

Housing Authority of the City of East Point Georgia

REQUEST FOR GENERAL CONTRACT PROPOSALS (RFP) RFP No. 2022-001

Main Office Expansion & Renovation Services

BOARD OF COMMISSIONERS:

Mary Anne Adams, Chair
Rhonda Bussey, Vice Chair
Kenneth Frazier, Commissioner
Douglas Jones, Commissioner
Colbert Lovett, Commissioner
Ann Jackson, Commissioner

EXECUTIVE DIRECTOR:

Michael Spann

Contracting Officer:

Michael Spann

Pre-Proposal Conference: February 3, 2022 ~ 2:00PM

Deadline to Submit Questions: February 17, 2022 ~ 2:00PM

Proposal Submittal Deadline: March 3, 2022 ~ 2:00PM

RFP Available at: <http://www.eastpointha.org/Vendors.com>

RFP Document
Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	3
	RFP Information at a Glance	4
1.0	HACEPG Reservation of Rights	5
2.0	Definitions	5
3.0	Scope of Work/Technical Specifications	6
3.1	General Duties	6
3.2	Expansion and Renovation Process (UPON SELECTION)	7
3.3	Awarding of Task Order	7
3.4	Subcontractors	7
3.5	Licensing and Insurance Requirements	7
3.6	Additional Information Pertaining to this RFP	8
4.0	Proposal Format	8
4.1	Tabbed Proposal Submittal	8
4.2	Additional Information Pertaining to the Pricing Items	10
4.3	Proposal Submission	11
4.4	Proposer's Responsibilities—Contact with the HACEPG	11
4.5	Proposer's Responsibilities—Equal Employment Opportunity and Supplier Diversity	12
4.6	Pre-proposal Conference	14
4.7	Recap of Attachments	14
5.0	Proposal Evaluation	14
5.1	Evaluation Factors	14
5.2	Evaluation Method/Plan	16
6.0	Contract Award	18
6.1	Contract Award Procedures	18
6.2	Contract Conditions	18
6.3	Contract Period	19
6.4	Right To Negotiate Final Fees	19
6.5	Contract Service Standards	19
	Index of Tables	19

INTRODUCTION

Housing Authority of the City of East Point Georgia (hereinafter HACEPG) is located in East Point, Georgia. The East Point Housing Authority is a federally funded agency, operating independently of the city government. We provide low- and moderate-income public housing for the city of East Point, GA. The Executive Director, Michael Spann has been leading the agency since 2014, and is the authorized person on this project (the “**Contracting Officer (CO)**”), in accordance with O.C.G.A.14-3-201(2010) 14-3-201 of the Official Code of Georgia, as amended from time to time (the “Act”).

In keeping with its mission to provide efficient and effective services, HACEPG is now soliciting proposals from qualified, licensed and insured entities to provide the services noted below to its Main Office. 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 PROPOSALS (RFP), RFP-2022-001 Expansion & Renovation Services Main Office

RFP INFORMATION AT A GLANCE

[Table No. 2]

<p>AGENCY CONTACT PERSON</p>	<p>Debra Stephens, Project Manager Telephone (404) 768-0078 ext. 120 E-Mail: dstephens@eastpointha.org</p> <p>Michael Spann, Executive Director & Contracting Officer (CO) Telephone (404) 768-0078 ext. 125 Email: mspann@eastpointha.org</p>
<p>HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE</p>	<ol style="list-style-type: none"> 1. Access to Register or Login as a Vendor at Housing Agency Marketplace (internationaleprocurement.com) or 2. Access www.eastpointha.org. 3. Click on “Work With Us” at the top. Click on the vendors tab pick the correct solicitation under https://www.eastpointha.org/work-with-us/vendors-information/
<p>PRE-PROPOSAL CONFERENCE</p>	<p>Thursday, February 3, 2022</p>
<p>QUESTION SUBMITTAL DEADLINE</p>	<p>Thursday, February 17, 2022, 2:00 P.M.</p> <p>Questions may be submitted to: dstephens@eastpointha.org</p>
<p>HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL</p>	<ol style="list-style-type: none"> 1. As directed within Section 4.3 of the RFP document, submit certain required financial information where provided within the procurement documents. 2. As instructed within Section 4.3 of the RFP document, submit 3 copies of your "hard copy" proposal and one electronic copy, to the EPHA office identified following.
<p>PROPOSAL SUBMITAL RETURN & DEADLINE</p>	<p>Thursday, March 3, 2022, 2:00 P.M. East Point Housing Authority 3056 Norman Berry Drive, East Point, GA 30344</p> <p>*(The "hard copy" proposal (3 copies) and one electronic copy, must be received in-hand and time-stamped by the HA by no later than 2:00 p.m. on this date).</p>
<p>ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS</p>	<p>On or before April 1, 2022 East Point Housing Authority 3056 Norman Berry Drive, East Point, GA 30344</p>

- 1.0 A RESERVATION OF RIGHTS.** HACEPG reserves the right to:
- 1.1 Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
 - 1.2 Not Award.** Not to award a contract pursuant to this RFP.
 - 1.3 Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
 - 1.4 Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
 - 1.5 Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the HACEPG Contracting Officer (CO).
 - 1.6 Negotiate.** Negotiate the fees proposed by the proposing entity.
 - 1.7 Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 Have No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.9 Prohibit.** At any time during the RFP 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. By accessing the [Housing Agency Marketplace \(internationaleprocurement.com\)](https://internationaleprocurement.com) Internet System (hereinafter, the “noted Internet System” or the “System”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HACEPG that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the HACEPG, but not the prospective proposer, of any responsibility pertaining to such issue.
- 2.0 Definitions.** Throughout this RFP and all resulting documents, the terms detailed following shall be defined as follows:
- 2.1 “Best Value,”** means that HACEPG will in an evaluation of each proposal submittal, consider factors other than just cost in making the award decision.
 - 2.2 “Contracting Officer,”** when named within an RFP document shall refer to the HACEPG Executive Director (ED) or his designated representative.
 - 2.3 “Contract,”** refers to the fully executed written agreement that ensues from the RFP. Whereas all RFP documents are included, by reference, as a part of the

REQUEST FOR PROPOSALS (RFP), RFP-2022-001 Expansion & Renovation Services Main Office

ensuing contract, when "contract" is referred to within an RFP document; such is referring to both the RFP documents and the ensuing contract document.

2.4 "Contract Administrator (CA)," is the HACEPG ED or his designated representative.

2.5 "Contractor," and the term "successful proposer" may be used interchangeably.

2.6 "Day(s)," unless otherwise specified, shall refer to calendar days.

2.7 "Herein," shall refer to all documents issued pursuant to the noted RFP, including the RFP documents and the attachments.

2.8 "Offer" is the proposal submittal that the Proposer delivers to HACEPG in response to the RFP. "Offeror" or "Offerors" is the proposer(s).

2.9 "Parties." When "the parties," "both parties" or "either party" is stated within the RFP documents or the contract, such refers to HACEPG and the successful proposer(s).

3.0 **SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** HACEPG is seeking proposals from qualified and licensed general contractors who specialize in commercial office expansions and renovations to perform duties at HACEPCG Main Office located in East Point, GA (Attachment D - Scope of Work). The site address is:

PROPERTY ADDRESS

3056 Norman Berry Drive, East Point, GA 30344

3.1 **General Duties.** The ensuing general contractor shall be required to oversee construction duties in a variety of trades that may include, but shall not be limited to the following:

3.1.1 Electrical Systems;

3.1.2 Plumbing Systems;

3.1.3 HVAC;

3.1.4 Carpentry;

3.1.5 Floor covering services;

3.1.6 Painting services;

3.1.7 Mold remediation services;

3.1.8 Asbestos abatement services;

3.1.9 General construction duties, including any and all duties that must be accomplished to ensure that the office space is expanded and renovated to local codes and regulations.

3.2 Expansion and Renovation Process (UPON SELECTION).

3.2.1 The ensuing contractor shall provide to HACEPG a written quote for the scope of work for the commercial office space assigned.

3.2.2 The required scope of work format is provided upon selection.

3.3 Awarding of Task Order. Upon the approval of the Contractor's cost estimate, HACEPG shall issue a Task Order to the Contractor in order for construction related work to begin at the assigned site(s). The Task Order shall include a timeframe for completion of the Expansion and Renovation for the site. The timeframe shall be based upon the amount of work needed and agreed upon by both HACEPG and the Contractor.

3.3.1 Liquidated Damages. For every day that the Contractor exceeds the Task Order contractual timeframe, liquidated damages in the amount of \$1,000 per day may be assessed by the HACEPG and deducted from the total amount of the Task Order. The Task Order contractual timeframe may be amended due to unforeseen circumstances or for any reason that the HACEPG deems necessary. The Contractor shall not have the right to amend the Task Order contractual time period.

3.4 Subcontractors. The ensuing contractor must inform HACEPG of any and all subcontractors who shall perform Expansion and Renovation, general construction, inspection, or any related duties at the location.

3.4.1 Any subcontractors who are debarred as shown on the System for Award Management (SAM) or HUD's Limited Denial and Participations List (LDP) are not eligible to work on the ensuing contract.

3.5 Licensing and Insurance Requirements. The proposer is required to show proof of the following insurance capabilities within their proposal in the form of a Certificate of Insurance (COI):

3.5.1 Worker's Compensation Insurance. An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount as applicable to the State of Georgia Workman's Compensation laws;

3.5.2 General Liability Insurance. An original certificate evidencing General Liability coverage, naming the HACEPG as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of HACEPG 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;

3.5.3 Professional Liability Insurance. 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;

3.5.4 Automobile Insurance. An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.

3.5.5 Local Business License. If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of East Point.

3.5.6 State of Georgia License. If applicable, a copy of the proposer's license issued by the State of Georgia licensing authority allowing the proposer to provide the services detailed herein.

3.5.6.1 Proposers shall provide a General Contractor's license.

3.5.7 Certificates. The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMITTED COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).

3.6 Additional Information Pertaining to this RFP.

3.6.1 The Contractor shall work Monday through Saturday between the hours of 8:00 am and 5:00 pm EST. Any work performed outside these hours must be approved by the Construction Project Manager.

3.6.2 Davis Bacon Applicability. The Contractor shall be aware that this project falls under the requirements of the Davis Bacon Act of 1938. The Contractor shall be required to pay his/her workers prevailing wages as stated with the Wage Determination in Attachment A. Contractors shall provide bi-weekly Certified Payroll Forms to the HACEPG for auditing and filing.

3.6.2.1 PLEASE NOTE: All Subcontractors are also required to provide Certified Payroll forms and are required to pay applicable Wage Determinations as shown in Attachment A.

3.6.3 Section 3 Applicability. The Contractor shall be aware that all contracts with HACEPG fall under the requirements of the Section 3 program. Contractors shall be required to track their Section 3 new hires for the duration of the project. Subcontractors are also required to submit monthly Section 3 Tracking Forms, a copy of which is attached herein.

4.0 PROPOSAL FORMAT.

4.1 Tabbed Proposal Submittal. So that HACEPG can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. 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 HACEPG has published herein or has issued or may issue by addendum.

[Table No. 3]

Tab No.	Description
1	As detailed within Section 5.1, Evaluation Factor No. 3, herein, the proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the proposer’s Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
	Sample copies of forms that will be used and reports that will be submitted, such as standard reports and payment requisition forms.
2	Managerial Capacity/Financial Viability. The proposer 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 Company principles and key persons assigned to this project. Such information shall include current financial capacity in the form of financial statements from the Contractor’s financial institution for the most recent or previous fiscal year; a Bonding Statement from the General Contractor’s bond issuance company in an amount equal to the contract award; a description of the background and current organization of the firm (including a current organizational chart).
3	Client Information. The proposer shall submit a listing of former or current clients, including Public Housing Authorities or RAD converted properties, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include, for each client, the following information:
	The client’s name;
	The client’s contact name;
	The client’s telephone number;
	The client’s email address;
	A brief narrative description and scope of the service(s) and the dates the services were provided, including a brief narrative description of those specific services including scope; size; cost; principal elements and special features.
4	Equal Employment Opportunity/Supplier Diversity. The bidder 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 4.5.2 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).

5	Joint Venture Information (Optional Item). The proposer shall identify hereunder whether or not the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any joint venture.
6	Section 3 Business Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment C and any documentation required by that form.
7	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist HACEPG in its evaluation along with the Cost Break Down.
	No Information Placed Under a Tab. If no information is to be placed under any of the above noted tabs (especially the "Optional" 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.
	Proposal Submittal Binding Method. *(The "hard copy" proposal (3 copies) and one electronic copy must be received in-hand and time-stamped by the HA by no later than 2:00 p.m. on this date).

4.2 Additional Information Pertaining to the Pricing Items.

4.2.1 Davis-Bacon Prevailing Wage Rates. The ensuing contract shall require the successful proposer to pay Davis-Bacon wage rates for all applicable employees working on the project. The wage determination for this project shall be GA202110134 01/29/2021 GA 134 Construction Type: Building (see Attachment A for required wages by job classification).

4.2.1.1 Certified Payrolls. The successful proposer will be required to submit Certified Payrolls for this project on a weekly basis. Payrolls should be forwarded to - **HACEPG, Attn: Debra Stephens, 3056 Norman Berry Drive, East Point, Georgia 30344. Will Project Manager also track?**

4.2.2 Overtime. Pursuant to the Contract Work Hours and Safety Standards Act, overtime shall be not less than time and one half for hours worked in excess of 40 hours per week. The HACEPG shall consider regular time to be Monday-Friday (excluding holidays), 8:00 AM - 5:00 PM.

4.2.3 Quantities. All quantities entered by HACEPG herein and within the corresponding Pricing Items are for calculating purposes only. As may be further detailed herein, HACEPG does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as HACEPG anticipates that the ensuing contract will be a Requirements Contract.

4.3 Proposal Submission. All proposals must be submitted and time-stamped received in the designated HACEPG office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies (each of the 3 separate proposal submittals shall have a cover and extending tabs) and one electronic copy of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

**Housing Authority of the City of East Point Georgia
Attention: Debra Stephens, Project Manager
3056 Norman Berry Drive,
East Point, GA 30344
RFP #2022-001**

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

4.3.1 Submission Conditions. DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to HACEPG by the proposer, such may invalidate that proposal. If, after accepting such a proposal, HACEPG decides that any such entry has not changed the intent of the proposal that HACEPG intended to receive, HACEPG may accept the proposal and the proposal shall be considered by HACEPG as if those additional marks, notations or requirements were not entered on such. By receiving these documents, the various distribution nodes noted on Page 2. In the section entitled "HOW TO OBTAIN THE RFP DOCUMENTS", each prospective proposer that does so is thereby agreeing to confirm all notices that HACEPG delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

4.3.2 Submission Responsibilities. It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by HACEPG, including the RFP document, the documents listed within the following Section 4.7, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of HACEPG requirements contained within the documents may cause that proposer to not be considered for award.

4.4 Proposer's Responsibilities—Contact with HACEPG. It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP

process to the Contracting Officer only. Proposers must not make inquiry or communicate with any other HACEPG staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for HACEPG to not consider a proposal submittal received from any proposer who has not abided by this directive.

4.4.1 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 addendum to all prospective proposers (i.e., firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation—“substantive” meaning, when decisions pertaining to the RFP are made—between HACEPG and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer’s inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

4.5 Proposer's Responsibilities—Equal Employment Opportunity and Supplier Diversity.

Both the Contractor and HACEPG have, pursuant to the HACEPG procurement policy, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

4.5.1 Within the HACEPG Procurement Policy it requires (to the extent possible):

4.5.1.1 Contracting with small and minority firms, women's business enterprise and labor surplus area firms as defined under 24 CFR Part 121.

4.5.1.2 The grantee and subgrantee will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

4.5.1.3 Affirmative steps shall include:

4.5.1.3.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

4.5.1.3.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

4.5.1.3.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

4.5.1.3.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

4.5.1.3.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development of the Department of Commerce; and

4.5.1.3.6 Requiring the prime contractor, if subcontracts are to be, take the affirmative steps listed in paragraphs 4.5.1.3.1 through 4.5.1.3.5 of this section.

4.5.2 Within HACEPG Procurement Policy it states:

4.5.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, HACEPG shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in HACEPG contracting.

4.5.2.2 Section 15.5.B, Goals. HACEPG is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations.

4.5.2.3 Within our Procurement Policy it states that HACEPG will:

4.5.2.3.1 **Require Efforts to Provide Assistance to Small and Other Business, by:**

4.5.2.3.1.1 Including such firms, when qualified, on solicitation mailing lists;

4.5.2.3.1.2 Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;

4.5.2.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

4.5.2.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

4.5.2.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority

Business Development of the Department of Commerce;

4.5.2.3.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

4.5.2.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

4.5.2.4 Requirements. Accordingly, please see Section 4.1.7 within Table No. 3 herein which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

4.6 Pre-proposal Conference. A pre-proposal conference will be **2 P.M. February 3, 2022**, at 3056 Norman Berry Dr., East Point, GA 30344.

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

[Table No. 4]

Document No.	Attachment	Attachment Description
1.0		This RFP Document
2.0	A	Davis Bacon Wage Determination GA 20210134 01/29/2021 GA134
3.0	B	Section 3 Explanation and Forms
4.0	C	E-Verify Affidavit
5.0	D	Scope of Work
6.0	E	Sample Contract
7.0	F	Instructions To Proposers & Contractors

5.0 PROPOSAL EVALUATION.

5.1 Evaluation Factors. The following factors will be utilized by HACEPG to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 5]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	25	Subjective (Technical)	The proposer’s TECHNICAL CAPABILITIES (in terms of personnel).
2	30	Subjective (Technical)	The proposer’s FINANCIAL STRENGTH (as evidenced by the submitted financial statements and bonding statement).
3	40	Subjective (Technical)	The proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the proposer’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (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.
4	5	Subjective (Technical)	The OVERALL QUALITY and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators. Proposers should follow guidelines provided in Section 4.1 herein.
	100 points		Total Points (other than preference points)

5.1.2 Preference Evaluation Factor: The following factors will be utilized by the CO to evaluate each proposal submittal received:

[Table No. 5a]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION. A firm may qualify for Section 3 status as detailed within Attachment B (NOTE: A max of 15 points awarded).
7a	15 points		Priority I, Category 1a. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
7b	13 points		Priority II, Category 1b. Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
7c	11 points		Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
7d	9 points		Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were “Section 3” residents of any other public housing development.

REQUEST FOR PROPOSALS (RFP), RFP-2022-001 Expansion & Renovation Services Main Office

7e	7 points		Priority V, Category 4. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
7f	5 points		Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
7g	3 points		Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.
7h	15 points		Maximum Available Preference Points (Additional)
	115 points		Total Possible Points

5.2 Evaluation Method/Plan.

5.2.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e., meets the minimum of the requirements). NOTE: Please reference Section 4.1 herein.

5.2.2 Evaluation Packet. An evaluation packet will be prepared for each evaluator, including the following documents:

- 5.2.2.1 Instructions to Evaluators;
- 5.2.2.2 Proposal Tabulation Form;
- 5.2.2.3 Written Narrative Form for each proposer;
- 5.2.2.4 Recap of each proposer’s responsiveness;
- 5.2.2.5 Copy of all pertinent RFP documents.

5.2.3 Evaluation. The Procurement Specialist will evaluate and award points pertaining to Evaluation Factors No. 1 and No. 7 (the “Objective” Factor). The appointed evaluation committee, independent of the Procurement Specialist or any other person at HACEPG, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5, and 6 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

5.2.3.1 Points Awarded Range. Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded--please also see the Evaluation Factors detailed within the preceding Section 4.1):

[Table No. 6]

Points Awarded Range								
	5	10	15	20	25	30	35	40
Excellent	5	9-10	13-15	17-20	21-25	24-30	28-30	38-40
Very Good	4	7-8	10-12	13-16	16-20	19-24	22-28	36-37
Good	3	5-6	7-9	9-12	11-15	13-18	15-21	34-35
Average	2	3-4	4-6	5-8	6-10	7-12	8-14	32-33
Poor	1	1-2	1-3	1-4	1-5	1-6	1-7	0-31

5.2.4 Potential “Best and Finals” Negotiations. HACEPG reserves the right to, 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 HACEPG in as timely a manner as possible, but in no case within no longer than 5 business days after the beginning of such negotiations with the firms deemed to be in the competitive range.

5.2.5 Determination of Top-Ranked Proposer. The points awarded by the evaluation committee shall be combined with the points awarded by the Procurement Specialist to determine the final rankings, which shall be forwarded by the CO to the CEO for approval. Contract negotiations may, at HACEPG’s option, be conducted prior to or after the CEO approval.

5.2.5.1 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 5.1 herein).

5.2.5.2 Ties. In the case of a tie in points awarded, the award shall be decided, by “drawing lots or other random means of selection.”

5.2.6 Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

5.2.6.1 Which proposer received the award;

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

5.2.6.3 The cost or financial offers received from each proposer;

- 5.2.6.4 Each proposer's right to a debriefing and to protest. 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 HACEPG evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HACEPG evaluation committee.

6.0 CONTRACT AWARD. Contract Award Procedures:

- 6.1 Contract Award Procedures.** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

6.1.1 Agreement to Abide by Terms and Conditions. By completing, executing and submitting the Proposal, the "proposer" is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by HACEPG.

6.1.2 Potential Additional Awards. As previously detailed herein, HACEPG anticipates that it will award a contract(s) to one or more proposers as a result of this RFP. If, at any time during the ensuing contract period(s) the contractual relationship between HACEPG and any of the awarded proposers is terminated (either on the part of HACEPG or the Contractor), HACEPG reserves the right to award to another proposer in response to this RFP (most likely the next-rated proposer). It shall be the right of any such "next-rated proposer" to reject any such award. In any case, such means that all proposals will remain eligible for award at any time during the ensuing contract period(s).

- 6.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by HACEPG pursuant to this RFP:

6.2.1 Contract Form. HACEPG will not execute a contract on the successful proposer's form--contracts will only be executed on a HACEPG contract form and by submitting a proposal the successful proposer agrees to do so. However, HACEPG will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for HACEPG to do so; but the failure of HACEPG to include such clauses does not give the successful proposer the right to refuse to execute HACEPG's contract form. It is the responsibility of each prospective proposer to notify HACEPG, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. HACEPG will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by HACEPG's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

- 6.2.1.1 E-Verify Affidavit.** The Contractor must certify compliance with O.C.G.A 13-10-91, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work

Authorization Program throughout the contract period(s). This Form is attached hereto as Attachment C to this RFP document. This 1-page Form will be fully completed, executed where provided thereon and will be a part of the ensuing contract (NOTE: It is NOT necessary to complete and submit this form as a part of the proposal submittal--only the awarded proposer(s) will be required to do so as a part of the contract execution).

- 6.2.2 Assignment of Personnel.** HACEPG shall retain the right to demand and receive a change in personnel assigned to the work if HACEPG believes that such change is in the best interest of HACEPG and the completion of the contracted work.
- 6.2.3 Unauthorized Sub-Contracting Prohibited.** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with HACEPG, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.
- 6.3 Contract Period.** HACEPG anticipates that it will award a contract for the period of 14 months. Within this contract period the Firm may be issued Change Orders and will be required to complete all work and technical specifications.
- 6.4 Right to Negotiate Final Fees.** HACEPG shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at HACEPG's options, be the basis for the beginning of negotiations. Such negotiations shall begin after HACEPG has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, HACEPG shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. HACEPG shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e., top-rated first, then next-rated following until a successful negotiation is reached).
- 6.5 Contract Service Standards.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

Index of Tables

[Table No. 7]

Table	Description	Page
1	Table of Contents	2
2	RFP Information at a Glance	4
3	Tabbed Proposal Submittal	9
4	Recap of Attachments	14
5	Evaluation Factors	15
5a	Preference Evaluation Factors	15
6	Points Awarded Range	17
7	Index of Tables	20

5901