DATE ISSUED: Wednesday, December 14, 2016

DESCRIPTION: In compliance with 24 CFR 85.36, the Montgomery Housing Authority (MHA) hereby request proposals from qualified building envelope consulting services for Phase I of our Centennial Plaza Development.

PRE/SUBMISSION SITE VISIT (MANDATORY): Thursday, December 22, 2016 at 2:00 p.m. (CST)
Centennial Plaza
515 Perry Drive
Montgomery, Alabama 36104

LAST DAY FOR QUESTIONS: Thursday, December 29, 2016 at 4:00 P.M. CST

SUBMISSION DEADLINE: Thursday, January 5, 2017 at 3:00 P.M. CST

SUBMISSION ADDRESS: Montgomery Housing Authority
Procurement/Contract Office
525 South Lawrence Street
Montgomery, Alabama 36104

Separate sealed proposals will be accepted at the Montgomery Housing Authority (MHA), 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 Montgomery Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the respondent. Montgomery Housing Authority is not liable for any costs incurred by the offeror prior to issuance of a contract. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.
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PART I — GENERAL INFORMATION

Introduction

In compliance with 24 CFR 85.36, The Montgomery Housing Authority (MHA) hereby request proposals from qualified building envelope consulting services for Phase I of our Centennial Plaza Development. The purpose of this RFP solicitation is to solicit the most qualified consulting firm to investigate, evaluate and define the extent and nature of building envelope deficiencies and mold identification associated with the construction of Centennial Plaza-Phase I.

1.2 Method of Solicitation

MHA is soliciting competitive proposals from qualified firms 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.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost, by visiting the MHA website at: www.mhatoday.org/procurement.

Copies may also be picked up in person at:

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

Persons wishing to be mailed copies may request via email: mbrand@mhatoday.org.

PART II — SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Proposals

Offerors should submit four (4) complete sets, (one [1] original and three [3] copies) and a digital file on a CD in PDF format of their proposal, dated and signed by an official of the company. Proposals must be submitted in a sealed envelope that shows the company's name and address, and clearly written on the outside of the sealed envelope must be the words "Building Envelope Consultant Centennial Plaza – Phase I (RFP 2016-10) - DEADLINE Wednesday, January 5, 2017 at 3:00 p.m. (CST)".

Submittals received after deadline date and time will be determined unacceptable and remain unopened. Refer to form HUD 5369-B, Section 6 regarding late submissions and withdrawals.
Proposals are not publicly opened.

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 days (180) from the due date.

2.2 Interpretations/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 5 days before the submission due date and time via email to: mbrand@mhatoday.org or Fax to 334-206-7196.

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 of respondents) any addenda to respondents of this RFP Solicitation. Interested parties may also view addenda on MHA’s website www.mhatoday.org/procurement. 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 if able to fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content organizations. The format of the respondents proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal should bear the name and number of the RFP, the date, and the respondent's name, address, phone, fax number, and email address.

2.5 Insurance

All forms that require a signature or initials must bear an original initial or signature. Respondents shall enforce and maintain throughout the term of the contract:

1. Comprehensive General Liability Limits: $1,000,000 combined single limit with the Montgomery Housing Authority named as additional insured with respect to the services being procured.

2. Workers Compensation, as required by applicable law.

3. Automobile Liability Limits - $1,000,000
2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at the MHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will 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 also 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; not in a position to perform the contract. Alternatively, who habitually without just cause neglected the payment of bills or disregarded its 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. No proposals received after the closing date and time will be considered. All proposals properly received will be evaluated by MHA’s Evaluation Committee appointed by the Executive Director. The Evaluation Committee will analyze proposals within the 180 days of the date and time due and provide a recommendation for award of contract or not to award to the MHA Executive Director.

2.8 Withdrawal of Proposals

Proposals may be withdrawn, by means of a written request, or faxed requests dispatched by the respondent in time for delivery in the normal course of business prior to the time fixed for receipt, if written confirmation of withdrawal has the signature of the respondent. In addition, withdrawals must be postmarked prior to the date and time set for proposal opening. Negligence on the part to the respondent in preparing their proposal confers no right to make modifications or withdraw proposal after the due date and time.

2.9 Award of Contract

A 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. 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

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 this contract. Copies of all licenses must be in the Procurement/Contract Office prior to contract execution.

2.16 Respondent Responsibilities

Each respondent is presumed by MHA to have thoroughly studied this RFP and become familiar with the contents, locations, nature of requests, covered by the RFP. 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 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

Listed below are the sections that must be included in respondent's proposal. Each section must
be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

3.1 Company Information

Please furnish a brief history of your company including how long you have been in business, major offices located in Montgomery and/or major offices located in the southeast United States.

3.2 Staffing and Qualifications

Provide information regarding staff experience and qualifications that demonstrates the respondent's capacity to perform the required services. Include an organizational chart that illustrates respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.

3.3 Relevant Experience and Past Performance

A. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal. For each project identified provide:
   1. Project name and address
   2. Contact person, title, phone number, email, fax and address
   3. Detailed description of Scope of Services
   4. The client for whom the respondent's services were performed
   5. The size of the project
   6. The services performed by the respondent on the project
   7. The dollar value of the contract for the services
   8. The duration of the project including start and completion dates, or projected completion date if still active
   9. A reference contact for the project with name, address, email and phone number

B. Identify past experience in performing work for public housing authorities or other agencies by the respondent and/or its participants.

C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.

D. If the respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

3.4 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email, phone number, and fax number.
3.5 **Respondent's Approach and Response to Scope of Services**

A. Provide a detailed narrative that demonstrates the approach intended for use by the respondent.

B. The respondent should outline its anticipated approach for each element of work identified in the Scope of Services.

C. The approach outlined should be consistent with the objectives and requirements set forth in the RFP, and should address how services will be immediately provided upon execution of a contract.

D. Provide a narrative and bar graph type schedule indicating on how the work will proceed under the contract.

3.6 **Proposal Cost**

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost. Please show all expected expenditures to include all anticipated travel. Total cost must be all-inclusive.

3.7 **Required Certifications/Forms**

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

A. **HUD 5369-B** Instructions to Offerors, Non-construction
B. **HUD 5369-C** Representations/Certification of Offerors, Non-construction
C. **HUD SF-LLL** Disclosure of Lobbying Activities
D. **HUD 50070** Drug-Free Workplace Certification
E. **HUD 50071** Certification of Payments to Influence Federal Transactions
F. **Section 3 Certification**

Proposals should be written in a concise, straightforward and forthright manner. Superficial marketing statements and materials should be avoided.

**Please tab and submit documents/information in the following order:**

A. Company Information
B. Staffing and Qualifications
C. Relevant Experience and Past Performance
D. Three references (previous or current clients) including the name and title of the contact person, with an address, email, phone number and fax number
E. Approach and Response to Scope of Services
F. Proposal Cost (Cost Proposal form enclosed)
G. Required HUD Forms (see section 3.7 for a list of required forms)
H. Business License and other necessary certificates
I. Statement that the proposal constitutes a firm offer of pricing, which may be accepted at any time within one hundred eighty (180) days from and after the date of proposal opening

J. Name, address and telephone number of the person to answer questions or provide clarification concerning the offeror's proposal

PART IV - SCOPE OF SERVICES
The consulting firm shall perform the following scope of work at twenty one (21) apartment/townhome buildings, one (1) management/community building, and storage buildings located within Centennial Plaza – Phase I located at 501 Hall Street in Montgomery, Alabama 36104:

Water Intrusion Scope of Work:
A. Identify and locate where water intrusion has breached the integrity of the exterior envelope, including wall and roof flashing, waterproofing, building wrap, and other building materials using Thermal Imaging inspections;
B. Identify which thermal imaging device(s) will be used;
C. Conduct water infiltration testing utilizing ASTM E1105 and AAMA guidelines on 25% of the doors and windows at each building;
D. Provide specifications and drawings necessary to remedy the deficient conditions where water intrusion is identified to create a weathertight exterior building envelope in accordance with manufacturer’s recommendations and building code requirements.
E. Prepare a cost estimate to satisfactorily perform the construction work necessary to cure the identified water intrusion deficiencies. At a minimum, the cost estimate should include labor, materials, bonds, overhead, and profit;

Mold Inspection Scope of Work:
A. Conduct surface and air mold inspections. Obtain mold samples, interpret data and prepare a report of finding;
B. Source documents for the Assessment, Remediation, and Post-Remediation Verification of Mold compliance: American Industrial Hygiene Association (AIHA) and the United States Environmental Protection Agency (USEPA);
C. Prepare specifications to remediate the types of mold identified, including post-remediation verification and best management practices;
D. Prepare a cost estimate to satisfactorily remediate the mold types identified. At a minimum, the cost estimate should include labor, materials, bonds, overhead, and profit;

Development History:
The previous affordable housing apartment buildings at Centennial Plaza were demolished on this site and 129 apartments/townhomes units in 21 buildings, a management/community building and
stand-alone storage buildings were constructed in 2013. Currently, the apartment/townhome units are approximately 95% occupied.

The construction of the new buildings in Phase I primarily consist of a concrete slab on grade, the exterior wall composition includes masonry veneer (with an air space) wood studs, insulation, exterior wood sheathing and interior gypsum board. The pitched roof composition primarily consists of shingles on exterior wood sheathing supported by wood trusses.

**Implementation Plan:**
This development is used daily by tenants, employees, and guests; consequently, the consulting firm must prepare a recommended schedule, plan of action or phasing plan to repair all of the deficient exterior building envelope water intrusion conditions and remediate the identified mold.

**Qualifications:**
The Principal-In-Charge of this project must be a professional engineer, registered in the State of Alabama.

**Schedule for Completion:**
The successful consulting firm shall submit its final report no later than 30 calendar days from receiving a notice to proceed from the Montgomery Housing Authority.

**Note:**
1. Authorized personnel will provide access to each apartment/ townhome.
2. Drawing and specifications will be provided upon request.

**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 appointed by the Executive Director.
2. Each member of the selection 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 or above.
6. The Authority may request that proposers whose submittals are in the competitive
range make oral presentations concerning their qualifications to the Authority’s Evaluation Committee.

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 respondent’s proposal.

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 factors 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 factors 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 and Response to Scope of Service:** 25 Points

1. The respondent’s approach and response to the Scope of Services will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Services.
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.

D. **Proposal Cost:** 20 Points

1. Proposal cost will be evaluated through a careful analysis of cost compared to the other respondent’s 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) and Section 3 Participation Plan:**

**DBE/WBE participation:** 5 Points

**Section 3 participation :** 5 Points

1. The level of Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
2. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that MHA’s stated 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 POINTS:**

Organizational Capacity 30 Points

Relevant Experience and Past Performance 25 Points
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**ADDITIONAL POINTS:**

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</table>

**TOTAL POSSIBLE POINTS**

| **110 Points** |
Montgomery Housing Authority
525 South Lawrence Street
Montgomery, Alabama 36104

REQUEST FOR PROPOSALS (RFP) 2016-10
BUILDING ENVELOPE CONSULTANT FOR CENTENNIAL PLAZA –PHASE I

DATE ISSUED: Wednesday, December 14, 2016

DESCRIPTION: In compliance with 24 CFR 85.36, the Montgomery Housing Authority (MHA) hereby request proposals from qualified building envelope consulting services for Phase I of our Centennial Plaza Development

PRE/SUBMISSION
SITE VISIT (MANDATORY): Thursday, December 22, 2016 at 2:00 p.m. (CST)
Centennial Plaza
515 Perry Drive
Montgomery, Alabama 36104

LAST DAY FOR QUESTIONS: Thursday, December 29, 2016 at 4:00 P.M. CST

SUBMISSION DEADLINE: Thursday, January, 2017 at 3:00 P.M. CST

SUBMISSION ADDRESS: Montgomery Housing Authority
Procurement/Contract Office
525 South Lawrence Street
Montgomery, Alabama 36104

Signature
__________________________

Date
__________________________

Title
__________________________

Printed Name
__________________________

Telephone Number
__________________________

Email Address
__________________________

Company Name
__________________________

Web Address
__________________________

Mailing Address
__________________________

City, State, Zip
__________________________

ATTACH A COST BREAKDOWN SHOWING EXPENDITURES