



## **Montgomery Housing Authority**

**525 South Lawrence Street  
Montgomery, Alabama 36104**

### **REQUEST FOR PROPOSALS (RFP) 2020-16**

#### **EMERGENCY MANAGEMENT CONSULTANT SERVICES**

**DATE ISSUED:** **Tuesday, December 15, 2020**

**TYPE OF PROJECT:** The Montgomery Housing Authority (“MHA”) is seeking proposals from qualified individuals and/or firms to provide Emergency Management Consulting Services including, but not limited to, assessing capabilities and risks, developing plans, providing strategic guidance and hosting training operations (“Services”) all in an effort to ensure that MHA personnel as well as residents are prepared in the event of a disaster or emergency situation, including, but not limited to pandemics.

**CONTACT PERSON:** Sheila Brown, Interim Procurement/Contract Administrator  
[sbrown@mhatoday.org](mailto:sbrown@mhatoday.org)

**LAST DAY FOR QUESTIONS:** **Tuesday, January 5, 2021 at 3:00 p.m. (CST)**

**SUBMISSION DEADLINE:** **Thursday, January 14, 2021 at 12:00 p.m. (CST)**

**SUBMISSION ADDRESS:** Sheila Brown, Interim Procurement/Contract Administrator  
Montgomery Housing Authority  
525 South Lawrence Street  
Montgomery, Alabama 36104

**Separate sealed proposals will be accepted at the MHA’s, Procurement/Contract Office, 525 South Lawrence Street, Montgomery, Alabama 36104, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after contract award.**

The responsibility for submitting a response to this RFP at the MHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

## **TABLE OF CONTENTS**

### **PART I – GENERAL INFORMATION**

- 1.1 Introduction
- 1.2 Purpose
- 1.3 Background Information
- 1.4 Method of Solicitation
- 1.5 Obtain Copies of this Solicitation

### **PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS**

- 2.1 Submission of Proposals
- 2.2 Interpretation/Questions
- 2.3 Addendum and Update Procedures for the RFP
- 2.4 Proposal Format
- 2.5 Submittal Forms
- 2.6 Acceptance of Proposals
- 2.7 Time for Reviewing Proposals
- 2.8 Withdrawal of Proposals
- 2.9 Award of Contract
- 2.10 HUD Debarment and Suspension List
- 2.11 Certification of Legal Entity
- 2.12 Cost Borne by Respondent
- 2.13 Best Available Data
- 2.14 Contact with MHA, Staff, Board Members and Residents
- 2.15 Licenses and Insurance
- 2.16 Respondent Responsibilities
- 2.17 No Claim Against MHA

### **PART III – SUBMISSION REQUIREMENTS**

- 3.1 Staffing and Qualifications
- 3.2 Relevant Experience and Past Performance
- 3.3 References
- 3.4 Respondent's Approach and Response to Scope of Service
- 3.5 Proposal Cost
- 3.6 Required Certifications/Forms

### **PART IV – SCOPE OF SERVICES**

### **PART V – PROCUREMENT PROCESS**

- 5.1 Proposal Evaluation/Contract Award
- 5.2 Evaluation Criteria
- 5.3 Summary of Evaluation Criteria

### **PART I – GENERAL INFORMATION**

## **1.1 Introduction**

MHA is soliciting competitive proposals from qualified firms and/or individuals with a documented track record of providing the required services through a formal Request for Proposal (RFP) process. Proposals should demonstrate detailed plans on how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with MHA. Finally, the proposal should include evidence of the respondent's previous experience and qualifications relative to the provision of such services.

## **1.2 Purpose**

The Montgomery Housing Authority ("MHA") is seeking proposals from qualified individuals and/or firms to provide Emergency Management Consulting Services including, but not limited to, assessing capabilities and risks, developing plans, providing strategic guidance and hosting training operations ("Services") all in an effort to ensure that MHA personnel as well as residents are prepared in the event of a disaster or emergency situation, including, but not limited to pandemics. The selected individual or firm ("Consultant") may also be asked to be provided additional services on an on-going and as-needed basis.

## **1.3 Background Information**

MHA is committed to assisting its residents in the event of a disaster. The objective of the Emergency Management team is to protect the community by coordinating and integrating a comprehensive emergency management system for all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from all natural and man-made hazards that may impact the residents.

## **1.4 Method of Solicitation**

MHA is soliciting competitive proposals from qualified firms and/or individuals with a documented record of accomplishments of providing the required services, preferably for public housing authorities or other agencies through a formal RFP process.

## **1.5 Obtain Copies of this Solicitation**

Single copies of the RFP package may be obtained, at no cost by:

1. Visiting the MHA's website at: [www.mhatoday.org](http://www.mhatoday.org)
2. Requesting via email to [sbrown@mhatoday.org](mailto:sbrown@mhatoday.org)
3. **\*Copies may also be picked up in person at:**

**Montgomery Housing Authority  
Procurement/Contract Office  
525 South Lawrence Street  
Montgomery, Alabama 36104**

**\*Due to the COVID-19 pandemic, MHA will not provide 'in person' copies of the RFP. Persons may submit their request via email to: [sbrown@mhatoday.org](mailto:sbrown@mhatoday.org).**

## **PART II – INSTRUCTIONS FOR SUBMITTING PROPOSALS**

### **2.1 Submission of Proposals**

Respondents should submit **one (1) original, one (1) hard copy and one (1) electronic device copy** of their proposal. The original submission shall be dated and signed by an authorized official of the company. Proposals must be submitted in a *sealed envelope* that shows the firm's name and address, and **clearly** written on the outside of the sealed envelope must be the words **“Emergency Management Consultant Services – (RFP 2020-16) – Thursday, January 14, 2021 at 12:00 p.m. (CST)”**. **The electronic device must be labeled with the RFP number ‘RFP 2020-16 and the individuals/firm name and shall be enclosed in the sealed envelope the hard copies.** The electronic proposal must contain the same information as required with the original submissions and must be compiled as one document.

Proposals received after the deadline date and time **may be** determined unacceptable. Refer to form **HUD 5369-B, Section 6**, regarding late submissions and withdrawals.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty (180) days from the due date. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with MHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications, relative to the provision of such services.

### **2.2 Interpretation/Questions**

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least five (5) days before the submission due date and time to: Email: [sbrown@mhatoday.org](mailto:sbrown@mhatoday.org).

### **2.3 Addendum and Update Procedures for the RFP**

During the period of advertisement for this RFP, MHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, MHA will issue an addendum to the RFP setting forth the nature of the modification(s). MHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP solicitation. Interested parties may also view addenda on MHA's website [www.mhatoday.org](http://www.mhatoday.org). It shall be the responsibility of each Respondent to ensure they have any/all additional addenda relative to this RFP.

### **2.4 Proposal Format**

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used, provided they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organization. The format of the respondent's proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Respondents must provide a comprehensive Table of Contents at the front of the proposal. The proposal also must be organized in response to the Submission Requirements. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone number and email address.

## **2.5 Submittal Forms**

Provided, as a part of the proposal, all required certifications and HUD forms, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

## **2.6 Acceptance of Proposals**

Proposals must be signed, sealed, and received in completed form at MHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time may not be accepted, and could potentially be returned unopened to the originator.

MHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

MHA reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time, a contract of similar nature. MHA also reserve the right to reject proposals of Respondents who habitually, without just cause, neglect the payment of bills or disregard their obligations to subcontractors, providers of materials, or employees.

## **2.7 Time for Reviewing Proposals**

Proposals received prior to the closing date and time will be securely kept, unopened until the closing date and time. Proposals received after the closing date and time may not be considered. MHA's Evaluation Committee, appointed by the President/CEO, will evaluate all proposals properly received.

The Evaluation Committee will analyze proposals within the 180 days of the date and time due and make a recommendation for award of contract or not to award, to the MHA President/CEO.

## **2.8 Withdrawal of Proposals**

Proposals may be withdrawn by written notice received any time before the contract award. Proposals may be withdrawn in person by Respondent or its authorized representative if the identity of such representative is established and a signed receipt of the withdrawn proposal is received by MHA prior to the contract award.

## **2.9 Award of Contract**

Contract shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of MHA. MHA reserves the right to interview one or more respondents whose submittals are evaluated above the acceptable 85 points as detailed in Section 5.1 Proposal Evaluation/Contract Award. The Respondent to whom the award is made will be notified at the earliest practical date.

## **2.10 HUD Debarment and Suspension List**

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

## **2.11 Certification of Legal Entity**

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally

structured are, or will be, legal and binding under the Alabama State Law and the City of Montgomery, Alabama.

## **2.12 Cost Borne by Respondent**

All cost related to the preparation of this RFP and any related activities are the responsibility of the Respondent. MHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

## **2.13 Best Available Data**

All information contained in this RFP is the best data available to MHA at the time the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of Respondents and MHA assume no liability for any errors or omissions.

## **2.14 Contact with MHA Staff, Board Members and Residents**

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with MHA staff, Board members, or residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

## **2.15 Licenses and Insurance**

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Montgomery and the State of Alabama. All licenses must be kept up to date for the duration of any ensuing contract. Copies of all licenses must be in the Procurement/Contract office prior to contract execution.

Prior to contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the MHA shall be named as an additional insured.

Professional Liability (and/or Errors & Omissions) Coverage	\$1,000,000 each occurrence
General Liability Coverage	\$1,000,000 each occurrence
Comprehensive Automobile Liability Coverage	\$1,000,000 each occurrence
Worker's Compensation with Statutory Limits of the State of AL	

## **2.16 Respondent Responsibilities**

Each Respondent is presumed by MHA to have thoroughly studied this RFP and become familiar with the contents, locations, and nature of requests. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

## **2.17 No Claim Against MHA**

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against MHA or MHA's property for reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of MHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

## **PART III – SUBMISSION REQUIREMENTS**

### **3.1 Tabbed Proposal Submittal**

The Agency intends to retain the Contractor pursuant to a “Best Value” basis, not a “Low Bid” basis ("Best Value," in that the Agency will, as detailed within the following Section 5.2, consider factors other than cost in making the award decision). Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table 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 the Agency has published herein or has issued by addendum.

<b>RFP Section</b>	<b>Tab No.</b>	<b>Description</b>
<b>3.1.1</b>	<b>1</b>	<b>Form of Proposal.</b> This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
<b>3.1.2</b>	<b>2</b>	<b><i>Form HUD-5369-C Certifications and Representations of Offers Non-Construction, Form HUD SF-LLL Disclosure of Lobbying Activities, Form HUD 50071 Certification of Payments to Influence Federal Transactions, Form HUD 50070 Certification for a Drug-Free Workplace, Form HUD 2530 Previous Participation Certification, Certificate as to Corporate Principle Form, and Non-Collusive Form.</i></b> These forms must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
<b>3.1.3</b>	<b>3</b>	<b>Profile of Firm Form.</b> This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
<b>3.1.4</b>	<b>4</b>	<b>Proposed Services.</b> The proposer shall place under this tab documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of the Scope of Work listed in the preceding Section Part IV herein, including, but not limited to:
<b>3.1.4.1</b>		The proposer’s <b>DEMONSTRATED UNDERSTANDING</b> of the <b>AGENCY’S REQUIREMENTS</b> .
<b>3.1.4.2</b>		The <b>APPROPRIATENESS</b> of the <b>TECHNICAL APPROACH</b> and the <b>QUALITY</b> of the <b>SERVICES PROPOSED</b> .
<b>3.1.4.3</b>		The proposer’s <b>TECHNICAL CAPABILITIES</b> (in terms of personnel) and the <b>MANAGEMENT PLAN</b> (including the ability to provide the services detailed herein).
<b>3.1.4.4</b>		The proposer’s <b>DEMONSTRATED EXPERIENCE</b> in performing similar work and the proposer’s <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

3.1.4.5		If appropriate, how staff are retained, screened, trained, and monitored.
3.1.4.6		The proposed quality control program.
3.1.4.7		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; Internet; etc.).
3.1.4.8		A complete description of the products and services the firm provides.
3.1.4.9		<b>Proposed Engagement Letter.</b> A copy of the proposer's proposed engagement letter. Please note that the Agency WILL NOT accept this engagement letter as the eventual contract, but will consider including the proposed engagement letter as an appendix to the eventual contract that is executed. The Agency retains the right to (and most likely will) require certain revisions to the engagement letter, especially of proposed terms that either, in the Agency's opinion, conflict with the terms listed within the contract.
3.1.5	5	<b>Managerial Capacity/Financial Viability/Staffing Plan.</b> The proposer's entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of 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 (including a current organizational chart).
3.1.6	6	<b>Client Information.</b> The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number and email address;
3.1.6.4		A brief description and scope of the service(s) and the dates the services were provided.
3.1.7	7	<b>Equal Employment Opportunity/Supplier Diversity.</b> The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
3.1.8	8	<b>Subcontractor/Joint Venture Information.</b> The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.

<b>3.1.9</b>	<b>9</b>	<b>Section 3 Business Preference Documentation.</b> For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Submittal Form, Section 3 Business Preference Certification Form and any documentation required by that form.
<b>3.1.10</b>	<b>10</b>	<b>Other Information.</b> The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
<b>3.1.11</b>	<b>No Information Placed under a Tab.</b> If no information is to be placed under any of the above noted tabs, please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.	
<b>3.1.12</b>	<b>Proposal Submittal Binding Method.</b> It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency 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, and then conveniently return the proposal submittal to its original condition.	

### 3.2 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. This information shall be placed under **Tab 4 Proposed Services**. Please show all expected expenditures except anticipated travel. Pricing of anticipated travel costs should be listed separately.

### 3.3 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the Procurement page of the MHA website: [www.mhatoday.org](http://www.mhatoday.org).

- Section 3 Submittal Form
- Form of Proposal
- Profile of Firm Form
- Certificate as to Corporate Principal Form
- Non-Collusive Form
- Form HUD-5369-B Instructions to Offerors – Non-Construction
- Form HUD 5369-C Certifications and Representations of Offerors – Non-Construction Contract
- Form HUD SF-LLL Disclosure of Lobbying Activities
- Form HUD 50071 Certification of Payments to Influence Federal Transactions
- Form HUD 50070 Certification for a Drug-Free Workplace
- Form HUD 2530 Previous Participation Certification

## PART IV - SCOPE OF SERVICES

The Montgomery Housing Authority (“MHA”) is seeking proposals from qualified individuals and/or firms to provide Emergency Management Consulting Services including, but not limited to, assessing

capabilities and risks, developing plans, providing strategic guidance and hosting training operations (“Services”) all in an effort to ensure that MHA personnel as well as residents are prepared in the event of a disaster or emergency situation, including, but not limited to pandemics. The selected individual or firm (“Consultant”) may also be asked to be provided additional services on an on-going and as-needed basis.

MHA is committed to assisting its residents in the event of a disaster. The objective of the Emergency Management team is to protect the community by coordinating and integrating a comprehensive emergency management system for all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from all natural and man-made hazards that may impact the residents.

## **General Requirements**

All responding firms/individuals (“Consultant”) must have a minimum of 5 years of experience providing emergency management consulting services. All responding firms/individuals (“Consultant”) must show demonstrated experience providing services. Preference will be given to firms with experience providing service to municipalities in and around the Southern Region (i.e. Alabama, Georgia, Florida, Mississippi, Louisiana, Tennessee).

## **Scope of Services**

The (“Consultant”) agrees to provide (“Services”) in accordance with the following, with any deviation by mutual agreement:

- A. Review the 32 core capabilities identified in the Federal Emergency Management Agency (FEMA) National Preparedness Goal.
- B. Identify the top 10 hazards/threats to the MHA/City of Montgomery, Alabama.
- C. Identify methods to improve the community’s emergency management capability through efficient use of resources, improved coordination, and cooperation with other communities and with the State and Federal governments.
- D. Perform assessment and review of vital emergency records.
- E. Determine MHA’s capability to mitigate against, prepare for, respond to, and recover from major emergencies.
- F. Evaluate readiness of MHA.
- G. Verify internal and external alert & notification procedures.
- H. Identify training gaps for MHA staff and volunteers.
- I. Review existing preparedness plans, documents and procedures in accordance with National Incident Management System (NIMS) and FEMA standards.
- J. Identify equipment, technology or tools MHA could utilize in order to maximize preparedness.

## **Deliverables:**

- Develop plans and coordinate the testing of the 32 core capabilities identified in the FEMA National Preparedness Goal. This includes executing tabletops, full-scale disaster simulations, or workshops as deemed appropriate. Extra emphasis will be placed on focusing on disasters that the MHA/City of Montgomery, Alabama would likely face such

as flooding, tornadoes and railway disasters, etc.

- Develop protocols, plans, procedures, mutual aid agreements, MOUs, to establish strategies to mitigate hazards; prepare for and respond to emergencies; and recover from their effects.
- Provide a written description of the top 10 hazards facing the Authority focusing on time, location and magnitude.
- Complete a Threat and Hazard Identification Risk Assessment (THIRA) to assess all core capabilities for prevention, protection, response, recovery and mitigation mission areas of the political subdivision, identify shortfalls in core capabilities and develop strategies to alleviate shortfalls in planning, organization, equipment, training and exercises.
- Provide a written evaluation of primary and secondary EOC and recommendations for improvement.
- Provide hard copies and word versions of the final Continuity of Operations/Disaster Readiness Plan.

### **Contract Terms**

The initial contract period (referred to as “Term”) will commence upon contract execution and terminate upon project completion and acceptance by the Authority. MHA anticipates awarding a 120-days contract for the completion of this work.

## **PART V – PROCUREMENT PROCESS**

### **5.1 Proposal Evaluation/Contract Award**

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
  - (1) During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee.
  - (2) Each member of the Evaluation Committee will score each proposal.
  - (3) Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
  - (4) The results of the evaluation, of both technical and cost proposals, will be used to determine those proposals to be considered in the competitive range.
  - (5) Proposals will be considered acceptable if they have a minimum score of 85 points and above.

- (6) The Authority may request that proposers, whose submittals are above the minimum score of 85 points to make oral presentations (i.e. interviews/demos) concerning their qualifications to the Authority's Evaluation Committee. The Authority reserves the right to interview one or more respondent(s).
  - (7) Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
  - (8) Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by MHA will result in disqualification of Respondents proposals.
- b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
  - c. MHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
  - d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation criteria stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the criteria and their relative weights disclosed in the RFP.

## 5.2 Evaluation Criteria

- a. Organizational Capacity: 30 Points**
  - (1) Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
  - (2) Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely, given current and projected workload
- b. Relevant Experience and Past Performance: 25 Points**
  - (1) Relevant experience and past performance will be evaluated through an assessment of previous similarly related projects completed to date.

- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
- (3) Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

**c. Respondent’s Approach/Engagement Related to the Scope of Service: 25 Points**

- (1) The Respondent’s approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe, if applicable.

**d. Proposal Cost: 20 Points**

- (1) Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondents proposals.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to MHA.

**Additional Points:**

**Disadvantaged Business Enterprise (DBE): 5 Points**  
**Section 3 Participation Plan: 5 Points**

- (1) The level of Disadvantage Business Enterprise (DBE), Women Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of action plans and participation schedules submitted.
- (2) Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that MHA’s state participation goals, in terms of DBE, WBE and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

**5.3 Summary of Evaluation Criteria**

**Evaluation Criteria Points**

---

**Technical:**

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent’s Approach/Engagement Relative to the Scope of Service	25 Points
Proposal Cost	20 Points

---

**Total** **100 Points**

---

**ADDITIONAL POINTS:**

DBE and WBE Participation Plan 5 Points

Section 3 Participation Plan 5 Points

**Total** **10 Points**

---

**Total Possible Points** **110 Points**

# The Montgomery Housing Authority

525 South Lawrence Street  
Montgomery, Alabama 36104

## REQUEST FOR PROPOSALS (RFP) 2020-16 EMERGENCY MANAGEMENT CONSULTANT SERVICES

### COST PROPOSAL FORM

**TYPE OF PROJECT:** The Montgomery Housing Authority (“MHA”) is seeking proposals from qualified individuals and/or firms to provide Emergency Management Consulting Services including, but not limited to, assessing capabilities and risks, developing plans, providing strategic guidance and hosting training operations (“Services”) all in an effort to ensure that MHA personnel as well as residents are prepared in the event of a disaster or emergency situation, including, but not limited to pandemics.

**DATE ISSUED:** Tuesday, December 15, 2020

**CONTACT PERSON:** Sheila Brown, Interim Procurement/Contract Administrator  
[sbrown@mhatoday.org](mailto:sbrown@mhatoday.org)

**LAST DAY FOR QUESTIONS:** Tuesday, January 5, 2021 @ 3:00 p.m. (CST)

**SUBMISSION DEADLINE:** Thursday, January 14, 2021 @ 12:00 p.m. (CST)

FILL IN BELOW AND SIGN. PRICES ARE GUARANTEED FOR A MINIMUM OF 180 DAYS FROM PROPOSAL DEADLINE DATE.

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

BY: \_\_\_\_\_  
Signature                                      Written Name                                      Title                                      Date

ADDRESS: \_\_\_\_\_  
Street / POB                                      City                                      State                                      ZIP

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ATTACH A COST BREAKDOWN SHOWING EXPENDITURES**