



**REQUEST FOR QUALIFICATIONS**

**MODERNIZATION COORDINATOR SERVICES**

**FOR**

**THE HOUSING AUTHORITY OF THE CITY OF**

**BOSSIER CITY**

**Issued By:**

**The Housing Authority of the City of Bossier City**

**2500 Line Avenue**

**Shreveport, LA 71104**

**Closing Date: January 3, 2024**

# Table of Contents

- 1. Intent..... 1
- 2. Background.....1
- 3. Submission.....2
- 4. Project Content.....2
- 5. General Information and Requirements.....3
- 6. Schedule of Events.....6
- 7. Project Scope.....7
- 8. Responses to RFQ Format.....7
- 9. Evaluation of Submissions.....9
- 10. Award.....10
- 11. Terms and Conditions of the RFQ.....10

## 1. Intent

---

The Housing Authority of the City of Bossier City (HABC) is extending an opportunity for Modernization Consulting Services. The consultant's qualifications should indicate the ability to perform the work required in a timely and sufficient manner. This entire procurement procedure and contract award is subject to the U.S. Department of Housing and Urban Development (HUD) and all applicable Federal/State law and/or regulations. HABC reserves the right to suspend this procurement action if it is found not in accordance with all applicable laws and regulations or in the event of any impropriety.

This requires a very responsible and professional work at a high-performance level involving the coordination of the Housing Authority of the City of Bossier City's modernization and development programs. Considerable knowledge, skill and ability are required in the development and implementation of annual and multi-year physical improvement plans, public procurement policies, procedures and practices, proposal writing, complex report preparation, budget preparation and implementation, cost analysis, cost allocation techniques, modernization standards and construction contract supervision.

## 2. Background

---

The Housing Authority of the City of Bossier City (HABC) is a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws of the state of Louisiana and the United States of America, Secretary of Housing and Urban Development (herein called HUD) pursuant to the United States Housing Act of 1937 (42 U. S. C. 1437, et seq.) and the Department of Housing and Urban Development Act (5 U. S. C. 624). The HABC provides affordable housing for low to moderate-income households in neighborhoods throughout Bossier City, Louisiana.

### 3. Submission Deadline

---

To receive consideration, responses to the RFQ must be received no later than 4:00 p.m. on January 3, 2024.

One unbound original, three copies and one electronic copy (on USB drive) of the responses to RFQ should be delivered to:

The Housing Authority of the City of Bossier City  
2500 Line Avenue  
Shreveport, Louisiana 71104

Attention: Nanette Iverson  
Administrative Assistant

Facsimile or electronic responses to RFQ (other than that which accompanies the responses to RFQ above) will not be accepted. Courier or hand delivered responses to RFQ should be delivered to the address listed above.

Responses to RFQ will remain sealed until 4:00 p.m. on the opening date. Late responses to RFQ will not be considered and will be returned unopened. There will not be a public opening.

Prior to the submission deadline, HABC may amend or clarify the RFQ in the case of any discrepancies or omissions. Any changes will be posted to [www.thehabc.com](http://www.thehabc.com) as a formal written addendum. In the event HABC revises the RFQ after the closing date, Proponents will then have an opportunity to refine, submit or resubmit their responses to RFQ.

### 4. Project Contact

---

Proponents are encouraged to obtain a clear understanding of the qualification requirements prior to submission.

At all times, the Proponent has the responsibility to notify HABC, in writing, of any error or omission contained within the document; or request a clarification which may be required to

prepare responses to RFQ. HABC will provide written responses to all queries received from Proponents.

Inquiries regarding the procurement process, or the scope of work are to be directed to:

Nanette Iverson  
Administrative Assistant  
2500 Line Avenue  
Shreveport, LA 71104  
Phone: (318) 698-3643  
Email: [niverson@hacsla.com](mailto:niverson@hacsla.com)

Verbal responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than those listed above may result in proposal disqualification.

## 5. General Information and Requirements

---

### 1. Incurred Costs

HABC will not be liable in any way for costs incurred by Proponents in replying to this RFQ.

### 2. Innovative Responses to RFQ

Proponents are required to base their submission, and all pricing contained therein, on the requirements set out in this RFQ. Notwithstanding these requirements, Proponents are encouraged to provide innovative ideas and suggestions which they feel will improve upon the requirements set out in this document.

### 3. Reservations

HABC reserves the right to:

- Reject any or all responses received in response to this RFQ;
- Seek clarification from Proponents who respond to this RFQ;
- Verify the validity of the information supplied in any responses to RFQ;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in responses to RFQ received, after discussion with the Proponent;

- Negotiate with the Proponent(s) responding to this RFQ, consistent with the objectives stated;
- Cancel this RFQ at any time for any or no reason. If cancelled, HABC is not responsible for any costs incurred by the Proponent(s); and
- Accept the responses to RFQ that appear to be in the best interest of HABC.

4. Proposal Property

Once opened, responses to RFQ and accompanying documentation become the property of HABC and will not be returned.

5. Collusion

Responses to RFQ shall be made without any connection, comparison of figures, or arrangements with or knowledge of any other person or persons making a response under this RFQ and shall be in all respects fair and without collusion or fraud.

6. Proposal Acceptance Period

By submitting a response to RFQ, each Proponent agrees that their response may be subject to acceptance by HABC any time prior to sixty (60) days after the due date for submitting responses to RFQ.

7. News Release

Proponents must not make public announcements or news releases regarding this RFQ or any subsequent award of contract without the prior written approval of HABC.

8. Conflict of Interest

Each Proponent must make full disclosure of any relationship with any employee of HABC who makes recommendations concerning the selection of a successful responses to RFQ or any employee who may allot work to or order supplies from the successful Proponent.

9. Proposal Prices

All prices proposed must be in American currency. If not stated otherwise, HABC will assume prices quoted are in American funds. The prices proposed shall include all costs associated with providing the service.

Whenever the amount proposed for an item in the responses to RFQ does not agree with the extension of the estimated quantity and the proposed unit price, the unit price shall govern, and the extended amount proposed for that item shall be corrected accordingly.

#### 10. Execution of Formal Contract

The successful Proponent shall enter into a formal, written agreement(s) with HABC in such a form as may be acceptable to HABC, in its sole discretion.

HABC and the successful Proponent agree to incorporate the salient description and elements from this RFQ and the Proponent's responses to RFQ that identify how the Proponent will provide modernization consultant services in accordance with the terms of this RFQ. In the event of any inconsistency between the accepted responses, the RFQ, and the Contract, the latter shall supersede the former.

The successful Proponent will endeavor in good faith and in a timely manner to finalize and execute the agreement(s) without delay.

In the event, that HABC and the successful Proponent are unable to successfully negotiate agreement(s), HABC reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a compliant response to this RFQ. All Proponents acknowledge and agree that HABC is not obligated to enter into any agreement or to retain the successful Proponent for the services outlined in this RFQ, unless in the sole discretion of HABC, a satisfactory agreement or agreements can be reached.

#### 11. Unacceptable Performance

Should a Proponent's performance be deemed unacceptable, HABC reserves the right to cancel any agreement(s) or contract(s) executed under the responses to RFQ with thirty (30) days' notice.

#### 12. Permits, Licenses and Worker's Compensation

The Proponent and any sub-contractors used by the Proponent is responsible for obtaining and paying for all necessary permits and licenses required to the performance of the services. The Proponents are responsible for registering with the Louisiana Worker's Compensation Board and paying premiums for workers' compensation coverage.

#### 13. Applicable Laws

The Proponent is responsible for adhering to all applicable laws in performing the services. This includes all health and safety requirements.

#### 14. Insurance

The successful Proponent will need to provide HABC with proof of professional liability. Minimum coverage of \$1 million is required for comprehensive general liability. HABC shall be included as insured parties.

#### 15. Confidentiality

HABC anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, that freedom of information requirements in force may afford rights of production or inspection at the application of third parties. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

#### 16. Governing Law

This RFQ process shall be governed by and construed in accordance with the laws of Louisiana and the federal laws of United States applicable therein.

#### 17. Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFQ or the schedules and appendices attached shall be void and have no effect. All terms and conditions of this RFQ are deemed to be accepted by the Proponent and incorporated by reference in their responses to RFQ, except for those that are expressly challenged by the Proponent in their proposal.

## 6. Schedule of Events

---

The following is a schedule of events and project milestones, which is subject to change. All bidders will be provided with notice of any change to these scheduled dates.

- |                     |                               |
|---------------------|-------------------------------|
| • November 29, 2023 | 1 <sup>st</sup> Advertisement |
| • December 6, 2023  | 2 <sup>nd</sup> Advertisement |
| • December 13, 2023 | 3 <sup>rd</sup> Advertisement |
| • December 15, 2023 | Deadline for Questions        |
| • December 20, 2023 | Issue an Addendum, if needed  |
| • January 3, 2024   | Responses to RFQ due          |



## 7. Project Scope

---

The Consultant must demonstrate specific experience and knowledge of HUD programs, procedures and specifically modernization. The work of the modernization consultant shall include, but not limited to:

1. Consultation and work-related administration and technical services required to administer all aspects of HABC's portfolio. This will also include Section 3, Fair Housing, Equal Opportunity, Prevailing Wage Rate Monitoring, and periodic construction inspections.
2. The application and management of grant funding from HUD for the rehabilitation and modernization of the HABC's properties. This includes all aspects of the grant application processes.
3. Owner's representation during construction as needed.
4. Develop timetables for the implementation of approved modernization programs. Establish internal controls over key phases and activities to assure compliance with implementation schedules. Confirm that target dates are met.
5. Develop sources and use budgets for construction projects. Ensure projects are built within scope and budget. Assist in creating funding applications for projects.
6. Facilitate due diligence requirements for construction projects, including knowledge of areas such as environmental studies, zoning, title issues, market studies, surveys, and Energy Star.

The modernization consulting services work consists of administering the plan of an overall management strategy to provide administrative control for the entire project from the program development to project close out and final completion. The plan is developed in collaboration with the Executive Director. The plan includes project definition, objective, statement, organizational chart, schedules, and cost controls.

## 8. Responses to RFQ Format

---

Proponents must follow the responses to RFQ format outlined below. Additional information thought to be relevant, other than the categories listed below, should be provided as an appendix to the responses.

Failure to comply with these requirements may result in a rejected response to RFQ.

1. Letter of Transmittal

Provide a Letter of Transmittal or covering letter dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate the contact's name, title, email address, office location and telephone number of the individual who can provide any clarifications with respect to your proposal. The letter should also identify the company's website where a business description and summary information about the company's track record and accomplishments may be found.

2. References

Provide the contact information for three (3) companies that you have provided similar services to within the last five (5) years. Please highlight your experience with at least one reference.

Please note, HABC reserves the right to check the references of any and all Proponents at any time during the evaluation process at HABC's discretion. References may be contacted by phone and/or in writing and any information received will be used to assist the evaluation committee in assessing a Proponent's capacity and capability to provide the services as outlined in their responses to RFQ.

HABC may use its own experience with this Proponent, through previous interactions, to assess the Proponent's past performance.

HABC reserves the right to disqualify any Proponent whose references, in the opinion of the evaluation committee, are found to be unsatisfactory.

3. Qualifications

Describe the company qualifications and experience with the type of work being requested clearly identifying your experience with modernization coordinator services.

Describe the qualifications and expertise and role of the personnel including subcontractors who will be assigned to this project.

4. Approach

Describe your firm's approach to satisfy all the requirements contained within this RFQ including details of your approach to conduct a functional programming review of the operations and services.

5. Timeline

Provide a proposed timeline for the activities undertaken for the project and a completion date.

6. Cost Proposal

Provide a quotation or fee schedule for the services requested, including all administration fees or charges, and any potential ancillary costs.

## 9. Evaluation of Submissions

---

All proposals must be in reference to HABC's response requirements, and the terms and conditions stated in this RFQ. HABC will evaluate the responses and will select the responses to the RFQ that best meets the interests of HABC based on HABC's determination of the best scoring and most advantageous proposal, presentation/interview (if held), and completed reference checks. HABC shall be the sole judge of its own best interest, the responses to RFQ and the resulting contract. HABC decision is final.

The decision to request demonstrations, clarifications, or to request interviews/presentations is at HABC's discretion. The intent of the interviews/presentations, if held, will be to allow the selection committee an opportunity to clarify any questions resulting from an initial evaluation. No new information may be brought forward by the Proponent. Proponents are advised not to prepare their responses to RFQ submission in anticipation they will be granted an interview/presentation. Please respond fully to the RFQ at the time of proposal submission.

Proposal evaluation results are the property of HABC. HABC does not intend to disclose the evaluation results before, during or after the RFQ process. The Selection Committee will consist of representatives from HABC's Administration team. Submissions will be evaluated based on the following criteria and point system:

Consultants/Firms Qualifications – Ability of the consultant to undertake and complete successfully projects of comparable size and scope. (25 points)

Understanding of HUD’s Rules, Regulations and Experience - Demonstrated experience on projects specifically with public housing agencies. (25 points)

Understanding Scope of Services – Demonstrated experience on projects specifically with consultation and work-related administration and technical services. (25 points)

Cost - Include any and all travel, materials, and all fees for tasks described in the Scope of Services. (15 points)

References - Provide at least three (3) references that you have successfully partnered with in the last two (2) years. (10 points)

	Maximum Points	Factor Description
1	25	Consultants/Firms Qualification
2	25	Understanding of HUD’s Rules, Regulations and Experience
3	25	Understanding Scope of Services
4	15	Price/Costs
5	10	References

## 10. Award

---

HABC will either award an appointment in whole or in part or will announce that no appointment will be made. There is no implicit or explicit guarantee that the project will proceed. HABC reserves the right to accept or reject any or all responses to RFQ.

The successful Proponent’s responses to RFQ will form part of the Contract and be incorporated by reference. Claims made in the responses to RFQ or in any subsequent verbal presentation shall constitute contractual warranties.

## 11. Terms and Conditions of the RFQ

---

All terms and conditions of this RFQ are deemed to be accepted by the responding company and incorporated by reference in their responses to RFQ, except for those that are expressly challenged by the responding company in their responses to RFQ.