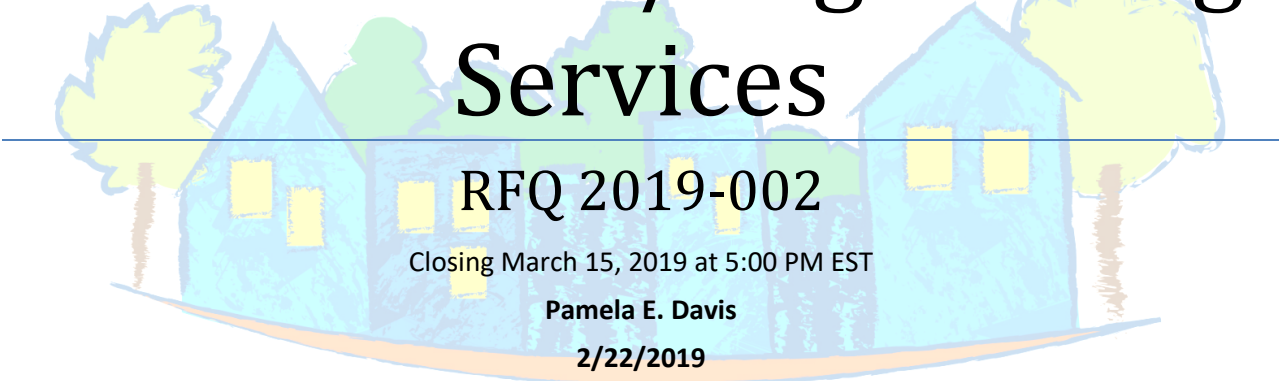


GAINESVILLE HOUSING AUTHORITY

# Request for Qualifications Architectural/Engineering Services

A stylized illustration of a neighborhood with several houses in shades of blue and green, interspersed with trees in shades of yellow and green. The houses have yellow windows. The entire scene is set on a light blue curved base. A horizontal blue line runs across the middle of the illustration, passing behind the text.

RFQ 2019-002

Closing March 15, 2019 at 5:00 PM EST

**Pamela E. Davis**

**2/22/2019**

**GAINESVILLE HOUSING AUTHORITY**

*Where Housing Matters*

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**GAINESVILLE HOUSING AUTHORITY**  
*Where Housing Matters*

**Advertisement for Request for Qualifications (RFQ)**

The Gainesville Housing Authority (GHA) herein solicits Request for Qualifications (RFQ) from qualified, licensed, and responsible firms interested in providing GHA with Architectural & Engineering services (RFQ 2019-002).

Date and Time for Receiving Proposals:  
**Friday, March 15, 2019 by 5:00 p.m. EST**

Submit Proposals To:  
Gainesville Housing Authority  
Attn: Ms. Pamela E. Davis  
1900 SE 4<sup>th</sup> Street  
Gainesville, FL 32641

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

Gainesville Housing Authority  
1900 SE 4<sup>th</sup> Street  
Gainesville, FL 32641

or [www.gainesvillehousingauthority.org](http://www.gainesvillehousingauthority.org)

By: Ms. Pamela E. Davis, Executive Director  
Gainesville Housing Authority, Gainesville Florida *Where Housing Matters*

**Gainesville Housing Authority is an Equal Opportunity Employer**



## I. BACKGROUND

The Gainesville Housing Authority (GHA) Executive Director (ED) and Board of Directors (BOD) are reviewing qualifications for financial advisor services.

Since our establishment in 1966, by a charter of the City of Gainesville, Gainesville Housing Authority (GHA) has been committed to advocating and providing affordable housing for eligible individuals and families. GHA works closely with the U.S. Department of HUD, the City and area agencies and organizations to provide services and opportunities, not only to our residents, but to the entire community. Gainesville Housing Authority includes a 5 member Board of Commissioners and 35 full-time staff members.

The Authority desires to provide additional housing opportunities to low and low to moderate-income residents of Alachua County located in northwest Florida. The Authority is a dual program authority with public housing (ACC) capacity and administers the Housing Choice Voucher Program sponsored by the United States Department of Housing and Urban Development (HUD).

The Mission of the Authority is to function as a performance-driven, customer focused sustainable business; advocating for, preserving and developing quality affordable housing and self-sufficiency opportunities.

The Vision of the Authority is to be the leader in developing affordable housing to ensure that all Gainesville residents have access to high quality housing, providing a foundation for improving their quality of life and achieving self-sufficiency.

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

The Authority has approximately 1,549 Housing Choice Vouchers and 544 Public Housing units.

## II. SCOPE OF A & E SERVICES REQUIRED

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

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

## III. PROPOSAL REQUIREMENTS:

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

- C. All documentation submitted with the proposal shall be included in that single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.
- D. Forms that must be included in the submittal:
  - a. HUD-5369-A Representations, Certifications, and Other Statements of Bidders Public and Indian Housing Programs.
  - b. Noncollusive Affidavit
  - c. Florida Statutes on Public Entity Crimes
  - d. Certification Regarding Drug-Free Workplace Requirements
  - e. Section 3 Business Concerns

#### **IV. EVALUATION AND AWARD OF CONTRACTS:**

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

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

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



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

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

Sub-total possible points: 25

2. Technical experience of the firm.

A. Consulting experience. Point Value 0-10

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

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

Sub-total possible points: 30

3. Firm Qualifications.

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

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

Sub-total possible points: 39

4. Additional Considerations –

A. Section 3 business. Point Value 0-2

B. Minority Firm. Point Value 0-2

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

Sub-total possible points: 6

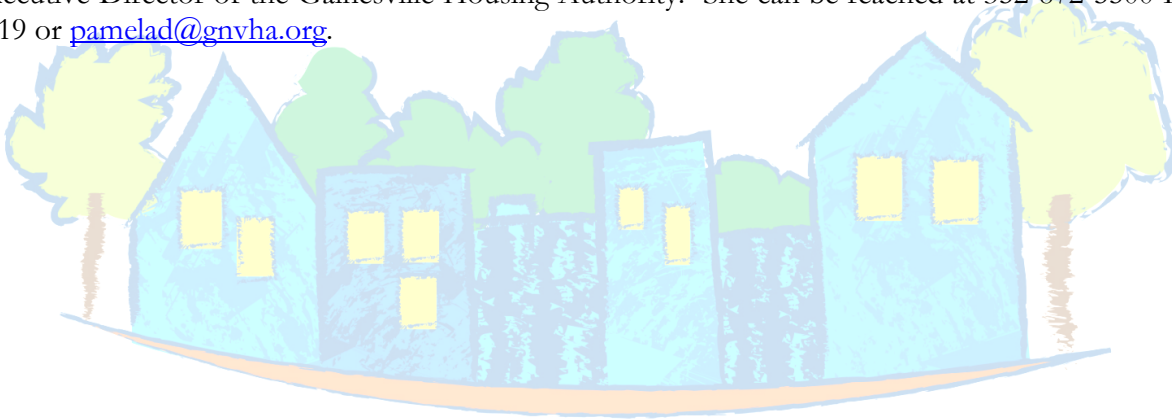
Maximum possible points 100

B. **AWARD OF CONTRACT:** After evaluation of the proposals received in response to the RFQ, the Agency shall engage in individual discussions and interview the proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract. At the conclusion of the informal reviews and on the basis of evaluation factors the Authority shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted with

the Proposer ranked first. If a contract satisfactory and advantageous to the Agency can be negotiated at a fee considered fair and reasonable, the award shall be made to that proposer. Otherwise, negotiations with the Proposer ranked first shall be formally terminated and negotiations conducted with the Proposer ranked second, and so on, until a contract can be negotiated at a fair and reasonable fee. Should the Agency determine in writing and in its sole discretion that only one proposer is fully qualified, or that one offer is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to the Proposer.

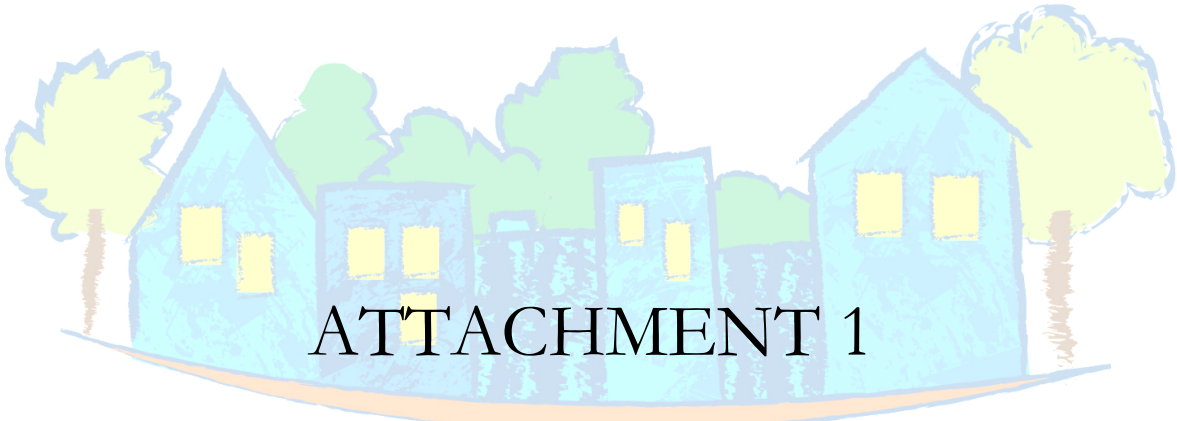
#### V. REQUIRED SUBMISSION TIMELINE:

The proposer must return 7 (seven) copies of the RFQ in a sealed envelope no later than, Friday, March 15, 2019, at 5:00 PM EST to the Gainesville Housing Authority, Administrative Office, 1900 SE 4<sup>th</sup> St. Gainesville, Florida 32641. The Contract Officer for this proposal is Pamela E. Davis, Executive Director of the Gainesville Housing Authority. She can be reached at 352-872-5500 Ext. 7119 or [pamelad@gnvha.org](mailto:pamelad@gnvha.org).



**GAINESVILLE HOUSING AUTHORITY**  
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# ATTACHMENT 1

## NONCOLLUSIVE AFFIDAVIT

GAINESVILLE HOUSING AUTHORITY

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**NON-COLLUSION AFFIDAVIT OF CONTRACTOR**

\_\_\_\_\_, does hereby state:  
(Name)

1. S/He is the \_\_\_\_\_ of  
(Owner, Partner, Officer, or Representative)  
\_\_\_\_\_, hereinafter referred to as Contractor.  
(Business Name)

2. S/He is fully knowledgeable of the preparation and contents of the Subcontractors proposals which were submitted to (Contractor) : \_\_\_\_\_, for the specific work required in connection with a Gainesville Housing Authority (GHA) project titled \_\_\_\_\_ and located at: \_\_\_\_\_.

3. Said Contractor's proposal is genuine and is not a collusive or sham proposal;

4. Neither the Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including myself, has in any way colluded, conspired connived or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham proposal in connection with such contractor has in any manner, directly or indirectly, sought by unlawful agreement or connivances with any other bidder, firm, or person to fix the price or prices in said Contractor's Proposal, or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against GHA, or any person interested in the proposed Contract; and

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5. The price or prices quoted in the Contractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties of interest, including myself.

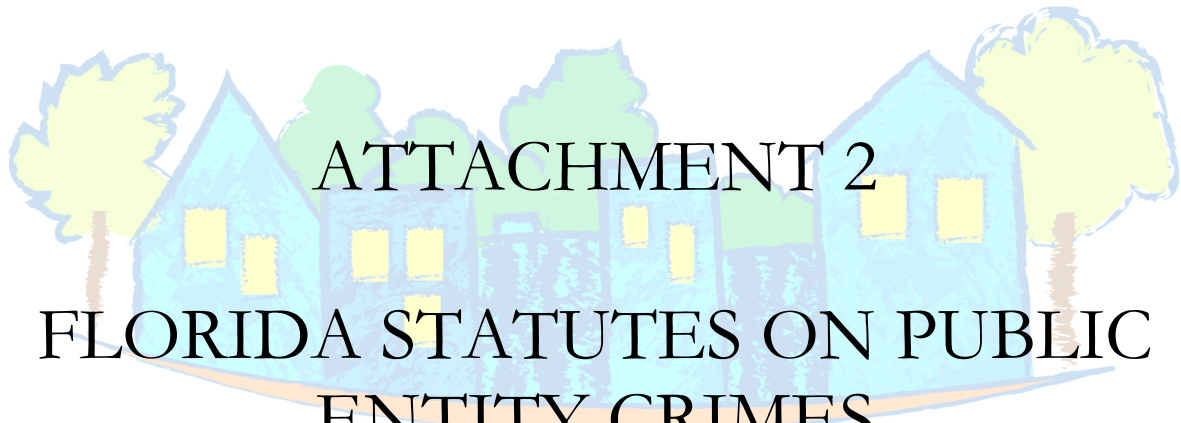
Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_





ATTACHMENT 2  
FLORIDA STATUTES ON PUBLIC  
ENTITY CRIMES  
GAINESVILLE HOUSING AUTHORITY  
*Where Housing Matters*

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

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

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

term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

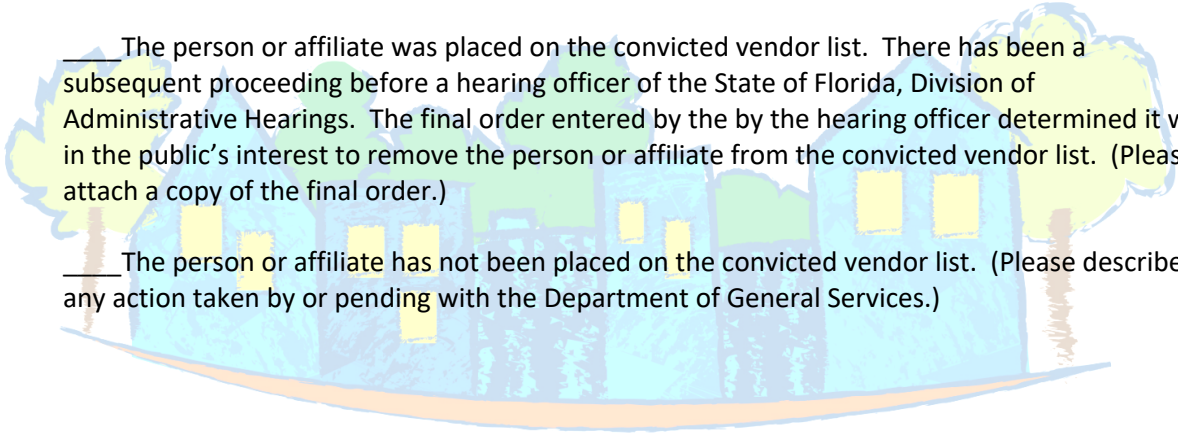
- 8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

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

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

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

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



\_\_\_\_\_  
(Signature) (Date)  
GAINESVILLE HOUSING AUTHORITY

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Where Housing Matters

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

\_\_\_\_\_  
(Notary Signature)

NOTARY STAMP

A stylized illustration of a neighborhood with several houses in shades of blue and green, interspersed with trees in shades of green and yellow. The houses have yellow windows and doors. The entire scene is set against a light blue background with a white outline at the bottom.

ATTACHMENT 3  
CERTIFICATION REGARDING  
DRUG-FREE WORKPLACE  
REQUIREMENTS

GAINESVILLE HOUSING AUTHORITY  
*Where Housing Matters*



**FOR CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Name of Contractor \_\_\_\_\_

Contract \_\_\_\_\_

Contractor \_\_\_\_\_

Date \_\_\_\_\_

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

Place of Performance:

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

\_\_\_\_\_  
(Contractor's Signature) \_\_\_\_\_ (Date)  
**GAINESVILLE HOUSING AUTHORITY**  
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ATTACHMENT 4  
SECTION 3 BUSINESS PREFERENCE

GAINESVILLE HOUSING AUTHORITY  
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**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3  
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business \_\_\_\_\_

Address of Business \_\_\_\_\_

Type of Business:       Corporation                       Partnership  
                                  Sole Proprietorship               Joint Venture

Attached is the following documentation as evidence of status:

**For Business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in a public assistance program
- Other evidence

**For Business entity as applicable:**

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % ownership of each
- Organization chart with names, titles and brief function statement
- Certificate of Good Standing
- Partnership Agreement
- Corporation Annual Report
- Latest Board minutes appointing officers
- Additional documentation

**For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:**

- List of subcontracted Section 3 business(es) and subcontract amount

**For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 resident or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full-time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 day of employment
- Other evidence of Section 3 status less than years from 3 years from date of employment

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

\_\_\_\_\_ Attested by: \_\_\_\_\_

Authorizing Name and Signature

(Corporate Seal)



## ATTACHMENT 5

A stylized illustration of a neighborhood with several houses in shades of blue and green, interspersed with trees in shades of green and yellow. The houses have yellow windows and doors. The entire scene is set against a light blue background with a curved orange line at the bottom.

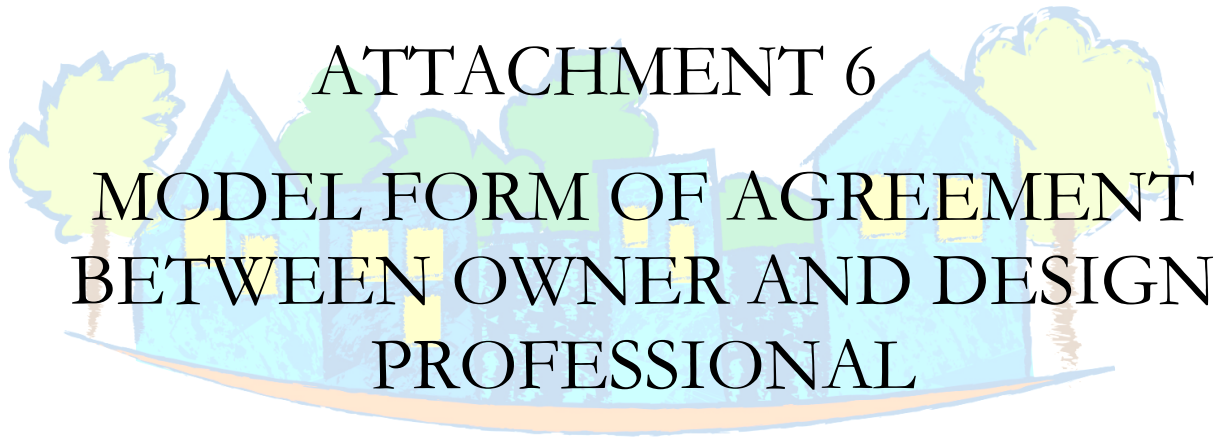
# REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF BIDDERS

HUD 5369-A

GAINESVILLE HOUSING AUTHORITY

Available online at [www.gainesvillehousingauthority.com](http://www.gainesvillehousingauthority.com)

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A stylized illustration of a neighborhood with several houses in shades of blue and green, interspersed with trees in shades of green and yellow. The houses have yellow windows and doors. The entire scene is set against a light blue background with a white outline of the houses and trees.

ATTACHMENT 6  
MODEL FORM OF AGREEMENT  
BETWEEN OWNER AND DESIGN  
PROFESSIONAL

GAINESVILLE HOUSING AUTHORITY  
HUD-51915  
*Where Housing Matters*

Available online at [www.gainesvillehousingauthority.com](http://www.gainesvillehousingauthority.com)