



Request for Qualifications Architectural/Engineering Services

RFQ 2023

Closing January 10th, 2024 at 12:00 PM EST

Shane R. White, Sr

11/15/2023

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Advertisement for Request for Qualifications (RFO)

The Homestead Housing Authority (HHA) herein solicits Request for Qualifications (RFQ) from qualified, licensed, and responsible firms interested in providing HHA with Architectural & Engineering services (RFQ 2023).

Date and Time for Receiving Proposals:

Wednesday, January 10th, 2024 by 12:00 p.m. EST

Submit Proposals To: Homestead Housing Authority

Attn: Mr. Shane R. White, Sr
29355 South Federal Highway,
Homestead, FL 33033

Specifications and instructions for proposal submission and the criteria that will be used to evaluate submissions are available at:

Homestead Housing Authority,
29355 South Federal Highway, Homestead, FL 33033
or www.hhahousing.org

By: Mr. Shane R. White, Sr, Executive Director
Homestead Housing Authority, Homestead, Florida

Homestead Housing Authority is an Equal Opportunity Employer



I. BACKGROUND

The Homestead Housing Authority (HHA) Executive Director (ED) and Board of Commissioners (BOC) are reviewing qualifications for qualified, licensed and responsible firms interested in providing Architectural and Engineering Services.

Since our establishment in 1950, by a charter of the City of Homestead, Homestead Housing Authority (HHA) has been committed to advocating and providing affordable housing for eligible individuals and families. HHA works closely with the U.S. Department of Housing and Urban Development (HUD), the United States Department of Agriculture (USDA) and area agencies and organizations to provide services and opportunities, not only to our residents, but to the entire community. Homestead Housing Authority includes a 7- member Board of Commissioners and 42 full-time staff members.

The Authority desires to provide additional housing opportunities to low and low to moderate-income residents of Miami-Dade County located in southeast Florida. The Authority is a dual program authority which administers the Housing Choice Voucher Program sponsored by the United States Department of Housing and Urban Development (HUD) and Rural Development Farm Labor Housing Program.

The Mission of the Authority is to function as a performance-driven, customer focused sustainable business; advocating for, preserving and developing quality affordable housing and self-sufficiency opportunities. We provide high quality, affordable, safe and sanitary housing of choice so that our clients and their families are able to elevate their quality of life with dignity

The Vision of the Authority is to be the leader in developing affordable housing to ensure that all Homestead residents have access to high quality housing, providing a foundation for improving their quality of life and achieving self-sufficiency. The HHA's vision is creating partnership that builds vibrant communities.

The Authority has multiple rural development and affordable property and desires to construct either new development and/or consider redevelopment, or rehabilitation of affordable housing properties through a public/private partnership with a qualified developer.

The Authority has approximately 1,902 Housing Choice Vouchers and 352 farm labor housing and 300 affordable units.

II. SCOPE OF A & E SERVICES REQUIRED

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for any project as may be needed by the Authority. The following generally highlights the services that the A/E will be required to perform:

- A. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop a schematic design of the project which meets the Agency's requirements. Respond to all comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
- B. Provide complete construction contract documents with professional seals and signatures in accordance with City of Homestead, Miami-Dade County and State of Florida.
- C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations.
- D. Provide specifications which reflect current requirements, standards and product availability.
- E. Prepare A/E cost estimates for the project.
- F. Represent the Housing Authority by presenting necessary oral and/or graphic presentations to the City of Homestead or Miami-Dade County.
- G. Complete all forms and documents in formats required.
- H. Provide services to assist the Housing Authority in the bidding and award of the construction contract.
- I. Provide services for the construction phase, as required for the administration of the contract.

III. PROPOSAL REQUIREMENTS:

- A. Proposals shall be signed by an authorized representative of the A/E. By submitting a proposal, the proposer certifies that all information provided in response to this RFQ is true and accurate. Failure to provide information required by the RFQ will ultimately result in rejection of the proposal.
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the A/E's capabilities for satisfying the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

- C. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are acceptable.
- D. Forms that must be included in the submittal:
 - a. HUD-5369-A Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs.
 - b. Non-collusive Affidavit
 - c. Florida Statutes on Public Entity Crimes
 - d. Certification Regarding Drug-Free Workplace Requirements

IV. EVALUATION AND AWARD OF CONTRACTS:

- A. Evaluation Criteria: proposals shall be evaluated by the Housing Authority using the following criteria:
 - 1. Expertise, experience, and qualifications of the A/E's firm.
 - 2. Geographic location of the A/E's office where work will be performed in relation to the project location(s).
 - 3. Current and projected work load, plan to complete the work and ability to complete the work in a timely manner.
 - 4. Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on this project.
 - 5. Qualifications and experience of the A/E's project manager to be assigned to this project.
 - 6. Financial Responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, the selection will consider the A/E's overall suitability to provide the required services within the project's time, budget and operational constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

The final determination for awarding the contract will be made by the Housing Authority's Board of Commissioners. The Board will review and award the contract to the firm deemed best qualified. The Housing Authority will then negotiate with the top-ranked firm with the intention to reach agreement on a fair and reasonable price for services. The evaluation of the professional qualifications of the proposals will be judged as stated:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.

A. Comprehensiveness of consulting work plan. Point Value 0-25

Sub-total possible points: 25

2. Technical experience of the firm.

A. Consulting experience. Point Value 0-10

B. Consulting experience for public housing properties and other HUD funded programs and services. Point Value 0-10

C. Demonstrate successful past performance in meeting deadlines. Point Value 0-10

Sub-total possible points: 30

3. Firm Qualifications.

A. Qualifications of the staff. Point Value 0-25

B. Size and structure of the firm. Point Value 0-14

Sub-total possible points: 39

4. Additional Considerations –

A. Section 3 business. Point Value 0-2

B. Minority Firm. Point Value 0-2

C. Women’s business enterprises. Point Value 0-2

Sub-total possible points: 6 Maximum possible points 100

B. **AWARD OF CONTRACT:** After evaluation of the proposals received in response to the RFQ, the Agency shall engage in individual discussions and interview the proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. At the conclusion of the informal reviews and on the basis of evaluation factors the Authority shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract

may be negotiated and awarded to the Proposer.

V. REQUIRED SUBMISSION TIMELINE:

The proposer must return 3 (three) copies of the RFQ in a sealed envelope no later than, Wednesday January 10th, 2024 at 12:00 PM EST to the Homestead Housing Authority, Administrative Office, 29355 South Federal Highway, Homestead, Florida 33033. The Contract Officer for this proposal is Shane R. White, Sr, Executive Director of the Homestead Housing Authority. He can be reached at 305-247-0639 Ext. 112 or swhite@hhahousing.org.

ATTACHMENT 1 NONCOLLUSIVE AFFIDAVIT

NON-COLLUSION AFFIDAVIT OF CONTRACTOR

_____, does hereby state:
(Name)

1. S/He is the _____ of
(Owner, Partner, Officer, or Representative)

_____, hereinafter referred to as
Contractor. (Business Name)

2. S/He is fully knowledgeable of the preparation and contents of the Subcontractors proposals which were submitted to (Contractor) : _____, for the specific work required in connection with a Homestead Housing Authority (HHA) project titled _____ and located at: _____.
3. Said Contractor's proposal is genuine and is not a collusive or sham proposal;
4. Neither the Design Professional nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such Design Professional has in any manner, directly or indirectly, sought by unlawful agreement or connivances with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against HHA, or any person interested in the proposed Contract; and
5. The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including myself.

Signed: _____

Title: _____

Date: _____

Witnessed by: _____

ATTACHMENT 2 FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract # _____.
2. This sworn statement is submitted by (*entity*) _____, whose business address is _____ and (*if applicable*) Federal Employer Identification (*FEIN*) is _____. (If you're a sole proprietor and you have no FEIN, then the last four (4) digits of your Social Security number _____).
3. My name is _____ and the relationship to the entity named above is _____.
4. I understand a "public entity crime" as defined in Paragraph 287.133(a)(g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand "convicted" or "conviction" as defined in Paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, I any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Homestead Housing Authority (HHA) ownership by one of the shares constituting income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under the length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be

considered an affiliate.

- 7. I understand a "person" as defined in Paragraph 287.133(1)(e), Florida Statute, means any natural person or entity organized under the laws of the state or the United States with the legal power to enter into a binding contract for provision of goods or services led by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

__Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in neither management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the by the hearing officer determined it was in the public's interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Signature

Date

STATE OF FLORIDA

COUNTY OF _____, PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of ____, 201__, and is personally known to me, or has provided _____ as identification.

(Notary Signature)

NOTARY STAMP

ATTACHMENT 3

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

Name of Design Professional _____

Contract _____

Design Professional _____

Date _____

The Design Professional acknowledges that the site(s) expected to be used for the performance of work under this contract are covered under the statement of a Drug-Free Workplace.

Place of Performance:

Total estimated number of employees expected to be engaged in the performance of the contract at the site(s) noted above _____.

(Contractor's Signature)

(Date)

HOMESTEADSVILLE HOUSING AUTHORITY

Request for Qualifications Architectural/Engineering Services

ATTACHMENT 5

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF
BIDDERS

HUD 5369-A

Available online at www.Homesteadhousingauthority.com

ATTACHMENT 6

MODEL FORM OF AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL

HUD-51915

Available online at www.Homesteadhousingauthority.com



HOMESTEADSVILLE HOUSING AUTHORITY
Request for Qualifications Architectural/Engineering Services

