



**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFQ 21-293
REQUEST FOR QUALIFICATIONS (RFQ)**

GRIFFIN GARDENS II – PROFESSIONAL SERVICES

Date of Issue: March 8, 2021

Questions Due: March 17, 2021, 10:00 am EST

Proposal Submission Date: March 26, 2021, 2:00 pm EST

Please check BCHA's website and/or DemandStar for Addenda and changes before submitting your bid.

**Contact: Emmarie Yavneh
Purchasing Office
Broward County Housing Authority
4780 North State Road 7
Lauderdale Lakes, FL 33319
Telephone: 954-739-1114, Extension 1513
e-mail: purchasing@bchaf1.org**

1. Introduction, Background and Anticipated Schedule

The Broward County Housing Authority (herein after, “BCHA”) is a Public Housing Agency established in June 1969 under the U.S. Housing Act of 1937 and Chapter 421 of the Florida Statutes and is an Independent Special District of the State of Florida.

The mission of Broward County Housing Authority, its affiliates and instrumentalities (hereinafter, jointly referred to as “BCHA”) is to create, provide and increase high quality housing opportunities for Broward County residents through effective and responsive management and responsible stewardship of public and private funds.

The United States Department of Housing and Urban Development ("HUD"), a federal agency, partially funds and monitors operations of the BCHA. Nothing contained in this Request for Qualifications (RFQ) or in the contract resulting from the selection process shall be construed to create any contractual relationship between the successful Proposer and HUD.

BCHA maintains a website at <http://www.bchafl.org> with information for clients, landlords, prospective business partners, and the public at large.

The purpose of this RFQ is to assist BCHA with the design, development and construction of Griffin Gardens II. BCHA is inviting firms interested in providing professional services as describe within the Specification to submit a statement of qualifications. Firms responding to the RFQ must submit all the information by the due date.

The BCHA Contracting Officer intends to recommend an award to the Board of Directors. A recommendation will be based on the responsiveness of the firm’s information to the evaluation factors, which responses will demonstrate the firm’s understanding of said factors and the firm’s capacity to perform the required services under this RFQ.

This solicitation is subject to the Procurement Handbook for Public Housing Agencies (7460.8 Rev-2), available at https://www.hud.gov/program_offices/administration/hudclips/handbooks/pihh/74608 and BCHA Procurement Policy, as revised April 21, 2020, a copy of which is available at <https://bchafl.org>.

Every effort will be made to maintain this schedule. However, all dates are subject to change if it is deemed to be in the best interest of BCHA.

Anticipated Solicitation Schedule Event	Date (and Time)
RFQ Published	Monday - March 8, 2021
Deadline for Receipt of Questions and/or Comments via E-Mail	Wednesday - March 17, 2021 by 10:00 am
Last Date of issuance of Addenda	Monday – March 22, 2021
Deadline for Proposal Submissions	Friday – March 26, 2021 by 2:00 pm

Evaluation Committee Review of Proposals/Shortlisting	Monday – April 5, 2021
Interviews, if necessary and/or Negotiations	April 7-9
Approval by Board of Commissioners – Anticipated Date	Tuesday – April 20, 2021

2. Reservation of Rights

- 2.1 BCHA reserves the right to reject any or all proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by BCHA to be in its best interest.
- 2.2 BCHA reserves the right not to recommend award a contract pursuant to this solicitation.
- 2.3 BCHA reserves the right to terminate a contract awarded pursuant to this solicitation, at any time for convenience or for contractor default upon ten (10) days written notice to the successful firm (s).
- 2.4 BCHA reserves the right to retain all responses submitted and not permit withdrawal for a period of **ninety (90)** days subsequent to the deadline for receiving proposals without the written consent of the Contracting Officer.
- 2.5 BCHA reserves the right to negotiate the fees submitted.
- 2.6 BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to:
- incomplete responses and/or responses offering alternate or non-requested services,
 - failure to use BCHA provided forms, or
 - failure of the proposer to check for addenda or corrections and adhere to any revised requirements.
- 2.7 BCHA does not have any obligation to compensate any proposer for any costs incurred in preparing the response to this solicitation.
- 2.8 BCHA reserves its right to a trial by jury in the event of legal action arising from this solicitation or any contract entered into pursuant to this solicitation.
- 2.9 Jurisdiction for any legal proceedings arising from this contract will be in Broward County.
- 2.10 This request for proposal and any subsequent contract supersedes any other agreement with contractor/firm.

3.0 Scope of Work

Details of the services, information and items to be furnished by the Firm are described in Specifications – Exhibit 1, attached hereto and made a part hereof.

4.0 Response Submission - Proposal

BCHA will receive submittals of proposals electronically through DemandStar at www.demandstar.com.

In order to submit a proposal electronically through DemandStar, the firm must be registered with DemandStar. The firm's participation on DemandStar is free to parties interested in viewing and downloading documents as well as submitting proposals. Bid documents may be obtained electronically on DemandStar at <https://network.demandstar.com/agencies/florida/broward-county/housingauthority/procurement-opportunities/41951b11-ecf0-4d19-8fc2-778b0dbc5714/> and on Vendor Registry through the following link: <https://vrapp.firmregistry.com/Bids/View/BidsList?buyerId=fa7c46a4-0264-4ed8-a964-aa745868d2ca>

Instruction on the "DemandStar ebid" is attached to this document.

Proposers are requested to submit SEPARATE Adobe PDF files attachments and be marked as follows:

- ✓ File 1 - Part 1 – Evaluation Criteria Responses - Technical Proposal
 - ✓ File 2 - Part 2 – Resumes and Organizational Chart
 - ✓ Other Files - Part 3 – Forms, Licenses, and Addendums (if any).
- Limit the size of the digital proposal to no larger than 100 MB for each submission;
 - Format and enable file submissions for printing in page letter size only;
 - Follow the attached instructions on "Responding to an Electronic Bid" on DemandStar.
 - Contact DemandStar support at support@demandstar.com or call technical assistance at (206) 940-0305 in the event of technical difficulties when submitting documents.

Note: BCHA will not be responsible for delays in a firm's submission caused by any occurrence or technical issue.

All responses submitted pursuant to this solicitation shall be formatted in accordance with the following table.

Firms must include in the proposal all information requested herein.

File 1	Content
Part 1	Evaluation Criteria Response - Technical Proposal (6 pages maximum)
File 2	Content
Part 2	Resumes (2 pages maximum each resume) and Organizational Chart
Other Files	Content

Part 3	Forms, Licenses and Addendums (if any) Forms: Form A – Proposal Submission Checklist Form B – Profile of Firm Form C – Sworn Statement Under Section 287.133(3)(A) Form D – Certification Pursuant to Florida Statute 287.135 Form E – Client References
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4.0 Evaluation Criteria Response – Technical Proposal

The proposed evaluation is an initial process designed to elicit a short list of firms; with the contract awarded not necessarily to the firm of least cost, but rather to the firm with the best combination of attributes (i.e. qualifications and experience, technical approach, and cost), based upon the evaluation factors specifically established for this RFQ. The establishment, application and interpretation of the above evaluation criteria shall be solely within the discretion of BCHA.

Proposers should provide all information outlined in the Evaluation Factors to be considered responsive. Proposals will be evaluated based on the responsiveness of the firm’s information to the Evaluation Factors which will demonstrate the Proposer’s understanding of the Evaluation Factors and capacity to perform the required services of this Request for Qualifications. The maximum points that shall be awarded for each of the Evaluation Factors are detailed and described below.

The following factors will be utilized by BCHA to evaluate each submission received. Award of points will be based on the documentation that the proposer submits within the submission.

4.1 Evaluation Method and Award Process

Each proposal will first be evaluated for responsiveness (i.e., meets the minimum qualifications of the published requirements). BCHA reserves the right to reject any proposals deemed as not minimally responsive.

BCHA will form an Evaluation Review Committee to review proposals and make recommendation to the Contracting Officer and the Board of Commissioners for selection based on, but not limited to, the evaluation factors set forth above. Factors not specified in the RFQ will not be considered. BCHA reserves the right to waive any minor irregularities or technicalities in the proposals received. Proposals will be evaluated on an individual basis against the requirements stated in the RFQ.

After the individual evaluations, the committee will determine the top proposals (shortlist) that have an acceptable or above scoring based on the scoring guide below. This meeting will be a public meeting.

Scoring Guide:

0 to 49 points - Non-Responsive or No Response

50 to 69 points - Marginal

70 to 89 points - Acceptable

90 to 99 points - Exceeds Acceptable

100 points - Outstanding in all Respects

Upon the ranking of the shortlisted firms, interviews and/or negotiations will begin with the number one ranked firm. At that time, the Firm will be requested to submit a detailed staff hour estimate and Fee Proposal with support information to BCHA.

Final award will be approved by the BCHA Board of Commissioners.

BCHA will decide of whether, in the opinion of BCHA, the firm is capable of undertaking and completing the RFQ scope of work delineated within this RFQ in a satisfactory manner. BCHA will award a contract only to a responsible firm that has the ability to successfully perform under the terms of this RFQ. BCHA's determination includes an assessment of the firm's technical resources/ability to perform the scope of work in accordance with the RFQ requirements. The responsibility determination also includes consideration of a firm's integrity, compliance with public policy, past performance with BCHA (if any), and eligibility to perform scopes of work that are funded by the Federal, State or local government (e.g., debarment/suspension for any Federal, State or local government).

Each evaluation factor will be rated and assigned points using the scoring guide below.

Factor	Points	Description
1	30	Firm capabilities
2	25	Past Performance
3	15	Experience – Experience in similar or relevant projects by individuals who would be assigned to this project.
4	10	Qualifications/Key Assigned Staff
5	5	Minority Business Certification
6	10	Location of firm, and ability to respond in a timely manner
7	5	Current/Future Workload
Total	100	

4.2 Evaluation Factors Response – Technical Proposals

Evaluation Factor 1 – Firm Capabilities (30 points)

- a. Please state the type of software, involvement of the client in the planning & quality assurance process.
- b. The firm must demonstrate experience in producing construction documents in Building Information Modeling (BIM) and CAD.
- c. Each firm will provide information of the systems and processes in-house for insuring quality and timely performance in projects.

Evaluation Factor 2 – Past Performance (25 points)

- a. Summarize in a statement your past performance working with housing organizations and/or the nonprofit industry as it relates to the requirements of this solicitation.
- b. Provide evidence of past performance by providing references, as a separate item from this section. A minimum of three (3) references from your client list within the past 3 years for which similar services were performed is required. Please, use Form E – Client References. Include company name, address, phone number, e-mail addresses, contact person who can render an opinion on the quality of services provided by the firm, and services being performed. It should be noted that these clients will be

contacted for verification of satisfactory work completion and obtain an appraisal of project performance.

Evaluation Factor 3 – Experience (15 points)

- a. Please state experience with projects similar to those listed in the specifications.
- b. Each firm shall provide information on direct experience relating to design work on small commercial/retail properties, residential high-rise, single and multifamily housing.

Evaluation Factor 4 – Qualifications/Key Assigned Staff (10 points)

- a. Include as a separate item of this section, resumes of each team member that will be assigned to this project indicating the team members' years of experience, and relevant education and/or certifications. At least one member of the team shall be a registered architect in the State of Florida with minimum five (5) years of experience in new construction design of Multifamily and/or Public Housing, Site Planning/Development projects and urban design related projects. Maximum of 2 pages for each resume.

Note:

1. The Key Personnel shown in this proposal will be required to perform the tasks and amount of time as negotiated.
 2. Substitutions for Key Personnel listed to complete task must be with equally qualified persons and must be approved by BCHA prior to assignment to BCHA work.
- b. Organizational chart indicating team members.
 - c. Provide a statement of innovative/creative approaches that were successful in achieving a client's Architectural and Engineering objectives.

Evaluation Factor 5 – Minority Business Certification (5 points)

Please, provide a statement of applicable certifications for Minority Enterprise Registration, with most recent date and verification source if not obvious on the document. For example; DBE, WME, MBE, Section 3, or plan to reach 15% minority participation beyond mere advertising or job posting.

Evaluation Factor 6 – Location of Firm, and Ability to Respond in a Timely Manner (10 points)

- a. Each firm shall state their location with respect to Broward County, Florida.
- b. Each firm shall demonstrate their ability to respond to requests in a timely manner by providing examples of past performance in this area.

Evaluation Factor 7 - Current/Future Workload (5 points)

- a. Each firm shall detail current and future projects contemplated which are anticipated to coincide with this engagement and relate the impact of such work on the schedule anticipated for this job.
- b. Each firm shall give an estimated turnaround time for providing a detailed work schedule for completion of the project.

4.3 A firm shall not contact any evaluation committee member should the individual members of the evaluation committee be made known to the firm in any manner until 72 hours after the final award. At the sole discretion of BCHA, a firm who contacts a member of the evaluation committee may result in BCHA's rejection of that firm's proposal.

- 4.4 All persons having familial (including in-law) relationships with principals or employees of a firm will be excluded from participation in the evaluation committees. Similarly, any persons having an ownership interest in or contract with a proposer will be excluded from participation in the evaluation committee.
- 4.5 In the event of scoring ties, determination of the top-ranked firm will be made in accordance with BCHA procurement policies.
- 4.6 Notification of the results of the evaluation including the name of the successful firm will be posted on BCHA's website and on the DemandStar website.

5.0 Proposal Preparation and Submission Outline:

- 5.1 Firms shall submit proposals that respond to the factors listed in Section 4 for a maximum score of 100 points. Responses which fail to address an evaluation factor below will be awarded zero points on such factor.
- 5.2 Responses to each evaluation factor should be submitted as Part 1 – Evaluation Criteria Response - Technical Proposal, Part 2 – Resumes and Organizational Chart, and Part 3 and Form E – Client References.

5.3 Presenting the Proposal:

- The Evaluation Criteria Response - Technical Proposal (Evaluation Factors 1 thru 7) must not exceed six (6) pages in length when printed, excluding resumes, organizational chart, and/or references. If a Technical Proposal exceeds 6 pages, excluding resumes, organizational chart and/or references, the pages over 6 will not be provided to the Evaluation Committee for evaluation. The proposal must be limited to a page size of eight and one-half by eleven inches (8½" x 11"). Double-sided pages will be counted as two pages. Type size shall not be less than 11-point font. The proposals pages should be numbered.
 - The Proposer will limit the resumes to no more than two (2) pages per person. Pages of individual resumes in excess of two (2) pages will not be supplied to the Evaluation Committee.
 - Unnecessarily elaborate special brochures, art work, and expensive visual and other presentation aids are neither necessary nor desired.
 - It is recognized that existing financial reports, documents, or brochures, such as those that delineate the Proposer's general capabilities and experience, may not comply with the prescribed format. It is not the intent to have these documents reformatted and they will be acceptable in their existing form.
- 5.4 All information must be incorporated into a response to a specific requirement and **clearly referenced**. Any information the firm provides which does not meet these criteria will be deemed extraneous and will in no way contribute to the evaluation process.
- 5.5 All information presented in response to this RFQ must be included in the submitted response. No information may be linked to a website that requires reviewers to access

such website for consideration of the information. Any information which requires a reviewer to access such links will not be considered as part of the firm's proposal. BCHA may award a contract without discussions on the basis of the initial offers received; therefore, each initial offer should contain the firm's best terms from a price and technical standpoint.

- 5.6 The firm shall ensure that the response is received by the time and date indicated on the first page of this solicitation. The submittal shall clearly indicate the solicitation number and title. Submissions received after the submission deadline will not be accepted.
- 5.7 Firms shall not change any requirements or forms contained herein, either by marking or entering onto these documents or the documents submitted any revisions or additions; if such additional marks, notations, or requirements are entered on any of the documents submitted, such changes may invalidate that response.
- 5.8 By virtue of completing, signing, and submitting documents in response to this solicitation, the firm hereby agrees to comply with all of the conditions and requirements set forth within those documents.

6.0 Minimum Qualifications: To be submitted with your proposal.

- a. Copy of current Florida Professional Architectural and Engineering License.
- b. Qualified under s. 471.023 to practice or to offer to practice engineering.
- c. Qualified under s. 481.219 to practice or to offer practice architecture.

7.0 Licensing and Insurance Information

- 7.1 Proposers must hold all necessary and applicable professional licenses required by the State of Florida and all other regulatory agencies necessary to complete any service required under this solicitation.
- 7.2 The firm shall obtain, at the firm's own expense, any permits, certificates and licenses as may be required in the performance of the specified work. All required licenses shall remain active and valid during the entire contract period.
- 7.3 Unless otherwise stated in writing by BCHA, the successful proposer(s) will be required to obtain and maintain the insurance coverage identified below during the entire contract period.
- 7.4 The firm will be required to obtain and maintain the insurance coverage identified below during the entire contract period:
 - General Liability coverage for a 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.
 - Errors and Omissions Insurance Coverage for a minimum of \$1,000,000 combined single limit per occurrence.
 - Worker's Compensation carrier and coverage amount. BCHA will not accept state waiver of worker's compensation insurance liability. Elective exemptions or coverage through an employee leasing arrangement will NOT satisfy this

requirement.

- Comprehensive Automobile Liability coverage, including – as applicable - owned, non-owned and hired autos, in an amount of not less than \$1,000,000 per occurrence, combined single limit, written on an occurrence basis. If firm owns no vehicle, this requirement may be satisfied by non-owned auto endorsement to the general liability policy described above. If the firm or firm’s employee will use their personal automobiles in any way in performing services, firm shall provide evidence of personal automobile liability coverage for each person upon request.

7.5 Firm agrees, and hereby authorizes its insurer, to notify BCHA of any substantial change in such insurance coverage described herein. Substantial change includes, but is not limited to, events such as cancellation, non-renewal, reduction in coverage, or receipt of a claim against such coverage with a potential recovery in excess of twenty percent of available coverage. BCHA shall be notified at least 30 days in advance of such cancellation, non-renewal or adverse change.

7.6 The premium cost of all insurance purchased by the firm for protection against risks assumed by virtue of a contract between the firm and BCHA shall be borne by the firm and such cost is not reimbursable by BCHA.

7.7 BCHA reserves the right, but not the obligation, to review and revise any insurance requirements, including limits, coverages and endorsements, based upon insurance market conditions affecting the availability and affordability of coverage. Additionally, BCHA reserves the right, but not the obligation, to review and reject any insurance policies, certificates of insurance, or insurer failing to meet the criteria stated herein.

7.8 Insurance Requirements:

Prior to the execution of the contract and within 10 business days of notification of award, the successful firm will be required to provide an original certificate evidencing insurance coverage. Such certificate shall name BCHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of BCHA. BCHA shall be named as the certificate holder using the following name address:

**Broward County Housing Authority
4780 N. State Road 7
Lauderdale Lakes, FL 33319**

Licensing and insurance requirements will be examined and approved by BCHA prior to a contract execution.

8.0 Administrative Terms and Conditions

Per 287.057(23) F.S., *“Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the*

procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.”

BCHA reserves the right to reject any firm’s proposal for a violation of this provision.

- 8.1 Proposers will address all communication and correspondence relating to this solicitation to the contact person named on the cover sheet. Firms shall not direct an inquiry to or communicate with any other BCHA staff member or official, including the Audit Committee, the Board of Commissioners and the Affiliate Board of Directors, pertaining to this solicitation. Failure to comply with this requirement may result in the disqualification of the firm’s submittal to this solicitation.
- 8.2 All questions, notices, demands, claims, requests for information or clarifications pertaining to this solicitation must be submitted through the e-mail mentioned on the cover sheet of this solicitation. No questions will be accepted by telephone. Responses to such e-mailed questions shall be issued through addenda which will be posted on the BCHA website and/or on Demandstar.
- 8.3 Unless BCHA provides an answer or information in writing as part of an addendum, such information, however obtained, shall have no effect and may not be relied upon.

9.0 Miscellaneous Provisions and Requirements

- 9.1 Any actual or prospective firm may protest the solicitation or award of a contract for serious violations of the principles of the BCHA Procurement Policy. Any protest against a solicitation must be received before the due date for the receipt of bid proposals, and any protest against the award of a contract must be received within ten calendar days after the contract award is posted on BCHA’s website. Failure to meet the time limitations above will result in the protest not being considered. All bid protests shall be in writing, submitted to the contracting officer (CO) or the CO’s designee, who shall issue a written decision on the matter no later than ten working days following the receipt of the bid protest or award protest. The CO may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. Following the issuance of the written decision, the actual or prospective firm may appeal the initial decision to BCHA’s Chief Executive Officer (CEO). BCHA's CEO shall then issue a decision on the appeal no later than ten working days following receipt of the request of the appeal. The decision of BCHA's CEO shall be final, and no further appeal shall be authorized within BCHA.
- 9.2 All costs incurred, directly or indirectly, in response to this solicitation, which costs to include the preparation, submittal, or presentation of the proposal, shall be the sole responsibility of, and borne by, the firm. The cost for developing the proposal and participating in the procurement process (including the protest process) is the sole responsibility of the firm. BCHA will provide no reimbursement for such costs.

- 9.3 If BCHA amends this solicitation, all terms and conditions which are not amended remain unchanged. The firm is solely responsible for monitoring BCHA's website for any addenda issued. Firms must acknowledge at the proposal submittal all addenda issued on BCHA's website to ensure that such addenda are considered in their submitted proposals. **All Firms are encouraged to frequently check BCHA's website for additional information.**
- 9.4 Firm shall certify that, except as otherwise disclosed, neither it nor any of its subcontractors include persons who have an interest, direct or indirect, in this proposed contract and who during his or her tenure or for one year thereafter
- a) Is a present or former member of BCHA's Board of Commissioners or Affiliate Board of Directors or is immediate family of a present or former member of the Board of Commissioners, Affiliate Board of Directors;
 - b) Is a BCHA employee who formulates policy or who influences decisions with respect to any BCHA project connected to this proposed contract, or is immediate family of a BCHA employee, or is a partner with a BCHA employee;
 - c) Is a public official, member of the local governing body, or a state or local legislator (including members of the Broward County Board of Commissioners or the Florida legislature), or is immediate family of said public official, member of the local governing body, or a state or local legislator; and
 - d) Is a member of or delegate to the Congress of the United States of America (defined as an individual appointed to oversee a territory or possession of the United States of America, such as Guam) or is a resident commissioner.

NOTE: Immediate family means the spouse, mother, father, brother, sister, or child of the above list of members, employees, officials, legislators, or delegates whether related as a full blood relative or as a "half" or "step" relative (for example, a half-brother or a stepchild).

- 9.5 No BCHA employee may accept or solicit for themselves or for others anything of value from a firm or any person, corporation, or other entity doing business with or attempting to do business with BCHA.
- 9.6 It is the policy of BCHA that all firms that conduct business with BCHA must be authorized and/or licensed to do business in Florida. Firm is responsible for contacting their local city and county authorities and the State of Florida to ensure that Firm has complied with all laws and is authorized and/or licensed to do business in Florida. All applicable fees associated therewith are the responsibility of Firm.
- 9.7 Per Florida Statute 448.095(2)(a) - Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A

public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system.

9.8 Florida statutes and applicable administrative codes, including the Florida Open Records Act, require procurement records and other records to be made public unless otherwise provided by law. The awarded firm shall comply in all respects with Florida's Public Records Law. Specifically, the awarded firm shall:

- Keep and maintain public records that ordinarily and necessarily would be required by BCHA in order to perform the service;
- Provide the public with access to such public records on the same terms and conditions that BCHA would provide the records and at a cost that complies with Chapter 119, Florida Statutes, or as otherwise provided by law or administrative code;
- Ensure that lawfully exempt information, records and documents and confidential information, records and documents exempt from public record requirements are not disclosed except as authorized by law;
- Meet all requirements for retaining public records; transfer to BCHA, at no cost, all such public records in the firm's possession upon termination of the contract; and destroy any duplicate public records that are exempt or confidential and exempt; and
- Provide all records stored electronically to BCHA in a format that is compatible with the information technology systems of BCHA.
- **PUBLIC RECORDS: IF THE FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

PUBLIC RECORDS

Attn: Noah Szugajew

4780 North State Road 7

Lauderdale Lakes, FL 33319

(954) 739-1114 ext. 2350

PUBLICRECORDS@BCHAFL.ORG

9.9 All documents and information generated, prepared, assembled or encountered by or provided to BCHA pursuant to this RFP are the property of BCHA. Firms shall not copyright, or cause to be copyrighted, any portion of any said document submitted to BCHA as a result of this RFP.

9.10 In submitting a proposal, each firm agrees not to use the results from this solicitation or any information contained in any proposal submitted in response to this solicitation as a part of any commercial advertising. BCHA specifically prohibits a firm from advertising or promoting the fact of a firm relationship with BCHA in the course of a firm's marketing efforts unless BCHA specifically agrees otherwise in writing.

- 9.11 In the event of an imposed governmental regulation, rule, requirement or restriction which would necessitate alteration of the material, quality, workmanship or performance of the goods or services the firm is offering BCHA, the contracted firm shall immediately notify BCHA in writing specifying such regulation, rule, requirement or restriction which would necessitate an alteration to the contract. BCHA reserves the right to accept any such alteration to the contract, including any reasonable price adjustments occasioned thereby, or to terminate the contract at no expense to BCHA.
- 9.12 Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <https://www.hud.gov/sites/documents/5369-B.PDF>.
- 9.13 Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at https://www.hud.gov/sites/documents/DOC_12587.PDF
- 9.14 Proposers are subject to 24 CFR 135, Economic Opportunities for Low- and Very Low-Income Persons commonly referred to as Section 3, at <https://files.hudexchange.info/resources/documents/24-Cfr-Part-135-Section-3-Regulations.pdf>
The proposer shall be required to, as detailed therein, “to the greatest extent feasible ... provide economic opportunities to low- and very-low income persons,” meaning, if the proposer must hire anyone to help with the work, he/she must submit a work plan showing how he/she will give first preference to such jobs to Section 3 persons.
- 9.15 Form 51915: Model Form of Agreement between Owner and Design Professional found at https://www.hud.gov/sites/documents/DOC_12135.PDF.

10.0 Contract Award

Contract award of this RFP will be based on the responsiveness of the firm’s information to the evaluation factors, which responses will demonstrate the firm’s understanding of said factors and the firm’s capacity to perform the required services under this RFP.

By completing, executing and submitting all required document through Demandstar the proposer agrees to abide by all the terms and conditions pertaining to this RFP as issued by BCHA. Accordingly, BCHA has no responsibility after the submittal deadline to conduct any negotiations pertaining to the contract clauses already published.

- 10.1 BCHA Authorized Procurement Authority
All contracts where the base contract amount or any option exceeds \$100,000 are required to be approved by the BCHA Board of Commissioners. In addition, all contract modifications in excess of \$100,000 require the approval by the BCHA Board of Commissioners.
- 10.2 Contracting Officer and Contracting Officer’s Designee

Acceptance of services will be the responsibility of the CO, who also serves as BCHA's CEO, or the CO's designee. The CO is responsible for final approval and acceptance of all services rendered.

While the CEO is responsible for ensuring that BCHA's procurements comply with BCHA's Procurement Policy, the CEO may delegate all procurement authority as is necessary and appropriate to achieve BCHA's business and procurement goals.

10.3 Contract Document

The successful firm will execute a contract with the BCHA or multiple contracts to cover the distinct sites contemplated by this solicitation.

10.4 Contract Clauses

Each prospective proposer must notify BCHA in writing and prior to submitting a proposal of any contract clause that the proposer is not willing to include or abide by in the final and executed contract. BCHA will consider and respond to any such written notification via issuance of an addendum. BCHA reserves the right to accept or reject the exclusion of any contract clause identified in said written notification. If the prospective proposer is unwilling to accept BCHA's decision to retain any such contract clause identified in the written notification, however, then that prospective proposer shall be deemed ineligible to submit a proposal.

All provisions within this solicitation are included in the terms of the contract by reference.

10.5 Unauthorized Sub-Contracting

The successful firm shall not assign any right nor delegate any duty for the work required pursuant to this solicitation document (including, but not limited to, selling or transferring the contract or any right or duty under the terms of the contract) without the prior written consent of BCHA. Any purported assignment of any right or interest or any delegation of duty without the prior written consent of BCHA shall be void and, at the discretion of BCHA, may result in the cancellation of the contract between the successful proposer and BCHA and may result in the full or partial forfeiture of funds paid to the successful proposer arising from the contract.

LAST PAGE OF DOCUMENT



Responding to an Electronic Bid

5 Step Instructions

Step 1

- Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to an eBid.
- Click on the solicitation.

The screenshot shows a web interface for a procurement system. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the tabs is a dark blue header bar. Underneath, there is a yellow arrow-shaped button labeled 'Bids'. To the right of this button is a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of active bids. A red arrow points to the first bid entry.

Bid ID	Agency	Broadcast	Due	Planholders	Watch	Status
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch	Active
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch	Active
TESTBID	agency2.0, Texas, FL					Active

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations.

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”.

Bid Details

Agency Name [Redacted]
Bid Writer [Redacted]
Bid ID ITB-20B-
Bid Type ITB - Invitation to Bid
Broadcast Date 07/08/2020 4:00 AM Eastern
Fiscal Year 2020
Due 08/11/2020 3:00 PM Eastern
Bid Status Text None

Scope of Work

The Development Districts is requesting bids for:

Documents

[Download all documents](#)

Filename	Type	Date Modified	Status
Addendum 1	Addendum	07/08/2020	Complete
ITB 20B-019	Bid Document / Specifications	07/07/2020	Complete
Word Bid Docs	Bid Document / Specifications	07/07/2020	Complete

Distribution Info

Bid Bond NO
Plan (blueprint) None

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”.

If there is not a total bid amount in your submission, please put “0”.

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”.

DEMANDSTAR Dashboard Bids Quotes Coming Soon! Activities Messages Responses Robyn Gallardi

Home > Bids > 113780 > My Ebid Response Save & Finish Later Cancel

Bid Details

Agency Name agency2.0
Bid Number EBID-123456-0-2020/AD
Bid Due Date 02/29/2020 (PST)
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name
Calgon Carbon Corporation

Address 1
P. O. Box 717

Address 2
Address 2 (optional)

City
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension Extension (optional)

Bid Amount 127,000 (invalid) Alternate Bid Amount Alternate Bid Amount (optional)

Notes
For the full 6 month contract (optional)

Next

Step 4

After you click NEXT on the Contact Information page, you will be directed to enter the documents required. In this example, they only ask for one document, however, in others, they may ask for multiple documents that each need to be uploaded separately.

TIP:

There is a place for you to add “Supplemental”, i.e. non-required, documents.

The screenshot displays the DEMANDSTAR web application interface for an E-Bid Response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail shows 'Home > Bids > TESTBID > My Ebid Response'. The main content area is divided into two columns. The left column contains 'Bid Details' with the following information: Agency Name: agency2.0; Bid Number: EBID-123456-0-2020/AD; Bid Due Date: 02/29/2020 (PST); Bid Opening: 23 days, 04 hours, 17 minutes, 21 seconds Remaining; Bid Name: TESTBID. Below this is 'E-Bid Progress' with a vertical flow: Contact Information (completed), Documents Upload (current step), and Review Bid (pending). The right column is titled 'E-Bid Response' and contains 'Required Documents'. A message states: 'The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline)'. Below this is a list of 'Agency Accepted File Formats' including Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), GIF Image (.GIF), Microsoft Excel (.XLS), Microsoft PowerPoint (.PPT), Microsoft Word (.DOC), Microsoft Word (.DOCK), Plot file (.PLT), TIFF Image (.TIF), and ZIP Compressed Archive (.ZIP). A table below lists the required document 'Service Doc agency2.0' with a 'Submission Option' dropdown set to 'None' and an 'Uploaded Document' field with a 'Choose a file' button. At the bottom, there is a 'Supplemental Documents' section with a text input field for 'Document Title' and an 'Add Document' button. 'Previous' and 'Next' navigation buttons are located at the bottom of the page.

Step 4 continued

TIP:

There is a place for you to add "Supplemental", i.e. non-required, documents.

The screenshot displays the 'E-Bid Response' interface. On the left, the 'Bid Details' section shows: Agency Name: z z agencydtest2.0 TEST; Bid Number: Ebid-DSTESTB04 29-06-2020-0-2020/sdS; Bid Due Date: 07/21/2020 11:00 AM (Pacific); Bid Opening: 13 days 00 hour, 19 minutes, 55 seconds Remaining; Bid Name: DSTESTB04 29-06-2020. Below this is the 'E-Bid Progress' section with steps: Contact Information, Documents Upload, and Review Bid. A red arrow points from the 'Documents Upload' step to the main content area.

The main content area is titled 'E-Bid Response' and contains 'Required Documents' and 'Supplemental Documents' sections.

Required Documents

The following documents are required by the agency for this project. Please select which documents you will be submitting electronically (online), and which ones you will submit directly to the agency (offline).

Agency Accepted File Formats

- Adobe Acrobat (*.PDF)
- AutoCAD Drawing Web Format (*.DWF)
- JPEG Image (*.JPG)
- Microsoft Excel (*.XLSX)
- Microsoft PowerPoint (*.PPT)
- Microsoft Word (*.DOCX)
- Plot file (*.PLT)
- TIFF Image (*.TIF)
- ZIP Compressed Archive (*.ZIP)
- AutoCAD Drawing (*.DWG)
- GIF Image (*.GIF)
- Microsoft Excel (*.XLS)
- Microsoft PowerPoint (*.PPTX)
- Microsoft Word (*.DOC)
- Plain Text (*.TXT)
- Rich Text Format (*.RTF)
- WordPerfect (*.WPD)

Required Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> Bid Proposal	Online/Electronic	RFB2020-3239.PDF
<input checked="" type="checkbox"/> Insurance Certificate	Online/Electronic	Insurance Certificate.docx

Supplemental Documents

You can upload additional documents here.

Document Title:

Supplemental Document	Submission Option	Uploaded Document
<input checked="" type="checkbox"/> References	Online/Electronic	References.docx

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”.

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web interface for reviewing an eBid response. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The main content area is titled 'Review Your E-Bid Response' and is divided into several sections:

- Bid Details:** Agency Name: agency2.0; Bid Number: ESD-123456-0-2020/AD; Bid Due Date: 02/28/2020 (PST); Bid Opening: 23 days, 04 hours, 10 minutes, 47 seconds Remaining; Bid Name: TEST80.
- E-Bid Progress:** A vertical progress bar with three steps: 'Contact Information' (completed), 'Documents Upload' (in progress), and 'Review Bid' (current step).
- Contact Info:** Company Name: Calgon Carbon Corporation; Address 1: P.O. Box 717; Address 2: Pittsburgh; City: Pittsburgh; State: Pennsylvania; Country: United States of America; Postal Code: 15220-0717; Phone Number: 4127876810; Fax: ; Bid Amount: \$127,000.00; Alternate Bid Amount: ; Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc agency2.0(Electronic/Online) (checked).
- Supplemental Documents:** References(Electronic/Online) (checked).

At the bottom of the page, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button. Below the buttons, there is a small text box with instructions: 'After clicking "Submit Response" the following process will begin: 1. We will verify that your response is complete as entered. 2. You will see a confirmation page with your confirmation number and date/time stamp of your upload. 3. You will receive a confirmation e-mail indicating a successful response submittal. 4. You may track your response submission under the Responses page. If you do not receive any of the above, please call Supplier Services at (206) 940-0305.'

For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com

CONFIRMATION

You will receive an email confirming that you have successfully submitted a response to an eBid solicitation.

Note that you can *update* your eBid response until the Bid Due Date and Time.

eBid Submission Confirmation - EBID-DSTEST01 01042020-0-2020/DB Σ Inbox x

supplierservices@demandstar.com
to me ▾

9:59 AM (1 minute ago)

RESPONSE CONFIRMATION

Dear

Congratulations! You just successfully submitted a response to Z Demandstar Agency's bid, DSTEST01 01042020. Your confirmation number is 21050.

Here are the details of your response, for your records:

Agency: Z Demandstar Agency
Bid Identifier: EBID-DSTEST01 01042020-0-2020/DB
Bid Name: DSTEST01 01042020
Bid Amount: \$25000
Alt Bid Amount: \$18000

Required documents submitted:

1	DS Agency Ebid 1	Electronic/Online
2	DS Agency Ebid3	Electronic/Online

Supplemental documents submitted:

1	Test document	Electronic/Online
2	Part Inventory	Electronic/Online

You may [update your eBid response](#) up until the Bid Due Date and Time, which is 10/31/2020 at 15:30 (Pacific).

You may also update your responses by logging into www.demandstar.com and clicking on the "Responses" tab.

Sincerely,
The DemandStar Team

CONFIRMATION

You may change information and re-upload documents until the due date.

[NOTE: make sure you are doing this well before the **time** of the opening!]

There are two ways of confirming your activity and responses:

1. Look at *all* your eBid Responses under Activities
2. View History per each solicitation to which you responded

DEMANDSTAR Dashboard Bids Quotes Activities Messages Responses

Home > Activities > eBid Responses

Notifications Watch List Planholders eBid Responses Quotes

eBid Responses (8)

Bid Name	Agency	ID	Activity	Date / Time
TEST FOR NOTIFICATIONS - ONLY - no...	Z Demandstar Agency	RFP-TEST-ONLY-0-2020/LW	Bid response submitted by Steve Tran.	09/18/2020 7:30 PM Eastern
DSTEST01 01042020	Z Demandstar Agency	EBID-DSTE		
DSTESTB02 01-07-2020 TEST BID PLE...	Z Z agencydstest2.0	Ebid-DSTE		
DSTESTB01 01-07-2020 TEST BID PLE...	Z Z agencydstest2.0	Ebid-DSTE		
The Duluth Playhouse Reroof & Tuck...	St. Louis County, MN - Purchasing Division	RFB-5468A		
IFB 090-2020 INDUSTRIAL STATIONAR...	City of Springfield, MO - Division of Purchases	IFB-IFB 090		
Re-Bid SLC Courthouse - Duluth Rest...	St. Louis County, MN - Purchasing Division	RFB-090		
123 Testing Sample Bid	Clark County Regional Flood Control District	RFP-123te		

DEMANDSTAR Dashboard Bids Quotes Activities Messages Responses

Home > My Bid Responses

Responses

Bids

Reminder Date F1

WATER MAIN & FORCE MAIN REPLA...
Response Date : 09/22/2020
Status : Incomplete

supplier updating eBid response d...
Response Date : 09/21/2020
Status : Incomplete

TEST FOR NOTIFICATIONS - ONLY - ...
Response Date : 09/18/2020
Status : Complete

DSTEST01 01042020
Response Date : 09/18/2020
Status : Updated

IFB 006-2021 BUILDING DEMOLITIO...
Response Date : 09/02/2020
Status : Incomplete

Potable Water and Wastewater Pol...
Response Date : 08/11/2020
Status : Incomplete

Response Details

View History

Agency Name Town of Callahan

Bid Number ITB-0W450201-0-2020/MW

Bid Name WATER MAIN & FORCE MAIN REPLACEMENTS/ EXTENSIONS

Bid Due Date 10/22/2020 2:30 PM Eastern

Response Submitted On 09/22/2020 12:35 PM Eastern

Countdown to Bid Due 30 days, 01 hour, 31 minutes, 07 seconds Remaining

Date

State Florida

Status Incomplete

Contact Information

Company Name Best Painting Company (TEST ACCOUNT)

Address 1 1411 Fourth Ave

Address 2

City Seattle

State Washington

Postal Code 98101

Response Number 21824

Phone Number 206-889-4485

For more help in responding to an eBid, please call (206) 940-0305 or email: support@demandstar.com

RFQ 21-293, Griffin Gardens II – Professional Services

Specifications

1. SCOPE OF WORK

The Broward County Housing Authority (BCHA), requires design services for the New Construction of Griffin Gardens II; an Elderly/Senior designated development of approximately 75 units with parking, built adjacent to Griffin Gardens, an Elderly/Senior development in Davie, FL.

A. Background Information:

The Broward County Housing Authority sets out to develop a community of high quality yet affordable apartments for those in need by expanding its portfolio and engaging in new construction projects, and densifying BCHA-owned properties, where appropriate. Griffin Gardens II will be built next to Griffin Gardens I, a BCHA-owned affordable housing development, on a vacant portion of the site.

The BCHA and the Town of Davie are currently in the process of agreeing to a preliminary design and site plan. These agreements are necessary for the re-zoning and re-platting of the vacant portion of the property where Griffin Gardens II is to be built. As such, subsequent designs and site plans will be expected to honor, include, and be built upon any pre-existing work. These will not be the 30% Preliminary Designs.

B. Purpose:

Selected Architectural team will provide all services necessary to continue with the development of a new construction project; review and verify design standard requirements. Provide specifications for furniture, fixtures and equipment (FF&E); provide computer-aided design and drafting (CAD) documentation; prepare bidding documents; coordinate with BCHA, as needed; provide value engineering; assist with bidding and award activities; arrange and conduct meetings; perform construction phase services, including construction management; coordinate commissioning activities; and assist in the warranty review.

C. Objective:

BCHA proposes to retain a highly qualified architectural firm to provide the services described herein. Architectural firms and team members with significant experience in rehabilitation projects with similar characteristics will be considered for this project. Those firms that participate in this RFQ process will be referred to as “Respondents”. “Respondent” and its sub-consultants shall be referred to collectively as the “Team”. The successful firm will be referred to, in the RFQ, as the “Architect”.

D. Required Services

The project will consist of the new construction of Griffin Gardens II, a new development of approximately 75 units in a single building with surface parking. Preliminary site plans and designs are

expected to be completed and approved by the Town of Davie and the BCHA by the time the Architect is selected and engaged. The plans and designs are not the 30% Preliminary Design.

1. Planning/Programming. Site assessment and verify site conditions in order to gather required information to start the design phasing; review and verify design standard requirements.

2. Design Phase.
 - Design services include Schematic Design and Design Development.
 - Development of Contract Documents. Contract Documents shall be suitable for the solicitation of competitive construction bids/proposals.
 - The designer shall be responsible to comply with all local, state, and federal building codes.
 - The designer shall be responsible to submit required construction document sets to the Town of Davie, Florida for review and approval during final design phase period.
 - The designer shall be responsible to obtain approval from the Town of Davie before the construction documents are submitted for bid advertisement. It shall be the responsibility of the designer to follow up review and approval process with the Town of Davie.
 - After approval the designer will pick up approved plans and store them in a safe place. The designer shall not be responsible of obtaining a building permit. The selected general contractor shall be responsible of obtaining the building permit.
 - If needed, the designer shall be responsible to prepare all documents that include but are not limited to metes and bounds descriptions, site plans, elevations, floor layouts, and applications for permits, special permits, zoning changes, and land use permits.

3. Construction Phase. Construction Phase services include; bidding phase assistance; construction administration, construction management services and post-construction services which covers items, such as commissioning and warranties, for a period following the completion of construction.

E. Project Document Package Description:

The architect shall submit the following document packages:

1. Preliminary Design (30% Complete): After all Town departments comments have been received, the consultant shall prepare and submit the following Preliminary Design Package to include but not limited to the following:
 - Coversheet (80% complete)
 - Architectural Plans and Details (50% complete)
 - Updated Exterior Elevations renderings - Presentation quality
 - Electrical Plans and Details (30% complete)
 - Mechanical Plans and Details (30% complete) -if applicable only
 - Plumbing Plans and Details (30% complete) -if applicable only
 - Civil Engineering Plans (50% complete)
 - Construction Notes (30% complete)
 - Storm Water Pollution Prevention Plan (50% complete)
 - Construction Details (30% complete)
 - Landscape Plan (30% complete)
 - Landscape Details (35% complete)

- Irrigation Plan (30% complete)
- Irrigation Details (30% complete)
- Outline of Specifications - Table of Contents (80% complete)

Upon the completion schematic design phase, the consultant shall submit five (5) copies of the schematic design documents for review and comments and upload pdf files of submittals into a Construction Management Software approved by BCHA.

2. Design Development Submittal (60% Complete): After the Town of Davie approval of Preliminary Design package, the consultant shall prepare and submit the following Design Development Package to include but not limited to the following:

- Coversheet (85% complete)
- Architectural Plans and Details (60% complete)
- Updated Exterior Elevations renderings - Presentation quality
- Electrical Plans and Details (60% complete)
- Mechanical Plans and Details (60% complete)
- Plumbing Plans and Details (60% complete)
- Civil Engineering Plans (60% complete)
- Construction Notes (60% complete)
- Storm Water Pollution Prevention Plan (80% complete)
- Typical Construction Details (60% complete)
- Special Construction Details (60% complete)
- Landscape Plans (60% complete)
- Typical Landscape Details (60% complete)
- Irrigation Plans (60% complete)
- Typical Irrigation Details (60% complete)
- Technical Specifications Table of Contents (85% complete)
- Technical Specifications (60% complete)

Upon the completion schematic design phase, the consultant shall submit five (5) copies of the schematic design documents for review and comments and upload pdf files of submittals into a Construction Management Software approved by BCHA.

3. Pre-Final Design (90% Complete): After the Town of Davie approval of Preliminary Design package, the consultant shall prepare and submit the following Pre-Final Design Package to include but not limited to the following:

- Coversheet (95% complete)
- Architectural Plans and Details (90% complete)
- Electrical Plans and Details (90% complete)
- Updated Exterior Elevations renderings - Presentation quality
- Mechanical Plans and Details (90% complete)
- Plumbing Plans and Details (90% complete)
- Civil Engineering Plans (90% complete)
- Construction Notes (90% complete)
- Storm Water Pollution Prevention Plan (90% complete)
- Typical Construction Details (90% complete)
- Special Construction Details (90% complete)
- Landscape Plans (90% complete)

- Typical Landscape Details (90% complete)
- Irrigation Plans (90% complete)
- Typical Irrigation Details (90% complete)
- Technical Specifications Table of Contents (90% complete)
- Technical Specifications (90% complete)

Upon the completion schematic design phase, the consultant shall submit five (5) copies of the schematic design documents for review and comments and upload pdf files of submittals into a Construction Management Software approved by BCHA.

4. Final Design: After the Town of Davie approval of Pre-Final Design package, the consultant shall prepare and submit the following Final Design Package to include but not limited to the following:
- Coversheet (100% complete)
 - Architectural Plans and Details (100% complete)
 - Updated Exterior Elevations renderings - Presentation quality
 - Electrical Plans and Details (100% complete)
 - Mechanical Plans and Details (100% complete) -if applicable only
 - Plumbing Plans and Details (100% complete) -if applicable only
 - Civil Engineering Plans (100% complete)
 - Construction Notes (100% complete)
 - Storm Water Pollution Prevention Plan (100% complete)
 - Typical Construction Details (100% complete)
 - Special Construction Details (100% complete)
 - Landscape Plans (100% complete)
 - Typical Landscape Details (100% complete)
 - Irrigation Plans (100% complete)
 - Typical Irrigation Details (100% complete)
 - Technical Specification (100% complete)

Upon the completion schematic design phase, the consultant shall submit five (5) copies of the schematic design documents for review and comments and upload pdf files of submittals into a Construction Management Software approved by BCHA.

2. Method of Compensation – Payment

A negotiated billing rates will be established for units of time (per hour rate). These rates will include wages, overhead, estimated expenses and operating margin. A maximum limiting amount of \$___TBD___ will be established.

Following the performance of work, the firm will submit an invoice.

- 2.1 A Written Agreement will be issued to the successful proposer after award.
- 2.2 No advance payments for the goods and/or services, unless otherwise approved by BCHA and/or each property.
- 2.3 Invoices will be submitted upon issuance of the reports.

- 2.4 Firm invoices shall reflect the prices established for the items on the contract.
- 2.5 Only properly submitted invoices will be officially processed for payment.
- 2.6 Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.
- 2.7 Each invoice must detail the service performed.

3.0 Firm's Responsibilities

- 3.1. The Firm shall be responsible for the professional quality, accuracy, timely completion, and coordination of all services, as provided for herein, furnished by the Firm and its principals, officers, employees, and agents. In performing such services, Firm shall follow practices consistent with generally accepted professional standards.
- 3.2 All employees of the Firm shall be considered to be, at all times the sole employees of the Firm, under his sole direction and not an employee or agent of BCHA. BCHA may require the Firm to remove an employee if it deems the employee to be careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on BCHA property is not in the best interest of BCHA.
- 3.3 BCHA shall reserve the right to demand and receive a change in personnel assigned to the work if BCHA believes that such change is in its best interest and in the completion of the assigned work.
- 3.4 The Firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee, as may be necessary.
- 3.5 Firm shall have in its employ, or under its control, sufficient qualified, experienced and competent personnel to perform work promptly and in accordance with a schedule or work program, as approved by BCHA. Firm shall employ only such workers as are skilled in the tasks to which they are assigned. Firm shall be responsible for overseeing the work of all workers.

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFQ 21-293
REQUEST FOR QUALIFICATIONS
GRIFFIN GARDENS II – PROFESSIONAL SERVICES**

PROPOSAL SUBMISSION CHECKLIST - FORM A

Instructions: The items listed below must be completed and included in the Proposal submission. Complete this form by marking an “X” where provided to verify that the referenced completed form or information has been included within the hard copy proposal submission.

X=Included	Part	Contents
	1	Evaluation Criteria Response - Technical Proposal (6 pages maximum),
	2	Resumes (2 pages maximum each resume) and Organizational Chart.
	3	Proposal’s Forms Package of this solicitation:
		Firm’s Licenses
		Proposal Submission Checklist – Form A
		Profile of Firm - Form B (Include IRS Form W-9 and Licenses)
		Sworn Statement Under Section 287.133(3)(A) – Form C
		Certification Pursuant to Florida Statute 287.135 - Form D
		Client References – Form E

<p>CHECK (X) BELOW IF YOU HAVE SUBMITTED THE REQUIRED:</p> <p align="center">_____ File 1, _____ File 2 and _____ Other Files</p>

By completing and submitting this form and all other documents within this proposal submission, the undersigned proposer hereby certifies and understands that:

1. he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party;
2. as described within the Reservation of Rights section of the RFP, BCHA reserves the right to reject and not consider any response that does not meet the requirements of this solicitation, including but not necessarily limited to incomplete responses and/or responses offering alternate or non-requested services, failure to use BCHA and HUD provided forms, or failure of the proposer to check for addenda or corrections and adhere to any revised requirements;
3. he/she is agreeing to abide by all terms and conditions pertaining to this solicitation document as issued by BCHA including an agreement to execute a contract form; and
4. he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFP 21-293
REQUEST FOR QUALIFICATIONS
GRIFFIN GARDENS II – PROFESSIONAL SERVICES**

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	
FEIN	

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFQ 21- 293
REQUEST FOR QUALIFICATIONS
GRIFFIN GARDENS II – PROFESSIONAL SERVICES**

PROFILE OF FIRM - FORM B

1. Proposer Information

Name of Firm	
Address	
City, State, Zip	
Telephone	
Fax	
E-Mail Address	
Year Established	
Year Established in Florida	
Former Names (if applicable)	
Parent Company and Date Acquired (if applicable)	

2. Complete and attach IRS Form W-9, found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf> . This completed form should be submitted with the proposal, or must be submitted within three (3) working days of the BCHA’s request.

3. Debarred Statement: Has the firm, or any principal(s) ever been debarred from providing any services to the federal government, any state government, or any local government agency?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

4. Disclosure Statement: Does this firm or any principal(s) have any current, past personal or professional relationship with any Commissioner or Officer of BCHA?

Yes No

If yes, please attach a full detailed explanation, including dates, circumstances and current status.

5. Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal fee of affiant or of any other proposer, to fix overhead, profit, or cost element of said proposal fee, or that of any other proposer or to secure any advantage against BCHA or any person interested in the proposed contract; and that all statements in said proposal are true.

Continue on next page.

**BROWARD COUNTY HOUSING AUTHORITY
 SOLICITATION NUMBER RFP 21-293
 REQUEST FOR QUALIFICATIONS
 GRIFFIN GARDENS II - PROFESSIONAL SERVICES**

PROFILE OF FIRM - FORM B

6. Licensing and Insurance Information

Business License Jurisdiction, Number, and Expiration Date	
Worker's Comp Carrier, Policy Number, and Expiration Date	
General Liability Carrier, Policy Number, and Expiration Date	
Professional Liability Carrier, Policy Number, and Expiration Date	
Vehicle Insurance Carrier, Policy Number, and Expiration Date	

7. Copies of licenses must be submitted with the proposal, and insurance certificates must be submitted within ten (10) business days of the BCHA's request.

8. Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if BCHA discovers that any information entered herein to be false, such shall entitle BCHA to not consider or make award of to cancel any award with the undersigned party.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	
FEIN	



**SWORN STATEMENT UNDER SECTION 287.133 (3) (A), FLORIDA STATUTES ON
PUBLIC ENTITY CRIMES**

(To be signed in the presence of notary public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, made the following statement:

1. The business address of
(name of Offeror or business) is.

2. My relationship to _____
(name of Offeror or business) is _____ (Relationship such as
sole proprietor, partner, president, vice president).

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency political subdivision of any state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

4. I understand that “convicted” or “conviction” is defined by the Florida Statutes to mean a finding of guilt or conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, non-jury trial, or entry of a plea of guilt or no contest.

5. I understand that “affiliate” is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime or (2) an entity under the control of any natural person who is active in management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

Form C

6. Neither the Offeror or contractor, nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the Offeror or contractor, nor any affiliate of the Offeror or contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or contractor who is active in the management of the Offeror or contractor or an affiliate of the Offeror or contractor. A determination has been made pursuant to Section 287.133 (3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted or affiliate is _____ a copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

(Signature)

(Print name)

State of Florida

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____,

20_____, by _____ who is personally known to me or who

has produced _____ as identification and who did take an oath.

WITNESS my hand
and official seal.

NOTARY PUBLIC, STATE OF _____

NOTARY PUBLIC

SEAL OF OFFICE:

(Name of Notary Public: Print,
Stamp, or Type as Commissioned)



**CERTIFICATION PURSUANT TO FLORIDA
STATUTE § 287.135**

I, _____, on behalf of _____,
Print Name and Title Company Name

certify that _____ does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The BCHA shall provide notice, in writing, to the Contractor of the BCHA's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the Contractor does not demonstrate that the BCHA's determination of false certification was made in error then the BCHA shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the BCHA from:

- 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the

Form D

company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and

2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the Contractor, I hereby certify that the company identified above in the section entitled "Contractor Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the BCHA for goods or services may be terminated at the option of the BCHA if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

COMPANY NAME

SIGNATURE

PRINT NAME

TITLE

Must be executed and returned with attached proposal to be considered.

**BROWARD COUNTY HOUSING AUTHORITY
SOLICITATION NUMBER RFQ 20-293
Griffin Gardens II – Professional Services**

Form E - CLIENT REFERENCES

**Instructions: Complete this form.
List at least three (3) clients for whom similar services are being performed currently or within the past three (3) years.
Attach additional sheets if necessary. Failure to list previous experience and/or poor references may result in a non-responsive proposal.**

Company Name and Address	Services Performed	Contact Person	Contact Phone & Email