



HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO

## **REQUEST FOR QUALIFICATIONS**

### **ARCHITECT, LANDSCAPE ARCHITECT AND ENGINEERING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS UNDER AN INDEFINITE QUANTITY CONTRACT**

**(PC 647)**

**Issue Date: February 6, 2012**

**Proposals Due: March 8, 2012 at 2 pm**

**Issued by:**

**Housing Authority of the County of San Bernardino  
715 E. Brier Drive  
San Bernardino, CA 92408**

**REQUEST FOR QUALIFICATIONS**

**ARCHITECT, LANDSCAPE ARCHITECT AND ENGINEERING SERVICES FOR CAPITAL  
IMPROVEMENT PROJECTS**

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- B. CONTACT INFORMATION FORM
- C. PROPOSAL FORM
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# **HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO**

## **Architect, Landscape Architect and Engineering Services for Capital Improvement Projects**

### **I. INTRODUCTION**

The Housing Authority of the County of San Bernardino (HACSB) is one of the nation's most progressive and proactive housing authorities and the largest provider of affordable housing in the County. HACSB owns 2,514 affordable housing units located throughout the County of San Bernardino. We proudly serve in excess of 30,000 people, most of whom are seniors, disabled individuals, and children.

In 2008, the agency embarked on an agency wide strategic planning process with the following objectives: help clients achieve economic independence, ensure freedom of housing choice, and save tax payer dollars through efficient work. This has allowed us to enhance our work around our mission and service philosophy. Ultimately, our Mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County is our top priority.

As we see the demand for affordable housing increase, the limited affordable housing supply we currently have available is not enough to house the thousands of families in need. As a developer of sustainable affordable and market rate housing, over the years we have expanded our housing stock in an attempt to meet the county's growing needs. Working diligently to acquire, build, and renovate properties, we incorporate the concept of mixed income communities, build utilizing green technology, and provide recreational and educational facilities for everyone's use.

Additionally, we are here as a stepping stone for families who need help building a foundation for a brighter future. Therefore, aside from providing housing, we assist our customers with ways of becoming economically independent. In collaboration with our partners, we provide: family/individual case management and counseling; career training and job placement; program integrity; homeownership assistance; college scholarships, to name a few.

We value our vendors and contractors as partners in our mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

The Housing Authority of the County of San Bernardino (HACSB) is seeking the Professional Services of an Architect/Engineering and Landscape Architect firm or firms, for the purpose of entering into an agreement for services for the design of work items at various affordable housing developments, owned and/or operated, or affiliated non-profit organizations. Professional services may include preparation of drawings and specifications, contract documents, surveys and engineering studies, preparation of documents for submission to HUD and/or other funding agencies, field verification and monitoring field observation and construction administration, cost estimates, and Invitation for Bids (IFB).

The contract is for the design of work items funded under, but not limited to, the HUD Public Housing Capital Improvement Program. The A/E firms will be retained to work on various projects under an indefinite quantity contract over the next three (3) year base period with 2 single year options; for a total contract period not to exceed five (5) years.

**II. PURPOSE**

The purpose of this Request for Qualifications is to solicit responses from qualified companies to furnish architecture and engineering services to the HACSB as identified in the "Scope of Work" of this request.

**III. BOARD**

The powers of the HACSB are vested in its Board of Commissioners.

**IV. ADMINISTRATIVE PERSONNEL**

Susan Benner is the Executive Director of the HACSB.

**V. SCOPE OF SERVICES**

Respondents will be expected to provide architecture and engineering services; as outlined in the attached "*Exhibit A*"-*Request for Qualifications-Scope of Project* that has been provided.

**VI. RFQ INSTRUCTIONS**

**a. Contact Information**

This RFQ is being issued, as will any addenda by the HACSB. The contact person for the HACSB is:

Marsha Zeller, Procurement and Contracts Dept.  
715 E. Brier Drive  
San Bernardino, CA 92408-2841  
(909) 890-0644 ext. 2176  
mzeller@hacsb.com

**b. RFQ Submission and Format**

By this Request for Qualifications, the HACSB solicits proposals to be received by **2:00 p.m. (PDT) on March 20, 2012** in the form outlined below.

**(1) Late submittals will not be accepted.** Proposals received after the above-stated specified date and time will deemed to be not compliant with this RFQ and shall be rejected. The Proposer has sole responsibility for making a timely submission.

(2) **Proposal shall consist of one (1) signed original and three (3) copies.** Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:

- Identification of the company or individual(s) including name, address, telephone number, fax number, and email address;
- Name, title, address and telephone number of contact person during the period of the evaluation process;

(3) Proposal shall be submitted by delivery or postal service to:

**Housing Authority of the County of San Bernardino  
Procurement & Contracts Department  
Attn: Marsha Zeller  
715 East Brier Drive  
San Bernardino, CA 92408-2841**

The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, **“Request for Qualifications PC647 Architect, Landscape Architect and Engineering Services-Capital Improvement Projects Enclosed.”** Please also include company/individual name on outside of envelope. The proposals will be evaluated based on the criteria established in this document.

(4) **Facsimile Copies or emails will NOT be accepted.** All proposals will become property of the HACSB upon submission.

**c. RFQ Terms and Conditions**

The HACSB reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the HACSB’s choosing.

**d. Board and Staff Communications**

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in “*Section VI. a.*” above; be contacted during this RFQ process by any entity intending to submit a response to this RFQ. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified in Section VI. a above.

**e. Timetable**

<u>Event</u>	<u>Date</u>
Request for Qualifications Released	February 6, 2012
Due Date for Questions	February 15, 2012 @ 4 p.m.
Posting of Responses for Questions	February 22, 2012
Proposals Due	March 8, 2012 at 2 p.m.
Evaluation Process/Interviews	Week of March 12, 2012
Board Approval	April 11, 2012
Award Contract	May 2012

If you have questions regarding this proposal, you must submit them in writing to [mzeller@hacsb.com](mailto:mzeller@hacsb.com) no later than **4:00 PDT on February 15, 2012**.

Responses to all appropriately submitted questions will be posted on the HACSB website on or before **February 22, 2012**.

**The deadline for submissions in response to this Request for Qualifications is 2:00 p.m. (PDT), March 8, 2012.** Telephone or fax responses will not be accepted for this request. It is the intent of the HACSB to select an Architect Engineer no later than **May 2012**.

**f. Release of Information**

Information submitted in response to this RFQ will not be released by the HACSB during the proposal evaluation process or prior to a contract award.

**g. Proprietary Information**

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

**h. Project Manager**

The owner's representative for these Capital Improvement Program Projects will be:

Gus Joslin  
Deputy Executive Director, Office of Real Estate  
Development  
715 E. Brier Drive  
San Bernardino, CA 92408-2841  
(909) 890-0644 ext. 2162  
gjoslin@hacsb.com

**i. HACSB Reserves the Right to:**

1. Request an oral interview with, and additional information from, companies prior to final selection of a provider.
2. Consider information about a company in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

**j. Term of Contract**

*HACSB intends to award a contract for its requirements as follows:*

The contract period of performance is for one (1) base year, beginning on or about October 1 2011 and expiring September 30, 2012 with two single-year option to extend the contract until no later than September 30, 2014, or until such time as terminated per the terms of the agreement. The initial engagement will be for a one (1) year period. In addition, HACSB shall have the option to extend the engagement for up to two (2) additional years. The option year shall be exercised by written amendments executed by the parties. After the initial two-year base period, the engagement shall be renewed, on a year-to-year basis, on a unilateral basis at the fee in the original proposal. Such renewal engagement shall be confirmed in writing.

- Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from HACSB. The Notice to Proceed shall set forth the precise date of commencement of the work.
- Contractor shall make its non-exclusive services available during the entire contract period.

HACSB may award the contract at a time other than that stated in the Schedule. In which case HACSB, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

**k. Contract Option Years**

HACSB will have the unilateral right in the contract by which, for a specified time, HACSB may elect to purchase additional services called for by the contract, or may elect to extend the term of the contract. The requirements below apply:

1. Any options that were requested by HACSB and/or contained in the Contractor's bid or offer must have been evaluated in making the contract award prior to exercising any such options.
2. Contractor shall not be allowed to change its proposed pricing for the option years since this pricing is considered in evaluating the Contractor's original proposal, therefore was the basis for awarding the contract unless otherwise provided herein.
3. Exercise of an option must be in accordance with the terms and conditions of the option stated in the initial contract award.

HACSB will provide a minimum of sixty days (60) written notice to the Contractor of HACSB' unilateral right to exercise the option years. The minimum time for the written notice may be waived by mutual agreement.

If HACSB does not provide written notice to the Contractor, then the contract shall conclude on September 30 of the year for which the contract was last award

## **VII. RFQ REQUIREMENTS AND CONDITIONS**

### **Minimum Requirements**

This RFQ sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

### **Cost of the Proposal**

Costs incurred by any proposer in the preparation of its response to the RFQ are the responsibility of the proposer and will not be reimbursed by the HACSB. Proposers shall not include any such expenses as part of their proposals.

### **Submission Requirements**

Forms included within this Request for Proposal must be included with proposal. HUD form 5369-B and 5369-C. Failure to submit mandatory forms could result in rejection of the company's proposal.

### **Clarification to Proposals**

The HACSB reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

### **Cancellation of the RFQ**

The HACSB reserves the right to cancel this RFQ at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the HACSB. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

## **Collusion**

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the HACSB has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

## **Contacts**

All questions concerning the RFQ shall be directed to Marsha Zeller whose contact information is provided above. To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any HACSB Commissioner or the Executive Director. No oral request for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the HACSB no later than **4:00 PDT on March 8, 2012**. All questions and clarifications shall be answered in one written addendum, to be issued no later than **Friday, March 9, 2012** to all respondents who have been duly recorded as having received a copy in the HACSB's RFQ distribution log.

## **Disputes**

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP, the dispute process shall apply.

Contractors may appeal the recommended award, provided the appeal is in writing, contains the RFP number, is delivered to the address listed in Section VI, a. of this RFP, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term "protest" to also include disputes and appeals):

Solicitation: Contractors may protest a solicitation issued by HACSB. It must be received by the Contracting Officer before the bid or proposal submittal deadline, or it will not be considered.

Award IFB: Any protest against the award of a contract based on an IFB must be received by the Contracting Officer no later than two full business days after the bid submittal deadline, or before award of the contract, whichever is earlier, or the protest will not be considered.

Award RFP/RFQ: Any protest against the award of a contract based on an RFP or RFQ or appeal of a decision by HACSB to reject a proposal, must be received by the Contracting Officer within three business days after notification to an unsuccessful proposer that they were not selected, or the protest will not be considered.

Rejection of Bid: Any protest of a decision by HACSB to reject a bid submitted in response to an IFB must be received by the Contracting Officer within two business days after being notified in writing of HACSB's decision, or the appeal will not be considered.

A written response will be directed to the appealing Contractor within fourteen (14) calendar days of receipt of the appeal, advising of the decision with regard to the

appeal and the basis for the decision.

The decision of the HACSB shall be final and binding upon all parties.

## XII. I INSURANCE REQUIREMENTS

A. **Proof of Insurance**, shall not be terminated or expire without thirty (30 days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured* or,
- Commercial General Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured.*
- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured.*
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.
- Workers' Compensation:** statutory limits or,
- Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured.*
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured.*
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured.*

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

## C. Indemnification and Insurance Requirements

### 1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

### 2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

### 3. Waiver of Subrogation Rights

*The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.*

### 4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

### 6. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

### 7. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines

that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

## **IX. CONTRACT CONDITIONS**

### **Americans with Disabilities Act**

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

### **Law of the State of California**

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

### **Contract Terms and Final Selection**

The selected team(s) will be expected to sign the HACSB's Contract Agreement "Model Form of Agreement between Owner and Design Professional" form HUD 51915. A copy of this document and any other HUD forms may be obtained directly from the HUD website at:

[http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/forms](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/forms).

If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFQ and to re-issue a new RFQ if no Proposer is acceptable to the HACSB.

## EXHIBIT A-DESCRIPTION OF PROJECT

# Architect, Landscape Architect and Engineering Services for HUD Public Housing Capital Improvement Projects

### REQUEST FOR QUALIFICATIONS

#### I. INTRODUCTION

The Housing Authority of the County of San Bernardino (HACSB) is one of the nation's most progressive and proactive housing authorities and the largest provider of affordable housing in the County. HACSB owns 2,514 affordable housing units located throughout the County of San Bernardino. We proudly serve in excess of 30,000 people, most of whom are seniors, disabled individuals, and children.

In 2008, the agency embarked on an agency wide strategic planning process with the following objectives: help clients achieve economic independence, ensure freedom of housing choice, and save tax payer dollars through efficient work. This has allowed us to enhance our work around our mission and service philosophy. Ultimately, our Mission of empowering all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County is our top priority.

As we see the demand for affordable housing increase, the limited affordable housing supply we currently have available is not enough to house the thousands of families in need. As a developer of sustainable affordable and market rate housing, over the years we have expanded our housing stock in an attempt to meet the county's growing needs. Working diligently to acquire, build, and renovate properties, we incorporate the concept of mixed income communities, build utilizing green technology, and provide recreational and educational facilities for everyone's use.

Additionally, we are here as a stepping stone for families who need help building a foundation for a brighter future. Therefore, aside from providing housing, we assist our customers with ways of becoming economically independent. In collaboration with our partners, we provide: family/individual case management and counseling; career training and job placement; program integrity; homeownership assistance; college scholarships, to name a few.

We value our vendors and contractors as partners in our mission to empower all individuals and families in need to achieve an enriched quality of life by providing housing opportunities and resources throughout San Bernardino County.

The Housing Authority of the County of San Bernardino (HACSB) is seeking the Professional Services of an Architect/Engineering firm(s) and Landscape Architect firm(s), for the purpose of entering into an indefinite quantity contract for services for a next three (3) year base period with 2 single year options; for a total contract period not to exceed five (5) years; for the design of work items at various affordable housing

developments, either owned and/or operated, or affiliated non-profit organizations. Professional services may include preparation of drawings and specifications, contract documents, surveys and engineering studies, preparation of documents for submission to HUD and/or other funding agencies, field verification and monitoring field observation and construction administration, cost estimates, and Invitation for Bids (IFB).

The contract is for the design of work items funded under, but not limited to, the HUD Public Housing Capital Improvement Program. The A/E firms will be retained to work on various projects under an indefinite quantity contract over the next three (3) year base period with 2 single year options; for a total contract period not to exceed five (5) years.

## 2.0 **Scope Of Services**

HACSB is inviting professional firms to submit qualifications in order to provide the customary professional architectural and engineering services required for the design and construction of various work items under the Public Housing Capital Improvement Program.

Required services may include but are not limited to:

- 1) Review of Existing Schematic Designs
- 2) Design Development (all disciplines-as needed on an individual project basis)  
Architectural Design, Structural Design, Mechanical Design, Electrical Design, Civil Design, Landscape Design, Materials Research and Specifications
- 3) Construction Documents  
Drawings, Specifications, Detailed Cost Estimates
- 4) Construction Procurement Services  
Bidding/Proposal Documents, Reproduction and Distribution of Bidding and Proposal Documents, Pre-Bid Conference/Selection Interviews, Bidding/Negotiation, Bid/Proposal Evaluation
- 5) Construction administration  
General Administration, Submittal Services, Site Visitation, On-Site Project Representation, Payment Certification, Administration of Testing and Inspection, Supplemental Documentation, Administration of Changes in Work, Interpretations and Decisions, Project Close-out
- 6) Post Completion / Warranty Phase

Maintenance & Operational Programming, Record Drawings, Warranty Review, Facility Operations and Performance Meeting, submission of HUD/Funding Agency Forms

The Housing Authority desires to contract with one prime consultant to provide the services above. Selected consultant shall have all personnel, materials, and equipment and offer the services necessary to perform the work described above for various work projects developed over the next two (2) years.

3.0 **Personnel:**

The Consultant's staff shall include an Architect licensed in the State of California who shall be in direct control of this project.

The Consultant shall designate in their proposal, a Project Consultant who will serve as the primary contact person for the Housing Authority for the duration of the project. The Project Consultant shall be an Architect licensed in the State of California. Key personnel that will work on this project must be identified as well as their role and relevant qualifications and backgrounds.

Sub-consultants are allowed for portions of the work. Consultant personnel, including sub-consultants if applicable, shall have the technical knowledge and skills to professionally perform the work as well as current professional registration or certification in the State of California.

List all sub-consultants to be used during the term of this project and include qualifications of the firm and individual's education and relevant experience for similar type jobs.

4.0 **Company Qualifications:**

The Consultant shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

- A. Brief history and description of the firm.
- B. A listing of clients and projects for the past two years at minimum. Indicate for each, the scope of the services performed, the type of project and a name, address and phone number for client reference.

5.0 **Compensation:**

Fee Schedule as proposed or as negotiated after sealed envelope is opened.

6.0 **Consultant Responsibilities:**

The Consultant shall describe their understanding of the project scope, their proposed approach to performing the work, submit a proposed schedule including document review dates, and acknowledge in their proposal acceptance of requirements contained in this Request for Qualification. The consultant shall ensure that it has all necessary licenses and permits required by Federal, State, County, municipal law, and local ordinances, rules and regulations. The consultant shall maintain these license and permits in effect for the duration of the Agreement.

7.0 **Insurance Requirements:**

By signing and submitting this proposal, the selected firm certifies that if awarded the contract, it will provide the following insurance coverage on the date the contract commences.

- A. Worker's Compensation: Contractor/Firm agrees to provide Worker's Compensation Insurance for its employees and agents, and agrees to hold harmless and indemnify HACSB and/or affiliated non-profit organizations for any and all claims arising out of any injury disability, or death of any of its employees or agents.
- B. General Liability: Contractor/Firm agrees to maintain a comprehensive insurance policy for public liability and property damage in the minimum amount of \$1,000,000.00 to cover any such claims. Contractor/Firm shall indemnify and hold HACSB and/or affiliated non-profit organizations harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Contractor/Firm or its assistants, employees or agents, including all claims relating to the injury or death of any person, or damage to any property.
- C. Automobile Liability: Contractor/Firm agrees to maintain automobile insurance on owned, non-owned and hire motor vehicles used on or in connection with this contract. The combined amount for bodily injury and property damage shall not be less than \$1,000,000 per occurrence.
- D. Errors and Omission Professional Insurance. Contractor/Firm agrees to maintain a Professional Liability insurance policy in the minimum amount of \$1,000,000.00.

8.0 **Questions:**

Questions should be submitted in writing **only** to: Marsha Zeller, Procurement and Contracts Manager. Pertinent and significant questions will be answered to all and published on our website.

9.0 **Schedule Of Contract Award – Tentative:**

<u>Event</u>	<u>Date</u>
Request for Qualifications Released	February 6, 2012
Due Date for Questions	February 15, 2012 @ 4 p.m.
Posting of Responses for Questions	February 22, 2012
Proposals Due	March 8, 2012 at 2 p.m.
Evaluation Process/Interviews	Week of March 12, 2012
Board Approval	April 11, 2012
Award Contract	May 2012

9.0 **Proposal Requirements:**

Original and (3) copies of the completed proposal shall be submitted. Any general or promotional material not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal will include the following:

- (1) A cover letter addressing each item of the selection criteria
- (2) Identification of the firm or individual(s) including name, address, Telephone number, fax number and email address;
- (3) Name, title, address and telephone number of contact person during period of proposal evaluation;
- (4) **Fee Schedule should be in a separate envelope.** Please submit your individual or firm's fee schedule, including travel costs, or any alternative approaches to charges, fees, and billing proposed by the firm. It is expected that all firms' who respond to this RFQ will offer the firm's governmental or comparable lowest rates.
- (5) A brief history and description of firm(s).
- (6) Listing of clients and projects as noted in 4.0.
- (7) Completed forms HUD 5369 B and HUD 5369 C
- (8) Insurance information
- (9) MBE/WBE Participation

10.0 **Proposal Submissions and Deadline:**

Sealed proposals to this Request are due on **March 8, 2012 by 2:00 p.m.** Procurement and Contracts Division 715 E. Brier Drive, San Bernardino, CA 92408-2841. The proposals should be sent by mail or by hand delivery and need to be physically in the Office of the Purchasing Manager by the above-mentioned date and time. No faxed or emailed proposals will be accepted. On the sealed envelope submitting the copies of your proposal, please include the title of the RFQ PC-483 for Architect and Engineering Services for Capital Improvement Projects.

11.0 **Selection and Evaluation:**

A selection committee of Housing Authority staff will review the submitted proposals and may conduct interviews with one or more of the most qualified firms/individuals. The decision to conduct interviews is at the sole discretion of HACSB. The HACSB may also elect to make an award recommendation without conducting interviews. Selected firms will be contacted for interviews approximately 3 days after proposals are due. Tentatively, the interviews will be held on March 20, 2012 at the Central Administrative office. References will be checked as part of the selection process. After the interviews and references have been conducted, the selection committee will rank the firms according to the criteria listed below and begin to negotiate a contract with the top ranked firm after review of the proposed fees. If successful, Board approval and a Professional Services agreement will be executed between the firm/individual and Housing Authority.

**Evaluation Criteria:**

In the course of the selection process, the Housing Authority will consider a variety of factors, including those identified below.

	<b><u>Points</u></b>
1 Professional qualifications of staff.	15
2 Familiarity with multifamily design, please provide samples of previous designs	15
3 Familiarity with HUD/tax credit development design criteria/ADA-504 Regulation's.	15
4 Cost estimating efficiency.	10
5 Present workload.	10
6 Quality Control Program.	10
7 Response time for accomplishment of projects.	10
8 Knowledge of the general geographical area of the Housing Authority.	5
9 Affirmative Action Plan.	5
10 Other consideration deemed relevant and MBE/WBE participation.	5

12.0 **Proposal Limitations and Rejection:**

Housing Authority reserves the right to cancel, in part or in its entirety, this invitation to submit proposals.

Housing Authority reserves the right to reject all proposals and shall not be liable for any expenses or costs incurred by consultants in preparing their proposals.

13.0 **Contract Requirements:**

The successful firm(s) will be required to enter into a Professional Services Agreement with the Housing Authority of the County of San Bernardino. This Agreement will incorporate by reference this RFQ and the defined Scope of Services. Contractor shall agree to and sign at time of award, Model Form of Agreement between Owner and Design Professional form HUD 51915. A copy of this document and any other HUD forms may be obtained directly from the HUD website at: [http://portal.hud.gov/portal/page/portal/HUD/program\\_offices/administration/hudclips/forms](http://portal.hud.gov/portal/page/portal/HUD/program_offices/administration/hudclips/forms).

**Due Date of Request for Qualifications document:** March 8, 2012 @ 2:00 p.m.

**EXHIBIT B**  
**Contact Information Form**

To: Marsha Zeller, Procurement and Contracts Dept.  
(900) 890-0644 Ext 2176, (909) 890-2349 Fax, e-mail  
[mzeller@hacsb.com](mailto:mzeller@hacsb.com)

This fax is to acknowledge that we are in receipt of your RFQ #PC647 Architecture and Engineering Services for Capital Improvement Projects and have noted our intention to bid.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**I PLAN TO SUBMIT A BID.**

- Yes, I will be submitting a bid.
- Maybe, I need to research and get more information (contact HACSB-information listed above)

**NO BID.** Indicate *any* of the following. We:

- Do **NOT** desire to be retained on the vendor list.
- Desire to be retained on the vendor list, but decline to bid based on the following:
  - Cannot comply with specifications/scope of work, Explain: \_\_\_\_\_  
\_\_\_\_\_
  - Cannot meet delivery requirements, Explain: \_\_\_\_\_  
\_\_\_\_\_
  - Do not regularly provide this type of product/service
  - Other, Explain: \_\_\_\_\_
  - Please update my information as listed above.

**HOW YOU FOUND OUT ABOUT THE BID.** Indicate *any* of the following. We:

- Checked the agency website
- Received notice by fax or e-mail
- Newspaper Ad, please list paper: \_\_\_\_\_
- Trade Publication, please list: \_\_\_\_\_
- Plan Room, please list: \_\_\_\_\_
- Other, Explain: \_\_\_\_\_

**EXHIBIT C**

**SUBMIT IN A SEPARATE SEALED ENVELOPE WITH YOUR PROPOSAL**

**PROPOSAL FORM**

Proposal : **RFQ#--PC647 –Architect, Landscape Architect and Engineering Services for Capital Improvement Projects under an Indefinite Quantity Contract**

Vendor Name: \_\_\_\_\_

To: The Housing Authority of the County of San Bernardino  
 715 E. Brier Drive  
 San Bernardino, CA 92408

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the scope of work in accordance therewith, for the sum of:

**Please provide Loaded Hourly Rates. As applicable, specific deliverables will be reimbursed at cost as identified within each negotiated task order (i.e., final deliverables requiring mass reproduction).**

PERSONNEL POSITIONS	CONTRACT PERIOD	
	LOADED HOURLY RATES	
	Initial Term	Option Year 1
Principal		
Directors (Design/Planning/Architecture/Senior Project Management)		
Associate Directors (Design/Planning/Architecture/ Project Management)		
Senior Professionals (Senior Designer/Planner/Architect)		
Professionals (Project Designer/Planner/Architect)		
Professional Staff (Designer/Planner/Job Captain)		

PERSONNEL POSITIONS	CONTRACT PERIOD	
	LOADED HOURLY RATES	
	Initial Term	Option Year 1
Senior Staff (Designer/Planner/Senior CADD)		
Technical Staff (Graphics/CADD)		
Administrative Staff (Dept. Asst./Word Processing)		
Clerical		
Other (specify)		
Other (specify)		

**PROPOSAL FORM INSTRUCTIONS:**

- Offers shall include fully loaded hourly rates amounts for each staff position noted, if applicable.
- Offers shall include all labor, equipment, materials, transportation, general administration, mileage/travel expenses, and printing necessary to perform work under the terms and conditions of this solicitation.
- The Proposer agrees to pay all taxes incurred in performance of an awarded contract.
- Unless otherwise specified herein, all prices shall be on a firm, fixed-price basis and are not subject to adjustment based on cost incurred.
- Any stipulations made to the Proposer's Proposal Form shall subject the proposal to rejection.
- If the Proposer wishes to include additional information, the Proposer may do so with attachments.
- All offers must be submitted on the form provided by HACSB.
- The person signing the Proposal Form must be a person authorized to bind the Offeror contractually. An original signature must be signed in ink, preferably in a color other than black. Signature stamps are not acceptable.

2. In submitting this proposal it is understood that ---

\_\_\_\_\_ (COMPANY NAME)

has thoroughly read **RFQ#--PC647 –Architect, Landscape Architect and Engineering Services for Capital Improvement Projects under an Indefinite Quantity Contract**, and all associated Addenda (if applicable) and can provide the services as described at the offer (loaded hourly rates) submitted on this Proposal Form.

3. In submitting this proposal it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within thirty (30) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

**NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.**

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Official Address)

\_\_\_\_\_ (By)

\_\_\_\_\_

\_\_\_\_\_ (Title)

\_\_\_\_\_

\_\_\_\_\_ (Telephone Number)

**SUBMIT IN A SEPARATE SEALED ENVELOPE WITH YOUR PROPOSAL**

**CURRENT CLIENT REFERENCES (REQUIRED)**

*Submit this form with the BID, failure to do so is grounds for disqualification.*

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Company \_\_\_\_\_  
Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Fax/Phone Numbers \_\_\_\_\_  
Contact Name/Title \_\_\_\_\_  
Type of Engagement \_\_\_\_\_

Bidder's Company Name \_\_\_\_\_  
Legal Structure (corp./partner/proprietor) \_\_\_\_\_  
Principle Office Address \_\_\_\_\_  
City, ST, Zip \_\_\_\_\_  
Phone Number & Fax Numbers \_\_\_\_\_  
Email \_\_\_\_\_  
Federal Employer Identification Number \_\_\_\_\_  
Title of Person Authorized to Sign \_\_\_\_\_  
Print Name of Person Authorized to Sign \_\_\_\_\_  
Date Signed and Authorized Signature \_\_\_\_\_