



Spokane Housing Authority

REQUEST FOR PROPOSALS No. P19002

**Utility Allowance Schedule
Consultant
August 15, 2019**

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1. RFP INFORMATION AT-A-GLANCE

<p>HOW TO OBTAIN THE RFP AND ATTACHMENTS:</p>	<p>Go to SHA Website: http://www.spokanehousing.org/business/ Click on the link for RFP No P19002 to download the RFP materials.</p> <p>OR</p> <p>Email: Gary Harper, SHA Procurement Specialist at gary@spokanehousing.org and request RFP Package via email.</p>
<p>HOW TO ASK QUESTIONS:</p>	<p>Any questions or requests for further information must be submitted in writing no later than the above date to the following contact:</p> <p>Gary Harper, SHA Procurement Specialist gary@spokanehousing.org</p> <p><i>No Phone Calls – All questions must be in writing.</i></p>
<p>PROPOSAL SUBMITAL DEADLINE:</p>	<p>September 16, 2019 by 2:00 PM</p>
<p>SUBMITTAL ADDRESS AND NUMBER OF COPIES:</p>	<p>HARD COPIES ONLY Submittals via email are not permitted. An original and two (2) copies must be submitted.</p> <p>SUBMITTAL ADDRESS: Spokane Housing Authority (SHA) ATTN: Gary Harper - RFP: #P190002 55 W Mission Avenue Spokane, WA 99201</p>
<p>ENSURE:</p>	<ul style="list-style-type: none"> ✓ The person signing the proposal must be authorized to commit the proposer and conduct negotiations if requested or required, or both. ✓ By completing, executing, and submitting the <i>Form of Proposal, Attachment A</i>, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by SHA. ✓ All information and Attachments required from proposers outlined Section 5.0 must also be included for any major sub-consultants (10% or more) or from any joint venture.

2. INTRODUCTION

2.1 General: The Spokane Housing Authority (SHA) is seeking bids from qualified individuals or businesses interested in developing six (6) current schedules of monthly utility allowances that meet the requirements for Section 8 Housing Choice Voucher (HCV) utility allowances described in HUD regulations (24 CFR 982.517) and HUD-52667 (included for reference as Attachment E), and accurately reflects average utility costs for the Spokane, Stevens, Pend Oreille, Lincoln, Whitman and Ferry counties.

2.2 SHA Background: SHA, formed in 1972, is a public body corporate and politic that provides affordable housing options to about 6,300 low-income households in Spokane, Stevens, Pend Oreille, Lincoln Whitman and Ferry counties.

SHA is headed by an Executive Director (ED) and is governed by a seven-member volunteer Board of Commissioners (Board). The ED is appointed by, and reports to, the Board and is responsible for staff hiring and direction. SHA Commissioners serve five year terms and are appointed by the governing bodies of the City of Spokane, City of Spokane Valley, and Spokane County (two appointments each). The seventh member is appointed by the standing SHA Board of Commissioners and must be a person who receives assistance from SHA or who resides in a SHA-managed property.

SHA has 63 employees and a total budget of \$64.7 million for Calendar Year 2019. SHA serves as General and Managing Partner for several Low Income Housing Tax Credit limited partnerships, administers the Housing Choice Voucher program of over 5,400 vouchers, several grant programs for rental assistance, and manages 12 multifamily properties and 74 public housing properties that include both single-family and duplexes across Spokane County.

2.3 This RFP is subject to the Department of Housing and Urban Development's (HUD's) procurement standards (2 CFR 200), Section 3 of the HUD Act of 1968 (as amended) and the SHA's procurement policy.

3. SHA's Reservation of Rights

3.1 Right to Reject, Waive, or Terminate the RFP. SHA has the right to 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 SHA to be in its best interests.

3.2 Right to Not Award. SHA has the right not to award a contract pursuant to this RFP.

3.3 Right to Terminate. SHA may terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s), and for any reason that would, in the SHA's opinion, result in contract termination for any other condition.

3.4 Right to Determine Time and Location. SHA has the right to determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in this RFP.

3.5 Right to Retain Proposals. SHA has the right to 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 SHA.

3.6 Right to Negotiate. SHA may choose to negotiate the fees proposed by the proposer entity.

- 3.7 Right to Reject any Proposal.** SHA may choose to 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.
- 3.8 No Obligation to Compensate.** SHA has no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 3.9 Right to Prohibit.** At any time during the RFP or contract process SHA has the right 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 responding to this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this, and further agrees that he/she will inform the SHA Procurement Specialist in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by SHA that he/she feels needs to be addressed. Failure to abide by this time-frame shall relieve SHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 3.10 Potential Reopening the RFP.** In the interest of having a fully qualified contractor to meet the needs of SHA, SHA reserves the right to re-open the RFP at any time during the ensuing period of time after the RFP deadline. If SHA does re-open the RFP, the contractors who have already competed are not required to resubmit their proposal—such contractors will just stay in the round for the reopening.

4. Scope of Work and Technical Specifications

- 4.1 Conditions and Requirements:** SHA is conducting this Request for Proposals (RFP) competitive solicitation process for a contractor to develop utility allowance schedules for Housing Choice Voucher Program participants that meet the following conditions and requirements:
- 4.1.1** Classified according to the following general categories: energy costs (with separate costs for space heating; cooking; other electric, air conditioning, and water heating that may be provided by separate energy sources), the costs of water, sewer and trash collection (disposal of waste and refuse), and the reasonable cost to rent or lease to purchase a range or refrigerator;
 - 4.1.2** Distinguishes between average energy costs by unit type, including at a minimum: single family/duplex/triplex units, Lowrise Apartments, Highrise Apartment Buildings, and Manufactured Homes.
 - 4.1.3** Be easy for SHA staff to use to establish individual utility allowances for each unit leased up in the program;
 - 4.1.4** Be easy for staff to update as utility rates change;
 - 4.1.5** Be consistent with publicly available information on utility consumption in the area;
 - 4.1.6** Differentiate between municipalities and unincorporated areas with Spokane County; and

- 4.1.7** Complete the contract within 60 days of contract execution.
- 4.1.8** SHA prefers contractor to utilize the HUD Utility Schedule Model (HUSM) to create utility allowances that support a reasonable level of consumption by Section 8 Housing Choice Voucher participants, based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. Refer to <https://www.huduser.gov/portal/resources/utilallowance.html> for the specific model and instructions. Contractor may propose alternative method; however, must then also provide an explanation of the methods used and the justification for this selection.
- 4.2 Deliverables:** The Consultant shall provide the following project deliverables as part of the contract to be executed based on this RFP:
- 4.2.1** Separate self-contained spreadsheets with all the variables necessary to generate the utility allowance schedule in final format for each of the six counties served by SHA (Spokane, Stevens, Pend Oreille, Lincoln, Whitman and Ferry).
- 4.2.2** Written documentation supporting utility tariffs and rates used to calculate each utility allowance.
- 4.3 HUD Regulations:** The utility allowance schedule to be developed by the Consultant must be consistent with the following HUD regulations regarding utility allowances (PHA as used below refers to “Public Housing Authority” or, in this instance, the Spokane Housing Authority):
- 4.3.1** 24 CFR Part K, Section 982.517 (2)(b)
- (1) The utility allowance schedule must be determined based on the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the PHA [public housing authority] must use normal patterns of consumption for the community as a whole, and current utility rates.
- (2) (i) A PHA’s utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards. However, the PHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.
- (3) (ii) In the utility allowance schedule, the PHA must classify utilities and other housing services according to the following general categories: space heating; air conditioning; cooking; water; sewer; trash collection (disposal of waste and refuse); other electric; refrigerator (cost of tenant-supplied refrigerator); range (cost of tenant- supplied range); and other specified housing services. The PHA must provide a utility allowance for tenant-paid air-conditioning costs if the majority of housing units in the market provide centrally air-conditioned units, or there is appropriate wiring for tenant-installed air conditioners.
- 4.4 Contract Period:** SHA anticipates that it will initially award the initial contract with the option, at SHA’s discretion, of four (4) additional one (1) year option periods **(+4/1)**.
- 4.5 Timeline of the Project:** SHA anticipates making a decision on the selected contractor no later than

November 15, 2019 with a contract effective date no later than December 1st. Completed utility schedules must be delivered to SHA within 60 days of the contract start date.

5 INFORMATION TO BE PROVIDED IN SUBMITTALS

- 5.1 Tabbed Proposal Submittal:** SHA intends to retain the successful proposer pursuant to a “Best Value” basis not a “Low Bid” basis, as well as that proposer’s ability to meet the schedule.
- 5.2 Return one (1) original and two (2) copies.** Clearly mark the submittals **ORIGINAL** or **COPY** as appropriate.
- 5.3** The person signing the proposal must be authorized to commit the responder and to conduct negotiations or discussions if requested or required, or both.
- 5.4** Effort should be made to keep submittals concise.
- 5.5** So SHA can efficiently evaluate all responses, proposals must be put together in the order below, divided by numbered tabs. Submittals are to be in binders or be easy to disassemble for copying. **NO SPIRAL BINDING.**
- 5.6** If no information is being placed under any of the tabs, please insert a statement that says, “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.
- 5.7** Omission of any of the required documents, certifications or attachments will render the proposal non- responsive.

**THIS SECTION LEFT INTENTIONALLY
BLANK – PLEASE MOVE TO NEXT
PAGE FOR TAB CHRONOLOGY.**

5.8 TAB Chronology:

Tab No.	Description
<p>TAB 1:</p>	<p>Attachments: Completed and signed:</p> <p>A. Form of Proposal - This is attached as Attachment A to the RFP document. The 2-page form must be fully completed, executed, and submitted under this tab as part of the submittal.</p> <p>B. Form HUD 5369C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i> - This Form is attached hereto as Attachment B to this RFP document. This 2-page form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.</p> <p>C. Profile of Firm - The Profile of Firm form is attached as Attachment C to this RFP document. The 2-page form must be fully completed, executed, and submitted under this tab as part of the submittal.</p> <p>D. W-9 Request for Taxpayer and Identification Number – Attachment D.</p>
<p>TAB 2:</p>	<p>Evaluation Factor 1: Proposed Pricing For this factor, proposers are to submit proposer's total lump sum price based on Scope of Work identified in Part 4 of this RFP.</p>
<p>TAB 3:</p>	<p>Evaluation Factor 2: Schedule: Discuss preliminary timeline schedule for project completion.</p>
<p>TAB 4:</p>	<p>Evaluation Factor 3: Capacity and Capability to Perform the Work Described in the Scope of Work:</p> <p>A. Evidence of expertise in the completion of the scope of work.</p> <p>B. A complete description of the services the contractor provides.</p> <p>C. Discuss key in-house staff that will be involved in the project. Identify any sub-consultants that will be used.</p> <p>D. Provide resumes for key staff to be involved in this project.</p>
<p>TAB 5:</p>	<p>Evaluation Factor 5: Successful Past Performance: Submit a listing of current and past clients, including Public Housing Authorities, for which your firm has performed similar services to this RFP.</p> <ul style="list-style-type: none"> ● Include the client firm or company name ● The name of the firm's contact person ● Client's telephone number ● Brief description of services performed and approximate date they were performed
<p>TAB 6:</p>	<p>Equal Employment Opportunity (EEO): Proposers shall submit under this tab a copy of its EEO Policy and any documentation it believes substantiates the proposer's practice and history of employing minorities and/or women in professional positions.</p>
<p>TAB 7:</p>	<p>(Optional): Sub-Consultant/Joint Venture Information: Proposers shall identify hereunder whether or not he/she intends to use any sub-consultants for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from proposers under the preceding tabs must also be included for any major sub-consultants (10% or more) or from any joint venture. If the proposer does not intend to use sub-consultants and/or joint venture(s) do not apply, place a statement under this Tab advising "NO SUBCONSULTANTS/JOINT VENTURES".</p>
<p>TAB 8:</p>	<p>(Optional): Section 3 Business Preference Documentation: 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 E and any documentation required by that form. If the proposer does not claim any Section 3 preference, a statement under this Tab advising "NO SECTION 3 BEING CLAIMED."</p>
<p>TAB 9:</p>	<p>(Optional): Other Information: The proposer may include hereunder any other general information that they believe is appropriate to assist SHA with its evaluation. If no pertinent information is to be placed under this tab, insert a statement under this Tab advising "NO INFORMATION IS BEING PLACED HEREUNDER."</p>

6. Proposal Submission

- 6.1 A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies (each of the 3 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:

Spokane Housing Authority
RFP No P19002
Attn: Gary Harper, Procurement Specialist
55 W. Mission Avenue
Spokane, WA 99201

The package exterior must clearly denote **RFP No. P19002** and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

- 6.2 **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 SHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, SHA decides that any such entry has not changed the intent of the proposal that SHA intended to receive, SHA may accept the proposal and the proposal shall be considered by SHA as if those additional marks, notations, or requirements were not entered on such. Each prospective proposer is agreeing to confirm all notices that SHA delivers to him/her as 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 RFP.
- 6.3 **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 SHA, including the RFP document, documents listed within this RFP 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 SHA to exclude any of SHA's requirements contained within the documents may cause that proposer to not be considered for award.
- 6.4 **Cost of Preparing Proposals:** SHA will not be liable for any costs incurred by the Proposer in the preparation and presentation of proposals submitted in response to this RFP including, but not limited to, costs incurred in connection with the Proposer's participation in demonstrations.
- 6.5 **Proprietary Proposal Material.** Any records or materials submitted to SHA in response to this RFP become public records under Washington State law (see RCW Chapter 42.56, the Public Disclosure Act, at <http://leg.wa.gov/LawsAndAgencyRules>). Public records must be promptly disclosed upon request unless a statute exempts disclosure. Exemptions from disclosure include trade secrets and valuable formulas (see RCW 42.56 and RCW Ch. 19.108); however, public disclosure exemptions are narrow and specific. Proposers are expected to be familiar with any potentially-applicable exemptions, and the limits of those exemptions.

Proposers are obligated to separately bind and clearly mark as "proprietary" information any proposal records they believe are exempted from disclosure. The body of the proposal may refer to these separately-bound records. Proposers should mark as "proprietary" only that information they believe

legitimately fits within a public-disclosure exemption. SHA may reject solicitation responses that are marked proprietary in their entirety.

If SHA receives a public disclosure request for records that a Proposer has marked as "proprietary information," SHA may notify the Proposer of this request and postpone disclosure briefly to allow the Proposer to file a lawsuit under RCW 42.17.330 to enjoin disclosure; however, this is a courtesy of SHA and not an obligation.

SHA has no obligation to assert an exemption from disclosure. If the Proposer believes that its records are exempt from disclosure, the Proposer is obligated to seek an injunction under RCW 42.56. By submitting a proposal, the Proposer acknowledges this obligation; the Proposer also acknowledges that SHA will have no obligation or liability to the Proposer if the records are disclosed.

6.6 Proposer's Responsibilities.

6.6.1 Addenda. In the event there are changes or clarifications to this RFP, SHA will issue an addendum. Addenda will be published on SHA's website at: <http://www.spokanehousing.org/business/>. It is the responsibility of proposers to check this website prior to submission of a proposal to review and download any addenda issued. If you are unable to download the addenda, you may call SHA's Procurement Specialist, Gary Harper at (509) 252-7142 to have a copy of the addenda mailed or emailed to you.

6.6.2 Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the SHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors. Within 2 CFR §200.321 it states:

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

6.6.2.2 The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area contractors are used when possible.

6.6.2.3 Affirmative steps must include:

6.6.2.3.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

6.6.2.3.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

6.6.2.3.3 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;

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

6.6.2.3.5 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

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

6.6.3 The SHA’s Procurement Policy states:

Assistance to Small and Other Business’, Required Efforts may include, but not be limited to:

- Placing qualified WMBEs on solicitation lists and bidders’;
- Encouraging WMBE participation through direct solicitations whenever they are potential sources;
- When appropriate, advertise in applicable publications likely to be read by WMBEs;
- For construction projects, provide plans and specifications to qualified plan centers that serve WMBEs;
- Divide contract work, when economically and logistically feasible, into smaller tasks to permit maximum participation by WMBEs;
- Establish delivery schedules, where the requirement permits, which encourage participation by WMBEs;
- Use the services and assistance on OMWBE (website, etc.);
- Require the prime contractor, if subcontracts are to be awarded, to take the affirmative steps listed in this subsection, and encourage them to subcontract with qualified WMBEs to the maximum extent possible.

Requirements. Accordingly, the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

6.7 Attachments. It is the responsibility of each proposer to verify that he/she has downloaded all of the required attachments pertaining to this RFP, which are hereby by incorporated by reference as a part of this RFP.

7 Proposal Evaluation

7.1 Evaluation Factors. The following factors will be used by SHA to evaluate each proposal submittal received; award of points will be based upon the documentation the proposer submits.

No.	Max Point Value	Factor Type	Factor Description
1	20	Subjective	The Proposer’s PROPOSED WORK PLAN
2	20	Subjective	The proposer’s TECHNICAL EXPERTISE

3	15	Subjective	The proposer's CUSTOMER SERVICE (See Table 2 above for a complete description of this Factor).
4	15	Subjective	The proposer's MANAGERIAL CAPACITY/STAFFING PLAN (Ability to provide the services detailed based upon profiles of principles and staff).
5	10	Objective	PRICE/RATES (Proposer with the lowest price receives all the possible points, and all other proposers receive a smaller number of points based on the ratio of their price to the lowest price proposal).
	80		Total Points
*NOTE: Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on opinion after a thorough review of the information submitted by each proposer within their proposal.			

7.1.1 Preference Evaluation Factor. This is specific to the SECTION 3 BUSINESS PREFERENCE PARTICIPATION. A Contractor may qualify for Section 3 status as detailed within Attachments E and F (NOTE: A max of 15 points awarded). The following objective factors will be utilized by the Procurement Specialist to evaluate each proposal submittal received:

Max Point Value	Factor Description
15	Priority I, Category 1a. Business concerns that are 51 % or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended.
13	Priority II, Category 1b. Business concerns whose workforce includes 30 % 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.
11	Priority III, Category 2a. Business concerns that are 51 % or more owned by residents of any other housing development or developments.
9	Priority IV, Category 2b. Business concerns whose workforce includes 30% of residents of any other public housing (PH) 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 PH development.
7	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.
5	Priority VI, Category 4a. Business concerns that are 51% or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30% 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.
3	Priority VII, Category 4b. Business concerns that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.
15	Maximum Available Preference Points (Additional)

7.2 Evaluation Method.

- 7.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
- 7.2.2 Evaluation Committee.** The SHA 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 NOT make any attempt to contact or discuss with such person anything related to this RFP. The designated Procurement Specialist is the only person at SHA 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.
- 7.2.3 Evaluation.** The Procurement Specialist will evaluate and award points pertaining to Evaluation Factor No. 5 (the “Objective” Factor) The appointed evaluation committee, independent of the Procurement Specialist or any other person at the SHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 1 through 4 (the “Subjective” Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Procurement Specialist.
- 7.2.4 Determination of Top-ranked Proposals.** The subjective points awarded by the evaluation committee will be combined with the objective points awarded by the Procurement Specialist to determine the final rankings, which is then forwarded by the Procurement Specialist to the Executive Director for approval.
- 7.2.4.1 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.”
- 7.2.5 Notice of Results of Evaluation.** If an award is completed, all proposers will receive by email a Notice of Results of Evaluation. Such notice shall inform all proposers of:
- 7.2.5.1** Which proposer received the award;
- 7.2.5.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;
- 7.2.5.3** The costs received from each proposer;
- 7.2.5.4** Each proposer’s right to a debriefing and to protest.
- 7.2.6 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 SHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the

SHA evaluation committee.

8. Contract Award

8.1 Contract Award Procedure. If a contract is awarded as a result of this RFP, the following detailed procedures will be followed:

8.1.1 By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by SHA, either in hard copy or electronically”. Accordingly, SHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

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

8.2.1 Mandatory HUD Forms. Please note that SHA 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.

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

8.2.3 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 Procurement Specialist. Any purported assignment of interest or delegation of duty, without the prior written consent of the Procurement Specialist shall be void and may result in the cancellation of the contract with SHA, 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 Procurement Specialist.

8.3 Contract Period. SHA anticipates that it will initially award a contract lasting until the website redesign is complete and has been published publicly for a minimum of 30 days.

8.4 Funding Availability. By responding to this RFP, the Proposer acknowledges that for any contract signed as a result of this RFP, the authority to proceed with the work is contingent upon the availability of funding.

8.5 Licensing and Insurance Requirements. Prior to award (but not as a part of the proposal submission) the Proposer will be required to provide:

8.5.1 Workers Compensation Insurance. An original certificate evidencing the proposer’s current industrial (worker’s compensation) insurance carrier and coverage amount Workers’ Compensation (statutory) and Employer’s Liability: \$1,000,000 per accident for Bodily Injury or Disease. (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).

8.5.2 General Liability Insurance. An original certificate evidencing General Liability coverage,

naming SHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of SHA as an additional insured under said policy - General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

- 8.5.3** Automobile Insurance. Automobile Liability: \$1,000,000 per accident for Bodily Injury and Property Damage.
 - 8.5.4** Professional Errors and Omissions Liability: \$1,000,000 per occurrence.
 - 8.5.5** 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 Spokane, Spokane County, and/or the State of Washington.
 - 8.5.6** Certificates/Profile of Firm Form. Pertaining to the aforementioned (within Sections 8.5.1 through 8.5.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form
- 8.6** **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.
- 8.7** **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to SHA within 10 work days of notification by SHA.

**SHA IS AN EQUAL OPPORTUNITY EMPLOYER AND REQUESTS RESPONSES FROM
SECTION 3, MINORITY AND WOMEN BUSINESS ENTERPRISES**