

Housing Authority of St. Louis County

REQUEST FOR PROPOSALS (RFP)

HASLC-RFP-19-P-06

The Housing Authority of St. Louis County (HASLC) will receive proposals for Real Estate Appraisal Services in connection with the demolition and disposition of properties in the Welleston Housing Authority's inventory. Attached is information relating to minimum specifications of services, data to be included in the proposal, evaluation criteria. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the firm and will not be reimbursed by the HASLC.

Sealed proposals will be accepted until noon June 17, 2019 at the HASLC's office (address listed below). The proposals should be e-mailed to:

Housing Authority of St. Louis County

Attn: Janie Ashwill

8865 Natural Bridge Road

St. Louis, MO 63121

jashwill@haslc.com

Those submitting proposals should have a cover sheet that includes the Real Estate Appraisal Services RFP Number (HASLC-RFP-19-P-06) and the name of the firm submitting the proposal. It is the responsibility of the firm to insure that the proposal is received by the HASLC on or before the date and time specified above.

Questions should be directed to Tim McDermott at tmcdrmott@haslc.com

INTRODUCTION

On behalf of the U.S. Department of Housing and Urban Development (“HUD”) and the Wellston Housing Authority (“WHA”), The Housing Authority of St. Louis County (“HASLC”) is soliciting proposals from qualified licensed firms or individuals (“Respondents”) to provide Real Estate Appraisal Services in connection with the demolition and disposition of properties in the WHA’s inventory. HUD has designated HASLC to act as the administrator of this program.

BACKGROUND

The WHA’s inventory has been designated for disposition. On behalf of the WHA, HASLC plans to submit a demolition and disposition application to HUD. The application requires a Real Estate Appraisal of all properties within the inventory, totaling 201 residential units in 81 buildings and two non-residential buildings. Property addresses are included in Exhibit A of this application.

SCOPE OF SERVICES

The HASLC is seeking proposals from licensed professional Real Estate Appraisers to assist the HASLC in establishing the “as is” fair market value for all properties in the WHA portfolio. The Scope will include:

1. The Offeror will collect and analyze all pertinent data in accordance with the Uniform Standards of Professional Practice (USPAP) and applicable State and Federal Regulations governing the determination of “as is” fair market value.
2. The Offeror will also provide complete documentation for each appraisal along with proper analysis. Appraisals must be submitted in standard Uniform Residential Appraisal Report format.
3. All appraisals must be promptly delivered to the attention of:

Tim McDermott
Director of Development
Housing Authority of St. Louis County
8865 Natural Bridge Road
St. Louis, MO 63121

An electronic copy of each appraisal should be emailed to Mr. McDermott at tmcdermott@haslc.com.

4. Offeror hereby agrees to discuss and clarify agency observations and that these discussions will not be considered conferences and that no additional compensation shall be expected.
5. If, after such discussions revisions are warranted, the Offeror agrees that a supplemental report will be furnished at no additional charge.

6. The Offeror must comply with all federal, state, and local laws and ordinances which may be applicable to the nature and scope of the work involved, including civil rights assurances.
7. The Offeror must agree to execute without reservation, the appraisal certificate, as set out in the Appraisal Report). The appraiser must adhere to appraisal practices as required to conform to the Uniform Standards of Professional Appraisal Practices.

PROFESSIONAL SERVICES AGREEMENT AND TERM

HASLC and the selected firm will execute a Professional Service Agreement (PSA) with the scope of work included in this RFP. The term of the PSA will be negotiated with the successful respondent.

PROFESSIONAL QUALIFICATIONS:

All work in this scope or services must be performed by firms holding licenses from the Real Estate Appraisers Commission of the State of Missouri. Additionally, firms must be qualified to do business in St. Louis County, Missouri.

SUBMISSION CONTENTS

Submissions should include all of the following items:

- A. Letter of Interest:** Respondent's submittals shall be accompanied by a Letter of Interest on the Respondent's letterhead. This letter should include the Respondent's statement of understanding for the scope of work outlined in this RFP, the commitment to perform the work expeditiously within the allotted time frame, a brief statement indicating why the Respondent believes itself to be qualified to perform the scope of work, and a statement that the proposal including the fee schedule is firm and irrevocable for ninety (90) days.
- B. Structure and Capacity of Respondent:** Describe the organizational structure, environmental certifications and experience, abatement management experience, and capacity of the Respondent, and any participating partners or affiliates. Discuss the resources that will be mobilized to accomplish the tasks in this RFP.
- C. Qualifications and Experience of Principal and/or Manager Assigned to Project:** Provide profiles of the relevant employee(s) to be assigned to this project. This information should specify their roles, their previous experience, and their availability. Identify the individual who will serve as the project lead and who will direct and coordinate the assigned tasks to completion.

- D. Prior Clients and Contracts:** Provide a list of previous projects managed by the firm relevant to the scope of services in this RFP. These should involve a range of projects with a focus on any government clients. Provide a name and contact information for each project.
- F. Workplan and Approach:** Describe the agency's and agent's approach to completing the tasks anticipated in the scope of services. Describe the steps the respondent will take to ensure the best possible outcomes in a timely manner for HASLC.
- G. Eligibility to Bid and Contract:** Any respondent who has been disbarred from bidding on projects by any federal, state, or local government agency will not be eligible for selection.
- H. Fee Proposal:** Submit a fee proposal on company letterhead in a separate envelope as instructed below. Proposals shall detail the respondent's proposed compensation structure including fee and payment schedule.
- I. Supplemental Materials:** If respondent chooses to provide additional materials beyond those requested, those materials should be included in a separate section of the proposal.

SUBMISSION INSTRUCTIONS

Disadvantaged, minority and women-owned businesses are encouraged to respond to this solicitation. Responses that do not include all required information will be deemed unresponsive and will be disqualified.

Responses to this RFP must be received by HASLC no later than Noon on June 17, 2019. They may be mailed or delivered to the address listed below. Preferably responses will be emailed to: jashwill@haslc.com. Responses may not be faxed. Please direct all questions to Mr. Tim McDermott tmcdermott@haslc.com or (314) 227-3169, / TTY (314) 428-4714.

Housing Authority of St. Louis County
Attn: Janie Ashwill
8865 Natural Bridge Road
St. Louis, Missouri 63121

EVALUATION CRITERIA

Respondents' proposals will be evaluated based on the criteria listed in this section. Because multiple areas of expertise may be required for successfully performing projects, the respondent may, either through in-house staff, sub-consultants, or affiliates demonstrate additional expertise and have available experienced personnel in the areas described.

Respondents are encouraged to identify and clearly label in their proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, interviews, and reference responses. HASLC reserves the right to request additional information or documentation from the agency regarding its submittal documents, personnel, financial viability, or other items to complete the selection process. In submitting, respondent agrees that any fees or costs proposed shall be valid for a minimum of 90 days from the date of the proposal.

The following criteria will be utilized to evaluate each proposal. Your Proposal will be evaluated on the following:

A. Company:

1. Minimum Qualifications: The selected company must be qualified to do business in St. Louis County, Missouri with sufficient licenses and certifications to perform the required tasks.
2. History, Capacity, and Services: What are the respondent's professional strengths, experience and services that apply to this project?
3. Approach to Project Management: What is the respondent's unique program to serve their clients' needs? What resources will the company bring to support HASLC's goals?
4. Relevance and Success of Prior Contracts: Based on similar clients, scope, and scale of projects.

B. Assigned Project Manager:

1. Minimum Qualifications: The assigned Project Manager must have residential and commercial real estate appraisal experience.
2. Qualifications and Experience: What are the Project Manager's experience, certifications and professional strengths that apply to this project?
3. Approach to Project Management: What is the Project Manager's unique approach to successful completion of major demolition and abatement projects? What strategies and skills will the Project Manager apply to this contract?
4. Relevance and Success of Prior Transactions: Based on the list provided with the proposal.

C. Fee Proposal: Estimated total cost based on a fixed fee and or hourly fees of assigned personnel.

D. Interview: Brief presentation by the proposing company and their principals and assigned Project Manager. Exploration and clarification of the company's and Project Manager's qualifications, capacity, and experience. Discussion of strategies for successfully fulfilling the task set forth in the Scope of Services.

E. References: Proposals shall provide contact information for four (4) references. References from government clients would be helpful.

EVALUATION AND SELECTION PROCESS

All submissions will be initially reviewed to determine compliance with the submission requirements specified within this RFP. Responses that are not complete and accurate; and, do not comply with these requirements may result in disqualification from the solicitation without further review. HASLC urges all interested respondents to carefully review the requirements of this RFP.

All responsive proposal submissions will be evaluated by an Evaluation Committee comprised of HASLC staff. Scoring of submissions containing the requested information will serve as the initial basis for selection of finalists.

A list of finalists will be established by the Evaluation Committee. Interviews of the finalists will be conducted to identify the top-rated respondent utilizing the same scoring criteria as described above. The interview will open with a brief presentation by the company and assigned project manager and include questions as follow to the materials presented in the written submission.

All proposals, based on written submission, interview and cost will be ranked in accordance with the above point system and contract negotiations will be initiated with the highest ranked Respondent. If negotiations between HASLC and the highest ranked Respondent fail to produce an agreement, HASLC will terminate those negotiations and proceed with contract negotiations with the second highest ranked Respondent. That process will continue until an agreement is reached between HASLC and a Respondent. HASLC reserves the right to negotiate with the Respondent selected and to accept the proposal which is in the best interest of HASLC.

ADDITIONAL BIDDING REQUIREMENTS

A. COMPLETE AND ACCURATE SUBMISSION

A Respondent's failure to provide accurate information in response to this Request for Qualifications may disqualify the Respondent from further participation in the selection process. Qualifications may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the Respondent, in writing, and is received by HASLC prior to the date and time designated in the RFP for final receipt of submissions. After such date and time, the Respondent may not change any provision of its proposal in a manner prejudicial to the interest of HASLC and/or fair competition.

B. CANCELLATION / WAIVER

HASLC reserves the right to cancel this RFP or to reject, in whole or in part, any and all submissions received in response to this RFP upon its determination that such cancellation or rejection is in the best interest of HASLC. HASLC further reserves the right to waive any minor informality in any submissions received, if it is in the public interest to do so. The decision as to who shall receive a contract award, or whether or not an award shall be made

as a result of this RFP, shall be at the absolute sole discretion of HASLC. In addition, multiple awards may be made.

C. KEY PERSONNEL

The key personnel specified by the successful Respondent will be considered essential to the work to be performed by the successful Respondent. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify HASLC in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change key personnel or hours to be devoted, before or after contract award, without written permission from HASLC.

D. PART OF CONTRACT

The contents of the documents submitted by the successful Respondent may become part of any contract award at the sole discretion of HASLC.

E. NO COMPENSATION FOR RESPONSE

Respondent will not be compensated for work or costs related to preparation and submission of this proposal. Respondents selected for further interviews and negotiations will be responsible for all expenses incurred during these processes.

F. AMENDMENT / ADDENDA

HASLC will endeavor to provide copies of applicable amendments or addenda to all potential respondents who have received this Request for Qualifications. However, it will be the responsibility of each Respondent to make inquiry as to the existence and content of amendment or addenda, as the same shall become part of this RFP and all Respondents will be bound thereby, whether or not the amendment or addenda are actually received by the Respondent. The amendments or addenda shall be posted on the HASLC website at <https://www.haslc.com/vendors/solicitations-and-bids/>

G. HASLC OPTIONS

HASLC will consider as “non-responsive” any submission for which critical information is lacking, or any submission which represents a major deviation from the RFP. HASLC reserves the right to request additional information from any respondent after the submission deadline. HASLC also reserves the right to reject any and all, or parts of any and all proposals; to not award a contract; to re-advertise this RFP; postpone or cancel at any time the RFP process; to waive any irregularities in this RFP or in the responses received as a result of the RFP.

HASLC will reject the qualifications of any Respondent who is suspended and/or debarred by HUD from providing services to public housing authorities and reserves the right to reject the response of any Respondent who has previously failed to perform any contract properly for HASLC. The determination of the criteria and process whereby submissions are evaluated and the decision as to whom shall receive a contract award shall be at the sole and absolute discretion of HASLC.

By submitting a response to this RFP, Respondent acknowledges and agrees to the following conditions:

- All submissions in response to this RFP become the property of HASLC. As such, all submissions are public records, subject to public review in compliance with HUD, State, and local laws. Submissions shall not be returned.
- No Respondent shall initiate contact with any member of the Board of Commissioners of the HASLC regarding this RFP until after completion of the selection process and execution of a contract. If any Respondent has any reason, not related to this RFP, to contact any of the above parties, they will be required to disclose to that party that they are a respondent in this solicitation. Failure to adhere to these requirements may result in disqualification from the solicitation.

Respondent shall not have employed or retained any company or person, other than a bona fide employee working solely for the Respondent to solicit or secure the execution of a contract with HASLC. Respondent certifies that they have not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift or any other consideration, contingent upon or resulting from the award of or the making of a contract from this solicitation.

Other Requirements and Information

Minority-owned and Women-owned Business Enterprises - HASLC strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.

Section 3 Requirements - Section 3 of the Housing and Urban Development Act of 1968 (Section 3) requires HASLC to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of HASLC communities and other low-income residents of St. Louis County. Each respondent is required to submit prior to execution of any contract a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this RFQ, and a Section 3 Business Certification form.

Basic Eligibility – The firm selected in accordance with this RFQ must be licensed to do business in the State of Missouri. In addition, the firm has not been debarred, suspended, or otherwise ineligible to contract with HASLC.

General Insurance Requirements – The firm selected in accordance with this RFQ will be required to furnish a valid insurance certificate to HASLC for professional liability, workers compensation and general commercial liability insurance coverage in amounts and coverage requirements to be determined after selection. (This requirement will extend to any sub-consultant that the firm includes in its response to this RFQ.)

Affirmative Action - HASLC requires that each respondent be an Equal Opportunity Employer. Respondents should state that they comply fully with all government regulations regarding nondiscriminatory employment practices.