

INVITATION FOR BIDS

The Affordable Housing Corporation of Lakewood (AHCL), New Jersey will accept BIDS for **unarmed security guard services** for a one-year period April 1, 2023 through March 31, 2024, with an option to extend the contract one year.

It is the AHCL's desire to retain and employ a duly qualified security firm to provide: unarmed security officers to work weekends, Friday through Sunday, 4:00 PM-Midnight each day, and one additional shift of 4pm-midnight during the week consisting of a total of **64 hours/week combined between the two properties**. The number of hours as well as the specific schedule of hours is subject to change in accordance with the evolving needs of the AHCL.

The services being provided will be for the John J. Currey Building, 220 East 4th Street, Lakewood, NJ and the Peter Ward Tower, 100 Woehr Avenue, Lakewood, NJ. The services to be provided shall be as follows:

I. Responsibilities of Unarmed Security Guards

1. Said Security Personnel shall be required to submit specific, written daily reports to the Management Office of the Affordable Housing Corporation of Lakewood, 317 Sampson Avenue, Lakewood, N.J. 08701.
2. Said Security Personnel shall be required to wear police-type uniforms and carry a cell phone. These cell phones should be in proper working order for all communications and, there should be one (1) extra cell phone available to Security Personnel in case of mechanical failure. Said cell phone should be passed from tour to tour. Also, flashlights in good working order are to be issued and carried at all times with ONE backup flashlight.
3. Said Security Personnel shall receive continuous on-site supervision by the Contractor.
4. The guards shall be stationed in the building main lobby and shall utilize the security camera system to monitor the floors and stairwells for unauthorized individuals, disturbances, vandalism and vagrants. Detected issues should be addressed by the guard or by the guard contacting the police department to address.
5. Hourly rate per guard shall be specified within said Quote and extended to a total annual cost, it being clearly understood that the quote hourly rate will not vary, but the total number of hours (and the schedule) may be decreased during the term of this commission depending on the needs of the AHCL.
6. Such charge shall include the cost of insurance premiums for Workmen's Compensation, Social Security payments and unemployment insurance, taxes and all other costs required by law.

7. It is agreed that the AHCL will defray at the existing rates any cost and expense incurred when security personnel are required to appear as witnesses or complainants on behalf of the AHCL over and above their assigned tours of duty.
8. The AHCL further specifies that in addition to the proposed prices above mentioned that it shall conform to the regulations required by the U.S. Department of Housing and Urban Development with reference to the Terms and Conditions, insurance, etc. covering Security Services.
9. The AHCL must be indemnified and held harmless at all times from and against any and all liability for damages, losses, costs, charges and expenses of whatever kind or nature (including Counsel and Attorney's Fees) which the AHCL shall or may incur, at any time, by reason or in consequence of said Unarmed Security Guards' willful or negligent acts committed while acting for or on behalf of the AHCL.
10. The AHCL reserves the right, at its sole discretion, to reject any personnel supplied under the agreement if said personnel do not prove satisfactory in the performance of said duties required under this Agreement.
11. The AHCL reserves the right to change the total number of hours worked and number of guards needed at any given time or permanently, by notifying the Contractor within one week of the date of change, as based on the hourly rate contained in this Bid.
12. Insurance Limits: Proof of Liability Insurance coverage for the Contract period in the amount of \$1,000,000.00 (one million dollars per occurrence) for personal injury shall be provided to the AHCL at the time of the awarding of the Contract. The AHCL shall be an additional named insured on said policies.
13. The AHCL reserves the right to have any Security Personnel work, if a situation arises, all or part of his tour of duty in street clothes.
14. The Contractor must have had previous experience with a Public Housing Authority, assisted Senior/Disability or similar HUD assisted development.

II. General Duties of Contractors

1. Contractor will equip and maintain an organization capable of furnishing the highest type of public relations and security services, including but not limited to a cellular phone for every guard at all times.
2. Contractor will equip each member of his staff and each executive to continually improve his or her knowledge of all phases of security and protection, and to apply his or her knowledge in the interest of the AHCL.

3. Contractor will keep all members of its organization informed of new methods and procedures through its education facilities.
4. Contractor shall keep abreast of legislative and other matters pertaining to security and keep AHCL informed, if necessary.
5. Contractor will select its personnel with utmost care and maintain records of the background of each member before joining the organization, and a record of his or her conduct and accomplishments while a member of Contractor's organization.
6. Contractor shall maintain new and practical techniques in protection.
7. Contractor will maintain employer-employee relationships that will promote the greatest efficiency from each individual member of Contractor, in the interest of AHCL.
8. Contractor will maintain records of the activities of personnel while on duty so as to be able to furnish management with an accurate account of the activities of the Security Guard assigned to each location.
9. Contractor will conduct its services in such a manner that each property protection unit will be under maximum control of the management and, at the same time, require of management a minimum of administrative effort.
10. Unarmed security guards will monitor the comings and goings of residents and guests at the building via a video monitor supplied by the AHCL and by their physical presence.
11. Unarmed security guards will contact the police department when banned individuals attempt to enter or leave the building but will not physically confront these individuals.
12. Unarmed security guards will be required to press charges against all unauthorized person/s if there is a police report filed.
13. Unarmed security guards can not be related to any resident of the John J. Currey Building or Peter Ward Tower.

III. Training of Security Guards

All Security Guards employed by Contractor and assigned as Security Guards to protect the buildings of AHCL will have received training in observation, human relations, vandalism control, traffic control, reports emergency fire equipment and its use, spontaneous fires and their prevention, the policies, rules and regulations of AHCL, the premises of AHCL, legal problems, identification, and court testimony.

IV. Reports of Security Guards

1. Each Security Guard, at the end of his or her tour of duty, will prepare a report to be turned over to the Contractor. This report will contain the name of the Security Guard, his or her hours of the day, activity during each shift, including any unusual happenings, hazards or other circumstances, and any emergency, special reports of irregularity or unusual activity, and a check-off completed on physical property hazard checklist.
2. A copy of each report will be scrutinized at the headquarters of contractor and all unusual circumstances will be taken from it. Items pertaining to safety will be turned over to the Security Supervisor responsible, and he or she will report his or her findings to management of Contractor. All reports coming into the office of Contractor will be kept on file for at least one year. All incident reports will be emailed to the AHCL Executive Director within 24 hours of such incident.

V. Emergencies

Any immediate emergencies are to be reported by the Security Officer without delay to such person or persons as are designated by a lessor.

VI. Specific Duties of Security Guards

Specific Duties describing the nature and scope of their duties shall be specified in the guard assignment schedule, but, generally, they will include the physical protection of grounds, equipment and property of AHCL, prevention of burglary, vandalism, pilferage, and robbery, enforcement of rules and regulations of AHCL and quelling disorders.

The Security Guards will act on their own initiative at the direction of authorized personnel of AHCL and on orders from Contractor. Their personal appearance, attitudes and manner of performance will, at all times, reflect a favorable public image, both for AHCL and Contractor. They will be under constant scrutiny by the security supervisor, duty officers, and the staff of contractor. This supervision will include inspection, control checks and continued reevaluation to insure top performance from each Security Guard and Supervisor.

VII. Insurance

During the term of this Agreement, Contractor will carry and maintain in full force insurance coverage, evidence of which will be furnished to AHCL upon written request. This insurance coverage shall include Workers' Compensation Insurance as required by a the Laws of the Sate of New Jersey covering all persons employed by Contractor engaged in the furnishing of services under this agreement and general liability coverage for personal injury and property damage, which coverage shall cover the risks of false arrest, false imprisonment, malicious prosecution,

libel, slander and violation of right of privacy (see also Section 1, item #12 entitled "Insurance Limits") .

VIII. Security Standards

Contractor agrees that the security services covered by this Agreement shall be performed in accordance with acceptable security practices and standards.

IX. Length of Contract

The initial term on the contract will be one year. Upon agreement with the Contractor and per Board approval the contract can be extended an additional year under the same terms.

X. Entire Agreement

This Agreement represents the whole and entire Agreement between the parties. No other agreements or representations, oral or written, have been made by the Contractor.

BID SUBMISSION AND EVALUATION

Interested persons should submit a BID based upon an hourly rate in accordance with the attached pro-forma Contract. BIDS (original plus 1) should be delivered to the office of the Affordable Housing Corporation of Lakewood, 317 Sampson Avenue, Lakewood, New Jersey 08701, **on or before 10:00 a.m., Thursday, February 23, 2023.**

Please mark envelope "Bid for Unarmed Guard Services".

Respondents must demonstrate agreement with the above terms in their response. Failure to return an executed "Agreement for Unarmed Guard Services" (Appendix 1, annexed) may result in rejection of respondent's proposal.

All persons interested in submitting a BID are encouraged to contact the AHCL in an effort to personally review the operations of the Authority. Please call Scott Parsons, Executive Director, to set up an appointment, or for further inquiries, at (732) 364-1300 extension 109 or sparsons@lakewoodha.org. The AHCL reserves the right to waive any informality in the bids and the right to reject any and all proposals.

Sincerely,

AFFORDABLE HOUSING CORPORATION OF LAKEWOOD

Scott Parsons
Executive Director

ACCEPTANCE FORM

**AFFORDABLE HOUSING CORPORATION OF LAKEWOOD
317 SAMPSON AVENUE
LAKEWOOD, NEW JERSEY 08701**

1. The undersigned, having familiarized (himself) (themselves) with the local conditions affecting the cost of work, and with the specifications as prepared by the Affordable Housing Corporation of Lakewood (AHCL) and on file in the office of the AHCL, 317 Sampson Avenue, Lakewood, NJ, hereby proposes to furnish all labor, materials, equipment and services required to undertake and provide Unarmed Guard Services at the John J. Currey Building and Peter Ward Tower in Lakewood, New Jersey, and ancillary areas, all in accordance therewith, for the sum of:

QUOTE: Hourly Rate: \$ _____ Contract Amount: \$ _____

2. In submitting this quote, it is understood that the right is reserved by the AHCL to reject any and all quotes. If written notice of the acceptance of the quote is mailed, or delivered to the undersigned within thirty days after the opening thereof, or at any time thereafter before this quote is withdrawn, the undersigned agrees to execute and deliver a contract in the prescribed form.

3. Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.

4. The contractor represents that he has [] has not [] participated in a previous contract or subcontract subject to the Equal Opportunity Clause prescribed by Executive Orders 10925, 11114, 111246 or the Secretary of Labor; that he has [] has not [] filed all required compliance reports and that representations indicating submission of required compliance reports signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or sub-contracts which are exempt from the clause).

5. Certification of Nonsegregated Facilities:

By signing this quote, the contractor certifies that he does not maintain or provide for his employers any segregated facilities at any of his establishments and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract. As used in this certification, the term segregated facilities means any waiting rooms, work areas, rest and wash rooms, restaurants and other eating areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of color, religion or national origin, because of habit, local custom, or otherwise. We further agree that (except where he has obtained identical certifications from proposed sub-contractors prior to the award or sub-contracts exceeding

\$10,000.00 which are not exempt form the provisions of the Equal Opportunity Clause: that he will forward a notice to his proposed sub-contractors as provided in the instruction to bidders.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

NAME: _____

ADDRESS: _____

BY: _____ TITLE: _____

(Signature of Person Authorized to Sign)

NAME: *(typed)* _____

DATE: _____

Non-Collusive Affidavit

AFFIDAVIT

State of _____
County of _____ Ss

_____, Being first duly sworn,
deposes and says:

That he is _____
(a partner or officer of the firm of, etc.)

The party making the foregoing proposal or QUOTE, that such proposal or bid is genuine and not collusive or sham, that said contractor has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person, to put in a sham bid or to refrain from quoting, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the quote price of affiant or of any contractor, or to fix any overhead, profit or cost element of said quote price, or of that of any other contractor, or to secure any advantage against the AFFORDABLE HOUSING CORPORATION OF LAKEWOOD or any person interested in the proposed contract; and that all statements in said proposal or quote are true.

Signature of:

Contractor: _____,

If Individual;

or

Partner: _____,

If Partnership;

or

Officer, _____,

If Corporation

Subscribed and sworn to before me

This _____ day of _____ 20____.

My commission expires _____ 20 ____

AGREEMENT

This Agreement made effective as of _____ by and between _____, a corporation of the State of New Jersey, whose mailing address is _____ (hereinafter referred to as _____, and/or "Contractor"), and the Affordable Housing Corporation of Lakewood, whose offices are located at 317 Sampson Avenue, Lakewood, New Jersey 08701 (hereinafter called "AHCL"):

WITNESSETH

Whereas, the AHCL desires to retain the services of the Contractor for the provision of Unarmed Security Guard Services, and

Whereas, the Contractor is ready, willing and able to perform such services as set forth hereinafter.

Now, Therefore, it is agreed as follows:

1. Services: The Contractor shall provide Unarmed Security Guard services for the AHCL commencing on _____, 2023 through _____, 2024.

2. Nature of Services: The Security Guard service to be performed by the Contractor, shall be to provide for security and protection service during the contract period and to that end, the Contractor, shall provide the following pursuant to the terms and conditions set forth in the bid proposal and specifications, which are attached hereto as schedule "A" and incorporated as if set forth in length herein.

- (a) Unarmed personnel
- (b) Consultation
- (c) Equipment

3. Payment: The AHCL shall pay to the Contractor the total contract price of: \$_____.

(a) Personnel: Unarmed personnel shall be paid at the rate of _____ per hour. No overtime rates shall apply at any time. The Contractor shall ensure that no overtime is put in.

(b) Consultation: To be provided at no additional charge (than as set forth in subparagraph (a) hereinabove) when rendered during regular business hours of the AHCL; (Monday through Friday). In the event consultation is required by the AHCL at other times, the Contractor and the AHCL agree to negotiate such fees on a separate basis.

(c) Equipment: To provide surveillance and such other equipment as may be necessary to perform the services herein contemplated.

4. Invoices: For services rendered under this agreement, the Contractor shall provide the AHCL with detailed invoices and other supporting documentation as required by the AHCL. Supporting

documentation shall include, but not be limited to, "sign in sheets", "payroll sheets", and "proof of court appearance", where applicable.

5. Term of Agreement: This agreement shall commence on April 1, 2023, and end on March 31, 2024. Additionally, this agreement may be cancelled by the AHCL with or without cause upon 14 days written notice.

6. Exclusion of Representation, Warranties and Guarantees. All representations, warranties, expressed or implied, and guarantees not contained herein or in any other official written documents of the Contractor, are hereby excluded except for such verbal representations made by the officers of the Contractor to representatives of the AHCL concerning its past business relationships and performances with other persons, corporations, partnership or other entities. It is hereby understood and agreed that the AHCL acquired the services of the Contractor on an efforts basis to assist in the protection of the AHCL's personnel, property, tenants and other persons lawfully on the premises, and to deter others from destroying, damaging, stealing the AHCL's property and impairing the health, safety and wellbeing of the AHCL, its personnel, tenants and other persons lawfully on the premises. The Contractor in no way guarantees to prevent any loss, damage, or injury resulting from any cause whatsoever except for intentional torts or acts of negligence or gross negligence committed by the Contractor's personnel.

7. Authorization: The AHCL authorizes the Contractor to use or take such steps necessary to maintain and provide the services herein contemplated in order to protect the property, health, safety and welfare of the AHCL and its personnel and to prevent any unlawful acts.

8. Arbitration: In the event the Contractor and the AHCL are unable to amicably resolve a dispute arising out of or in any way related to this agreement or the rights and remedies arising from it, the Contractor and/or the AHCL shall have the right to demand binding arbitration by noticing the other party of its determination to do so and said notice shall detail the contentions of the noticing party in the nature of a complaint in an action at law and shall appoint an arbitrator advocate for its interest. Within ten (10) days thereafter, the party opposing shall select its arbitrator advocate and serve opposing contentions in the nature of an answer, counterclaim, set off, in an action at law. Immediately thereafter, the arbitrator for each party shall jointly select a third arbitrator whereupon such claims shall be submitted to binding arbitration for the entering of an appropriate award. In the event the arbitrator advocate of the parties are unable to select a third arbitrator who shall not be or have been a member, representative, attorney or accountant for, agent, servant, or employee of a labor union. The court shall retain jurisdiction for the purpose of having said award embodied into the terms of the final judgment. Any portion of the award in favor of the Contractor for nonpayment in whole or in part of any the Contractor invoices shall bear interest at the rate determined by the court from the date said payment was due. It is further agreed that the arbitration shall be conducted within the state of New Jersey. All costs of arbitration shall be borne by the loser.

9. Confidentiality: All information provided to the AHCL in the nature of consultation by the Contractor and the terms of this agreement shall be held in strict confidence by the AHCL and

the AHCL shall designate to the Contractor by letter the names of those representatives of the LHA to which such information will be imparted.

10. Authorization of the AHCL: The AHCL represents that any of the following named person or persons have complete authority to authorize payments made pursuant to paragraph 3 hereinabove, pursuant to the Schedule "A" attached hereto and made part hereof.

SCOTT PARSONS, EXECUTIVE DIRECTOR

11. Applicable Law: The parties agree that the laws of the state of New Jersey shall govern this agreement.

12. Modification: This agreement shall not be modified except in writing and the same contains all the terms, warranties, guarantees, and representations of the parties including those set forth in schedule "A" annexed hereto.

13. Assignment: This agreement shall not be assigned in whole or in part without the written consent of the parties to this agreement.

14. General Duties Of Contractor:

(a) Contractor will equip and maintain an organization of protective services personnel furnishing the highest type of public relations and security services. Each guard shall be equipped with an operating cellular phone at all times while on duty.

(b) Contractor will enjoin each member of its staff and each executive to continually improve his or her knowledge of all phases of security and protection, and to apply his or her knowledge in the interest of AHCL.

(c) Contractor will keep all members of organization informed of new methods and procedures through its education facilities.

(d) Contractor shall keep abreast of legislative and other matters pertaining to security and keep AHCL informed, if necessary.

(e) Contractor shall maintain new and practical techniques in protection.

(f) Contractor will select its personnel with utmost care and maintain records of the background of each member before joining the organization, and a record of his or her conduct and accomplishments while a member of contractor's organization.

(g) Contractor will maintain employer-employee relationships that will promote the greatest efficiency from each individual member of contractor, in the interest of AHCL.

(h) Contractor will maintain records of the activities of personnel while on duty so as to be able to furnish management with an accurate account of the activities of the security guard assigned to each location.

(i) Contractor will conduct its services in such a manner that each property protection unit will be under maximum control of the management and, at the same time, require of management a minimum of administrative effort.

15. Training of Security Guards: All security guards employed by contractor and assigned as security guards to protect the buildings and property of the AHCL will have received training in

observation, human relations, vandalism and traffic control, reports, emergency fire equipment and its use, spontaneous fires and their prevention, the policies, rules and regulations of AHCL, the premises of AHCL, legal problems, identification, and court testimony.

16. Reports of Security Guards: Each security guard, at the end of his tour of duty, will prepare a report to be turned over to the security supervisor of Contractor. This report will contain the name of security guard, home address, guard duties location, hours of the day, activity during each shift, including any unusual happenings, hazards or irregularity or unusual activity, and a check-off completed on physical property hazard checklist. A copy of each report will be scrutinized at the headquarters of contractor and all unusual circumstances will be taken from it. Items pertaining to safety will be turned over to the security supervisor responsible, and he or she will report his or her findings to management of contractor. All reports coming into the office of contractor will be kept on file for at least one year. All incident reports will be emailed to the AHCL Executive Director within 24 hours of such incident.

17. Emergencies: Any immediate emergencies are to be reported by the security officer without delay to such persons as are designated by AHCL.

18. Specific Duties of Security Guards: Specific duties describing the nature and scope of the duties shall be specified in the guard assignment schedule, but, generally they will include the physical protection of grounds, equipment and property of AHCL, prevention of burglary, vandalism, pilferage, and robbery, enforcement of rules and regulations of AHCL, quelling disorders, verifying identification and logging employees in and out of AHCL's buildings. The security guard will act on their own initiative at the direction of authorized personnel of AHCL and/or orders from contractor, their personal appearance, attitudes and manner of performance will, at all times, reflect a favorable public image, both for AHCL and contractor. They will be under constant scrutiny by the security supervisor, duty officer, and the staff of contractor. This supervision will include inspections, control checks, and continuous reevaluation to insure top performance from each security guard and supervisors. Note: Guard assignment schedule attached hereto. AHCL specifically reserves the right to assign and locate personnel as well as approve shifts and hours. The AHCL shall have the right to increase or decrease the number of personnel on each shift as long as the agreed cost of contract is not exceeded during the term of this agreement.

19. Insurance: During the term of this agreement, contractor will carry and maintain in full force insurance coverage, evidence of which will be furnished to AHCL upon written request. This insurance coverage shall include worker's compensation insurance as required by the laws of the State of New Jersey covering all persons employed by the contractor engaged in furnishing of services under this agreement and general liability coverage for personal injury and property damage, which coverage shall cover the risks of false arrest, false imprisonment, malicious prosecution, libel, slander, and violation of right of privacy.

20. Security Standards: Contractor agrees that the security services covered by this agreement shall be performed in accordance with acceptable security practices and standards.

21. Binding Agreement: All terms, covenants and conditions herein contained shall inure to the benefit of and shall bind the respective party hereto, their successors and assigns, respectively.

22. Entire Agreement: This agreement represents the whole and entire agreement between the parties. No other agreement or representations, oral or written, have been made by either party.

In witness whereof, the parties hereto set their hands and seals, or caused these presents to be signed by their hands and seals, or caused these presents to be signed by their proper corporate officer or authorized representative the day and year first above written.

ATTEST: _____

_____ By _____

Title _____

Address _____

ATTEST: Affordable Housing Corporation of Lakewood

_____ By _____

Scott Parsons

Title: Executive Director

Address: 317 Sampson Avenue
Lakewood, New Jersey 08701

**QUALIFICATION and EVALUATION CRITERIA
FOR PROFESSIONAL UNARMED GUARDS SERVICES**

Please provide to the Affordable Housing Corporation of Lakewood (AHCL) a concise synopsis of the firm's qualifications to perform the referenced work. The following criteria, listed in order of relative importance and associated weighted ratings, will be used to judge the Qualifications:

IT IS THE RESPONSIBILITY OF THE FIRM TO PROVIDE IN THEIR SUBMITTAL THE INFORMATION REQUESTED. THIS MUST INCLUDE SPECIFIC DATA WHICH ADDRESSES EACH CATEGORY WITHIN THE QUALIFICATION CRITERIA. THE AHCL MUST BE ABLE TO CLEARLY DETERMINE FROM THE INFORMATION PROVIDED THE FIRM'S CAPABILITIES IN A PARTICULAR AREA THE FIRM CANNOT PRESUME THAT THE AHCL KNOWS THE EXPERTISE OR EXPERIENCE OF THE FIRM UNLESS IT IS SO STATED. IT IS IMPORTANT THAT THE RESPONSES BE ORGANIZED IN ACCORDANCE WITH THE QUALIFICATION CRITERIA FORMAT SINCE THE SCORE SHEET USED IN THE EVALUATION WILL PARALLEL THIS ORDER. ELABORATE BINDERS, GRAPHICS BROCHURES, APPENDIXES AND ILLUSTRATIONS ARE NEITHER NECESSARY NOR DESIRED. LEGIBILITY, COMPLETENESS AND ADHERENCE TO FORMAT ARE ESSENTIAL.

The maximum **TOTAL SCORE** which can be achieved by a Firm is 35. This is, of course, equal to the summation of the individual Category Scores.

I. QUALIFICATION CRITERIA

CATEGORY 1
PROFESSIONAL EXPERIENCE AND
TECHNICAL COMPETENCE

Maximum
Category Score
10

Indicate the professional experience and technical competence of your firm and its personnel for this particular project. Include qualification, experience or abilities of your firm, its principals, staff and facilities that will be of special importance and use on this commission.

Experience shall include Quantity (by numbers and tenure) and Size (by scope and dollar amount) on order of importance:

- with Public Housing Authorities (PHAs)
- with public sector housing agencies (i.e. HUD, NJHMFA, etc.)
- With units of local government or public sector agencies, commissions, boards, authorities, etc.
- With private sector.

- With assisted Senior/Disabled housing developments

Similarities to the AHCL's size and composition (i.e. number of units in project, age, density, family/senior occupied, decentralized administration).

Be sure to address the specific areas of experience and capabilities which are listed below in order of importance:

- a) Work experience of an identical, very similar, comparable or related nature which makes the Firm particularly suitable and especially qualified for this commission
- b) Experience and capabilities of personnel to be used for the services
- c) Professional and technical background of firm's principals and staff especially as it relates to this project. This shall include education, tenure, experience, license, publications, association membership and other background particularly suitable for this commission.
- d) Size (in terms of scope and dollar amount) of past work referenced above in comparison to this project.
- e) Indicate familiarity with the types of concerns and problems applicable to this commission. Provide related past experience or anticipated issues which would be of benefit to the LHA

Score Range

Category 1 - Professional Experience and Technical Competence

10

Identical or very similar work experience with maximum range if with several similar housing authorities; superior related technical competence and background on several projects of similar or larger size; expertise for this commission is apparent.

6

Comparable work experience; has some Housing Authority or public sector experience; private sector, assisted Senior/Disabled housing experience very comparable; area of expertise is along the lines of this commission; good related technical capabilities and background; past commission sizes compare to this commission.

2

Related work experience in some areas but not other; experience and competence not particularly applicable; technically capable.

U-Unacceptable

Little or no related work experience; apparent area of expertise not pertinent to this commission; no demonstrated evidence that firm is especially suited for this commission; past job sizes are significantly smaller.

CATEGORY 2
Fees for Services

Cost to perform all the services outlined in the RFP.

Maximum
Category Score
8

Category Score.

Score Range, Category 2- Fees

8

Within the lower group of prices; price variations are relatively small or insignificant;

5

Within the mid group prices; price is reasonable relative to most others.

1.5

Substantially lower or higher than any other prices; where low, ability to perform at a noted fee is suspect; where high, fee is not excessive

U-Unacceptable

So low as to be impossible or impractical to perform satisfactorily to requirements of RFP; significantly higher than most other fees; excessive for work that is requested.

CATEGORY 3
PAST PERFORMANCE ON TYPICAL
OTHER COMMISSIONS

Maximum
Category Score
8

Provide historical information as well as names and telephone numbers of references for prior work, which is most similar to this commission. Past performance will be assessed in terms of:

- a) Cost control (budget v. actual cost).
- b) Quality and thoroughness of work (How complete and professional is the work).
- c) Timely responses to questions, inquiries and schedules.
- d) Availability and ease of speaking to and meeting with principals and/or staff
- e) Follow-up to ensure that work complies with contract and agreements.

- f) Requests for additional fees are minimized and confined to out of scope work
- g) Ability to deal professionally, fairly (in context of contract requirements) and reasonably with other parties.

Category Score.

Score Range:

Category 3 - Past performance on Typical Other Commission

8

Performance and abilities clearly above norm; very responsive and service oriented; complies with contract scope and requirements; meets schedules and budgets; would not hesitate to use again.

5

Overall performance acceptable; better in some areas than others; requires only occasional follow-up and monitoring; quality and thoroughness of work is good; schedules and budgets are usually very close to requirements.

1.5

Close monitoring advisable; not as thorough as should be; does not always meet schedules or budgets; slow with responses.

U-Unacceptable

Unresponsive; work quality lacking; poor control of budget and schedules; direct cause of problems with commission; would not use again.

CATEGORY 4

ABILITY TO MEET THE TIME SCHEDULE

Detail the firm's ability to provide the professional services in the time frame outlined. Take into consideration the current/planned workload as well as the staffing considerations needed for timely performance. Indicate if new staff will be necessary.

Category Score.

Score Range:

Category 4- Ability to meet time schedule

6

Current/pending workload clearly allows for new work; key staffing in place; can easily perform within the required federal and State time frames; can begin immediately.

4

Existing workload would not hamper new commission; key staffing available; can perform within necessary time frame.

1

Time frame tight based on current workload; significant or key staff additions needed in a short time period to meet schedule.

U-Unacceptable

Ability to meet schedule is very suspect if not improbable.

Maximum
Category Score
6

CATEGORY 5
RESPONSE TO INVITATION

Maximum
Category Score

3

3

Well organized and presented; all information required is available; qualifications of Firm for this commission have been completely conveyed.

1

Organization and presentation is acceptable; responses essentially complete; good understanding of Firm's qualifications.

0

Difficult to ascertain information in an organized, reasonable manner; some information not fully complete; minimal effort in preparing submittal.

Maximum Total Score.

35

Total Category Scores.

II. The LHA will assess all proposals on the basis of the criteria noted above.

An unacceptable score in any area will result in no further review and the Firm will not be considered for the commission.

In Categories 1 (Experience and Competence) and 3 (Past performance), numerous specific areas of the Firm's background are addressed. An overall score will be given to the entire category in consideration of the relative importance of the items within the category.

The Authority will score each category in accordance with the parameters outlined. The descriptions provided may not represent all or every basis for a particular score, but do reflect the overall rationale to be employed.