



818 S. FLORES ST.



SAN ANTONIO, TEXAS 78204



www.saha.org

Procurement Department

REQUEST FOR QUOTATIONS

For

**Professional and Technical Services on HUD Programs and
Regulatory Agreements including MTW, Section 8 Project
Based, and Capital Funding**

For

**HOUSING AUTHORITY OF THE
CITY OF SAN ANTONIO, TEXAS
AND
AFFILIATED ENTITIES**

RFQ #: 0907-918-06-2996

Prepared by:

**Department of Procurement
of the
The San Antonio Housing Authority
818 South Flores Street
San Antonio, Texas 78204**

President and CEO..... Lourdes Castro Ramirez

July 2009



Objective/Outcome:

The San Antonio Housing Authority (SAHA) requests quotes from firms with experience and expertise to provide Professional and Technical services to support SAHA's Moving to Work, Capital Fund Program, Section 8 Housing Choice Voucher Program, resource leveraging and resource development. Services will include, advice and counsel on the current and proposed statutory and regulatory environment that governs MTW, project based Section 8, Public housing, and other potential funding opportunities and review of SAHA's draft policy.

Quotation Due Date and Time:

Quotes are to be delivered to the Procurement Supervisor not later than 11:00 AM August 04, 2009. Quotes may be:

Faxed to: Attention Carl Bottoms at 210-477-6167

E-Mailed to: carlton_bottoms@saha.org

Mailed or hand delivered to:

Carl Bottoms
Procurement Supervisor
818 S. Flores
San Antonio, TX 78204

Scope of Work:

Scope:

- All work performed shall be at the specific direction of the SAHA President and CEO or her designee.
- Work may include the preparation and presentation of results to the Board of Commissioners
- Review and evaluate the existing draft plan for MTW to insure compliance with the current agreement between SAHA and HUD. Advise and counsel on the current and proposed statutory and regulatory environment that governs the Moving to Work Program, including the Quality Housing and Work Responsibility Act. Provide guidance in improving SAHA's MTW draft plan to include the greatest detailed flexibility allowed under the current agreement between SAHA and HUD. Assist with the establishment of legacy and community specific authorization in the MTW plan.
- Review and evaluate the current and proposed statutory and regulatory environment that governs the Section 8 program. Review and advise on the current Section 8 program and policies. Provide guidance on new Federal legislation, such as, Section 8 Voucher Reform Act (SEVRA).

- Advise and counsel on rent reform initiatives and policies.
- Review and advise on the current and proposed regulatory and statutory environment that governs the public housing program with specific attention to the Capital Fund Program, the Operating Fund Program, other potential funding opportunities.
- Review, evaluate and advise on the current and proposed statutory and regulatory environment that allows SAHA to contribute to affordable and mixed-income housing opportunities, including replacement housing factor, the use of Project Based Section 8, and the creation of permanent supportive housing.

Qualifications: Bidders shall possess the following:

- Extensive knowledge of Moving to Work programs within Public Housing Authorities
- Experience and knowledge working with Project based Section 8 programs
- Knowledge of the Quality Housing Work Responsibility Act
- Experience in Capital Funds programs

Award Criteria: Quotes will be evaluated based on the following criteria.

- Total Cost
- Experience and knowledge in reviewing, evaluating, improving, and implementing MTW programs
- Experience in Capital Funding program reviews and Project Based Section 8 programs
- Past performance working with Public Housing Authorities for similar services

Quote Form : Due August 04, 2009 at 11:00 AM

Fixed Fee for Review and Evaluation of draft MTW Plan \$ _____

Hourly Fee for continued Consultation Services \$ _____

Fee for presentation to the SAHA Board of Commissioners \$ _____
To include air fare, per diem, lodging and all other expenses

Monthly Fee for continued Consultation Services (based on a maximum of fifteen (15) hours per month) \$ _____

This shall be a firm fixed price including all expenses. Please note that the proposed fee submitted by each bidder are inclusive of all necessary costs to provide the proposed services, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; travel; lodging and per diem, etc. Please note that this firm-fixed price is inclusive of all elements required to deliver the service and the cost proposed shall be fully "burdened" with profit and overhead costs. SAHA will not be responsible for paying any additional expenses or fees in the completion of this project.

In submitting this bid, it is understood if written notice of the acceptance of this bid is mailed, e-mailed, or delivered to the undersigned within sixty days after the opening thereof, or at any time thereafter before this bid is withdrawn, the undersigned agrees to execute and deliver the products described herein. By signature hereon the bidder certifies he has the right and authority to bind the company.

Submitted by: _____ Date: _____
(Firm)

(Signature) (Printed name and title)

(Business address,)

(Phone) (E-mail)

General Terms and Conditions

- 1.0 **SAHA CONTACT:** All questions pertaining to this Quote shall be addressed to Carl Bottoms, Procurement Supervisor at carlton_bottoms@saha.org or by phone at 210-477-6178.
- 2.0 **APPLICABILITY:** By submitting a quote (hereinafter referred to as "bid") to SAHA, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other Than Construction*, HUD Handbook 7460.8 REV 2, Procurement Handbook for Public housing Agencies, dated 2/2007.
- 3.0 **SAHA RESERVATION OF RIGHTS:** SAHA reserves the right to:
 - 3.1 Reject any or all bids, to waive any informality in the Solicitation process, or to terminate the Solicitation process at any time, if deemed by SAHA to be in the best interest of SAHA;
 - 3.2 Terminate a contract awarded pursuant to this Solicitation at any time for its convenience upon delivery of a 10-day written notice;
 - 3.3 Determine the days, hours and locations that the successful bidder shall provide the items or services called for in this Solicitation;
 - 3.4 Reject and not consider any bid that does not, in the opinion of SAHA Buyer, meet the requirements of this Solicitation, including but not necessarily limited to incomplete bids and/or bids offering alternate (not including "or equal" items) or non-requested items or services;
 - 3.5 To make an award to the same bidder (aggregate) for all items or, to make an award to multiple bidders for the same or different items.
- 4.0 **BIDDER'S RESPONSIBILITY:** Each bidder must carefully review and comply with all instructions provided herein, provided within any named attachments and those provided by written addendum.
- 5.0 **DEADLINE:** Each bidder shall submit his/her proposed costs, prior to the posted deadline. Whereas this is an informal solicitation process, SAHA reserves the right to extend the posted deadline at any time prior to the deadline, if in the opinion of SAHA, it is in the best interests of SAHA to do so.
- 6.0 **HOLD PRICES/NON-ESCALATION:** By submitting a bid, each bidder thereby agrees to "hold" or not increase the proposed bid prices for a minimum period of sixty (60) days, with no escalation. Quantities listed in this Solicitation are for the purpose of determining best pricing per line item.

- 7.0 PURCHASE ORDER (PO):** SAHA will procure the applicable goods or services by issuance of a PO (which shall have the same meaning as a "contract"). PO's will be issued on an as-needed basis only.
- 8.0 AWARD CRITERIA:** If an award is completed pursuant to this Solicitation, the award shall be made per the criteria listed above under "Award Criteria".
- 9.0 INVALID OR ALTERNATE BIDS:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the HA, may invalidate the bid submitted. Furthermore, the HA shall reserve the right to reject, without consideration, alternate bids, meaning those that do not meet the requirements of this Solicitation. PLEASE NOTE: An allowed "or equal" bid does not constitute an "equal" to the item specified by SAHA.
- 10.0 COSTS:** There shall be no obligation for SAHA to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this Solicitation.
- 11.0 SHIPPING COSTS:** Each bid sum submitted shall include delivery of the items to the specified SAHA site or location, as specified within the Solicitation or on the PO issued. Delivery is to be FOB Destination Freight Prepaid and Allowed.
- 12.0 ASSIGNMENT OF PERSONNEL:** SAHA shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to SAHA if SAHA believes that such change is in the best interest of SAHA and the completion of the work or provision of the items.
- 13.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this Solicitation (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the SAHA Buyer. Any purported assignment of interest or delegation of duty, without the prior written consent of the SAHA Buyer shall be void and may result in the cancellation of the PO or contract with SAHA.
- 14.0 INSURANCE:** The following table details the standard liability policies with the required limits and waivers of subrogation required by SAHA unless specifically waived in any resulting contract:

Professional Liability	Required Limits
SAHA and its affiliates must be named as an Additional Insured and be a Certificate Holder. This is required for vendors who render observational services to SAHA such as appraisers, inspectors, attorneys, engineers or consultants.	\$300,000
Business Automobile Liability	Required Limits
SAHA 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 SAHA properties.	\$500,000 combined single limit, per occurrence
Workers Compensation and Employer's Liability	Required Limits
Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than one person. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy. SAHA and its affiliates must be a Certificate Holder.	Statutory \$500,000
Commercial General Liability	Required Limits
This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder.	\$1,000,000 per accident \$2,000,000 aggregate