



**BROWARD COUNTY HOUSING AUTHORITY
REQUEST FOR QUALIFICATIONS (RFQ)
SOLICITATION NUMBER: RFQ 21-303 RE-ADVERTISEMENT**

**GRIFFIN GARDENS II –
OWNER’S REPRESENTATIVE/CONSTRUCTION MANAGER**

**Date of Issue: December 21, 2021 EST
Questions Due: Monday, January 10, 2022 @ 10:00am EST
Proposal Submission Date: Monday, January 31, 2022 @ 2:00pm EST**

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

**Contact: Joe Ricardo
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**

4. 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 solicit firms to provide **Building Better Communities** (BBC) with Owner's Representative/Construction Manager Services for the pre-construction, construction, and post-construction stages of the Griffin Gardens II project. Griffin Gardens II is the construction of 76 units – 5 story building for the housing of the elderly.

BCHA is inviting firms interested in providing representation services as describes within the Scope of Work and this RFQ document 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 BBC 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 BCHA Procurement Policy, as revised April 21, 2020, a copy of which is available at <http://www.bchafl.org>.

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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 and/or BBC.

Anticipated Solicitation Schedule Event	Date (and Time)
RFQ Published	Tuesday, December 21, 2021
Deadline for Receipt of Questions and/or Comments via E-Mail	Monday, January 10, 2022 @ 10:00am EST
Last Date of issuance of Addenda	Tuesday, January 18, 2022
Deadline for Proposal Submissions	Monday, January 31, 2022 @ 2:00pm EST
Public Meeting: Evaluation Committee Review of Proposals/Shortlisting	Monday, February 14, 2022 @ 2:00pm EST
Interviews, if necessary, and/or Negotiations	February 23-March 2, 2022
Public Meeting: Approval by Board of Directors – Anticipated Date	Tuesday, March 15, 2022

5. 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 increase or delete any scheduled items, and/or increase or reduce the quantity of any scheduled item as deemed necessary and to make other changes and modifications consistent with BCHA's policies, and the laws and regulations governing HUD programs, if applicable.
- 2.5 BCHA reserves the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this solicitation.
- 2.6 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.
- 2.7 BCHA reserves the right to negotiate the fees submitted.

2.8 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; and/or
- Failure of the proposer to check for addenda or corrections and adhere to any revised requirements.

2.9 BCHA does not have any obligation to compensate any proposer for any costs incurred in preparing any response to this solicitation.

2.10 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.

2.11 Jurisdiction for any legal proceedings arising from this contract will be in Broward County.

2.12 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 Exhibit A, Scope of Work 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>

Instructions on how to submit your proposal are in the attached "DemandStar - Responding to an Electronic Bid".

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

RFQ 21-303 Re-advertisement, Griffin Gardens II – Owner's Representative/Construction Manager

✓ Other Files - Part 3 – Forms, Licenses, and Addenda (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 (8.5”x 11”) 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 any 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 Addenda (if any) Required Forms (attached): Form A – Profile of Firm with: <ul style="list-style-type: none"> • IRS Form W-9 • Business License • Insurance Certificates Form B – Sworn Statement Under Section 287.133(3)(A), Florida Statutes on Public Entity Crimes Form C – Certification Pursuant to Florida Statute 287.135 Form D – Client References Failure of a proposer to include any of the forms, documents, and/or information above may result in their proposal/submission being deemed non-responsive.

5.0 Evaluation Criteria Response – Technical Proposal

The proposed evaluation is an initial process designed to elicit a shortlist 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.

5.1 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 Directors for selection based on, but not limited to, the evaluation factors set forth herein. 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 on Exhibit B, Fee Proposal with support information to BCHA.**

If agreement cannot be reached, BCHA may terminate negotiations with the number one ranked firm and proceed to the next-highest ranked firm. If agreement cannot be reached, BCHA may terminate negotiations with that firm and proceed to the next-highest ranked firm, and so on, until a price determined to be fair and reasonable to both parties is obtained.

Final award will be approved by the BBC Board of Directors.

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	20	Firm Capabilities
2	25	Past Performance
3	20	Experience – Experience in similar or relevant projects by individuals who would be assigned to this project.
4	20	Qualifications/Key Assigned Staff
5	10	Location of Firm, and Ability to Respond in a Timely Manner
6	5	Current/Future Workload
Total	100	

5.2 Evaluation Factors Response – Technical Proposals

Evaluation Factor 1 – Firm Capabilities (20 points)

- a. Please state the type of software, involvement of the client in the planning & quality assurance process.

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 D – 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 (20 points)

- a. Please state experience with projects similar to those listed in the Scope of Work.
- 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.
- c. Each firm shall provide information on their experience with Low-Income Housing Tax Credit (LIHTC) development and how they ensured the scheduling/financial benchmarks/deliverables were achieved in accordance with LIHTC requirements.

- d. Each firm shall provide information on their experience with the administration of Davis-Bacon Act requirements.

Evaluation Factor 4 – Qualifications/Key Assigned Staff (20 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 proposed team shall be a registered architect, engineer or General Contractor in the State of Florida with minimum ten (10) years of experience in new construction design of Multifamily and/or Public Housing, Development projects and urban design related projects. Maximum of 2 pages for each resume. Resume pages in excess of 2 pages will not be provided to the Evaluation Committee for evaluation.
- b. 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 or better qualified persons and must be approved by BCHA prior to assignment to BCHA work.
- c. Provide an organizational chart indicating team members.
- d. Provide a statement of innovative/creative approaches that were successful in achieving a client's Architectural and Engineering objectives.
- e. Provide a detailed estimate of staff hours for this project over the life of the project including, at a minimum, columns for Position Description and Total Estimated Hours. Proposers shall anticipate a **minimum** of 25 on-site hours per week, although the actual hours will be based on project need. **(Do not include pricing of any kind, inclusion of prices of any kind may result in the proposal being deemed non-responsive.)**

Evaluation Factor 5 – 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 6 - 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.

5.3 A firm shall not contact any employee and/or any evaluation committee member should the individual members of the evaluation committee be made known to the firm in any manner from advertisement of this solicitation until 72 hours after the final award. At the sole discretion

of BCHA, a firm who contacts any employee and/or any member of the evaluation committee may result in BCHA's rejection of that firm's proposal.

5.4 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.

5.5 In the event of scoring ties, determination of the top-ranked firm will be made in accordance with BCHA's procurement policy and/or as follows:

5.5.1 The evaluation committee may reconvene, reconsider the responses, and/or re-rank the tied vendors.

5.5.2 If the foregoing does not resolve the tie, the vendor receiving the most first place votes from the evaluation committee's re-ranking.

5.6 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.

6.0 Proposal Preparation and Submission Outline:

6.1 Firms shall submit proposals that respond to the factors listed in Section 5 for a maximum score of 100 points. Responses which fail to address an evaluation factor below will be awarded zero points on such factor.

6.2 Responses to each evaluation factor should be submitted as:

Part 1 – Evaluation Criteria Response - Technical Proposal (maximum of 6 pages);

Part 2 – Resumes and Organizational Chart; and

Part 3 – Forms, Licenses, Forms, and Addenda (if any)

6.3 Presenting the Proposal:

- The Evaluation Criteria Response - Technical Proposal (Evaluation Factors 1 through 6) must not exceed six (6) pages in length when printed, excluding resumes, organizational chart, indexes, and/or references. If a Technical Proposal exceeds 6 pages, excluding resumes, organizational chart, indexes, 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 sequentially 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.
- 6.4 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.
 - 6.5 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.
 - 6.6 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.
 - 6.7 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.
 - 6.8 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.

7.0 Minimum Qualifications (to be submitted with your proposal):

- a. At least one member of the proposed team shall be a registered architect, engineer or General Contractor in the State of Florida with minimum ten (10) years of experience in new construction design of Multifamily and/or Public Housing, Development projects and urban design related projects; **AND EITHER:**
 - b. If a General Contractor, copy of current Florida General Contractor License.
- OR-**
- c. If an Architectural Firm, copy of current Florida Professional Architectural License.
 - i. Qualified under s. 481.219 to practice or to offer practice architecture.

-OR-

- d. If an Engineering Firm, copy of current Florida Professional Engineering License.
 - i. Qualified under s. 471.023 to practice or to offer to practice engineering

8.0 Licensing and Insurance Information

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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.

8.8 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 to purchasing@bchafl.org. Such certificate shall name **Building Better Communities** 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:

Building Better Communities
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.

9.0 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.

9.1 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.

- 9.2 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.
- 9.3 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.

10.0 Miscellaneous Provisions and Requirements

- 10.1 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 at least seventy-two hours before the due date for the receipt of bids or proposals. Any protest against the award of a contract must be received within five (5) 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.
- 10.2 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.
- 10.3 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 and DemandStar for any addenda issued. Firms must submit with their proposal signed copies of all addenda issued on BCHA's and/or DemandStar website to ensure that such addenda are considered in their submitted proposals. Failure to include signed copies of all addenda may cause the proposal to be deemed non-responsive. Failure to submit signed copies of addenda will not relieve the proposer of the terms and conditions stated therein. **All Firms are encouraged to frequently check BCHA's website for additional information.**

- 10.4 In submitting a proposal, the proposer certifies/confirms 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).

- 10.5 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.
- 10.6 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.
- 10.7 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.
- 10.8 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

10.9 All documents and information generated, prepared, assembled, and/or encountered by or provided to BCHA pursuant to this RFQ 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 RFQ.

10.10 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.

- 10.11 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.
- 10.12 Proposers are subject to Instructions to Offerors – Non-Construction, HUD Form 5369-B, at <https://www.hud.gov/sites/documents/5369-B.PDF>.
- 10.13 Proposers are subject to General Contract Conditions – Non-Construction, HUD Form 5370-C, at https://www.hud.gov/sites/documents/DOC_12587.PDF
- 10.14 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.

11.0 Contract Award

Contract award of this RFQ 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.

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

- 11.1 BCHA Authorized Procurement Authority
All contracts where the base contract amount or any option exceeds \$100,000 are required to be approved by the BBC Board of Directors. In addition, all contract modifications in excess of \$100,000 require the approval by the BBC Board of Directors.
- 11.2 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.

11.3 Contract Document

The successful firm will execute a contract with the BBC.

11.4 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.

11.5 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.

12.0 Payment

In accordance with the fee schedule, the vendor will submit invoices to the Accounts Payable Department, at payments@bchafl.org and/or by mail to:

Derick Morgan, Construction Manager
Broward County Housing Authority,
4780 N. State Road 7,
Lauderdale Lakes, Florida, 33319.

12.1A Written Agreement will be issued to the successful proposer after award and after receipt of the documents specified herein.

12.2 No advance payments for the goods and/or services, unless otherwise approved by BCHA and/or each property.

12.3 Vendor invoices shall reflect the prices established for the items on the contract.

12.4 Only properly submitted invoices will be officially processed for payment.

12.5 Invoices submitted without required information will be returned for entry of the missing information and will not be paid until properly completed.

LAST PAGE OF DOCUMENT

PLEASE SEE ATTACHMENTS

Griffin Gardens II – Owner’s Representative/Construction Manager
Exhibit A, Scope of Work

Scope of Services

1. Description of Services - Owner's Representative/Construction Management Services

Contractor shall provide Owner Representative Services for pre-construction, construction, and post-construction stages the Griffin Gardens II project.

All work will be assigned by and performed by Task Order. without an executed amendment. Any increase of the budgetary ceiling will require an executed amendment.

Contractors shall provide services to include but are not limited to the following primary responsibilities:

A. Pre-construction Services:

- a. Serve as the Owner's Representative / Construction Manager in meetings with the Architectural and Engineering (A/E) team during the contract documents phase of work.
- b. Provide constructability review of architectural plans and contract documents pre-bid.
- c. In consultation with BCHA, produce and assemble all front-end bid documents.
- d. Provide support and guidance on general contractor bids and bid process.
- e. Review general contractor bids and prepare draft General Contractor (GC) contract for review by all parties.
- f. Review general contractor contracts as needed.
- g. Assist in negotiation with general contractor as needed.
- h. Review and provide guidance on construction schedule.
- i. Provide guidance to meet the scheduling/financial benchmarks/deliverables in accordance with Low-Income Housing Tax Credit (LIHTC) requirements
- j. Administer and ensure compliance with Davis-Bacon Act requirements.

B. Construction:

- a. Conduct pre-construction review meetings with project team and Owner to establish protocols.
- b. Support BCHA construction management staff to monitor construction and perform progress inspections of the project as required. Provide advice to Owner as to conformance of the built work with contract documents, and issue opinions on Requests for Information (RFI's) and proposed Change Orders.
- c. Communicate with project team and Owner vendors as necessary. Review and propose improvements to the scope of work and overall project coordination.

- d. Serve as liaison between Government and utility agencies and represent Owner as needed.
- e. Review of submittals and shop drawings for coordination purposes. Primary responsibility for approval of submittals and shop drawings will be the responsibility of the Architect and Engineer of Record.
- f. Coordinate and expedite RFI responses or clarification required by the General Contractor's field superintendent. The Architect and Engineers of Record will be responsible for the technical response to the RFIs.
- g. Monitor construction progress against the construction schedule. Advise the Owner of any deviation, which will potentially delay completion of the project. In the event of delays, work closely with the Owner, the Architect of Record, and the General Contractor to identify means of recovering the schedule.
- h. Review change orders prepared by the Architect of Record, as well as those initiated by the Owner. Prepare technical cost analysis on behalf of the Owner. Assist the Owner in negotiating all pricing submitted by the General Contractor and prepare recommendations for approval.
- i. Attend requisition meetings and review all requisitions for payment submitted by the General Contractor.
- j. Support BCHA construction management staff to conduct construction progress meetings at the site with the Owner, the Architect of Record and Contractors. Assist in preparing meeting minutes and coordination of all action items.
- k. Attend coordination meetings to resolve problems that may arise at the site during construction.
- l. Provide support and interface with the leasing personnel.
- m. Coordinate and oversee the work of testing agencies if retained by the Owner, such as concrete and asphalt tests, and structural steel inspections. If the testing agency is retained by the General Contractor oversee their work.
- n. Administer and ensure compliance with Davis-Bacon Act requirements.

C. Post Construction Close-Out Services:

- a. Issue close-out checklist to contractors and vendors.
- b. Serve as the Owner's Representative in meetings with the construction team.
- c. Monitor and follow up on completion of punch list items until acceptance by the Owner.
- d. Witness final testing and commission of all equipment and systems for the project. Review building operations with property management/maintenance staff.

- e. Coordinate the preparation of the operational and maintenance manuals and as-built drawings prepared by the general contractor. Assist the A/E Team in preparing the record drawings for the project. Procure copies of all certificates, warranties, and releases for project close out. Coordinate turnover of all operational and maintenance manuals
- f. Perform final cost accounting:
- g. Organize an evaluative post-construction meeting with the Owner and General Contractor to determine project successes and areas for improvements
- h. Administer and ensure compliance with Davis-Bacon Act requirements.

—Remainder of page intentionally left blank—



4780 North State Road 7, Lauderdale Lakes, FL 33319 ■ Phone: (954) 739-1114 ■ Fax: (954) 535-0407 ■ TRS/Florida Relay Service 711

FORM OF CONTRACT

THIS AGREEMENT made this ___ day of _____ in the year ___ by and between _____, hereinafter called the "Contractor", and the Building Better Communities, a 501(c)(3), hereinafter called "BBC".

WITNESSETH, that the Contractor and the BBC for the consideration stated herein mutually agree as follows:

Article I - Statement of Work: The Contractor shall furnish all labor, material, permit, equipment and services; perform and complete all work in accordance with the standard practice of the trade and in a timely manner **for RFQ 21-303 Re-Advertisement for Griffin Gardens II – Owner’s Representative/Construction Manager Services** performed as specified.

In strict accordance with the specifications dated 12/21/2021 as prepared by the Broward County Housing Authority which said specifications and addenda are incorporated herein by reference and made a part hereof. This contract is through the completion of the project.

Article II - Contract Price: The BBC shall pay the Contractor for the performance of the contract, in current funds, subject to additions and deductions as provided for in the specifications, the sum of _____ dollars (\$xx,xxx.00) for work completed.

Article III - Contract Documents: The Contract shall consist of the following component parts:

- a) This instrument
- b) Specifications, Terms and Conditions contained in **RFQ 21-303 Re-Advertisement**
- c) Insurances (Naming Building Better Communities as Additionally Insured)
- d) Licenses
- e) Board Resolution Number _____

This instrument together with the other documents enumerated in this Article III, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract. In the event that any provisions in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article III shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in the order of preference of the component part of the Contract which each modifies.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two original counterparts as of the day and year first above written.

ATTEST

FEIN _____

SS# _____

ATTEST

CONTRACTOR:

By: _____

Name/Title _____

Business Address:

Building Better Communities

By: _____

Directors:

Mark O'Loughlin, President ■ Karyne Pompilus, Secretary ■ John Loos III, Treasurer ■ Michael S. Long ■ Mercedes J. Núñez



DEMANDSTAR
Building Communities.

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 managing bids. At the top, there are navigation tabs: 'Dashboard', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. The 'Bids' tab is selected. Below the navigation 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 three active bids, each with a yellow 'Active' status tag on the right. A red arrow points to the first bid entry.

ID	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	2/4/2020	2/29/2020	0	Watch
TESTBID				

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”.

The screenshot displays the 'Bid Details' page for a solicitation. At the top, there are navigation tabs: 'Bid Details', 'Planholders', and 'Similar Bids'. Below the tabs is a header area with 'TESTBID' on the left and 'Active' on the right. A red arrow points to the 'Submit E-Bid Proposal' button in the top navigation bar. Below the header are three buttons: 'Order Bid Package', 'Submit E-Bid Proposal', and 'Watch'. The main content area is divided into several sections:

- Bid Details:** A table with the following information:

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:** A section with the text: "The Development Districts is requesting bids for."
- Documents:** A table with the following information:

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:** A table with the following information:

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 Coming Soon! Messages Responses Robyn Galiardi

Home > Bids > TESTBID > 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 (Selected)
- 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 **Alternate Bid Amount:** Alternate Bid Amount (optional)
Invalid

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.

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

Home > Bids > TESTBID > 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, 17 minutes, 21 seconds Remaining
Bid Name: TESTBID

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

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

Required Document	Submission Option	Uploaded Document
Service Doc agency2.0	None	Choose a file

Supplemental Documents

You can upload additional documents here.

Document Title:

Step 4 continued

TIP:

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

Bid Details

Agency Name: z z agencydtest2.0 TEST
Bid Number: Ebid-DSTESTB04 29-08-2020-0-2020/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 29-08-2020

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

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

Required Document	Submission Option	Uploaded Document
✓ Bid Proposal	Online/Electronic	RFB2020-3239.PDF
✓ Insurance Certificate	Online/Electronic	Insurance Certificate.docx

Supplemental Documents

You can upload additional documents here.

Document Title: Add Document

Supplemental Document	Submission Option	Uploaded Document
✓ References	Online/Electronic	References.docx

Previous Upload All

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 shows the DEMANDSTAR website interface. The top navigation bar includes 'Dashboard', 'Bids', 'Quotes', 'Activities', 'Messages', and 'Responses'. The user is logged in as 'Robyn Gallardi'. The breadcrumb trail is 'Home > Bids > TESTBID > My Ebid Response'. The main content area is titled 'Review Your E-Bid Response' and contains the following sections:

- 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, 10 minutes, 47 seconds Remaining
 - Bid Name: TESTBID
- E-Bid Progress:**
 - Contact Information
 - Documents Upload
 - Review Bid
- Contact Info:**
 - Company Name: Calgon Carbon Corporation
 - Address 1: P. O. Box 717
 - Address 2:
 - City: Pittsburgh
 - State: Pennsylvania
 - Country: United States of America
 - Postal Code: 15230-0717
 - 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)
- Supplemental Documents:**
 - References(Electronic/Online)

Below the documents section, there is a text box explaining the process after clicking 'Submit Response':

- We will verify that your response is complete as entered.
- You will see a confirmation page with your confirmation number and date/time stamp of your upload.
- You will receive a confirmation e-mail indicating a successful response submittal.
- 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.

At the bottom of the page, there are two buttons: 'Previous' and 'Submit Response'. A red arrow points to the 'Submit Response' button.

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