



REQUEST FOR QUALIFICATION

FOR

CONSULTANT SERVICES

PROCUREMENT and CONTRACT MANAGEMENT

**ALL PROPOSALS MUST BE ADDRESSED
AND SUBMITTED TO:**

**Terril Bates, CEO
Daytona Beach Housing Authority
211 N Ridgewood Avenue
Daytona Beach, FL 32114**

**PROPOSALS MUST BE RECEIVED ON OR PRIOR TO 3:00 P.M.,
January 1, 2019**

Daytona Beach Housing Authority (DBHA) is soliciting this Request for Qualifications (RFQ) from Consulting Firms for Consulting Services for assistance with compliance of Procurement Regulations (24 CFR 85.36) and Contract Management.

BACKGROUND

DBHA is a public body corporate and politic established pursuant to Florida State Statutes and administers Federal housing programs for low income families. DBHA receives funding primarily from the United States Department of Housing and Urban Development (HUD) and is entitled to apply for funding to acquire, construct, modernize, maintain, and operate housing developments.

GENERAL REQUIREMENTS

Firms responding to this RFQ must submit the following information in their proposals:

1. The qualification and experience of the firm with special emphasis on the HUD-subsidized housing market associated with procurement under federal regulations and contract management pursuant to maintenance repairs or small modernization contracts.
2. Names and credentials of the people in the firm who will be assigned to DBHA and the percentage of time to be spent by each.
3. A listing of Housing Authorities currently under contract with the firm.
4. A description of the services that the firm offers in response to the **SCOPE OF SERVICES** Section outlined below.
5. A description of the experience of the firm with Public Housing- procurement and contract management.
6. Hour rate for each individual mentioned in item 2 above and an hourly rate for any additional services beyond the scope of the contract which DBHA may subsequently request as an additional work item including travel time and expenses.

SCOPE OF SERVICES

The Scope of Services to be provided by the Consultant will include:

1. Provide DBHA with training and assistance on all small and large procurement issues on site and remotely.
2. Provide DBHA with Progress & Evaluation reports as needed, including revisions when requested.
3. Prepare Specification and Bid Documents as needed. Provide a digital file for printing and distribution of all prepared Specification and Bid Documents.
4. Conduct Pre-Bid Conference, Bid Opening, Conduct the Bid Award and Contract signing meeting. Maintain records required by HUD requirements.
5. Prepare letter for PHA to send to unsuccessful bidders and letter awarding contract to successful bidder.
6. Where applicable, prepare the "Notice to Proceed" letter for PHA.
7. Provide Technical Assistance to Contractor and PHA on Wage Certifications and Progress schedules in accordance with proper contract administration.
8. Review all monthly construction draw inspections where applicable or needed. Provide Technical Assistance on Partial and Final Payments including payroll certification.
9. Conduct Wage interviews where necessary.
10. Inspect all construction work weekly or no less than biweekly during the construction period. Provide an inspection report for each site visit.
11. Prepare close out documents.
12. Meet with the Board of Commissioners as requested.
13. Provide Technical Assistance to the PHA in relation to Capital Fund Program, Maintenance Management, PHA Plan Annual or Five Year PHA Plan where needed.
14. Provide Technical Assistance on HUD regulatory issues and requirements.
15. Provide optional evaluation, and writing Policies on an as needed basis as a separate fee from the basic fee.

PROPOSAL SUBMISSION AND AWARD

Proposers must submit one (1) copy for this Proposal in accordance with the requirements of this RFQ.

DBHA will receive, stamp and process at DBHA's office located at 211 N Ridgewood Avenue, Daytona Beach, FL 32114.

Proposals will be accepted until 3:00 pm, January 4 2019. In the interest of fairness to all competing proposers, DBHA will treat as ineligible for consideration any proposal that is received after the deadline.

Only proposals meeting all requirements and including all documentation as described above will be given consideration. DBHA will base contract award upon the following selection criteria:

1. Knowledge of HUD regulations, as well as applicable Federal, State and Local laws. (35 points)
2. Experience with Public Housing Authorities of similar size and program composition as DBHA. (30 points)
3. Knowledge and experience on Housing Authority procurement practice and responsibility (15 points)
4. Availability of on-site consultation including attendance of regular Board Meetings when needed. (10 points)
5. Fee Structure (10 points)

Proposal submission and questions should be directed to:

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