

# Highland Park Housing Commission

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## REQUEST FOR QUALIFICATIONS (RFQ)

**PROJECT NAME:** ARCHITECTURAL & ENGINEERING (A/E) SERVICES  
**SPECIFICATION No.:** 2024-HPHC-004  
**DATE ISSUED:** Monday, January 29, 2024  
**SUBMISSION DEADLINE:** Friday, February 16 AT 12:00 P.M.

**ALL PROPOSALS AND OTHER COMMUNICATIONS  
MUST BE ADDRESSED AND RETURNED VIA EMAIL TO:**

EMAIL Address: [jflood@mhthousing.net](mailto:jflood@mhthousing.net)

The Highland Park Housing Commission  
13725 John R.  
Highland Park, MI 48203  
**ATTENTION:** Joy Flood, Executive Director

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Proposals must clearly indicate the name of the project, "**Architectural & Engineering Services**", the Specification Number "**2024-HPHC-004**" and the time and the date specified for receipt. The name and the address of the Proposer must be clearly printed on all correspondence. [We will only accept electronic submissions via email at jflood@mhthousing.net](mailto:jflood@mhthousing.net) until 12:00 p.m. (EST), Friday, February 16, 2024. Any responses received after that time, will not be accepted.

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## **Attachments**

- A. HPHC Building Profile
- B. Funding Availability & 5 Year Capital Action Plan
- C. Proposal to be executed by Corporation, Partnership, or Sole Proprietor
- D. Profile of Firm
- E. Certification of Proposer Regarding Debarment, Suspension, and Other Responsibility Matters
- F. Certification Regarding Lobbying
- G. Conflict of Interest
- H. Non-Collusive Affidavit
- I. Section 3 – Economic Opportunities for Recipients of HUD Assistance
- J. Special MBE/WBE Participation Summary Form
- K. MBE/WBE Subcontractor Affidavit
- L. Nature of Disclosing Party Form
- M. HUD Form 5369 C (Instruction to Respondents)
- N. HUD Form 5370-C (Non-Construction)
- O. HUD Model Form of Agreement Between Owner and Design Professional
- P. Mandatory Contract Clauses (Small Purchases)
- Q. Fee Proposal
- R. References Sheet

## Section I: PROJECT INFORMATION

### PRE-SUBMISSION MEETING

Date, Time, and Location:

Thursday, February 8, 2024 at 12:00 pm (EST)  
Please email [jflood@mhthousing.net](mailto:jflood@mhthousing.net) to be sent virtual invite.  
This meeting **IS NOT** mandatory

### PROJECT DEADLINES

Deadline for Questions:

Monday, January 29, 2024, at 5:00 p.m. (EST)

Proposal Submission Deadline:

Friday, February 16 at 12:00 p.m. (EST)

### Electronic Submission Requirements

Proposals must be sent to: [jflood@mhthousing.net](mailto:jflood@mhthousing.net)

Proposals must clearly indicate the name of the project, "**Architectural & Engineering Services**", the Specification Number "**2024-HPHC -004**" in the SUBJECT line of the email.

If more than one email is used to deliver the response, then all emails **MUST** clearly indicate the required information.

### DOCUMENTS TO BE SUBMITTED

One (1) electronic Proposal Package

One (1) electronic Fee Proposal

#### Pre-Submission Teams Meeting:

Architectural & Engineering Services,

Time: Thursday, February 8, 2024, at 12:00 PM (EST)

Please email [jflood@mhthousing.net](mailto:jflood@mhthousing.net) to be sent a virtual Teams invite.

## SECTION II – SCOPE OF SERVICES

The selected Architectural and Engineering (A/E) firm(s) hereafter identified as firm, will provide an Indefinite Delivery Indefinite Quantity (IDIQ) of professional Architectural and Engineering Services on an as-needed basis through the use of Task Orders. Each proposed team must demonstrate that it can provide A/E Service including Architecture, Site and Land Planning, Structural Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Landscape Architecture, Cost Estimating and Construction Contract Administration. If the offeror does not provide all of the requested architectural and/or engineering services in-house, offerors are allowed to include sub-consultants as part of its team. The contract is expected to have an overall duration of up to two (2) years, which includes one (1) initial base year, and one (1), one-year extension option to be exercised at Highland Park Housing Commission's ( HPHC's) sole discretion.

Once an IDIQ task order contract has been established between the parties and HPHC identifies a need, the HPHC will prepare and request 1) a scope of services, 2) independent cost estimate of services and 3) a period of performance (POP) and a request for Task Order Proposal from the firm. The firm will submit a detailed Task Order Fee Proposal usually within 10 business days as prescribed in the Request for Task Order Proposal to be issued by the HPHC, depending on the complexity of the scope of services. HPHC will review and negotiate the Not-To-Exceed (NTE) Task Order Fee proposal (based on the original hourly rates established in the base contract) and come to an agreement with the firm. At this time the HPHC will issue a written Task Order Notice to Proceed identifying the NTE Task Order price and schedule.

The A/E Services may include, but not necessarily be limited to, the services set forth in Article A of the HUD Model Form of Agreement, HUD-51915 (See Attachment O) and as follows. Specific A/E services will be requested per task as needed in a Request for Task Order Proposal.

- Architectural and Engineering services including mechanical, electrical, plumbing, civil, site and land planning and structural engineering.
- Conducting site visits at the communities
- Surveying and evaluating existing conditions
- Providing cost estimates
- Preparing sketches, drawings, and specifications
- Reviewing and preparing schedules
- Identifying hazardous material and specifying abatement requirements
- Preparing documentation associated with demolition of structures
- Soliciting Bids and issuing justifications on recommendations for contract award
- Administration of construction contracts
- Attending and conducting meetings
- Preparing reports
- Assisting with change orders
- Review of construction work during construction and/or warranty phases
- Assistance during construction contract close out

Additionally, the A/E may be requested to provide professional A/E Services specifically related to ADA and Section 504/Uniform Federal Accessibility Standards.

Any and all services performed must comply with all applicable Federal regulations including, but not limited to, Handicap Accessibility (Section 504), Americans with Disabilities Act (ADA), Uniform Federal Accessibility Standards (UFAS), Environmental requirements, and Federal procurement requirements. In addition, all services must be performed in compliance with applicable State and Local laws, regulations and building code requirements.

**Task and Deliverables**

The A/E firm(s) shall furnish the skills necessary to perform all services and provide all required deliverables in the most expeditious and economical manner consistent with the interest of the HPHC and HUD).

The HPHC only requires the submission of one set of document deliverables in electronic form.

## SECTION III – GENERAL REQUIREMENTS & PROPOSAL FORMAT

### 1. GENERAL REQUIREMENTS

An offeror may be an individual or a business corporation, partnership, or a joint venture duly authorized to do business in the City of Highland Park, fully licensed and in good standing with the State of Michigan and the City of Highland Park, financially sound, and able to provide the services being procured by the HPHC. State of Michigan professional licenses required for all services requested.

If an offeror has been disbarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information, and HPHC discovers it thereafter, then HPHC may terminate the contract.

Each offeror must be in good standing with the HPHC, and any Federal, State or Municipal entity that has or has had a contracting relationship with the firm. Therefore, if a Federal, State or Municipal entity has terminated any contract with an Offeror for deficiencies or defaults, that Offeror is not eligible to submit a response to this solicitation.

A detailed proposal must be submitted together with all required forms identified in this RFQ. Proposers are urged to keep all proposals focused and as brief as possible while providing enough detail to enable an informed review of the products and services offered. All identified elements must be included for the proposal to be considered complete.

### 2. PROPOSAL FORMAT

Proposers should fully read and comprehend the Instructions to Offerors (HUD 5369-B) provided in Attachment M, General Contract Conditions, Non-Construction (HUD 5370-C) provided in Attachment N, and the HUD Model Form of Agreement (HUD-51915) provided in Attachment O.

Proposer must submit one (1) one electronic copy of its proposal, via email. All proposals must include the following information in the same order as shown below and use the forms and/or schedules attached hereto. Proposals shall be organized in a manner clearly identifying each section.

- a. Introduction/Cover Letter: Letter shall include company's name, address, email, and telephone number, and bear the signature of an authorized representative of the Firm. If different than the authorized representative, the letter must include full contact information for the individual responsible for handling all matters related to the RFQ.
- b. Company Overview: Overview must list the entire A/E service team capacity, experience, and qualifications as it pertains to providing services similar in size, complexity and scope required under this RFQ. Identify all key team members for all requested A/E services; staff and equipment resources; and number of years providing services being requested. Provide copies of licenses for all team members, as applicable.
- c. Type of Organization: State applicable organization type (i.e., Corporation, Partnership, Joint Venture or Sole Proprietorship). List name(s) of shareholders, partners, principals, and any other persons exercising control over the Firm or Organization.

- d. Organizational Certification: Include Copies of Certificate of Incorporation, Partnership Agreement, Joint Venture, or another organizational document.
- e. Financial Capacity: Provide an audited financial statement, including latest balance sheet, income statements, and cash flow statements.

If audited financials are not available, please provide the following:

1. Current Balance Sheet
2. Current Income Statement
3. Cash Flow Statement
4. 2 most recent years of Federal Income Tax Returns

Provide name and address of firm preparing the attached financial statement and date thereof. If the financial statement identifies a name other than the name of the organization submitting a bid, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidary).

- f. Evaluation Criteria – Please provide all information to address the evaluation criteria items listed in *SECTION IV. Evaluation Criteria & Scoring*.
- g. RFQ Solicitation Document and its Attachments – Please include the entire solicitation document which MUST be completely signed (where applicable) as well as all of the following required forms listed in *Section VII – List of Attachments*.
- h. References – Please include a minimum of four (4) references with telephone numbers of private sector clients, housing authorities and/or other government agencies, including project dollar values, where the Proposer has provided services that are similar in size and scope to those requested in this RFQ. If listing the HPHC as a reference, an additional reference must be submitted.
- i. Insurance – Please include a copy of the Proposer's Certificate of Insurance evidencing they can fulfill the Insurance Requirements under the contract terms of this RFQ as described below:

The Offeror must provide and maintain during the life of any resultant contract, at the Contractor's own expense, until Contract completion and during the time period following final completion that Contractor is required to return and perform any additional work, the insurance coverages and requirements specified below, insuring all operations related to any resultant contract:

Workers Compensation and Employers Liability – Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide service under any resultant contract and Employers Liability coverage with limits of not less than the State of Michigan statutory limits.

Commercial General Liability (Primary & Umbrella) and Professional Liability – Commercial General Liability Insurance and Professional Liability with limits of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, (for a minimum of 2 years following project completion), explosion, collapse, underground, separation of insureds, defense, and contractual liability (with no limitation endorsement). The Highland Park Housing Commission, its Officers, Employees, Agents, and Consultants are to be named as additional insureds on a primary, non-contributory basis for any liability arising directly or indirectly from the work.

Automobile Liability (Primary & Umbrella) – When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Contractor must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The Highland Park Housing Commission, its Officers, Employees, Agents, and Consultants are to be named as additional insureds on a primary, non-contributory basis.

The Contractor must furnish the Highland Park Housing Commission, 13725 John R., Highland Park, MI 48203, original Certificates of Insurance, or such similar evidence, to be in force on the date of any resultant Contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of any resultant Contract. The receipt of any certificate does not constitute agreement by the HPHC that the insurance requirements in the Contract have been fully met or that the insurance policies indicated on the certificate are in compliance with all Contract requirements. The failure of the HPHC to obtain certificates or other insurance evidence from Contractor is not a waiver by the HPHC of any requirements for the Contractor to obtain and maintain the specified coverages. The Contractor must advise all insurers of the Contract provisions regarding insurance. Non-conforming insurance does not relieve Contractor of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Contract, and the HPHC retains the right to stop work until proper evidence of insurance is provided, or the Contract may be terminated.

The Contractor shall provide the HPHC with a Certificate of Insurance naming the HPHC, its Officers, Employees, Agents, and Consultants as additional insureds for Workers Compensation, General Liability/Professional Liability, and Automobile Liability Insurance required under any resultant contractual agreement and shall provide the HPHC with the actual insurance policy endorsement. Certificates MUST be submitted within five days of Notification of Contract Award. The HPHC will not issue a fully executed copy of a Contract without receipt of the required insurance certificate meeting the requirements stated herein.

The insurance must provide for sixty (60) days prior written notice to be given to the HPHC in the event coverage is substantially changed, canceled, or non-renewed. Any deductibles or self-insured retentions on referenced insurance coverages must be borne by the Contractor. The Contractor agrees that insurers waive their rights of subrogation against the HPHC, its employees, elected officials, agents, consultants, and/or representatives.

The coverages and limits furnished by Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Contract or by law. Any insurance or self-insurance programs maintained by the HPHC do not contribute with insurance provided by the Contractor under any resultant Contract.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Contract or any limitation placed on the indemnity in a resultant Contract given as a matter of law.

The Contractor must require all Sub-consultants to provide the insurance required herein, or Contractor may provide the coverages for Sub-consultants. All Sub-consultants are subject to the same insurance requirements of Contractor unless otherwise specified. If Contractor or Sub-consultant desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Fee/Rate Proposal – **Fee/rate proposal must be submitted with original proposal or in a separate email and** adhere to the attached format. The Fee/Rate Proposal shall, at a minimum, include the job titles as provided on the Attachment, no changes, or substitutions, and include



hourly rates only. Offerors may include additional job titles, if needed. Proposed hourly rates should include all overhead and appropriate expenses. **Profit shall be identified separately.** Escalation, if applicable, should be reflected as a percentage of the base year's fully burdened rates and shown as a percentage change that would apply in the option years. Please complete a separate form for any/all sub-consultants.

**Please note, the Fee/Rate Proposal will not be included as part of the initial evaluation of the proposals as this is a Qualifications Based solicitation. Once a competitive range of offerors is identified through the evaluation process, then the hourly rates of the highest qualified offeror(s) will be reviewed and negotiated at that time.**

Proposer shall fully read, comprehend and where applicable execute all attachments described in this solicitation.

## SECTION IV – EVALUATION CRITERIA & SCORING

The HPHC shall make its selection based upon the evaluation criteria described below. The HPHC shall evaluate only those firms whose qualifications are responsive to the requirements of this RFQ. The Proposer(s) shall ensure that they fully address all of the items below in its response. The Evaluation Committee will evaluate and score each Proposer that is submitted as a complete response. Responses may receive a maximum score of 100 points subdivided as follows:

### A. Experience of the Firm

**Maximum of 30 points**

Proposers shall demonstrate successful experience and capability in providing the services described in this Request for Qualifications. Proposers must submit written evidence of this demonstrated successful experience and ability in providing the resources necessary for the timely and efficient implementation of the HPHC's goals and objectives as described in this solicitation. Proposer must possess years of past experience in performing services similar to those requested herein and must provide a description of the organizations where the services took place.

Proposers shall clearly, logically, and concisely present the Proposer's knowledge and experience in Architectural and Engineering Services of all types, including but not limited to Architecture, Site and Land Planning, Structural Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, Landscape Architecture, Cost Estimating and Construction Contract Administration. Proposer may be an individual or a business corporation, partnership, or a joint venture, financially sound and able to provide the Services being procured by the HPHC.

If Proposer has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its offer, which may be sufficient ground for disqualification. If the selected firm fails to disclose such information, and the HPHC discovers it thereafter, then the HPHC could disqualify the proposal or terminate the Contract.

Proposer must be in good standing with any Federal, State, or local government that has or has had a contracting relationship with the Proposer. Therefore, if a Federal, State, or local government entity has terminated any Contract with Proposer for deficiencies or defaults, that Proposer is not eligible to submit a response to this solicitation.

### B. Experience of the Staff

**Maximum 30 Points**

The Proposer(s) must demonstrate successful experience and capability of the staff and sub-consultants proposed for this engagement in providing services described in this Request for Qualifications. Proposers shall provide written evidence that the services will be provided by experienced and qualified personnel, capable to perform the functions and responsibilities outlined in Section II Scope of Services. Proposer's staff must have years of previous experience in performing services similar to those requested herein.

The Proposer(s) shall submit an organizational chart showing the management/staff/administration of their office and a flow chart of key personnel (professional and technical staff) performing the services specified in the RFQ. Provide the individuals and titles of the persons who will fulfill the roles as identified in the **Fee/Rate Proposal Form**. Indicate the individual that will be the primary point of contact with the HPHC. It is required that any Team Member(s) identified in the submittal are firmly committed to the project.

The Proposer(s) and Team Member(s) shall provide a copy of chronological resumes for each of the key technical personnel that will be available to complete the services stated in this RFQ. Include a statement as to the local availability of these personnel. Provide copies of all applicable licenses/certifications/registrations for all personnel (Proposer and Team Members) performing the services contained in this RFQ.

**C. Capacity**

**Maximum 25 points**

Demonstrated ability of the Proposer(s) to provide the resources necessary for the timely and efficient implementation of HPHC's goals and objectives as described in this solicitation. Due to the nature of this solicitation, capacity will also be evaluated on the Proposer's ability to provide the resources in an "on-call" and/or "as-requested" manner.

Proposer must submit written evidence of its ability to provide the resources necessary (human, equipment, office facilities, onsite availability and other) for the timely and efficient implementation of the HPHC's goals and objectives as described in this solicitation. Proposer and its Team Members must have the capability of communicating with the HPHC via the Internet, and able to transfer files in a format compatible to the HPHC.

The Proposer and Team Members will provide a list of their offices from which the majority of HPHC work will be performed. Key professional and technical staff proposed to work on any parts of HPHC projects must be able to visit the site when requested and/or necessary. Specialized expertise from outside offices utilized intermittently during the study, design or implementation of a complex project will be allowed.

**D. M/W/DBE Participation**

**Maximum 10 points**

**(Minority/Women/Disadvantaged Business Enterprises)**

Demonstrated experience and/or commitment of the Proposer to assist the HPHC in meeting its requirements and goals related to M/W/DBE Participation. Proposer shall demonstrate its ability to utilize M/W/DBE firms on the resultant contract or any unrelated contract let by the proposer during the term of the resultant contract, as described in this Request for Qualifications.

Proposer may, itself, be an M/W/DBE firm (also referred to as 'Direct M/W/DBE Participation') and shall complete the attached *M/W/DBE Business Participation*.

Proposer may directly utilize on the resultant contract and for the duration of the resultant contract a M/W/DBE firm as subcontractor, and use of M/W/DBE firms is encouraged. Firm shall have the Sub-consultant complete the attached *M/W/DBE Subcontractor Affidavit*.

**E. Section 3 Compliance**

**Maximum 5 points**

Demonstrated experience and/or commitment of the Proposer to assist the HPHC in meeting its requirement and goals related to the Section 3 Clause. The Proposer shall demonstrate the ability to comply with HUD's requirement for Economic Opportunities for Recipients of HUD Assistance.

Proposers shall describe how they intend to comply with HUD's requirement for Economic Opportunities for Recipients of HUD Assistance, per *Article E paragraph 1.12 of the Model Form of Agreement, Training and Employment Opportunities for Residents in the Project Area*.

## SECTION V – PROCUREMENT & AWARD PROCESS

### 1. ADDENDUMS TO SOLICITATION

Any and all amendments to this Solicitation will be sent via email to all firms that requested an RFQ package. Respondents are responsible for obtaining any and all addenda. Respondents are encouraged to contact the HPHC to confirm whether or not amendments have been issued.

Notwithstanding any information that may be contained in the Solicitation and amendments thereto, Respondents are responsible for obtaining all information required, thus enabling them to submit responsive responses. Failure to obtain clarifications and/or addenda from the HPHC will not relieve the Respondent from being bound by any additional terms and/or conditions in the clarification and/or addenda. The HPHC will not be responsible for Respondent's failure to consider additional information contained therein in preparing the response.

### 2. SUBMISSION OF PROPOSALS AND/OR ADDENDUMS TO PROPOSALS; DEADLINES

Submissions must be emailed electronically and submitted as prescribed herein per the instructions below

addressed to the HPHC Representative:

Joy Flood, Executive Director/Continental Management  
[jflood@mhthousing.net](mailto:jflood@mhthousing.net)

Responses must be received at the above email address by the date and time on the cover of this RFQ. **Proposals that are not received by the deadline will not be accepted.**

All electronic proposal submissions and accompanying materials become the property of the Any confidential materials will be retained and secured. All Respondents submitting a response must agree to honor the terms and conditions contained herein for a period of 90 business days. It is the responsibility of the Respondent to see that their proposal is received by the HPHC by the date and time set forth for the receipt of the responses.

Any changes to a Proposal must be received before the specified Proposal due date and time established for the delivery of the original Proposal except as identified in the Instructions to Offerors attached hereto.

### 3. EVALUATION AND AWARD PROCESS

#### A. Evaluation Process

HPHC will review each Proposal to determine if it is complete and if it is responsive to this Request for Qualifications. The 2HPHC may allow Proposers to correct minor deficiencies in their Proposals that do not materially affect their Proposal.

All Proposals determined to be complete and responsive will be provided to the HPHC Evaluation Committee. The HPHC's Evaluation Committee will evaluate the Proposals utilizing the criteria established in *SECTION IV. Evaluation Criteria & Scoring* for this Request for Qualifications.

The HPHC reserves the right to interview selected Proposers, request additional information from selected Proposers and/or negotiate terms and conditions with selected Proposers.

The HPHC will perform a responsibility review of the highest-qualified Proposer(s), which may include reference and financial background checks.

The HPHC will evaluate all of the proposals received against the evaluation factors set forth herein and select the most qualified proposals and rank them in numerical order, based on the aggregate of the evaluation factors. Once the proposals are ranked, the HPHC may invite the highest ranked firms to come to the HPHC's office for an oral presentation. At this time, Fee Proposals (consisting of job titles and applicable rates) will be reviewed and may be negotiated with the highest ranked offeror(s).

The HPHC may arrange for additional meetings to allow for evaluation and modification of the proposal, if necessary. After conducting a thorough review, the firms whose proposal and qualifications offer the best opportunity for the HPHC to achieve its objectives may be selected for negotiation of final pricing and contract terms and may be subject to the approval of the HPHC Board of Commissioners.

The HPHC shall not be responsible and will not reimburse any Proposer for any cost(s) associated with preparing a proposal or attending any pre-award meetings.

## **B. Award Process**

The HPHC reserves the right to award one or multiple contracts to the highest-qualified, responsive, and responsible Proposer(s) who offer A/E Services as requested and deemed to be in the best interest of the HPHC.

A Proposal submitted by a Proposer does not constitute a contract, nor does it confer any rights on the Proposer to the award of a contract. A letter or other Notice of Award or of the intent to award shall not constitute a contract. A contract is not created until all required signatures are affixed to the contract.