



Growing & Moving Forward Together

Compensation Study

Request for Proposal (RFP)

CLOSING DATE: January 1, 2019

(No late proposals will be accepted)

Housing Authority of Champaign County (HACC)

205 W. Park Ave
Champaign, IL 61820

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PART I – GENERAL BACKGROUND INFORMATION

1.1 Summary/Organizational Background/Scope of Services

SUMMARY

Housing Authority of Champaign County (HACC) is accepting proposals from qualified individuals or firms to conduct market research to include benchmarking HACC's current salary structure and employee compensation (base salary, merit increases, salary structure, internal equity and external market equity) against markets of similar/competitive employers (housing agencies, non-profits, local firms of similar size and industry) in Illinois and appropriate surrounding states and localities. Based on this study, prepare recommendations for salary structure changes, compensation rules and policies, adjustments and costs to address any internal or external equity issues. Additionally, there are two optional projects that may or may not accompany this project: 1) The revision and updating of all job descriptions and 2) The revision and updating of performance evaluation materials.

ORGANIZATIONAL BACKGROUND

Housing Authority of Champaign County is a Housing Authority of Champaign County provides rent opportunities and assistance for over 2,000 individuals and families residing in Champaign County, Illinois

Established in 1943, HACC is HACC provided housing assistance to the residents of Champaign County utilizing traditional Public Housing and Section Housing Assistance funded by the federal Department of Housing and Urban Development (HUD). In 2010, HACC was awarded the designation of "[Moving to Work](#)". MTW allows HACC to design and test innovative, local strategies for providing low-income families with affordable housing and a path to economic independence. Today's affordable housing crisis demands prompt action and thoughtful policy innovation. As an MTW designated Housing Authority, HACC can tailor programs to best meet community needs and quickly react to changes in the economy that impact the local housing market. In 2017, the Housing Authority of Champaign County completed plans to convert the last remaining public housing community to private ownership under the Rental Assistance Demonstration (RAD) Program. The exit from the Public Housing Program redefines how we will deliver housing assistance in the future. A visioning process resulted in rebranding the agency to focus on "***Growing and Moving Forward Together***".

SCOPE OF SERVICES

At a minimum, vendor must provide:

1. Attendance at an initial meeting (on-site or virtual) with HACC representatives to discuss the project, process and tasks to be performed as well as deadlines and expectations for the project.
2. Ongoing communication and coordination with HACC's Executive Director, Deputy Director, Human Resources & Public Relations Manager, and other organizational representatives as indicated.
3. Concluding meeting to present results, methodology, data collected, and recommendations. (on-site or virtual) Presentation of the same in a written report format with all data included.
4. Weekly written progress reports of progress made each week including data collected.
5. Full compensation analysis including:
 - a. Base pay salary survey and analysis of each (approximately 38) unique position within HACC.
 - b. Pay plan salary range comparison to HACC for each (approximately 38) position for each participant by minimum, midpoint, and maximum;
 - c. Existing employee average salary comparison to HACC for each (approximately 38) unique position for each participant;
 - d. Average pay plan salary range per industry in comparison to HACC for each (approximately 38) unique position by minimum, midpoint, and maximum;
 - e. Employee average salary per industry in comparison to HACC for each (approximately 38) unique position;
 - f. Comparison of HACC's existing employee average salary for all unique positions to the combined average of all participants;
 - g. HACC's market position for each (approximately 38) unique position individually, and overall;
 - h. Recommendation of appropriate salary range for each (approximately 38) existing position based on the classification plan and on the compensation survey results, and internal relationships and equity;
 - i. Recommended salary range for each (approximately 38) position based on median and mean salary of the comparable organizations;
 - j. Analysis of pay practices, pay rules, and salary structure;
 - k. Recommended changes to the salary ranges to include percentage spreads between ranges, if needed.
 - l. Recommended new salary structure based on the results of the study, if needed;
 - m. Survey of position titles and hierarchical titling structure against markets of similar/competitive employers and recommendations for any restructuring based on results and analysis.

STUDY CONCLUSION

1. Prepare written final report of recommendations, including discussion of methods, techniques and data used to develop the Classification and Compensation Plan.
2. Prepare an analysis of the financial impact for implementation of the new classification and compensation plan and define funding issues.
3. Provide implementation support and training, as needed.

OPTIONAL PROJECTS

In addition to the scope of work outlined above, HACC is considering two optional additions to the project. These options may or may not be added to the scope of the work. We request that vendors supply proposal information regarding the completion of each option, along with pricing information as a separate part of their overall proposal.

1. Review, revise, and update job descriptions as necessary for accuracy and legal compliance, including format and detail based on information obtained through an interview process of job incumbents, supervisory staff and leadership staff.
 - a. Current job descriptions will be provided for each unique position within the organization.
2. Review, revise, and update performance evaluation forms and procedures that support HACC's overall organizational strategy and mission and are legally compliant.
 - a. Current performance evaluation forms and procedures will be provided.

PROPOSAL FORMAT

We request the following items in proposal submissions:

1. Cover letter (please limit to 2 pages)
2. Proposal (includes the approach, means, methods and procedures to be employed to gather the data, analyze findings and develop recommendations as requested)
3. Cost/budget
4. Schedule of work
5. Separate proposals, cost/budget and schedule for each optional project outlined above.
6. Key personnel
7. References (include a description of work performed, company names, addresses, telephone numbers, and contact persons for three (3) references for whom comparable services have recently been rendered)
8. Other relevant details

1.2 Method of Solicitation

HACC is soliciting competitive proposals from qualified firms with a documented track record of providing the required services, preferably for large public housing authorities, through a

formal Request for Proposals (RFP) process. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal shall demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with HACC. Finally, the proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services. Once selected, the successful Respondent will enter into a firm fixed-priced contract agreement with HACC to perform the required scope of services. Such contract agreement will be contingent upon approval from HACC's Board of Commissioners.

1.3 OBTAIN COPIES OF THIS SOLICITATION

Single copies of the RFP package may be obtained, at no cost, by visiting the HACC website at www.hacc.net to download all RFP documents in Portable Document Format (PDF), or (Call and make arrangements):

Housing Authority of
Champaign County (HACC)

Lily Walton

Executive Assistant

250 W. Park Ave

Phone: 217-378-7100 Ext. 5028

Email: Lilyw@hacc.net

Persons wishing to receive copies via overnight delivery are responsible for making all arrangements and paying all/any related costs.

PART II - SUPPLEMENTAL INSTRUCTIONS TO OFFERORS

Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a timely and professional manner in addition, the proposal shall demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with HACC. Finally, the proposal shall include evidence of the Respondent's previous experience and qualifications relative to the provision of such services.

2.1 Submission of Proposals

Responses to this solicitation will be received by the HACC until **2:00 PM** local time on **January 1, 2019** **No late proposals will be accepted.** Deliver **three (3) complete sets** one (1) original clearly marked or stamped "Original," and of the required submittals, in an envelope or box

clearly marked with the words "**RFP Number and Title of Documents,**" to the following address:
Lily Walton, 205 W. Park Street, Champaign IL, 61820

(Email is preferred)
Lily Walton
Housing Authority of Champaign County
Email: Lilyw@hacc.net

If submitted in hard copy:

**Housing Authority of
Champaign County
Lily Walton
205 W. Park Ave
Champaign IL, 61820**

Place the following information in the upper, left-hand corner on the outside of the envelope when submitting the proposal:

**Company Name
Company Address
RFP Name and Number**

2.2 Addendum - RFP Interpretations/Questions and Update Procedures

All request for interpretation /questions must be **submitted by January 1, 2019 at 12:00 pm CST to:**

(Email is preferred)
Lily Walton
Housing Authority of Champaign
County Email: Lilyw@hacc.net

It shall be the responsibility of each Respondent to insure they have any/all additional addenda relative to this RFP.

2.3 Proposal Format

(Email is preferred)
Lily Walton
Housing Authority of Champaign
County Email: Lilyw@hacc.net

If submitted in hard copy: All proposals shall be submitted in 8 1/2 x 11 inch format, preferably in 3-ring binders. Larger size pages or inserts may be used provided they fold to 8 1/2 x11 inches. All copies of the submittal must be identical in content and organization. Consideration should be given to the form and format of the submittal to facilitate HACC's internal duplication of the submittal. Proposals shall be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the proposal. Organize the proposal in response to the Submission Requirements, taking care to address all issues identified in the Scope of Services. The front cover of the proposal shall bear the name and number of the RFP, the date, and the Respondent's name, address, phone, and fax number.

2.4 Submittal Forms

Provide, as a part of the proposal, all required certifications on forms included on the Index of Documents page, and included all Attachments of this RFP as attached. Each form that requires signatures or initials must bear an original signature or initial.

2.5 Acceptance of Proposals

Proposals must be signed and received in completed form at the Housing Authority of the County of Champaign, IL, 205 W. Park Ave, Champaign, Illinois 61820, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason, and will be returned unopened to the originator.

HACC reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further consideration for failure to fully comply with the specifications of this RFP.

HACC also reserves the right to reject the proposal of any Respondent who has previously failed to perform properly or to complete on time, a contract of similar nature; who is not in a position to perform the contract; or who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, providers of materials, or employees.

2.6 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept. No proposal received after the closing date and time will be considered unless there were less than three proposals then the HACC may select to complete an addendum to extend the timeframe. All proposals properly received will be tabulated, analyzed, and a recommendation made for Award of Contract to the HACC Board of Commissioners if required.

2.7 Withdrawal of Proposals

Proposals may be withdrawn on written or telegraphic (faxed) request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for

receipt; provided that written confirmation of any telegraphic withdrawal over the signature of the Respondent is placed in the mail and postmarked prior to the time set for proposal opening. Negligence on the part of the Respondent in preparing its Proposal confers no right of withdrawal or modification of its proposal after the due date and time.

2.8 Award of Contracts

Contracts shall be awarded to the Respondent(s) submitting proposals according to the evaluation criteria contained herein, provided the proposal is in the best interest of HACC. The Respondents to whom awards are made will be notified at the earliest practical date. An award may be subject to the Department of Housing and Urban Development's (HUD's) or Civil Service approval. No awards may be made to companies or individuals that are on HUD's list of contractors ineligible to receive awards from the HACC or the United States, as furnished from time to time by HUD.

2.9 Certification of Legal Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under State of Illinois law.

2.10 Costs Borne by Respondent

All costs related to the preparation of this RFP and any related activities are the responsibility of the Respondent. HACC assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.11 Best Available Data

All information contained in this RFP is the best data available to HACC at the time the RFP was prepared. The information given in the RFP is not intended as representations having binding legal effect. This information is furnished for the convenience of Respondents and HACC assumes no liability for any errors or omissions.

2.12 Contacts with HACC Staff, Board Members, and Residents

Respondents may not make any contact with HACC staff, Board Members, or residents. All communications with HACC shall be in writing as provided in HUD Form 5369-B, Instructions to Offerors Non-Construction, Paragraph 4.

2.13 Respondent Responsibilities

Each Respondent is presumed by HACC to have thoroughly studied this RFP and become familiar with the package contents, locations, nature of request, etc. covered by the RFP package. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.14 504, ADA, Vietnam Veterans Readjustment Assistance Act, Compliance

Bidder agrees to comply with the federal statutes relating to non-discrimination. These include, but are not limited to, Section 504 of the Rehabilitation Act of 1973 as amended (29 USC section 794) which prohibits discrimination on the basis of handicap and the Americans with Disabilities Act of 1990.

2.15 Section 3 - Employment/Training and Business

All contractors/vendors are required to provide Section 3. Refer to Additional Rights and Clauses for this requirement;

PART III – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in the proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

3.1 Staffing and Qualifications

- a. Provide information regarding staff experience and qualifications that demonstrates the Respondent's capacity to perform the required services. Include an organizational chart that illustrates Respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under a contract potentially resulting from this RFP.
- b. Provide resumes of all key personnel, specialists, and consultants who will perform the work required by a contract potentially resulting from this RFP. Identify their specific role in the provision of services required. Resumes should include the particular relevant experience of the individual as it relates to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume. Include evidence of required licenses and certifications, as applicable, held by the Respondent, its principals, and/or key staff.
- c. Identify all individuals who will be devoted to the project on a full time basis or part time basis (up to 50% of time allocated to project). Include those who will be full time only for specific components of the project, as well as those filling a continuing position throughout the project. Provide detailed resumes for each, highlighting the particular experience that qualifies them for the position they will fill.

- d. All staff must be pre-approved by HACC prior to commencing any work. HACC reserves the right to assess a \$50 fee per service employee for a background check fee.

3.2 Relevant Experience and Past Performance

- a. Identify similar or related work performed for public housing authorities that has been completed to date, or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.
- b. For each project identified provide:
 - i. Project name and address.
 - ii. Contact person, title, phone number, email, fax and address
 - iii. Detailed description of scope of work.
 - iv. The client for whom the Respondent's services were performed, its size and yearly funded operations.
 - v. The size of the project.
 - vi. The services performed by the Respondent on the project.
 - vii. The dollar value of the contract for the services
 - viii. The duration of the project including start and completion dates, or projected completion date if still active.
 - ix. Reference contacts for the project with name address and phone number.
- c. Identify past experience in performing work for large public housing authorities possessed by the Respondent and/or its participants.
- d. Demonstrate ability to produce reports that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- e. Demonstrate, through written explanation, the Respondent's familiarity with Federal, State, and local laws, regulations and codes that the Respondent believes may be pertinent or applicable to this project.
- f. If the Respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

3.3 References

- a. Provide a complete list of clients, previous and current. This list must include the name and title of the contact person, with an address, phone number, e-mail address, and fax number.
- b. The clients listed should be those served by members of the proposed employee and/or local office who will be serving HACC.

3.4 Respondent's Approach and Response to Scope of Services

- a. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent. A proposed work plan and time schedule addressing the scope of work. Please indicate the total estimated hours required by classification by the partner, manager, senior and staff.
- b. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services.
- c. The approach outlined should be consistent with the objectives and requirements set forth in the RFP, and should address how services will be immediately provided upon execution of a contract.
- e. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.
- f. Outline the level of support your firm will require of the HACC staff.

3.5 Cost Proposal

- a. Provide a firm fixed price for project management in relationship to all work described in the Scope of Services contained herein.
- b. Include a cost breakdown that details the elements of the proposed costs (i.e. labor rates, consultants, etc.).

3.6 Required Certifications/Forms

The following documents, which may or may not be contained in as Attachments herein, or requested as detailed in this RFP, must be included in the proposal in the order that follows below, and must be properly signed, initialed, notarized, and/or have a corporate seal affixed where indicated. Contractor forms may be substituted where HUD form is not available:

- Scope of Work - Part V
- Attachment 1, HUD Form 5369-B, Instructions to Offerors – Non-Construction
- Attachment A, Additional Rights and Clauses
- Attachment B, HUD Form 5369-C, Representations, Certifications, and Other Statements of Offerors
- Attachment C, HUD Form 5370-C, Section 1, General Contract Conditions – Non-Construction

- Attachment D, HUD Form 50071, Certification of Payments to Influence Federal Transactions
- Attachment E, HUD Form 2530, Previous Participation Certification
- Attachment F, Non-Collusive Affidavit
- Attachment G, Disclosure of Ownership
- Attachment H, List of Core Employees
- Attachment I, Acknowledgement of Addenda
- Attachment J, MBE/WBE Subcontractors, Suppliers, Consultants- Letter of Intent
- Attachment K, MBE, WBE Prime Contracting Action Plan & Contracting Schedule
- Attachment L, Section 3 Summary Report
- Exhibit I, Notification of Interest
- Business License
- Article of Incorporation
- Any applicable - Certifications

NOTE: ALL DOCUMENTS LISTED MUST BE SUBMITTED WITH THE PROPOSAL RESPONSE TO BE CONSIDERED RESPONSIVE.

PART IV – PROCUREMENT PROCESS

4.1 Proposal Evaluation/Contract Award

- a. Proposals received in response to this solicitation may be evaluated using a 2-stage evaluation process.
- b. Stage I of the evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 - i. During Stage I of the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee.
 - ii. Each member of the selection committee will score each proposal. Cost proposals will be evaluated and scored separately by the Contracting Officer and/or his designee(s).
 - iii. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 4.2.
 - iv. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range and included on the short list.
 - v. A short list (Stage II –Ref. C) of three (3) firms with the highest ranked proposals maybe invited to a Step II interview process if HACC requires further evaluation of

the Respondents. Respondents included on the short list must have technical and cost proposals that are considered acceptable and satisfactorily complete a due diligence review (verification of Respondent responsibility).

- vi. Technical proposals will be considered acceptable if they are ranked in the top three (3) and have a minimum score of seventy (70) points.
 - vii. Cost proposals will be considered acceptable if the proposed cost is not clearly excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
 - viii. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by HACC will result in exclusion from the short list.
- c. Scoring will be based upon how well the proposal meets the criteria established in this RFP.

4.2 Stage II Evaluations

- a. Stage II of the evaluation process will be reserved for the short listed firms only, and will be the basis for ultimate contract award.
 - i. Stage II of the evaluation process will entail negotiations/interviews with the Respondents on the short list.
 - ii. Respondents not included on the short list will not proceed to Stage II of the evaluation process.
 - iii. The purpose of the negotiations/interviews is to promote the understanding of HACC's requirements with respect to this RFP, promote the understanding of the Respondents' proposals, and to arrive at agreeable contract terms.
 - iv. Upon completion of the negotiations/interviews, HACC will establish a common date and time for submission of best and final offers.
 - v. Best and final offers will be evaluated in accordance with the same procedures outlined above for Stage I evaluation. The initial proposal submitted by Respondents who do not submit a best and final offer shall be construed as their best and final offer.
- b. HACC reserves the right to make contract award without negotiations and a Stage II Evaluation, and to make no award, or decline to enter into negotiations shall it believe

that no Respondent to this RFP will be capable of delivering the necessary level of services within an acceptable price range and/or time period.

- c. Shall HACC exercise its right to make contract award without negotiations, contract award will be based on the ranking of initial proposals received.
- d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

Note: Contract award may be subject to approval by HACC's Board of Commissioners.

PART V – SCOPE OF SERVICES

THE FOLLOWING SEPARATE ATTACHMENTS ARE REQUIRED WITH ALL SUBMITTALS

- Attachment 1, HUD Form 5369-B
Instructions to Offerors – Non-Construction
- Attachment A, Additional Rights and Clauses
- Attachment B, HUD Form 5369-C
Representations, Certifications, and Other Statements of Offerors
- Attachment C, HUD Form 5370-C
Section 1, General Contract Conditions – Non-Construction
- Attachment D, HUD Form 50071
Certification of Payments to Influence Federal Transactions
- Attachment E, HUD Form 2530
Previous Participation Certification
- Attachment F, Non-Collusive Affidavit
- Attachment G, Disclosure of Ownership
- Attachment H, List of Core Employees
- Attachment I, Acknowledgement of Addenda

- Attachment J, MBE/WBE Subcontractors, Suppliers, Consultants- Letter of Intent
- Attachment K, MBE/WBE Prime Contracting Action Plan & Contracting Schedule
- Attachment L, Section 3 Summary Report
 - Attachment M, Detail of Services Required
- Exhibit I, Notification of Interest

PROPOSAL EVALUATION AND SELECTION PROCESS:

Proposals will be reviewed and evaluated on the basis of the criteria listed below:

1. Availability, credentials and related experience of the firm and key staff with similar studies.
2. Ability to meet and exceed the requirements set forth in the Scope of Services, the quality of the proposed product, and the ability to meet the required timeline.
3. Overall quality and completeness of proposal.
4. Cost of services; (i.e., price proposal)

Evaluation Criteria

- a. Organizational Capacity: 25 Points
 - i. Respondent’s organizational capacity will be evaluated through an assessment of the Respondent’s staff, specialists’, and consultants’ experience and qualifications. In addition, the Respondent’s ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
 - ii. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.
- b. Relevant Experience and Past Performance: 20 Points
 - i. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.

- ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.
- iii. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.
- c. Respondent's Approach and Response to Scope of Services: 20 Points
 - i. The Respondent's approach and response to the Scope of Services will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Services.
 - ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.
- d. Cost Proposal: 30 Points
 - i. Cost proposals will be evaluated through careful analysis of the proposed cost of providing the requested services.
- e. Additional Points: 5 points

Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that HACC's stated participation goals for working with a MBE, WBE and RBE – Resident Owned Business, Section 3.

Summary of Additional Points: Participation: 5 points

4.4 Summary of Evaluation Criteria for Step I and Step II

STEP I

Evaluation Criteria

Technical:

Organizational Capacity 25 Points

Relevant Experience and Past Performance 20 Points

Respondent's Approach/Response to Scope of Services 20 Points

Total 65 Points

Cost:

Cost Proposal 30 Points

Total 30 Points

Additional Points:

A firm can qualify for the categories listed above:

Participation Plan 5 Points

Total 5 Points

Step I - Total Possible Points 100 Points

STEP II

Evaluation Criteria

Interview will consist of:

Organizational Capacity 25 Points

Relevant Experience and Past Performance 25 Points

Response to Questions & Reference Check 25 Points

Total 75 Points

Step II Total Possible Points 75

Contract award may be subject to approval by HACC’s Board of Commissioners.

PART V – SCOPE OF SERVICES

If the selected Respondent is successfully awarded a contract pursuant to this RFP, the Respondent shall then become HACC’s Consultant, and said Consultant shall furnish sufficient organization, personnel, and management staff with the necessary skill and judgment to perform work as detailed below:

5.1 Consultant to provide all labor, materials, equipment, supervision and transportation necessary to provide the services outlined in this RFP. All work to be scheduled as detailed below or as scheduled with HACC representative and performed in a competent and timely manner.

SUMMARY OF KEY DATES:

Request for Proposal is posted by	October 3, 2018
Deadline for questions from vendors	December 18, 2018
Deadline for submission of proposals	January 1, 2019
Completion of work	March 1, 2019