



PORT ARTHUR HOUSING AUTHORITY

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Solicitation/Contract: RFQ 25005
Architectural/Engineering Services
RFQ Document

ARCHITECTURAL/ ENGINEERING SERVICES

RFQ NO. 25005

SUBMISSION DATE: WEDNESDAY, JUNE 18, 2025

3:00 P.M. CDT

PREPARED BY:
City of Port Arthur Housing Authority
Procurement Office
920 DeQueen Boulevard
Port Arthur, Texas 77643

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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.

RFQ 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: yolanda.wiltz@pahousing.org TDD: (800)735-2989 (800-RELAY TX)
HOW TO OBTAIN THE RFQ DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access https://ha.internationalprocurement.com/requests.html?company_id=9291 2. Click on the “Login” button in the 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 pre-proposal conference is scheduled at this time.
QUESTION DEADLINE	Tuesday, June 10, 2025, 3:00 PM
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL	As instructed within Section 3.0 of the RFQ document, submit 4 copies of your "hard copy" proposal to the Agency Procurement Office.
PROPOSAL SUBMITAL RETURN & DEADLINE	*Wednesday, June 18, 2025, 3:00 PM Agency Administrative Office 920 DeQueen Blvd, Port Arthur, TX 77642

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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 RFQ process, or to terminate the RFQ 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 RFQ.
 - 1.3 Right to Terminate.** Terminate a contract awarded as result of this RFQ, 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 RFQ.
 - 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 RFQ, 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 RFQ.
 - 1.9 Right to Prohibit.** At any time during the RFQ 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 fame 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/TECHNICAL SPECIFICATIONS. The Agency is seeking proposals from qualified and licensed entities to provide architectural and engineering services, potentially for all programs the Agency administers.

2.1 More than One Award Possible. The Agency reserves the right to complete award to one firm only or to complete award to multiple firms. If award is made to more than one firm, such awards will be based on the Agency's opinion that a firm can offer the Agency greater value for a certain service area ("service area(s)" as detailed within the immediate-following Section 2.2). The Agency reserves the right to make such decision at any time during the ensuing contract period(s) meaning, the Agency could initially make award to one firm only, then, at any time during the ensuing contract period(s), decide to make an additional award(s) if the Agency decides such is in its best interests to do so.

2.2 General Service Areas. The Agency intends to award a contract to a firm(s) to provide architectural and engineering services (A/E) for various projects the Agency may need throughout the year. Services will include, but are not limited to, typical A/E services pertaining to, on an as-needed basis at the Agency's discretion, both new construction and rehabilitation of buildings, and land that the Agency owns. Services may include, but are not limited to, typical A/E services pertaining to:

2.2.1 Architectural Design;

2.2.2 Construction contract administration and/or management;

2.2.3 Cost estimating;

2.2.4 Energy Specialist / Green Building Rater;

2.2.5 Environmental Review;

2.2.6 Fire Protection Engineer;

2.2.7 Landscape design;

2.2.8 MEP / Structural Engineers;

2.2.9 Site planning and surveying;

2.2.10 Soil / Geotech / Environmental Engineers;

2.2.11 Structural, mechanical, electrical, and civil engineering;

2.2.12 Any other related services that may be typically performed by either an architectural or engineering firm in its normal course of business.

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2.2.13 Additional service areas may include, but are not limited to:

2.2.13.1 Site and Storm Drainage Systems;

2.2.13.2 Roof Systems;

2.2.13.3 Paving, Curbing, Sidewalks, Driveways; Flat Work;

2.2.13.4 Renovations and Rehabilitation of existing structures;

2.2.13.5 Demolition work;

2.2.13.6 Building Systems, include HVAC, Ventilation, Plumbing, Fire Protection, Electrical, Lighting, Acoustics, and Structural Systems.

2.3 Phases of the A/E Services may include, but are not limited to:

2.3.1 Schematic Design/Preliminary Study Phase;

2.3.2 Design Development Phase;

2.3.3 Bidding, Construction, and Contract Document Phase;

2.3.4 Bidding and Award Phase;

2.3.5 Construction Phase; and

2.3.6 Post Completion/Warranty Phase.

2.4 Design Product. Any design product shall meet all state and local code requirements and shall conform to all applicable local codes, ordinances, regulations, and standards, including HUD's Section 504 program; UFAS; ADA; and ANSI requirements. The design may also include coordination for the abatement of hazardous materials as well as demolition of existing structures.

2.5 Method of Award (Task Order). The Agency will retain the right to contract with any of the responsive and responsible proposers as a result of this RFQ, which shall occur in the following manner (this is sometimes called "forming a pool" of contractors that the Agency may draw from):

2.5.1 When the Agency has need to complete an award to a proposer, each proposer will be ranked as a result of the evaluation detailed within the following Section 4.0 herein. This ranking will typically be within the "Pools" identified within Section (7) of Attachment A, attached hereto; meaning, the Agency

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reserves the right to, and most typically will, conduct separate evaluations for firms to be placed in each of the Service Area Pools identified on that form.

2.5.2 Once the evaluation has been completed, the Agency staff assigned will contact the 1st-ranked proposer to ascertain as to whether or not that contractor is available to do the work within the reasonable time-frame the Agency has established for that work; if the firm is available within the Agency's requirements, the Agency shall then, in conformance with all HUD requirements, attempt to negotiate a reasonable cost with the available firm. If such negotiation cannot be successfully concluded within 5 business days (or sooner, if the Agency decides such is in its best interests), the Agency shall retain the right to suspend negotiations with that firm and proceed to the 2nd-ranked firm. PLEASE NOTE: Once the Agency has ended negotiations with the 1st-ranked firm, the Agency SHALL NOT again enter into negotiations with that firm pertaining to that task order (however, this shall not cause that firm to lose its place as the 1st-ranked firm for any following task orders, if applicable).

2.5.3 If, as detailed within the preceding Section 2.5.2, the 1st-ranked proposer is not available, or the Agency is not able to successfully reach a negotiated cost with the 1st-ranked proposer, the Agency will proceed to the next-ranked contractor and repeat the same negotiation process. This process may be repeated by the Agency with ensuing ranked firms until the Agency has successfully negotiated a reasonable cost.

2.6 Current Contractor. The Labiche Architectural Group is the current contractor.

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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 Proposal” 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 RFQ must be formatted in accordance with the sequence noted within the table below. 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 as Attachment C to this RFQ document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal.
4	Proposed Services. Proposed Services. As detailed in this document, the proposer shall clearly detail within the information submitted under this tab documentation showing:
	Evidence of the proposer’s DEMONSTRATED SUCCESSFUL ABILITY TO PERFORM THE WORK as indicated by profiles of the principals’ and staffs’ professional and technical competence and experience, and their facilities.
	Evidence of the proposer’s DEMONSTRATED CAPABILITY TO PROVIDE PROFESSIONAL SERVICES in a timely manner.

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Tab No.	Description
	Evidence of the proposer's DEMONSTRATED PAST PERFORMANCE in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
	Evidence of the proposer's DEMONSTRATED KNOWLEDGE of local building codes and Federal building alterations requirements.
	A fully completed copy of Attachment H, Standard Form 330 (6/2004), <i>Architect-Engineer Qualifications</i> .
	If appropriate, how staff are retained, screened, trained, and monitored.
	The proposed quality assurance and 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.).
5	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).
6	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.
7	Equal Employment Opportunity/Supplier Diversity. The bidder 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).

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Tab No.	Description
8	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.
9	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.
10	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.	

3.2 No Fees Proposed. No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive solicitation process. The Agency will, as detailed within the following Sections 4.0 and 5.0 herein, negotiate such fees with the top-rated proposer. As may be detailed herein, if the Agency makes award to one firm only, in such case the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, but will reserve the right to award any amount of work on an as-needed basis.

3.2.1 Potential Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount. However, if the Agency chooses, at any time during the ensuing contract period(s), to make award to more than one firm, then the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires the Agency to award to each responsive and responsible contractor who receives an award a Guaranteed Contract Minimum Amount (GCMA) and a Not-to-exceed Maximum Contract

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Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$3,000; (b) NMCA: \$300,000.

3.2.2 No Retainer. The Agency will NOT pay any retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful proposer(s) for actual work performed only.

3.2.3 No Travel Expense Allowed. As there are a suitable number of qualified firms in the Port Arthur, Texas region, the Agency will not be negotiating any travel expense (e.g. airfare; rental cars; lodging; per diem; etc.), except, at the Agency's discretion, mileage, for the successful proposer to provide the services. Any mileage allowed will be at the current IRS rate only; the Agency will negotiate limited "windshield time" based upon a reasonable amount of time that it may take the chosen proposer to get to the Agency. The Agency may allow limited mobilization (if such occurs, it will be the result of specific negotiation).

3.3 Proposal Submission. 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 "hard copy" proposal submittal, shall be placed unfolded in a sealed package and addressed to:

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

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

3.3.1 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 noted Internet System, 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

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instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ.

3.3.2 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 RFQ document, the documents listed within the following Section 3.7, 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 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.

3.4 Proposer's Responsibilities — Contact with the Agency. It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ 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 RFQ. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who has not abided by this directive.

3.4.1 Addenda. 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 RFQ Documents). During the RFQ solicitation process, the CO will NOT conduct any *ex parte* (a substantive conversation — “substantive” meaning, when decisions pertaining to the RFQ 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.

3.5 Proposer’s Responsibilities — Equal Employment Opportunity and 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.

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3.5.1 Within 2 CFR §200.321 it states:

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

3.5.1.2 (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.

3.5.1.3 (2) Affirmative steps must include:

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

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

3.5.1.3.3 (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;

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

3.5.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

3.5.1.3.6 (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.

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

3.5.2.1 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.

3.5.2.2 Section 15.5.B, Goals. [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts

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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.

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

3.5.3.1 **Assistance to Small and Other Business, Required Efforts.**

- 3.5.3.1.1** Including such firms, when qualified, on solicitation mailing lists;
- 3.5.3.1.2** Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
- 3.5.3.1.3** Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 3.5.3.1.4** Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 3.5.3.1.5** Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 3.5.3.1.6** Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents 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

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3.5.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.5.4 Requirements. Accordingly, please see Section 3.1.7 within Table No. 3 herein, 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.

3.6 Pre-proposal Conference. There is currently no pre-proposal conference scheduled. Questions may be submitted online or to yolanda.wiltz@pahousing.org.

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

[Table No. 4]

Document No.	Attachment	Attachment Description
1.0		This RFQ 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, Form HUD-51915 (1/2014), <i>Model Form of Agreement Between Owner and Design Professional</i>
8.1	G-1	Sample Contract Appendix No. 1, Supplemental Conditions to form HUD-51915, as required by 24 CFR 85.36(i)
8.2	G-2	Sample Contract Appendix No. 2, form HUD-5370-C (01/2014), General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)
8.3	G-3	Sample Contract Appendix No. 3: form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (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.)
8.4	G-4	Sample Contract Appendix No. 4: 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.)
8.5	G-5	Sample Contract Appendix No. 5: <i>Section 3 Plan</i>
9.0	H	Standard Form 330 (7/2021), <i>Architect-Engineer Qualifications</i>

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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. 5]

NO	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	20 points	Subjective (Technical)	Evidence of the proposer's DEMONSTRATED SUCCESSFUL ABILITY TO PERFORM THE WORK as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.
2	20 points	Subjective (Technical)	Evidence of the proposer's DEMONSTRATED CAPABILITY TO PROVIDE PROFESSIONAL SERVICES in a timely manner.
3	25 points	Subjective (Technical)	Evidence of the proposer's DEMONSTRATED PAST PERFORMANCE in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
4	25 points	Subjective (Technical)	The proposer's DEMONSTRATED KNOWLEDGE of local building codes and Federal building alteration requirements.
5	10 points	Subjective (Technical)	The OVERALL QUALITY, ORGANIZATION and PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points		Total Points (other than preference points)
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.			

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

[Table No. 5a]

NO	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
6		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION. A firm may qualify for Section 3 status

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NO	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
			as detailed within Attachments D and D-1 (NOTE: A max of 15 points awarded).
6a	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.
6b	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.
6c	11 points		Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
6d	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.
6e	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.
6f	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.
6g	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.
6h	15 points		Maximum Available Preference Points (Additional)
	115 points	Total Possible Points	

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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 RFQ 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 RFQ. PLEASE NOTE: No proposer shall be informed at any time during or after the RFQ 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 NOT make any attempt to contact or discuss with such person anything related to this RFQ. 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 RFQ. 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 Factor No. 6 (the "Objective" Factor). The appointed evaluation committee, independent of the CO or any other person at the Agency, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1 through 5 (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 RFQ are shaded — please also see the Evaluation Factors detailed within the preceding Section 4.1):

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[Table No. 6]

Points Awarded Range						
Classification*	Rating	%	10	20	30	100**
Acceptable	Excellent	95%/+	10	19-20	29-30	95-100
Acceptable	Very Good	90%/+	9	18	27-28	90-94
Potentially Acceptable	Good	80%/+	8	16-17	24-26	80-89
Potentially Acceptable	Average	70%/+	7	14-15	21-23	70-79
Unacceptable	Poor	<70%	0-6	0-13	0-20	0-69
*Pursuant to Section 7.2.N.3 of HUD Procurement Handbook 7460.8 REV 2.						
**Total available points to be awarded minus preference points.						

4.2.5 Potential “Competitive Range” or “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 10 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. Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the Agency's option, be conducted prior to or after the BOC 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.”

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- 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;
 - 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 RFQ, 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 RFQ as issued by the Agency, either in Hard copy or on the noted eProcurement System,” including the contract clauses already attached as Attachments G and G-1 through G-5. 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 RFQ:

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 and G-1 through G-5), 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 RFQ process (prior to the submittal 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 RFQ.

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 RFQ

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(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.

- 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 maximum total 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 (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 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 not greater than 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 not greater than 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.

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- 5.4.5 City/County/State Business License.** If applicable, a copy of the proposer’s business license allowing that entity to provide such services within the City of Port Arthur, Jefferson County, and/or the State of Texas.
- 5.4.6 Profile of Firm Form.** The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH or SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL — we will garner the necessary certificates from the Contractor prior to contract execution).
- 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.
- 5.6 Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.
- 5.7 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers and insurance information, shall be provided to the Agency within 10 work days of notification by the Agency.

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[Table No. 7]

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