

INVITATION FOR PROPOSALS (IFP) No. P20001

Mission Building Brokerage Services

REQUEST FOR PROPOSALS
FOR
Commercial Brokerage Services

BY

SPOKANE HOUSING AUTHORITY
55 W. Mission Avenue
Spokane, WA 99201

PROPOSALS ARE DUE AT THE ADDRESS SHOW BELOW
NO LATER THAN

June 18, 2020 at 3:00 P.M. (LOCAL TIME)

SPOKANE HOUSING AUTHORITY
ATTN: Brian Jennings
55 W. Mission Avenue
Spokane, WA 99201

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE DESIGNATED OFFICE OF THE SPOKANE HOUSING AUTHORITY (THE AUTHORITY) ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. THE AUTHORITY WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE.

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INTRODUCTION

The Spokane Housing Authority (hereinafter, "SHA" or "the Authority") is a public entity that was formed in 1972 to provide federally subsidized housing and housing assistance to low-income families, within Spokane County, Washington. The Authority is headed by an Executive Director (ED) and is governed by a seven-person board of commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, "CFR") and the Authority's procurement policy.

In keeping with its mandate to provide efficient and effective services, the Authority is now soliciting proposals from qualified, licensed and insured brokers to provide the below noted services to the Authority. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

Table 1-RFP INFORMATION AT A GLANCE

SHA Contracting Officer (CO)	Brian Jennings; bjennings@spokanehousing.org
PRE-PROPOSAL CONFERENCE It is not mandatory for proposers to attend, but it is HIGHLY recommended that interested proposers attend the conferences to better understand the competitive solicitation process and how to correctly submit a RFP proposal.	As detailed in Section 2.5 Pre-Proposal Conference, the Authority will conduct a non-mandatory Pre-Proposal Conference and Workshop; June 4, 2020, at 1:00 PM (Local Time) 55 West Mission Avenue, Spokane, WA 99201
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	As instructed within Section 3.2 of the RFP document, submit 3 original "hard copy" proposal along with the fee information in a separate envelope and 1 electronic copy of both the proposal and the fee information.
PROPOSAL SUBMITTAL RETURN & DEADLINE	June 18, 2020 no later than 3:00 PM local time to Spokane Housing Authority 55 West Mission Avenue Spokane, Washington 99201 *(The proposals must be received in-hand and time-stamped by the Authority no later than 3:00 PM local time on this date).
Questions to be Received/Addendum Posted By	Questions will be received in writing no later than 4:00 PM local time on June 11, 2020 , via email at bjennings@spokanehousing.org Responses to all questions will be posted as an addendum and posted to the Authority website at http://www.spokanehousing.org .
Notice of Intent to Submit	It is suggested that interested companies submit a Notice of Intent to Submit a Proposal to bjennings@spokanehousing.org by 4 PM , on June 11, 2019 , with the subject " NOTICE OF INTENT. " By indicating your intent to submit a proposal you will receive direct updates and clarifications to the RFP in addition to any addendum posted.

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1. 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 RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.
 - 1.2. Right to Not Award. Not to award a contract pursuant to this RFP.
 - 1.3. Right to Terminate. Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful 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 RFP.
 - 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 fees proposed by the proposer entity.
 - 1.7. Right to Reject Any Proposal. 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.
 - 1.8. No Obligation to Compensate. Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.9. Right to Prohibit. At any time during the RFP 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. By downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this time-frame 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 website is the only official and appropriate venue to obtain the RFP documents (and any other information pertaining to this RFP such as addenda). Accordingly, by submitting a response to this RFP the respondent thereby affirms that he/she obtained all information on the website. Any other group such as an association or a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the SHA website to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from the website.
2. Scope of Work (SOW). The Agency is seeking proposals from qualified, licensed, and insured entities to provide commercial real estate consulting services. It is anticipated that the successful offeror shall be a broker representing the Agency in the valuation, marketing and sale of a 12,000 sqf commercial office building located on the periphery of downtown Spokane.

SHA will be relocating its current operations in the Fall of 2020 and is seeking to divest of the current office building now housing our main office operations.

2.1. General Requirements

2.1.1. When and as directed by SHA, the broker shall perform, as necessary, all services and coordination for sale of the commercial property. Services will include estimating value, establishing listing price, photography, listing on the commercial MLS, showing of properties, negotiating, and coordinating of closing.

2.1.2. The broker services shall also include, but not be limited to:

2.1.2.1. Performing market analysis,

2.1.2.2. Developing strategies for sale of property,

2.1.2.3. Negotiating with buyers on behalf of Spokane Housing Authority,

2.1.2.4. Coordinating real estate transaction closings, and

2.1.2.5. Handling all other customary activities and services associated with real estate transactions.

2.1.2.6. Services may include consultation with Spokane Housing Authority staff and Spokane Housing Authority Commission members relating to the sale of real estate. Presentations at public meetings may be required.

2.1.3. SHA Contact and Scheduling – The broker must work with SHA to determine and establish a mutually agreed upon schedule for the sale of the property. This schedule will be adhered to in strict accordance with the requirements of this RFP. The selected broker shall provide all required equipment, vehicles, supplies and supervision, necessary to list the property for sale.

2.1.3.1. SHA must approve in advance, any changes or delays in the scheduled listing.

2.1.3.2. SHA will contact the selected broker via telephone and/or email, as well as use regular meetings to develop and maintain the appropriate schedule for listing.

2.1.3.3. Unit listing will likely occur in advance of the relocation to the new operations building.

2.1.4. Supplemental Listing or Sales Materials

2.1.4.1. The Broker shall provide supplemental marketing materials to assist with the sale of the individual properties. **A sample shall be submitted in the contractor's proposal.**

2.1.4.2. On the listing date, provide SHA with an electronic copy of all marketing materials for the listing.

2.2. Broker Responsibilities

2.2.1. Contractor(s) shall provide ID Badges identifying Contractor for all employees working on SHA's properties. No employees will be allowed on SHA's properties without his/her ID badge on his/her person.

2.2.2. Broker's personnel shall be neat and conduct all work in a professional and efficient manner.

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- 2.2.3. Broker shall pay all of its employees, including any and all approved Subcontractors, at least the legal minimum wages.
- 2.2.4. Broker will provide signs, markers, etc. as required to identify and visually promote the property for sale to maximize marketability.
- 2.2.5. The broker shall be responsible for notifying SHA immediately of any damages (i.e. fire, container leaking) deemed to be a health or safety hazard.
- 2.2.6. The Broker shall be responsible for safeguarding all SHA property while actively marketing or selling. At the close of each showing, SHA property shall be inspected and secured.
- 2.3. Broker's Qualifications
 - 2.3.1. Must be licensed and in good standing with the State of Washington.
 - 2.3.2. Must have an excellent reputation in the commercial real estate community.
 - 2.3.3. Must be knowledgeable in the local real estate market and have experience with small to medium commercial office properties.
- 2.4. Economic Inclusion Participation. The Authority has, within the terms of its procurement policy, established the following goals with regards to Economic Inclusion and encourages participation by MBE/WBE and Section 3 Business concerns.
 - 2.4.1. Diversity in Contracting Encouraged: The Spokane Housing Authority will take affirmative steps and encourage the use of women- and minority-owned business (WMBEs), businesses owned by economically disadvantaged persons, and small businesses as contractors, subcontractors, consultants, and service providers.
 - 2.4.2. Participation by WMBEs: In reporting participation by WMBEs on SHA contracts, generally, SHA will consider as WMBEs businesses that have been certified by appropriate agencies, although, where appropriate, SHA may also consider businesses WMBEs that it can verify from available information to be owned by women or minorities.
 - 2.4.3. HUD Section 3 Requirements: SHA will comply with Section 3 of the Housing Act of 1968, as amended by Section 915 of the Housing and Community Development Act of 1992, regarding use of Section 3 certified businesses and Section 3 eligible individuals (24 CFR 135). SHA may reference the HUD's Section 3 Business Registry web page @ www.hud.gov/Sec3biz in order to solicit potential businesses for a project, although the business must be verified as a Section 3 business regardless of its listing on the web site. SHA will provide a preference to Section 3 businesses in the award of contracts, regardless of the funding source, as described below.
 - 2.4.3.1. In awarding contracts based on proposals in which price is one factor in determining award, the evaluation criteria will provide for 20 points to be assigned to any qualified Section 3 business, unless the Executive Director, upon recommendation of the director of the department awarding the contract determines, based upon the circumstances, that fewer points should be established in the evaluation criteria. Qualified Section 3 businesses shall receive the maximum number of points authorized in this evaluation criterion.

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2.4.3.2. Within Tab 11, the proposer must complete and submit Attachment D, Section 3 forms and any applicable MBE/WBE/SBA certification.

2.5. Pre-Proposal Conference

2.5.1. A pre-proposal conference is scheduled for **June 4, 2020, at 1:00 PM** (local time) at 55 W. Mission Ave, Spokane, WA 99201. Pursuant to HUD regulations, the pre-proposal conference is not mandatory, but is recommended. The purpose of the conference is to assist prospective proposers in having a full understanding of the RFP requirements so that they feel confident in submitting an appropriate proposal; therefore, at this conference the PO will conduct an overview of the RFP documents, including attachments. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents with them; however, the Authority **will not** distribute at this conference any copies of the RFP documents.

NOTE: If social distancing policies are still in place, an alternative approach will be used and information will be posted online at www.spokanehousing.org.

2.5.2. As stated in the section below, all questions regarding the RFP and requirements must be submitted in writing to the Procurement Department and will be answered as addendum and posted to the Authority's website.

2.6. Questions Regarding This RFP

2.6.1. Questions will only be received in writing by email directed to bjennings@spokanehousing.org no later than 4:00 PM on June 11, 2020.

2.6.2. Questions will be answered in an addendum posted on the Authority's website at www.spokanehousing.org

2.6.3. It is the responsibility of interested Offerors to review this and all addenda posted associated to this RFP.

3. Proposal Format

3.1. **Tabbed Proposal Submittal:** The Authority intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the Authority will, as detailed within the following Section 4, consider factors other than just cost in making the award decision). Therefore, so that the Authority can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. 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 noted below. None of the proposed services may conflict with any requirement the Authority has published or has issued by addendum.

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Table 2-PROPOSAL FORMAT

Tab	Form	Description
1	<u>Attachment A</u> Form of Proposal	This 1-page Form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.
2	<u>Attachment B</u> Form HUD 5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contracts</i>	This 2-page Form must be fully completed, executed where provided and submitted under this tab as a part of the proposal submittal.
3	<u>Attachment C</u> Profile of Firm Form, and <u>Attachment C.1</u> <i>HUD 2992</i>	This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. Form HUD 2992 <i>Certification Regarding Debarment and Suspension</i> must also be executed and submitted as part of the proposal submittal under this tab.
4	Proof of Insurance and Licensing	The proposer must provide current proof of insurance and licensing requirements. See Section 5.4. The proposer shall provide the following certificates evidencing the coverage amounts : <ul style="list-style-type: none"> • Workers Compensation & Employer’s Liability • General Liability • Automobile • Professional Liability and/or Errors and Omissions • Registration with the State of Washington and/or City and County of Spokane
5	<u>W-9 Form</u>	The W-9 Form must be fully executed and submitted as part of the proposal submittal. If selected for award, this form is required in order to process payments.
6	Professional References	The proposer shall submit a listing of 3 former or current professional references for which the proposer has performed similar or like services to those being proposed within the past year. You <i>must</i> reference any previous work performance for the Authority. It is reasonable to assume the Authority will contact references. The listing shall, at a minimum, include: <ul style="list-style-type: none"> • The client’s name, • The client’s contact name, • The client’s address, • The client’s telephone number and email address,

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		The Client’s Business Name (if applicable), and A brief description and scope of the service(s) and the dates the services were provided
7	Relevant Experience & Past Performance	Relevant Experience & Past Performance: Describe past performance and experience in commercial broker services relevant to the services described in this RFP. Describe the end results based on your past performance and experience and what SHA should expect if you were awarded this contract. Describe any lessons learned related to this RFP.
8	Management Plan	The proposer must submit a concise description of its managerial and staff capacity to deliver the proposed services, including brief professional resumes for the persons identified to work on this project. Such information shall include the proposer's qualifications to provide the services and a description of the background and current organization of the firm. Describe the approach you would use for these services.
9	Quality Plan	Describe your plan or procedure to monitor employees and performance if awarded a contract.
10	Equal Employment Opportunity	The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
11	Subcontractor/Joint Venture Information (If Applicable):	The proposer shall identify hereunder whether or not he/she 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. At a minimum, the following forms must be submitted for the subcontractor: <ul style="list-style-type: none"> • HUD 5369-C Certifications and Representations of Offertory, Non-Construction Contracts • Profile of Firm Form • HUD 2992 • Section 3 forms • Licensing and Insurance
12	<u>Attachment D</u> 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 and any documentation required by those forms.
13	Other Information (Optional)	The proposer may include any other general information that the proposer believes is appropriate to assist SHA in its evaluation.

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- 3.1.1. If no information is to be placed under any of the above noted tabs (especially the “Optional”), please place thereunder a statement such as “THIS TAB LEFT INTENTIONALLY BLANK.” DO NOT eliminate any of the tabs.
- 3.1.2. **Proposal Submittal Binding Method:** It is preferable and recommended that the proposer bind the proposal submittal in such a manner that the Authority can, if needed, remove the pages from the cover (i.e. 3-ring binder, etc.) to make copies then conveniently return the proposal submittal to its original condition.
- 3.1.3. **Fee Proposal:** The proposed Fees shall be submitted by the proposer utilizing Attachment I and received by the Authority in a separate, sealed envelope along with the proposals and marked with the Proposer’s name, address, telephone number and e-mail address. The envelope should be titled as:

**Fee Proposal Form
Solicitation P20001
Mission Brokerage Services
Due Date: June 18, 2020 by 3:00 PM**

- 3.1.4. The proposed fee schedule shall include the following items:
 - 3.1.4.1. Your planned commission rate for the selling of the properties inclusive of all elements required to deliver the services, including but not limited to: employee costs and benefits, clerical support, supplies, materials, licensing, insurance, fuel, franchise fees, etc. Please note that such cost is inclusive of all elements required to provide these services as specified and the proposed fee shall be fully “burdened” with profit and overhead costs.
 - 3.1.4.2. Any other costs Spokane Housing Authority may anticipate relating to the real estate services to be provided.
 - 3.1.4.3. **Authorization of Offeror:** The Fee Submittal Form (Attachment I) must be signed by a representative of the Offeror who is legally authorized to enter into a contractual relationship in the name of the Offeror.

3.2. Proposal Submission: All proposals must be submitted and time-stamped received in the designated Authority office by no later than the submittal deadline stated (or within any ensuing addendum). A total of 3 original signed proposal which shall have a cover and extending tabs shall be placed unfolded in a sealed package along with the separate fee information along with an electronic copy of each and addressed to:

**Spokane Housing Authority
Solicitation P20001
Mission Brokerage Services
Attention: Brian Jennings
55 West Mission Avenue
Spokane, WA 99201**

- 3.2.1. **The electronic copy should include at least two files: one for the proposal and one for the fee information.** The proposal may be in more than one electronic file. The package exterior must clearly denote the above-noted RFP solicitation number and must have the

proposer's name and return address. Proposals received after the published deadline will not be accepted. Please label the electronic copy with at a minimum the solicitation number and the proposer's name.

- 3.2.2. **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, 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 Authority by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the Authority decides that any such entry has not changed the intent of the proposal that the Authority intended to receive, the Authority may accept the proposal and the proposal shall be considered by the Authority as if those additional marks, notations or requirements were not entered on such. By accessing the noted website and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the Authority delivers to or makes available as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published and documented by addendum pertaining to this RFP.
- 3.2.3. **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 Authority, including the RFP document, the documents listed within the following Section 3.4 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 PO to exclude any of the Authority requirements contained within the documents may cause that proposer to not be considered for award.
- 3.3. **Proposer's Responsibilities--Contact with the Authority:** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the PO only. Proposers must not make inquiry or communicate with any other Authority staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the Authority to not consider a proposal submittal received from any proposer who has not abided by this directive.
- 3.3.1. **Addendum:** All questions and requests for information must be addressed in writing to the PO. The PO will respond to all such inquiries in writing by addendum posted to the Authority website at <http://www.spokanehousing.org>. Offerors are responsible for ensuring they receive all addenda. During the RFP solicitation process, the PO will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the Authority 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 contact the PO 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 PO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the PO may more fairly respond to all

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prospective proposers in writing by addendum.

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

Table 3 - RECAP OF ATTACHMENTS

Attachment	Description
A	Form of Proposal
B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
C	Profile of Firm Form
C.1	Form HUD 2992 – <i>Certification Regarding Debarment and Suspension</i>
D	Section 3 Forms, including explanation
E*	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
F*	The Authority’s Supplemental Instructions to Proposers & Contractors (SIPC)
G*	Form HUD-5370-C1, <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
H*	Professional Services Agreement General Terms and Conditions
I	Fee Submission Form (To be submitted in a separate, sealed envelope per 3.1.3)

*Reference Documents - Do not include these attachments in your proposal.

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4. PROPOSAL EVALUATION: Each Proposal submittal will be evaluated based upon the following information and criteria.

4.1. **Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The Authority reserves the right to reject any proposals deemed by the Authority not minimally responsive. Each proposal will be evaluated on the factors described in Table 5-SCORE WEIGHTING. The Authority intends to award a contract to the Proposer(s) with the highest ranking scores and whose qualifications and fee proposals the Authority determines is most advantageous to the Authority.

4.2. **Evaluation Committee:** The Authority anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive 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. As detailed within Section 3.3 of this document, the designated PO is the only person at the Authority 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.

4.3. **Evaluation Criteria:** The evaluation panel will use both objective and subjective criteria 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. The scores will then be averaged for each evaluation factor and then the weighted average score for each evaluation factor will be combined to calculate the overall score.

Table 4 - EVALUATION CRITERIA

Score	Description
5	Total Applicability/Excellent: The proposal exceeds all the requirements of the RFP and Specifications in a highly competent and superior manner.
4	Substantial Applicability/Above Average: The proposal meets all the requirements of the RFP and Specifications and, in some respects, exceeds them.
3	Average Applicability: The proposal adequately meets most of the requirements of the RFP and scope. It accomplishes many, but not all of the requirements stated in the RFP and specifications.
2	Limited Applicability/Below Average: The proposal meets some of the requirements of the RFP and scope but contains some deficiencies. The proposal accomplishes some, but not all of the purposes stated in the RFP and specifications.
1	Minimum Responsiveness/Poor: The proposal scarcely meets the requirements and contains many deficiencies. The required documentation is in many respects inadequate, methodologically unsound or scarcely accomplishes the purpose stated in the RFP and specifications.

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0	Non-responsive: A zero value typically constitutes no response or an inability of the vendor to meet the minimum requirement as set forth in submitting the RFP criterion.
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Table 5-SCORE WEIGHTING

NO	POINTS	WEIGHTED AVERAGE	DESCRIPTION
1	0-5	50%	The Proposed Fees to provide the services required
2	0-5	20%	Relevant Experience & Past Performance
3	0-5	10%	Management Plan
4	0-5	10%	Quality Plan
	20	90%	Sub-Total Points (Other than Preference Points)

4.3.1. **Interview:** Those Contractors with scores closest to 90% in categories one through four may be asked to participate in the second stage, consisting of the fifth factor: Any and all interviews are at the sole discretion of the Authority.

5	0-5	10%	Appear and Participate in an <u>Interview with the Authority</u> to discuss qualifications and proposal. Scores assigned for proposals, under any category, may be amended based on information obtained during the oral interviews.
	5	100%	Total Points (other than preference points)

4.3.2. **Additional Evaluation Factors:** The following factors will be utilized by the PO to evaluate Economic Inclusion Points for each proposal received. It is important to note that the Economic Inclusion Points are not a requirement of this solicitation, but are simply additional points available to the proposers. No proposal will be rejected for not receiving any additional points.

Table 6-ADDITIONAL EVALUATION FACTORS

NO.	MAX FACTOR VALUE	POINT TYPE	FACTOR DESCRIPTION
6		Objective	Economic Inclusion Participation: A firm may qualify for Section 3 status as detailed within <u>Attachment D</u> and may also qualify as a DBE/MBE/WBE and SBE as certified by the City of Spokane, the State of Washington MBE/WBE registration board and/or any other governmental certification entity. Active certification must be included with the proposal to receive additional points. Self-certification will not receive additional points. (Note: a maximum of 15 economic inclusion points may be awarded.)

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6a	10 points	Section 3	Category I & II: As detailed in <i>Attachment D</i> ; <u>or</u>
6b	5 points		Category III & IV: As detailed in <i>Attachment D</i> .
6c	15 points		Demonstrative Section 3 Action Plan
	20 points		Maximum Economic Inclusion Points (Additional)
	45 points	Total Possible Points	

- 4.4. Evaluation Method:
- 4.4.1.1. **Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:
 - 4.4.1.2. Instructions to Evaluators;
 - 4.4.1.3. Proposal Tabulation Form;
 - 4.4.1.4. Copy of all pertinent RFP documents.
- 4.4.2. **Evaluation:** The PO will evaluate and award points pertaining to the Proposed Fees and the Economic Inclusion Participation Factors. The appointed evaluation committee, independent of the PO or any other person at the Authority, shall evaluate the responsive proposals submitted and award points pertaining to the other evaluation factors. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the PO.
- 4.4.3. **Potential "Competitive Range" or "Best and Finals" Negotiations:** The Authority 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 and all interviews are at the sole discretion of the Authority.
- 4.4.4. **Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the PO to determine the final rankings. Contract negotiations may, at the Authority's option, be conducted prior to or after the BOC approval.
- 4.4.4.1. **Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 30 points (of the 45 total possible points detailed within Section 4.3).
 - 4.4.4.2. **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."
- 4.4.5. **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:
- 4.4.5.1. Which proposer received the award
 - 4.4.5.2. Each proposer's right to a debriefing and to protest.
- 4.4.6. **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 Authority evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Authority evaluation committee.

5. Contract Information

Mission Building Brokerage Services

- 5.1. **Contract Award Procedure:** If a contract is awarded pursuant to this RFP, 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 RFP as issued by the Authority, either in hard copy or on the noted System.”
- 5.2. **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the Authority pursuant to this RFP:
- 5.2.1. **Contract Form:** The Authority will not execute a contract on the successful proposer's form of contract and contracts will only be executed on the Authority's form of contract and by submitting a proposal the successful proposer agrees to do so. See *Attachment H* for Professional Services Agreement General Terms and Conditions and *Attachment A* for Proposer's Statement.
- 5.2.1.1. Please note that the Authority 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.
- 5.2.2. **Indefinite Quantities Contract (IQC)** – The Authority does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.
- 5.2.3. **Assignment of Personnel:** The Authority shall retain the right to demand and receive a change in personnel assigned to the work if the Authority believes that such change is in the best interest of the Authority and the completion of the contracted work.
- 5.2.4. **Unauthorized Sub-Contracting Prohibited:** The successful proposer 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 PO. Any purported assignment of interest or delegation of duty, without the prior written consent of the PO shall be void and may result in the cancellation of the contract with the Authority, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the PO.
- 5.2.5. **Termination:** The Authority will only give one verbal notification to the contractor to cure deficiencies. A second notification to the contractor for deficiencies will be in writing and will clearly state that, if required, a third notification will result in termination.
- 5.3. **Contract Period**
- 5.3.1. The Authority intends to enter into a one year contract with the option, at the Authority's sole discretion, to extend the contract in three month increments, with the successful offeror selected to provide the services.
- 5.4. **Licensing and Insurance Requirements:** If a proposer receives an award and unless otherwise waived in the Contract, the Contractor will be required to provide an original Certificate of Insurance confirming the following minimum requirements to the Authority upon execution of the contract, and annually thereafter evidencing renewals thereof:

Table 7-Licensing and Insurance

Workers Compensation & Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Worker's Compensation is required for any vendor made up of more than one person.	
Employer's Liability Insurance must cover all of Contractor's employees acting within the course and scope of this Contract. Employer's Liability limit is \$500,000. The Authority and its affiliates must be a Certificate Holder.	\$500,000 bodily injury for each accident \$500,000 bodily injury by disease for each employee \$500,000 bodily injury disease aggregate
Business Automobile Liability	Required Limits
The Authority and its affiliates must be named as an Additional Insured and as the Certificate Holder. This is required for any vendor that will be using their vehicle to do work on the Authority properties.	\$1,000,000 combined single limit; \$50,000/\$100,000 for vehicles utilized during the contract when not owned by the Contractor; \$5,000 medical pay.
Commercial General Liability	Required Limits
This is required of any vendor who will be doing hands on work at the Authority properties. The Authority and its affiliates must be named as an Additional Insured and as the Certificate Holder. Commercial General Liability Insurance shall cover premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability.	\$1,000,000 each occurrence \$2,000,000 general aggregate \$50,000 damage to premises and fire damage \$5,000 medical expenses for any one person

- 5.4.1. Provide evidence of deductibles. If awarded a contract, SHA may require lower deductibles depending on the risk to the Agency.
- 5.4.2. Coverage required of this Contract will be primary over any insurance or self-insurance

carried by the Authority.

5.4.3. The Insurance shall contain provisions preventing cancellation or non-renewal without at least 45 days' notice to the Authority's Procurement Officer and stating that the carrier will waive all rights of recovery, under subrogation or otherwise, against the Authority, its office, agents, employees or Board of Commissioners.

5.4.4. At any time during the term of this Contract, the Authority may request, in writing, and the Contractor shall thereupon within 10 days supply to the Authority evidence satisfactory of compliance with the provision of this section.

5.5. **Right to Negotiate Final Fees:** The Authority shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Authority's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Authority has chosen a top-rated proposer. If the Authority and such proposer cannot arrive at a mutually agreed upon price or terms for the work to be performed, the Authority shall retain the right to end such negotiations and begin negotiations with the next-rated proposer or cancel the solicitation in its entirety. The Authority shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

5.6. **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.

5.7. **Public Records:** All bids/proposals submitted to SHA are subject to the Washington Public Records Law and may be subject to disclosure to the public. Information in proposals that would be deemed a trade secret or otherwise not subject to disclosure under public records laws shall be clearly indicated as such by the contractor, including citations from the Washington Public Records Law or the Sunshine Act for the exemptions.