Regulations (24 CFR) and the HRA's procurement policy.

The housing authority owns and manages one multi-family apartment building totaling 19 units.

1. HRA's Reservation of Rights:

- 1.1** The HRA 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 the HRA to be in its best interests.
- 1.2** The HRA reserves the right not to award a contract pursuant to this RFQ.
- 1.3** The HRA 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).
- 1.4** The HRA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services call for in this RFQ.
- 1.5** The HRA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receive proposals without the written consent of the HRA Contracting Officer (CO).
- 1.6** The HRA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7** The HRA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including by not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8** The HRA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9** The HRA 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.

2. Scope of Work/ Technical Specifications: The HRA is seeking proposals from qualified and licensed entities to provide the following detailed services:

2.1 General Requirements: The HRA intends to award a contract to a firm to provide architectural design services (A/E) for various projects the HRA may develop. Services will include, but are limited to typical A/E services pertaining to:

- Site planning;
- Structural, mechanical, electrical and civil engineering;
- Landscaping;
- Cost Estimating; and
- Construction contract administration

2.2 Phases of the A/E Services Shall Consist of:

- Schematic Design/Preliminary Study Phase;
- Design Development Phase;
- Bidding, Construction and Contract Document Phase;
- Bidding and Award Phase;
- Construction Phase; and
- Post Completion/Warranty Phase.

2.2 Design Product: The design product shall meet all State Housing Division requirements as well as all Carlton /Carlton County/Minnesota Building Code requirements and shall conform with all applicable local codes, ordinances, regulations and standards, including HUD’s Section 504 program; UFAS, ADA and ANSI requirements. The design shall also include coordination for the abatement of asbestos-containing building materials as well as demolition of existing structures.

2.3 Current Contractor: None

3. Proposal Format:

3.1 Tabbed Proposal Submittal: The HRA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the HRA will, as detailed within the following Section 3.0, consider factors other than just cost in making the award decision). Therefore, so that the HRA can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the table below. None of the proposed services may conflict with any requirement the HRA has published herein or has issued by addendum.

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RFQ Section	Tab No.	Description
3.1.1	1	Form of Proposal: This form is included as Attachment A to this RFQ document. This 1-page form must be fully completed.
3.1.2	2	Form HUD 5369-C, Certifications and Representations of Offerors, Non-Construction Contract: This form is included as Attachment B. This 2-page form must be fully completed.
3.1.3	3	Profile of Firm Form: The Profile of Firm Form is included as Attachment C to this RFQ document. This 2-page document must be fully completed.

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3.1.4	4	Proposed Services: As detailed in Section 2.0 Scope of Proposal/Technical Specifications, the proposer shall at minimum, clearly detail the information submitted under this tab documentation showing:
3.1.4.1	4	As detailed in Section 4.1, Evaluation Factor No. 2, evidence of the proposers CAPABILITY to provide professional services in a timely manner.
3.1.4.2	4	As detailed in Section 4.1, Evaluation Factor No. 3, evidence of the proposers PAST PERFORMANCE in terms of Cost control, quality of work, and Compliance with performance schedules.
3.1.4.3	4	As detailed in Section 4.1, Evaluation Factor No. 4 the proposers' DEMONSTRATED KNOWLEDGE of local building codes and Federal building alterations requirements.
3.1.4.4	4	Profile of Firm Form/Standard Form 330: This form is included as Attachment H. This form must be fully completed.
3.1.4.5	4	Evidence that the proposer is licensed in the State of Minnesota.
3.1.4.6	4	If appropriate, how staff are retained, screened, trained and monitored.
3.1.4.7	4	The proposed quality control program;
3.1.4.8	4	An explanation and copies of forms that will be used and reports that will be submitted and the method of sending reports (i.e. written; fax; internet, etc.)
3.1.4.9	4	A complete description of the products and services the firms provides.
3.1.5	5	Managerial Capacity/ Financial Viability: The proposer entity must provide a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, Profile of Firm Form. This information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
3.1.6	6	Client Information: The proposer shall submit a listing of former or current clients, including the Public Housing Authorities; for whom the proposer has performed similar or like services to those being proposed. The listing shall, at minimum, include: <ul style="list-style-type: none"> a. The client's name b. The client's contact name and telephone number c. A brief description and scope of service(s) and the dates the services were provided;
3.1.7	7	Equal Employment Opportunity: Proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
3.1.8	8	Section 3 Business Preference Documentation (Optional Item): Any proposer claiming a Section 3 Business Preference, they shall include in this tab the fully executed Section 3 Business Preference Certification Form (included as Attachment D) and any documentation required by that form.
3.1.9	9	Other Information (Optional Item): The proposer may include any other general information that the proposer believes is appropriate to assist the HRA in its evaluation.

3.1.10 If no information is to be placed under any of the above tabs (especially the "Optional" tabs), please place a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any tabs.

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- 3.1.11 Proposal Submittal Binding Method: We are requesting that the proposer bind the proposal so the HRA can remove the binding or remove the pages from the cover (3-ring binder, etc.) to make copies then return the proposal to its original condition.
- 3.2 **Fees:** No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive process. The HRA will, as detailed in Sections 4.0 and 5.0, negotiate such fees with the top rated proposer. The HRA does not guarantee any minimum or maximum amount of work as the result of any award ensuing from this RFQ, but will reserve the right to award work on a task order, as needed.
- 3.3 **Proposal Submission:** All proposals must be submitted and received in the HRA main office by no later than the submittal deadline stated. A total of 3 submissions of the proposal (1 original signature and 2 exact copies) shall be placed unfolded in a sealed package and addressed to:

Carlton Housing & Redevelopment Authority
Attn: Debra A. Shaff – Executive Director
Mailing Address: 950 14th Street
Cloquet, MN 55720

The package exterior must clearly be denoted A/E RFQ and must have the proposer's name and return address. Proposals submitted after the published deadline will not be accepted.

- 3.3.1 **Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposer are not to change any requirements or forms in this RFQ, either by making or entering onto these documents or the documents submitted any revisions or additions. If changes are made to these forms, the HRA may not consider the proposal for award.
- 3.3.2 **Submission Responsibilities:** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specification issued by the HRA, including the RFQ document, the documents listed within the following Section 3.6 and any addenda and required attachments submitted by the proposer. By completing, signing and submitting the completed documents, the proposer is stating that they agree to comply with all the conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the HRA requirements contained within the documents may cause the proposer to not be considered for award.
- 3.4 **Proposer's Responsibilities- Contact with the HRA:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the designated CO only. Proposers must not make inquiry or communicate with any other HRA staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the HRA to not consider a proposal submittal received from any proposer who has not abided by this directive.

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3.4.1 Addendums: All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by an addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents). During the RFQ solicitation process, the CO will NOT make decisions pertaining to the RFQ when other prospective proposers are not present. This does not mean that prospective proposers may not call the CO - it simply means that, other than making replies to direct the prospective proposer where their answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct them to submit the inquiry in writing so that the CO pay more fairly respond to all prospective proposers in writing by addendum.

3.5 Recap of Attachments: It is the responsibility of each proposer to verify that they have received the following attachments pertaining to this RFQ, which are included as part of this RFQ.

RFQ Section	Attachment	Attachment Description
3.5.1	A	Form of Proposal
3.5.2	B	Form HUD-5369-C <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.5.3	C	Profile of Firm Form
3.5.4	D	Section 3 Forms, including explanation
3.5.5	E	Form HUD-5369-B, <i>Instructions to Offerors, Non-Construction</i>
3.5.6	F	<i>HRA instructions to Proposers & Contractors</i>
3.5.7	G	HRA Sample Contract form: Form HUD 51915, <i>Model Form of Agreement Between Owner and Design Professional</i>
3.5.7.1	G-1	Form HUD-5370-C, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
3.5.7.2	G-2	Supplement Conditions to form HUD-51915, as required by 24 CFR 85.36(i)
3.5.8	H	Standard Form 330, <i>Architect-Engineer Qualifications</i>

4.0 Proposal Evaluation:

4.1 Evaluation Factors: The following factors will be utilized by the evaluation committee appointed by the HRA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within their proposal submittal as detailed within Section 3.1

No.	Max Point Value	Factor Type	Factor Description
1	20 points	Subjective (Technical)	Evidence of the proposers ABILITY TO PERFORM THE WORK as indicated by profiles of the principals' and staffs' professional and technical competence
2	20 points	Subjective (Technical)	Evidence of the proposers CAPABILITY to provide professional services in a timely manner.
3	20 points	Subjective (Technical)	Evidence of the proposers PAST PERFORMANCE in terms of the cost control, quality of work, and compliance with performance schedules.
4	30 points	Subjective (Technical)	The proposer's DEMONSTRATED KNOWLEDGE of local building codes and Federal building alterations requirements
5	10 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED, based upon the opinion of the evaluators.
	100 points		Total Points (other than preference points)

4.1.2 Preference Evaluation Factor: The following factors will be utilized by the staff member assigned by the HRA to evaluate each proposal submittal received:

No.	Max Point Value	Factor Type	Factor Description
6		Objective	Section 3 Business
6a	15 points		Priority 1: As detailed on page 5 of Attachment D
6b	12 points		Priority 2: As detailed on page 5 of Attachment D
6c	9 points		Priority 3: As detailed on page 5 of Attachment D
6d	6 points		Priority 4: As detailed on page 5 of Attachment D
6e	3 points		Priority 5/6: As detailed on page 5 of Attachment D
	15 points		Maximum Preference (Additional) Points
	115 points		Total Possible Points

4.2 Evaluation Method:

- 4.2.1 Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HRA reserves the right to reject any proposals deemed by the HRA not minimally responsive (the HRA will notify such firms in writing of any rejection).
- 4.2.2 Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:
- 4.2.2.1** Instructions to Evaluators;
 - 4.2.2.2** Proposal Tabulation Form;
 - 4.2.2.3** Written Narrative Justification Form for each proposer;
 - 4.2.2.4** Recap of each proposer's responsiveness
 - 4.2.2.5** Copy of all pertinent RFQ documents.
- 4.2.3 Evaluation Committee:** The HRA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive 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 identity of such person(s), they SHALL NOT make any attempt to contact or discuss with such person anything related to this RFQ. As detailed within Section 3.4 of this document, the designated CO is the only person at the HRA that the proposers shall contact pertaining to this RFQ. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.
- 4.2.4 Evaluation:** The CO will evaluate and award points objectively pertaining to the Evaluation Factor No. 6. The evaluation committee, shall evaluate the responsive proposals submitted and award points subjectively pertaining to Evaluation Factors No.'s 1-5. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluation to the CO.
- 4.2.5 Potential "Best and Finals" Negotiations:** The HRA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HRA in a timely manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.
- 4.2.6 Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings. If the evaluation was performed to the satisfaction of the ED, the final ranking may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the HRA's option, be conducted prior to or after the BOC approval.

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

4.2.6.2 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within Section 4.1)

4.2.7 Contract Price Negotiations: The HRA anticipates that it will conduct such negotiations in the following manner:

4.3.7.1 The HRA anticipates that it will first negotiate within the first top-rated proposer. If the HRA and such proposer have not, within 5 business days, arrived at a mutually agreed upon price for the work, the HRA reserves the right to terminate, in writing, negotiations with that proposer and begin negotiations with the next rated proposer. Subsequently, if the HRA and such proposer have not, within 5 business days, arrived at a mutually agreed upon price for the work, the HRA reserve the right to terminate, in writing, negotiations with that proposer and begin negotiations with the next rated proposer. This process may be repeated until the HRA is able to arrive at a mutual agreed upon price with a proposer.

In any case, the HRA may NOT as part of this RFQ (or, in the case of an Indefinite Quantities Contract, as part of that specific task order) re-enter negotiations with a proposer that the HRA has terminated negotiations with as detailed within the Section 4.2.7.1.

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

4.2.9 Notice of Results of Evaluation: If an award is completed, all proposers will receive by email a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.9.1 Which proposer received the award;

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

4.2.9.3. The cost agreed upon with the top-rated or successful proposer;

4.2.10 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 HRA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HRA evaluation committee.

5.0 Contract Award:

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

5.1.1 Upon final completion of the proposal evaluation process, the Executive Director will take the recommendation to the Board of Commissioners at a regularly scheduled board meeting for approval. The Board of Commissioners will make its determination of whether or not to follow the committee's recommendation. At some point after award all proposers will receive a Notice of Result of Evaluation. Contract price negotiations may, at the HRA's option, be conducted prior to or after the Board of Commissioner's approval.

5.2 Contract Conditions: The following provision are considered mandatory conditions of any contract award made by the HRA pursuant to this RFQ.

5.2.1 Contract Form: The HRA will not execute a contract on the successful proposer's form—contracts will only be executed on the HRA form (please see Sample Contract, Attachments G, G-1 and G-2), and by submitting a proposal the successful proposer agrees to do so (please note that the HRA reserves the right to amend this sample contract form as the HRA deems necessary). However, the HRA will, during the RFQ competitive solicitation process, prior to the submittal deadline, consider any contract clauses that the proposer wishes to include, but the failure of the HRA to include such clauses does not give the successful proposer the right to refuse to execute the HRA's contract form. It is the responsibility of each prospective proposer to notify the HRA, in writing, prior to submitting a proposal, of any contract clause that they are not will to include in the final executed contract and abide by. The HRA will consider and respond to such written correspondence, as if the prospective proposer is not willing to abide by the HRA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Please note that the HRA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.

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

5.2.3 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the Executive Director (ED). Any purported assignment of interest or delegation of duty, without the prior written consent of the ED shall be void and may result in the cancellation of the contract with the HRA, 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 ED.

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5.3 Contract Period: The HRA anticipates that it will initially award a contract for the period of 1 year with the option, at the HRA’s discretion, of 2 additional one-year option periods, for a maximum total of 3 years.

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

- 5.4.1** An original certificate proving the proposer’s current industrial (workers compensation) insurance carrier and coverage amount
- 5.4.2** An original certificate proving General Liability coverage, naming the HRA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HRA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 5.4.3** An original certificate showing the proposer’s professional liability and/or “errors and omissions “coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a deductible of not greater than \$1,000;
- 5.4.4** A copy of the proposer’s business license allowing that entity to provide such services within the State of Minnesota.
- 5.4.5** If applicable, a copy of the proposer’s license issued by the State of Minnesota licensing authority allowing the proposer to provide the series detailed herein.
- 5.4.6** The requested related information shall also be entered where provided for on the Profile of Firm Form.

5.5 Contract Service Standards: It is the responsibility of the successful proposer to ensure that all work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, regulations and laws.

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