



PORT ARTHUR HOUSING AUTHORITY

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Solicitation/Contract: RFP 25004

Project Management Consulting Services/Owner's Representative Services for
Current and Future Declared Federal Disasters

PROJECT ASSISTANT/ OWNER'S REPRESENTATIVE SERVICES FOR CURRENT AND FUTURE DECLARED FEDERAL DISASTERS

RFP NO. 25004

SUBMISSION DATE: THURSDAY, JUNE 12, 2025

3:00 P.M. CDT

PREPARED BY:

City of Port Arthur Housing Authority

Procurement Office

920 DeQueen Boulevard

Port Arthur, Texas 77643

REQUEST FOR PROPOSALS (RFP) No. P25004
Project Assistant /Owner's Representative Services
for Current and Future Declared Federal Disasters

RFP Document

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INTRODUCTION

The Housing Authority of the City of Port Arthur, Texas (“the Agency”) is a public entity established in 1949 to provide federally subsidized housing and housing assistance to low-income families and individuals in Port Arthur, Texas. The Agency is governed by a five-person board of commissioners appointed by the City of Port Arthur. The Agency is a separate entity from the city government.

The Agency currently owns, manages, and/or is partnership for 11 developments totaling 1370 units of Mixed Finance Housing and administers approximately 3000 Section 8 Housing Choice Vouchers.

The Agency is now requesting qualifications from qualified, licensed and insured entities to provide the above noted services to the Agency. All proposals submitted in response to this solicitation must meet all the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Ms. Wiltz.)	Yolanda Wiltz Telephone: (409)984-2660 E-mail: procurement@pahousing.org TDD: (800)735-2989 (800-RELAY TX)
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access https://ha.internationalprocurement.com/requests.html?company_id=9291 ****NEW LINK/ (no “www”). 2. Click on the “Login” button, upper left side. 3. Follow the listed directions. If you have any problems in accessing or registering on the system, please call customer support at (866)526-9266.
PRE-PROPOSAL CONFERENCE	No Conference is currently scheduled.
QUESTION DEADLINE	Wednesday, June 4, 2025, 3:00 PM CDT
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	1. As directed within Section 3.2 of the RFP document, submit required financial information where provided within https://ha.internationalprocurement.com/requests.html?company_id=9291 web site. 2. As instructed within Section 3.0 of the RFP document, submit 4 copies of your “hard copy” proposal to the Agency Administrative Office.
PROPOSAL SUBMITAL RETURN & DEADLINE	*Thursday, June 12, 2025, 3:00 PM CDT Agency Administrative Office 920 DeQueen Blvd., Port Arthur, TX 77640 *(The proposed costs must be entered within the aforementioned Internet site and the “hard copy” proposal must be received in-hand and time-stamped by the Agency by no later than 3:00 PM on this date).

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- 1.0 THE AGENCY'S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
 - 1.2 Right to Not Award.** Not award a contract pursuant to this RFP.
 - 1.3 Right to Terminate.** Terminate a contract awarded as result of this RFP, at any time for its convenience upon 10 days written notice to the proposer(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.
 - 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
 - 1.6 Right to Negotiate.** Negotiate the proposed fees.
 - 1.7 Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.9 Right to Prohibit.** At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By downloading this document, each prospective proposer is thereby agreeing to abide by all terms and condition listed within this document and within the eProcurement Marketplace, and further agrees that they will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that they feel needs to be addressed. Failure to abide by this time frame shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.
 - 1.10 Right to Reject - Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the official and appropriate venues to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that they have obtained all information available on the noted website. The Agency may reject without consideration any response submitted from a firm that has not obtained the documents from the noted website or Agency's procurement staff.

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2.0 SCOPE OF WORK.

2.1 Introduction. The Agency is seeking proposals from qualified firms with a documented track record of providing the required services. The qualified firm shall assist with and execute Disaster Recovery projects and assist with Assistance grant management related to past/current disasters and any future declared events. The search for the successful qualified firm is being conducted by means of a public Request for Proposals to all prospective qualified proposers. Proposals should state how the respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s) and respondent's capacity and readiness to perform the scope of services immediately upon execution of a contract with the Agency.

2.2 Tasks. Note: The following list of tasks is a general overview of tasks involved in the Agency's recovery efforts. These tasks are ongoing and may not be an exact description of what the firm will be involved in. Tasks include:

2.2.1 Site identification and eligibility;

2.2.2 Damage assessments;

2.2.3 Development of damage descriptions;

2.2.4 Development of scope of work and cost estimates;

2.2.5 Insurance reconciliation;

2.2.6 Cost reconciliation of completed work;

2.2.7 Project worksheet (PW) formulation and review;

2.2.8 Coordinate with Procurement personnel;

2.2.9 Design and construction management;

2.2.10 Grant administration;

2.2.11 Request for reimbursements; and

2.2.12 Project management and closeout.

2.2.12.1 Project Assistant / Owner's Representative Services for current and future declared federal disasters services may include:

A. Plans, directs and coordinates the development, acquisition, and redevelopment activities for AGENCY housing development programs

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following HUD requirements in order to ensure compliance with Federal, State, and local regulations.

- B. Coordinates the preparation of applications for loans and grants available through State, Federal, and local agencies.
- C. Provides input on project design and ensure that project plans and specifications are received in a timely manner.
- D. Assist the construction team to ensure a financially feasible and operationally viable development in a timely and cost-efficient manner.
- E. Manages construction phase of the project as the owner's representative.
- F. Schedules and attends monthly construction meetings with construction team to track project progress.
- G. Oversees general contractor's request for payment and monitors costs related to design and construction as per the contract
- H. Manages the construction process including compliance with local government and lender requirements.
- I. Recommends decisions regarding the process change order requests.
- J. Coordinates the management of all contracts, expenditures, plans, organization activities, communication activities, governmental requirements, housing needs, and safety functions of the modernization, development, acquisition and construction program.
- K. Maintains records and reports regarding modernization/development projects using a computer following HUD guidelines in order to submit reports to HUD.
- L. Maintains monthly report of compliance schedule for all designated projects.
- M. Secures architectural, construction and other project approvals from planning and building departments and other regulatory agencies, as requested.
- N. Prepares portions of modernization proposals, for each project, from data collected for submission to the U.S. Department of Housing and Urban Development in conformity with HUD guidelines and existing policies of the Housing Authority.
- O. Develops, prepares, and submits applications and budgets for federal funding for demolition and for the development of new units and modernization of existing units, as requested.

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- P. Assist in preparation of AGENCY's modernization segment in the five-year and annual plans.
- Q. Assists with the development of a strategic long-term plan for AGENCY.
- R. Assists with due diligence requirements for Investors/Lenders at partnership/loan closings.
- S. Organizes, coordinates, documents and facilitates escrow closings, as requested.
- T. Researches and recommends financial real estate development strategies for the AGENCY. Strategies should include, but are not limited to, mixed finance, low-income housing tax credits, revenue bonds, private mortgage financing and other financing approaches typically utilized in redevelopment projects.
- U. Identify and evaluate potential property and/or buildings for acquisitions.
- V. Ad-Hoc duties as assigned — including, but not limited to Real Estate Development, Maintenance and Property Financing.

2.2.12.2 ADDITIONAL REQUIREMENT:

The Project Assistant will assist AGENCY in creating and maintaining development budgets, cash flow and disbursement schedules, an operating budget, overall tax credit analyses and related financial analyst services for various mixed-finance, real estate transactions.

The Project Assistant will assist and/or advise AGENCY in procuring a tax credit equity investor, drafting rental term sheet, developing financial pro-formas, evaluating proposals, reviewing partnership agreements, negotiating financial aspects of the tax credit proposal and assessing various loan and equity scenarios to maximize the benefit to AGENCY. The Project Assistant may be asked to assist in the preparation of other funding applications or documents on a time-and-materials basis. Any such additional work should not be included in the original response to this solicitation, but hourly rates should be included.

The selected Project Assistant may be asked to assist AGENCY on the following specific tasks:

- A. Review existing development budgets and prepare updated budgets on an ongoing basis based on changes in the financing, development costs, interest rates or other variables.
- B. Write and review investor RFPs for tax credit investor partner.

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- C. Assist AGENCY in the review and evaluation of proposals from prospective tax credit equity partners.
- D. Evaluate physical development, acquisition and/or redevelopment plans from a financial and overall development perspective.
- E. Develop alternative financial plans/programs/structures and/or develop financial models and make recommendations with respect to housing and financing proposals received from developers, bankers, underwriters, community groups, non-profits or others.
- F. Prepare and review of project cash flows.
- G. Prepare applications/documentation for funding from various sources.
- H. Analyze risks and other financial implications of terms and conditions required by investors or lenders.
- I. Assist in identifying and negotiating with tax credit investors, lenders, underwriters, credit enhancers, and other potential development partners.
- J. Assist in negotiating financial commitments and related fees.
- K. Develop and implement tax-exempt financing options.
- L. Review of transaction documents.
- M. Assist in evaluating the financial feasibility and implications of developer proposals.
- N. Assist in negotiating disposition and development agreements with developers.
- O. Assist in negotiating financial obligations and terms with developers and funding sources.
- P. Assist in closing development agreements.
- Q. Assist with the preparation and/or evaluation of mixed finance proposals and/or rental term sheets.
- R. Assist AGENCY in preparing and reviewing evidentiary documents to HUD. Documents to be prepared by the Project Assistant include the required budgets, operating pro-formas, construction draw schedules and other financial projections. Documents to be reviewed primarily include the partnership agreement and other equity documents.

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- 2.3 Reimbursement Requirements.** The scope of work for these projects and all accounting of the scope of work to be provided by the FIRM for these projects must conform to the Agency's, State of Texas, and HUD reimbursement requirements. The selected FIRM will also be responsible for administration of the assistance grant and reimbursement requests to the State of Texas.
- 2.4 Grant Management.** The FIRM shall assist the Agency in connection with its application for Assistance. The FIRM shall assist with project worksheet development/ review, damage assessment, scope alignment, reimbursement requests, close out, general grant management, dispute resolution and appeals (if necessary). Proposers responding must have experience working with Assistance grant management. FIRM shall track, report and invoice his/her time in accordance with FEMA/ HUD/ STATE approved tasks for subgrantees.
- 2.5 Project Management.** Should additional Assistance funding be obtained by the Agency for permanent repair/replacement of facilities or damaged contents, the FIRM shall provide Assistance Grant Oversight of the projects, beginning with the procurement of professional services and contractors, through design development and construction documents and ending with the construction contract closeout. The FIRM shall maintain the project status and budgets, coordinate all efforts with FEMA/ HUD/ /State of Texas and attend meetings on behalf of the Agency as its authorized representative. FIRM invoicing shall meet the requirements of Assistance grant regulations.
- 2.6 Project Management Requirements.** Proposers responding to this RFP shall have experience with assisting with and/or managing recovery efforts for other Applicants of similar size and scope as the Agency. Proposers responding to this RFP shall have direct, relevant experience in performing all responsibilities listed in the Scope of Work section of this RFP. Proposers responding to this RFP shall have experience obtaining funding for and assisting with and/or managing projects designed and constructed under government funded relief or grant programs.
- 2.7 Current Contractor.** The Agency currently has no contractor for these services.

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3.0 PROPOSAL FORMAT.

The proposal should include at minimum:

A cover letter summarizing experience and qualifications; a detailed outline of approach to project management; a timeline for meeting project goals; resumes for key personnel; professional references; fee structure (e.g., hourly rate or project-based) to be submitted in a sealed envelope; and all forms included as attachments, herein.

- 3.1 Tabbed Proposal Submittal.** The Agency intends to retain the Contractor pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value,” in that the Agency will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement the Agency has published herein or has issued by addendum.

[Table No. 3]

Tab No.	Description
1	Form of Proposal. This form is attached as Attachment A to this document. This 1-page form must be fully completed, executed where provided and submitted under this tab as a part of the proposal.
2	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i> This form is attached as Attachment B to this document. This 2-page form must be fully completed, executed where provided and submitted under this tab as a part of the proposal.
3	Profile of Firm Form. The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal.
4	Form HUD 50071. Sample Contract Appendix No. 2: form HUD 50071 (01/14), Certification of Payments to Influence Federal Transactions (NOTE: This form must be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
5	Standard Form LLL. Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/2027), Disclosure of Lobbying Activities (NOTE: This form must be completed and included as a part of the ensuing contract.)
6	Proposed Services. Proposed Services. As detailed in this document, the proposer shall, clearly detail within the information submitted under this tab documentation showing:

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Tab No.	Description
	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT.
	The proposer's APPROPRIATENESS of the TECHNICAL APPROACH, QUALITIES of the service proposed, TECHNICAL CAPABILITIES (in terms of personnel, equipment, relevant software, and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
	If appropriate, how staff are retained, screened, trained, and monitored.
	The proposed quality control program.
	An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.).
	A complete description of the products and services the firms provides.
	A complete description of any software programs utilized for communications, document submissions, (i.e. Teams, Zoom, fax, Outlook, etc.).
7	Managerial Capacity/Financial Viability. The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm (including a current organizational chart).
8	Client Information. The proposer shall submit a listing of former or current clients, including Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed here. The listing shall, at a minimum, include:
	The client's name;
	The client's contact name;
	The client's telephone number;
	A brief narrative description and scope of the service(s) and the dates the services were/are provided.

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Tab No.	Description
9	Equal Employment Opportunity/Supplier Diversity. The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations pertaining to supplier diversity (e.g. small, minority- and women-owned businesses).
10	Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify whether or not it intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
11	Section 3 Business Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
12	Other Information (Optional Item). The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the Agency in its evaluation.
Optional Tabs. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." <u>DO NOT</u> eliminate any of the tabs.	
Proposal Submittal Binding Method. It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the Agency can, if needed, remove the binding or remove the pages from the cover (i.e. 3-ring binder; report cover, etc.) to make copies, then conveniently return the proposal submittal to its original condition. Please do not use bindings, which are difficult to take apart and put back together.	

*** DO NOT INCLUDE COST WITHIN BOUND PROPOSAL DOCUMENTS AS THIS MAY DISQUALIFY THE PROPOSAL SUBMISSION.**

- 3.2 Entry of Proposed Fees.** The proposed fees shall be submitted by the proposer and received by the Agency where provided on the Marketplace only. Do not submit, enter or refer to any fees or costs within the 12-tab "hard copy" proposal submittal detailed within Section 3.0 — any proposer that does so may be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by the Agency; etc. Any costs for approved travel required by the Agency will be reimbursed at reasonable cost, as pre-approved by the Agency.

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[Table No. 4]

RFP Section	Item No.	Qty	U/M	Description
3.2.1	1	500	Hours	Coordination/Direction
3.2.2	2	500	Hours	Supervision/Management
3.2.3	3	500	Hours	General Operation/Oversight
3.2.4	4	750	Hours	Technician/Liaison
3.2.5	5	750	Hours	Office/Facilities/Administration

3.3 Additional Information Pertaining to Pricing Items.

3.3.1 Quantities. All quantities entered by the Agency herein (especially within the immediate preceding Table No. 4) and within the corresponding Pricing Items within the eProcurement Marketplace ***are for calculating purposes only***. As may be further detailed herein, the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the Agency shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the Agency requires. Please note the immediate following exception to the aforementioned “Requirements Contract” language.

3.3.1.1 Exception to 3.3.1. Though the Agency anticipates that it will make award to one firm only, the Agency retains the right to, at any time during the ensuing contract period(s), complete award to more than one contractor if the Agency determines that such is in its best interests. If such occurs, the ensuing contract(s) awards shall become an Indefinite Quantities Contract (IQC), and the following clause shall apply:

3.3.1.1.1 Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount. As may be further detailed herein, most specifically within the preceding Section 3.3.1.1, if the ensuing contract becomes an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires the Agency to award to each responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and a Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$2,000; (b) NMCA: \$200,000 (each shall be annual amounts).

3.3.2 IMPORTANT NOTICE!!! Entry of Costs. Except as provided for otherwise (e.g. a “No Charge” option), proposers shall submit, where provided within the

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eProcurement Marketplace, a realistic cost. The eProcurement Marketplace will automatically perform all required calculations.

3.3.2.1 Realistic Cost. Each proposer is strongly encouraged to enter where provided within the eProcurement System a realistic cost for each Pricing Item. For example, if a proposer enters "1.00" for any Pricing Item (as proposers sometimes do in an effort to improve their position in regards to Evaluation Factor No. 1, as detailed within Table No. 5 herein), then such means that such proposer will not charge the Agency any additional fee about the rate of pay that the temporary employee receives. Accordingly, it is the Agency's opinion that it is very much in the best interests of the proposer to propose a realistic fee for each Pricing Item. If, despite this warning, the successful proposer proposes an hourly fee that the Agency deems is not realistic, then the Agency reserves the right to require the successful proposer to, at contract execution, present a cash bond in a suitable amount (e.g. \$5,000.00, which the Agency will hold during the term of the ensuing contract period) to ensure that the successful proposer will fulfill his/her obligation in this matter.

3.3.1.2 Review the Entry of Proposed Fees. The Agency strongly recommends that each proposer, after entry of these proposed fees within the eProcurement Marketplace, print the receipt provided and review the entry to ensure that the proposer has entered the proposed fees correctly and as the proposer intended to meet the requirements herein (the eProcurement Marketplace will allow the proposer to immediately re-enter the Marketplace at any time prior to the posted deadline to correct any such entry). The proposer will NOT be able to correct this entry after the posted deadline has expired, which means that the Agency will utilize such entry, correct or incorrect, to assign the points pertaining to Evaluation Factor No. 1 listed within the following Table No. 6 herein.

3.3.1.3 Determination of the Calculated Costs. After a proposer has entered where provided within the eProcurement Marketplace his/her proposed unit costs for the Pricing Items, the Marketplace will automatically multiply the proposed unit costs by the listed quantities. The total sum of all the Pricing Line Items shall be the Total Calculated Cost that the Agency will utilize to determine the points awarded for Evaluation Factor No. 1 detailed within the following Table No. 6 herein.

3.3.1.4 No Negotiation of Proposed Fees after the Submittal Deadline. The Agency WILL NOT, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic price for each Pricing Item identified within the preceding Table No. 4 herein that the proposer chooses to submit a proposed cost for.

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- 3.3.1.5 Prior Written Approval Required from the Agency.** Please note that the Contractor shall NOT, at any time during the ensuing contract period(s), conduct any work (e.g. certify or retain any temporary employee for the Agency) without the prior written authorization received from the designated Agency representative (this "prior written authorization" may take the form of an e-mail sent to the Contractor by the Agency and acknowledged by return e-mail by the Contractor). Failure to abide by this directive shall release the Agency of any obligation to pay the Contractor for any such work conducted without the noted prior written authorization.
- 3.3.3 No Deposit/No Retainer.** The Agency shall pay NO deposit or retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful proposer(s) only the professional and attendee fees as described in Section 2.3.
- 3.3.4 Quantities.** All quantities entered by the Agency herein (especially within the preceding Table No. 4 herein) and within the corresponding Pricing Items within the eProcurement Marketplace *are for calculating purposes only*. As may be further detailed herein, the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract shall be a Requirements Contract. The Agency shall award contract(s) to one or more Contractor(s). Task Orders shall then be issued on an as-needed basis.
- 3.3.5 Price Escalation.** Pertaining to the ensuing contract, the low bidder may receive an escalation in costs as detailed following:
- 3.3.5.1 Labor Costs.** At the discretion of the ED, at the end of the first one-year contract period (and at the end of any ensuing extended contract period), there may be an escalation of labor costs allowed in the same amount of any escalation that occurs pertaining to the corresponding or most similar State of Texas Prevailing Wage Rates for the Jefferson County area. For example, if at the end of the first contract period the listed prevailing wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will, at the ED's discretion, be entitled to a 5% increase in the labor rates that he/she submitted in response to this IFB. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previously listed wage rate.
- 3.3.5.1.1 Notification must be received from the Contractor.** The Contractor must notify the ED, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period(s). Such escalations may occur no more than once in any 12-month period without the express written consent of the ED.

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3.3.5.1.2 Right to Reject. As stated within this Section 3.3.3, the Agency reserves the right to reject any such request for an increase in fees if the Agency feels doing so is in its best interests. Similarly, the Contractor has the right to terminate services if the Agency rejects the request for an increase. This will occur in the following manner (procedure):

3.3.5.1.2.1 Step No. 1. The Contractor submits his/her written request for an increase, accompanied by the required documentation, to the Agency ED within the required 60-day period (please see the preceding Section 3.3.3.1 herein);

3.3.5.1.2.2 Step No. 2. The Agency considers the requested increase and, within 10 days of receipt of such, issues a written response to the Contractor as to whether the request is approved or rejected;

3.3.5.1.2.3 Step No. 3. If rejected and the Contractor wishes to, as a result, cease providing the services to the Agency, the Contractor has 10 days from the receipt of the written notice of rejection to deliver to the Agency ED a written notice that he/she is hereby invoking his/her right to discontinue the services within 120 days of the date this notice was delivered to the Agency (the specific date 120-days hence shall be written within the notice);

3.3.5.1.2.4 Step No. 4. The Agency will then endeavor to ensure that it makes other arrangements to replace the Contractor (e.g. contract with another firm; do the services in-house; etc.); further, if such other arrangements are completed by the Agency prior to the aforementioned 120-day date, the Agency shall retain the right to deliver to the original Contractor a 10-day written notice to cease services (meaning, the 120-day period is a maximum additional contract period that the Agency may, at its discretion, shorten with such written notice).

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- 3.4 Proposal Submission.** All proposals must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 3 exact copies (each of the 4 separate proposal submittals shall have a cover and extending tabs) of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Port Arthur Housing Authority
Attention: Yolanda Wiltz, Procurement Office
920 DeQueen Blvd. Port Arthur, TX 77640

The package exterior must clearly denote the above noted RFP number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

- 3.4.1 Submission Conditions.** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the Agency by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Agency decides that any such entry has not changed the intent of the proposal that the Agency intended to receive, the Agency may accept the proposal and the proposal shall be considered by the Agency as if those additional marks, notations or requirements were not entered on such. By accessing the eProcurement Marketplace, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the Agency delivers to him/her as instructed, and by submitting a proposal, the proposer thereby agrees to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

- 3.4.2 Submission Responsibilities.** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the Agency, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the Agency requirements contained within the documents may cause that proposer to not be considered for award.

- 3.5 Proposer's Responsibilities — Contact with the Agency.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who may has not abided by this directive.

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3.5.1 Addendums. All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation — “substantive” meaning, when decisions pertaining to the RFP are made — between the Agency and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO — it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.6 Proposer's Responsibilities — Equal Employment Opportunity/Supplier Diversity. Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within 2 CFR §200.321 it states:

3.6.1.1 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

3.6.1.2 (a) The Non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (2) Affirmative steps must include:

3.6.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

3.6.1.3.2 (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3.6.1.3.3 (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

3.6.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.6.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration

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and the Minority Business Development Agency of the Department of Commerce; and

- 3.6.1.3.6** (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.6.2 Within **HUD Procurement Handbook 7460.8 REV 2** it states:

3.6.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the <Agency> shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in <Agency> contracting.

3.6.2.2 Section 15.5.B, Goals. <The Agency> is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 Our **Agency Procurement Policy** states that our Agency will do the following:

3.6.3.1 Assistance to Small and Other Business, Required Efforts.

3.6.3.1.1 Include such firms, when qualified, on solicitation mailing lists;

3.6.3.1.2 Encourage their participation through direct solicitation of bids or proposals whenever they are potential sources;

3.6.3.1.3 Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

3.6.3.1.4 Establish delivery schedules, where the requirement permits, which encourage participation by such firms;

3.6.3.1.5 Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;

3.6.3.1.6 Include in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents

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of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

3.6.3.1.7 Require prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.6.4 Requirements. Accordingly, please see Tab 12 within Table No. 3 for TABBBED PROPOSAL SUBMITTAL, which details the information pertaining to this issue that the bidder must submit in response to this bid showing compliance, to the greatest extent feasible, with these regulations.

3.7 Pre-proposal Conference. There is currently no pre-proposal conference scheduled.

3.8 Recap of Attachments. It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 5]

Document No.	Attachment	Attachment Description
1.0		This RFP Document
2.0	A	Form of Proposal
3.0	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
4.0	C	Profile of Firm Form
5.0	D	Section 3 Form Submittal Form
5.1	D-1	Section 3 Explanation
6.0	E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
7.0	F	<i>Supplemental Instructions To Proposers & Contractors (SIPC)</i>
8.0	G	Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only—the Agency reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the Agency feels it is in its best interests)
8.1	G-1	Sample Contract Appendix No. 1: Form HUD-5370-C (1/2027), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>

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Document No.	Attachment	Attachment Description
8.2	G-2	Sample Contract Appendix No. 2: form HUD 50071 (01/14), Certification of Payments to Influence Federal Transactions (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
	G-3	Sample Contract Appendix No. 3: Standard Form LLL (Rev. 01/2027), Disclosure of Lobbying Activities (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)

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4.0 PROPOSAL EVALUATION.

- 4.1 Evaluation Factors.** The following factors will be utilized by the Agency to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal:

[Table No. 6]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	20 points	Objective	The PROPOSED COSTS the proposer proposes to charge the Agency.
2	20 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT.
3	20 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH and the QUALITY of the SERVICES PROPOSED.
4	15 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein).
5	20 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means. The proposer shall have recent experience working with FEMA/ HUD/ STATE and the Texas Governor's Office of Homeland Security post event recovery projects using Assistance funding.
6	5 points	Subjective (Technical)	The OVERALL QUALITY and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points		Total Points (other than preference points)

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4.1.2 Preference Evaluation Factor. The following factors will be utilized by the CO to evaluate each proposal submittal received:

[Table No. 6a]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION. A firm may qualify for Section 3 preference as detailed within Attachments D and D-1 (NOTE: A max of 15 points awarded).
7a	15 points		Priority I, Category 1a. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
7b	13 points		Priority II, Category 1b. Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
7c	11 points		Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
7d	9 points		Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
7e	7 points		Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
7f	5 points		Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
7g	3 points		Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.
7h	15 points		Maximum Available Preference Points (Additional)

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4.2 Evaluation Method.

4.2.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).

4.2.2 Evaluation Packet. An evaluation packet will be prepared for each evaluator, including the following documents:

4.2.2.1 Instructions to Evaluators;

4.2.2.2 Proposal Tabulation Form;

4.2.2.3 Written Narrative Form for each proposer;

4.2.2.4 Recap of each proposer's responsiveness;

4.2.2.5 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee. The Agency anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she **SHALL MAKE NO ATTEMPT** to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the Agency that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.2.4 Evaluation. The CO will evaluate and award points pertaining to Evaluation Factors No. 1 and 7 (the "Objective" Factors). The appointed evaluation committee shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5, and 6 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.2.4.1 Points Awarded Range. Pertaining to the Subjective Factors, please note the following range of points awarded (points pertaining to this RFP are shaded—please also see the Evaluation Factors detailed within the preceding Section 4.1):

[Table No. 7]

	Points Awarded Range
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Classification*	Rating	%	5	10	15	20	100
Acceptable	Excellent	95%/+	5	10	14-15	19-20	95-100
Acceptable	Very Good	90%/+	4	9	13	18	90-94
Potentially Acceptable	Good	80%/+	4	8	11-12	16-17	80-89
Potentially Acceptable	Average	70%/+	3	7	10	14-15	70-79
Unacceptable	Poor	<70%	0-2	0-6	0-9	0-13	0-69

* Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.

** Total available points to be awarded, including cost points, minus preference points.

4.2.5 Potential “Best and Finals” Negotiations. The Agency reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a “Best and Finals” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Agency in as timely a manner as possible, but in any case within no longer than 5 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer. The subjective points awarded by the evaluation committee shall be combined with the objective points awarded by the CO to determine the final rankings, which may be forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings will be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval.

4.2.6.1 Minimum Evaluation Results. To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within Section 4.1 herein).

4.2.6.2 Ties. In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2.7 Notice of Results of Evaluation. If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:

4.2.7.1 Which proposer received the award;

4.2.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

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4.2.7.3 The cost or financial offers received from each proposer;

4.2.7.4 Each proposer's right to a debriefing and to protest.

4.2.8 **Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the Agency evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Agency evaluation committee.

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5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting the Form of Proposal, Attachment A, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, either in hard copy or on the noted eProcurement System," including the contract clauses already attached as Attachments G, G-1, G-2, and G-3. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFP:

5.2.1 Contract Form. The Agency will not execute a contract on the Contractor's form--contracts will only be executed on the Agency form (please see Sample Contract, Attachments G, G-1, G-2, and G-3), and by submitting a proposal the Contractor agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the RFP process (*prior to the posted question deadline*) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency to do so; but the failure of the Agency to include such clauses does not give the Contractor the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective proposer to notify the Agency, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Agency's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Mandatory HUD Forms. Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel. The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.

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- 5.3 Contract Period.** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of 4 additional one-year option periods, for a total maximum contract period of 5 years.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;
 - 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
 - 5.4.3 Professional Liability Insurance.** An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000;
 - 5.4.4 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - 5.4.5 County Business License.** A copy of the proposer's business license allowing that entity to provide such services within Jefferson County;
 - 5.4.6 State Business License.** A copy of the proposer's license issued by the State of Texas licensing authority allowing the proposer to provide the services detailed herein.
 - 5.4.7 Profile of Firm Form.** The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL — we will garner the necessary certificates from the Contractor prior to contract execution).

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- 5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
- 5.6 Contract Service Standards.** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 Prompt Return of Contract Documents.** All documents required to complete the contract, including insurance information, shall be provided to the Agency within 14 days of Notification of Award.

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