

REQUEST FOR PROPOSAL
For
MODERNIZATION MANAGEMENT & PLANNING SERVICES

The Cleveland Housing Authority located at 450 Walker Street NE, Cleveland, TN 37311 (hereinafter referred to as PHA) is seeking Consultant services necessary for the providing of **Modernization Management and Strategic Planning Services**. All Proposals are to be received at the **Cleveland Housing Authority** office, located at **450 Walker Street NE, Cleveland, TN 37311** no later than **June 29, 2018 @ 10:00AM**. The PHA reserves the right to extend these services to include other Capital Fund Program Grants, other Grant Programs or consultant services related to Public Housing Operations, subject to mutually acceptable fee negotiations.

The desired services will include (not limited to) the following:

NOTE – All duties performed by the Consultant will be done **solely in the best interest of the Cleveland Housing authority and as directed by the Executive Director or His/Her Designee.**

1. Assist the Authority with the preparation of bid proposals and request for professional services, including A/E Services, to assure compliance with all Department of Housing and Urban Development (HUD), State, and local procurement and contracting laws and regulations. NOTE: These duties may be expanded to provide consultant services related to the procurement of professional services outside the Capital Fund Program Grant.
2. Assist the Authority and Fee Accountant to review existing system of fiscal controls which will insure all grant transactions are properly processed through HUD and recorded to the correct accounts.
3. Work closely with the selected A&E when preparing the scope-of-work, equipment specifications and material specifications. Assure that all work is scheduled in the proper sequence of priorities established by the Authority. Work with and assist the A&E to insure all bid advertisements and bid packets comply with procurement and contracting requirements of HUD, the State of **Tennessee** and the **Cleveland Housing Authority**.
4. Obtain wage rate determinations to be used in conjunction with grant contracts. Monitor all Contractor and Subcontractor payrolls for compliance with the wage rate determination and labor standards. Conduct required job site wage interviews and take proper action to correct any non-compliance cases to the satisfaction of the Department of Labor.
5. Monitor all Requests for Payment made by the A&E and Contractor to insure compliance with the contract documents.
6. Monitor all work-in-progress and advise the Authority of any problems encountered, such as contract coordination, scheduling, budgetary surplus or over runs, etc. and recommend the proper actions to correct any problems.

7. Coordinate with the Authority, A&E and Contractor the need to furnish resident notices in a timely fashion for any grant work which may constitute an inconvenience to the residents, such as power and water interruptions, relocation, etc...
8. Represent the PHA at all contract pre-bid conferences, pre-construction conferences and review all contract close-out documents to assure program compliance.
9. Prepare CFPG related HUD correspondence for the Authority.
10. Prepare required CFPG program reports for submittal to HUD.
11. Prepare HUD required Modernization Reports.
 - A. Contract and Subcontract Activity-Annual (2516)
 - B. Semi-Annual Labor Standards (4710)
 - C. Section 3 Summary Report-Annual (60002)
 - D. EPIC Report-Annual
12. Prepare Capital Fund Program Grant budget(s), revision(s) and close-out documents for HUD review and IPA Auditors.
13. Assist the Authority with the development of the Five-Year Action Plan and Annual Statement in accordance with the latest requirements of the Quality Housing and Work Responsibility Act of 1998 and related HUD regulations.
14. Perform an Assessment to assist the Authority with the planning of future improvements to the Authority property.
15. Assist the Authority with technical services for procurement, preparation of contract documents and contract administration when A&E services are not required.
16. Assist the Authority with the planning and the development of procedures designed to meet the goals of the Authority maintenance operation, staffing needs and inventory control.
17. Assist the Authority in the maintenance of all Capital Fund Program Files in accordance with HUD policies and procedures.
18. Develop for the Authority - plans, policies, etc. as listed under "Additional Services" to meet HUD requirements.
19. Maintain up to date knowledge of HUD programs as they relate to the capital needs of the Housing Authority and consult with the PHA to facilitate implementation of any and/or all programs in the best interest of the Housing Authority.

Consultant's Fee:

Each proposal **must** include an hourly fee schedule and not to exceed total to provide any one or all services as stated above (1-20) as requested by the PHA. The fee schedule will list separately the cost for additional site visits beyond those required for and included in the specific task/service provided. The consultant chosen will be awarded a one-year contract with options for the Housing Authority to renew for additional years, in one (1) year increments.

Additional Services:

Consultant's proposal is to include an hourly fee schedule and not to exceed cost for each of the following services with a brief summary of the Firm's experience and ability to provide each service. If the consultant is unable to provide any particular service as stated, it should be noted as "unable to provide" in the proposal. The additional services quotes/qualifications may be used by the Housing Authority in its evaluation of each proposal during the selection process.

***Note: These items to be provided at the Authority's discretion and the Housing Authority reserves the right to request additional quotes on any item listed below.**

- 1) Comprehensive Maintenance Plan (Give description of Plan)
- 2) PHA Agency Plan (as required) preparation
(HUD Forms 50075-5Y / 50075-ST / 50075-SM / 50075-HP)
- 3) Agency Plan (annual update of revised plan elements) preparation
- 4) Phase I Environmental Review (NEPA and 24 CFR Part 58)
- 5) Utility Allowance Survey (Public Housing) (Annually)
- 6) Utility Allowance Survey (Section 8) (Annually)
- 7) Energy Audit (Fifth Year)
- 8) Flat Rent schedule (Annually) (Rent Reasonableness Study and appeal as required)
- 9) Grant writing services
- 10) Physical/Capital Needs Assessments
- 11) Strategic Planning (Provide cost, description and qualifications to conduct a 2-day Strategic Planning Workshop for the PHA and its stakeholders (Board, Mayor, Local Officials, etc)
- 12) Procurement Policy
- 13) Hourly Rate and Fee Schedule for additional services that may be requested by the PHA

The items listed (1-19) as described in the Consultant's duties and the additional services items shall be developed and formatted in a manner that complies with HUD regulations, encompasses the needs and goals of the **Cleveland Housing Authority** and is acceptable to the housing authority.

The Authority will evaluate Consultants according to the criteria listed 1 - 5:

1. Evidence of the Consultant's experience with public housing Capital Improvement Programs, Uniform Physical Condition Standards and Modernization Standards. (20 Points)
2. Evidence of the Consultant's experience and knowledge applicable to Procurement and Contracting. Proposal to include experience in the development of planning, design and management of modernization projects. (20 Points)
3. Evidence of the Consultant's experience and knowledge applicable to Strategic Planning and the ability to provide guidance towards obtaining additional sources of funding and long-term sustainability for the PHA (20 Points)
4. Evidence of Consultant's experience applicable to the additional services and the ability to guide the PHA in procurement of any and all services not provided by the selected Consultant. (20 Points)
5. Consultant's fee. (20 Points)

Any questions should be directed to the attention of the Executive Director at the above address or by telephone. **(423) 479-9659 ext. 109.**

***See attached document detailing Cleveland Housing Authority's Property and Development Information.**

This is not a bid. The **Cleveland Housing Authority** reserves the right to reject any and all proposals and to waive any informalities with these proposals.

**Paul A. Dellinger, Executive Director
Cleveland Housing Authority
450 Walker Street NE
Cleveland, TN 37311**