

HOUSING AUTHORITY OF COLUMBUS GEORGIA

REQUEST FOR PROPOSALS

MASTER PLANNING AND ADVISORY SERVICES

**Elizabeth Canty Homes
Louis T. Chase Homes
Warren Williams-Rivers Homes
Columbus, Georgia**

February 3, 2017

Dear Potential Offeror:

The Housing Authority of Columbus Georgia is soliciting proposals for:

SOLICITATION TYPE: Request for Proposals (RFP)

DESCRIPTION: Master Planning and Advisory Services for the redevelopment projects at Elizabeth Canty Homes, Louis T. Chase Homes and Warren Williams-Rivers Homes

ISSUE DATE: February 3, 2017

PROPOSAL DUE DATE AND TIME: February 17, 2017 at 4:00 p.m. Eastern Time

PROPOSAL SUBMISSION PLACE: Housing Authority of Columbus GA
1000 Wynnton Road
Columbus, GA 31906

DIRECT INQUIRIES TO: Verona Campbell, Chief Real Estate Officer
Housing Authority of Columbus GA
Phone: (706) 571-2800, ext. 811
Fax: (706) 571-2864

Note: All inquiries must be received in writing by mail or by facsimile no later than February 13, 2017 by 4:00 p.m. Eastern Time.

All Proposals are subject to the Conditions, Instructions and the Specifications attached hereto.

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SECTION A – HACG BACKGROUND

The Housing Authority of Columbus, GA (HACG) is organized pursuant to the Code of Georgia to develop, acquire, lease and operate affordable housing for low-income families. The U. S. Department of Housing and Urban Development (HUD) was the primary funding agency for all new construction, modernization and rehabilitation of HACG's public housing units. Although, HACG has participated significantly in HUD's public housing and Section 8 Programs, HACG has a broader level of experience with housing management and development in market rate rentals, Section 8 New Construction, Single Room Occupancy, HOPE VI development in Peabody Apartments and mixed-income development at Baker Village. HACG also manages housing for four other nearby housing authorities.

HACG-Owned Inventory

537 Public Housing Units

398 Market Rate (Ashley Station I-111 units & II-110 units, Arbor Pointe I-55 units & II-55 units, Patriot Pointe 5 units, Gentian Oaks 62 units & Columbus Commons-Under Construction)

HACG-Managed Units

43 Harris County Public Housing

79 Buena Vista Public Housing

40 Ellaville Public Housing

223 West Point Public Housing

17 Legacy Terrace (HOME – Columbus Consolidated Government, Columbus, GA)

HACG-Project Based Vouchers

1,002 Project Based Vouchers (Ashley Station I & II-146 units, Arbor Pointe I, II-186 units & The Cottages- 120 units, Wilson -288, E.E. Farley -102, Brown Nicholson Terrace-100, E.J. Knight Senior-40 units, E.J. Knight Family-52 units, Wilson Glenn-28 units & Columbus Commons-Under Construction)

88 Project Based Rental Assistance (Columbus Villas)

HACG- Tenant Based Vouchers

2,434 Tenant Based Vouchers

(Approximately 4,773 Housing Units are managed and/or administered by HACG.)

With an eye toward expanding its role in affordable housing in Columbus beyond conventional public housing, HACG desires to be a leader in the contemporary transformation of public housing. HACG has experience in partnering with affordable housing developers in the development of new housing in the Columbus market. HACG will use the Booker T. Washington Apartments Revitalization Program as a vehicle to provide high quality housing for low-income families within a socially diverse setting and to further enhance the capacity and knowledge of its staff, increase its familiarity with

modern development and property management skills, and strengthen its financial base. Respondents to the RFP will be asked to provide methodology on how their proposal can assist HACG meet this need.

SECTION B – SCOPE OF WORK REQUIRED

The selected firm or team will provide Master Planning and Advisory Services for redevelopment projects at Elizabeth Canty Homes, and Warren Williams-Rivers Homes that integrates the proposed project components with existing conditions and amenities. The Master Planner will offer advice and supply information regarding the planning process integrated into the projects to be undertaken. The Master Planner will recommend and demonstrate a method to achieve the vision for the newly revitalized communities through façade studies, site planning, etc. In addition, the selected firm and/or individual will provide advisory services for Louis T. Chase Homes working closely with HACG staff and development partner to ensure the redevelopment is consistent with the City Village Master Plan.

The successful proposer will conduct resident and community meetings as well as work with the project architects. The meetings will include a kickoff meeting and interactive design session, such as hands-on input sessions to allow attendees to share their ideas within a structured setting. Consultant will be responsible for providing all meeting content and materials including sign-in sheets, nametags, presentation boards, PowerPoint presentations, hand-outs, base maps, paper, markers/pens, etc. Consultant will provide direction on the desired setup and size of meeting rooms but the authority shall be responsible for all space logistics including scheduling, set up, PA system (if needed) and projection screen (Consultant can provide projector).

1. This RFP does not include requests for architectural design, civil engineering, or other professional services related to individual component development.
2. It also does not include requests for construction documents or construction services.
3. The successful proposer will work with the HACG Team, including site management and residents as well as project architects and third party analysts.
4. The process will be interactive and will require consistent, effective communication between the firm and client.
5. HACG has selected an architect to provide architectural design, civil engineering, or other professional services related to individual component development.
6. HACG has engaged a consultant to provide the required RAD Physical Condition Assessment related to existing site conditions for all three sites.

SECTION C - SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

1. Submission Requirements

- A. Letter of Interest with requested information and proposed working agreements
- B. Team Experience and Qualifications
 1. Team Description
 2. Profile of the Firm and/or individual

- 3. Profiles of Development Team Members
- C. Community, Resident and Minority Participation
- D. Certifications and Assurances
- E. Other Attachments

2. Description of Each Submission Requirement

The instructions below provide guidance on what the qualification-based proposal should contain and how it should be organized. Offerors must assemble submissions in the order described below and place proposals in 3-ring binders with tabs clearly identifying each section. Proposals must be organized in the order described in the Request for Proposals.

A. Letter of Interest

At the beginning of each proposal, the Firm and/or individual must provide a letter of interest listing the Firm and/or individual team members and identifying the primary contact person. The letter must be signed by an authorized principal of the Firm and/or individual's firm and include a statement that the proposal will remain valid for not less than one hundred eighty (180) days from the due date.

The letter of interest must also contain information about the Firm and/or individual's proposal to work with HACG on this revitalization effort, specifically, including a cost proposal detailing the fees that the firm and/or individual will provide.

B. Team Experience and Qualifications

1. Team Description: Provide general information on the Firm and/or individual including the following information:

- a. Name of Firm and/or individual and proposed role.
- b. Main address, telephone/fax numbers and email address of Firm and/or individual firm.
- c. Address and telephone number of the office from which services will be provided to the development (if different from above).
- d. Contact person, title, telephone/fax numbers and email address.
- e. Description of the size, number of employees and the current workload of the Firm and/or individual.
- f. Identify the individual who will serve as Project Manager for the Firm and/or individual and who will direct and coordinate the development effort to completion.
- g. Provide a brief narrative description of previous collaboration among some or all members of the Firm and/or individual.

2. Profile of the Firm and/or individual: Provide an overview of the Firm and/or individual's experience in master planning and advisory services provided to Housing Authorities or other Low-Income Housing Developers. Include the following information:

1. Identify all master planning efforts in which the Firm and/or individual has been, or is currently involved.
2. Provide three examples of previous projects evidencing the Firm and/or individual's experience with successful master planning and advisory services for low-income and/or mixed-income rental properties of similar size, with similar rent structures, in an urban setting similar to the demographics of Muscogee County, GA.
3. Provide a narrative description of the Firm and/or individual's previous expertise integrating community and resident ideas into the overall development of similar projects.
4. Provide profiles of key staff, including the Project Manager, who will be involved in the master planning and advisory effort. Specify the roles of key staff in carrying out these services and their previous experience with low-income housing development and redevelopment efforts. For the Project Manager, and other key staff, identify what commitment of his/her time will be devoted to HACG's redevelopment project per week; identify the nature and extent of his/her involvement in other current projects and what adjustments would be made, if necessary, to these assignments, if selected.

C. Community, Resident and Minority Participation

1. Equal Opportunity (MBE/WBE) and Non-Discrimination

Offeror must include a discussion of the approach and methods your team will utilize to encourage strong participation by minority-owned and women-owned businesses. To the extent such businesses are included in the team or committed to be part of the master planning team, they should be identified. Prior team experience utilizing MBE/WBE businesses should be described in sufficient detail to permit the selection panel to determine the team's track record and likely success. Offeror should also describe its commitment to equal employment under Executive Order 11246, the Vietnam Veterans' Readjustment Act and Rehabilitation Act of 1973.

2. Section 3 (Housing Act of 1968) Compliance

Offeror must include a discussion of the approach and methods your team will utilize to assure significant employment of residents of the HACG and other individuals eligible as Section 3 participants. Offeror should indicate that they will require all contractors and subcontractors to utilize appropriate State-approved apprenticeship programs when available to meet the Section 3 employment goals.

D. Certifications and Assurances

Offeror must complete and submit the required certifications and assurance forms located in the Appendix, and may be subsequently required to furnish certifications regarding debarment and suspension, as well as other standard certifications and reference release forms.

The successful Firm and/or individual must be willing to comply with all terms and conditions of the RFP. As a general requirement, the RFP specifies that all work is to be performed in accordance with professional standards, HUD regulations, requirements and criteria and local codes, regulations, ordinances and statutes. It will be the HACG's full expectation and a contractual requirement that the successful Firm and/or individual fully and routinely meet the above requirements.

E. Other Attachments

Offerors may attach, at the end of their submission, other promotional materials or work products that would demonstrate their experience and qualifications.

3. Evaluation Criteria

The following evaluation factors will be used in determining the Firm and/or individual who are deemed within a competitive range for further consideration. Each proposal has a total possible score of 100 points.

Points Available	Criteria	Description of Criteria
45 points	Experience	<p>The degree to which the Firm demonstrates:</p> <ul style="list-style-type: none"> • Land Use • Programming • Project Scheduling and Phasing • Community Input • Communications • Visual Presentations • Low-Impact Design or comparable sustainable practices • Experience with low-income and/or mixed-income housing.
25 points	Capacity	<ul style="list-style-type: none"> • Cohesion of the team (including Firm and/or individual), as demonstrated by experience working together, and coherence of their technical responses. • Degree to which members of team (other than the Firm and/or individual) demonstrate successful experience in their respective disciplines as required for the master planning services for developments of comparable size and complexity in urban areas. • Degree of team's familiarity and experience with state or local rules, practices, conditions or personnel that are important to the effective accomplishment of the development.
20 points	Price	<ul style="list-style-type: none"> • The firm and/or individual providing reasonable cost for the requested services.
5 points	Equal Opportunity (MBE/WBE) and Non-Discrimination	<ul style="list-style-type: none"> • The degree to which the firm provides for minority and women-owned business participation reflective of the local community and demonstrates compliance with equal opportunity and non-discrimination requirements.
5 points	Section 3 Compliance and Resident Participation	<ul style="list-style-type: none"> • The degree to which the Firm demonstrates experience in, and an effective approach to, compliance with Section 3 requirements and resident participation.
100 points	Total	

SECTION D – SELECTION PROCESS AND SCHEDULE

1. SELECTION PROCESS

The purpose of this RFP is to solicit meaningful proposals so that HACG may select submissions from a range of proposals which best meet its needs and requirements. HACG urges all interested Consultants or Consulting Firms to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the sole basis for final selection.

HACG reserves the right to conduct negotiations with one or more Offerors, if in the sole opinion of HACG, that method will provide the greatest benefit to HACG.

All Submissions will be initially reviewed to determine compliance with the submission requirements specified in this RFP. Submissions that do not comply with these requirements will be rejected without further review.

HACG may consider unacceptable any submission for which critical information is lacking or any submission which represents a major deviation from the requirements of the RFP.

2. PROCUREMENT SCHEDULE

Dates are approximate and dependent upon response received to RFP and subject to approvals and final negotiations.

Issue RFP	Friday	February 3, 2017
Final Day to Receive Written Questions	Monday	February 13, 2017
Submission due Date	Friday	February 17, 2017
Review Submissions	Monday	February 20, 2017

4. RESPONSE DATE AND PLACE

Proposals submitted in response to this solicitation will be accepted until Friday, February 17, 2017 at 4:00 p.m. Offerors must provide one (1) original clearly marked “ORIGINAL” and four (4) copies, each of which should be clearly marked “COPY”. The required submission must be placed in envelopes or boxes marked “Master Planning and Advisory Services Proposal” and delivered to:

Verona Campbell, Chief Real Estate Officer
Housing Authority of Columbus GA
1000 Wynnton Road
Columbus, GA 31906

Or, if by US Postal Service delivery:
Post Office Box 630
Columbus, GA 31902

Proposals Due by 4 p.m. EST, February 17, 2017

The submission deadline is firm as to date and hour. An Offeror may select any mode of delivery. However, the risk of non-delivery shall remain with the Offeror. HACG will treat as ineligible for consideration any submission that is received after the deadline. Upon receipt of each proposal, HACG will date stamp it to evidence timely or late receipt and, upon request, provide the Offeror with an acknowledgement of receipt. Faxed or emailed submissions will not be accepted. All timely submissions become the property of HACG and will not be returned. Proposals will be held in confidence and provided only to those involved in the procurement process. All information from non-successful Offerors, which is clearly identified as confidential, will be returned to the Offeror after the date the agreement is executed with the selected Offeror.

5. HACG PROCUREMENT POLICY

All submissions become the property of HACG and will not be returned. Submissions will be held in confidence and provided only to those involved in the procurement process.

HACG may reject any or all proposals that are determined not to be in the best interests of HACG. HACG will select Offerors based on qualifications, subject to fair and reasonable compensation.

SECTION E – GENERAL INFORMATION

1. INTERPRETATION

The intent of this RFP is to provide prospective Offerors with sufficient information to enable them to provide an acceptable response to this RFP. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Questions and inquiries regarding this RFP may be submitted in writing by post or fax only and must refer to the specific section and paragraph in question or by reference as ‘general’ if the question does not apply to a specific Section and Paragraph.

All inquiries must be submitted as described in the attached advertisement.

Responses to inquiries will be provided as written Addenda to this RFP and will be on file at HACG offices and made available to all potential Offerors to whom this RFP has been issued. The Addenda will become an integral part of the requirements of this RFP and all Offerors will be obligated by the addenda.

All Offerors must comply with the conditions, requirements and specifications contained herein. Any departure shall constitute sufficient cause for rejection of the proposal at HACG discretion.

2. HACG OPTIONS

HACG reserves the right at any time and in its sole discretion and for any reason, to do any or all the following:

- a. Waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as part of the RFP or any subsequent negotiation process.
- b. Reject, in whole or in part, all submissions received in response to this RFP which are incomplete and/or non-responsive.
- c. Request that certain or all Offerors to this RFP supplement or modify certain aspects of the information contained their submissions.
- d. Cancel this RFP and/or reissue a new RFP.
- e. Procure any service by any other means legally permitted.
- f. Modify the selection procedure, the scope of the proposed project or the required responses.
- g. Extend deadlines for accepting proposals, request amendments to proposals after the submission deadline or negotiate or approve final agreements.

No award will be made to any Offeror that is determined not responsible to perform or if suspended, debarred or otherwise determined ineligible to receive an award by HUD in accordance with 24 CFR Part 24. HACG will review the Offerors' ability to perform the contract successfully, considering such factors as the Offerors' integrity, compliance with public policy, record of past performance and resources.

3. NO CLAIM AGAINST HACG

An Offeror shall not obtain, by submitting a proposal in response to this RFP, any claim against HACG or any HACG property by reason of all or any part of the following: any aspect of this RFP; the selection process; the rejection of any or all submissions; the acceptance of any submission; entering into any agreements or the failure to enter into any agreements; any statement, representations, acts or omissions of HACG or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

The Offeror will be responsible for all costs incurred in preparing a response to this RFP. The Offeror selected for negotiation and agreement will be responsible for all costs to self during the agreement negotiation process.

No contractual rights shall arise out of the process of selection and negotiation until HACG and the selected Offeror have signed an agreement. Work under the agreement shall commence immediately upon execution.

4. PERSONNEL & RESOURCES

In submitting a proposal, the Offeror is representing that the personnel and resources described in their submission will be available to perform the services required. All personnel providing services for fulfilling the requirements of this contract shall be considered always to be the sole employees of the Offeror, under the sole direction of the Offeror and not the employees nor agents of HACG.

5. CONTACT WITH HACG STAFF, BOARD MEMBERS AND RESIDENTS

All communication with HACG shall be in writing, addressed as described in the attached advertisement.

Offerors and their representatives may not make representation or contact with HACG Staff, Board Members or Residents other than through the written communication process addressed as described in the attached advertisement. Improper contact by or on behalf of any Offeror will be grounds for disqualification.

6. RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Offeror, their staff and agents shall comply with the laws, ordinances and regulations applicable to the services required.

All services shall have oversight by a duly qualified Professional Engineer licensed in the State of Georgia. All services, all preparation of drawings and all preparation of reports shall be performed by professionals qualified to provide such services. All drawings and reports shall be reviewed, checked and stamped where necessary by a qualified Professional Engineer licensed to provide professional services in the State of Georgia.

7. EQUAL OPPORTUNITY EMPLOYMENT

Offerors agree that there will be no discrimination as to race, gender, religion, color, age, creed or national origin regarding obligations, work and services performed under the terms of any contract ensuing from this RFP. Offerors must also agree to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, as supplemented by the Department of Labor Regulations (41 CFR Part 60).