

GHA
REQUEST FOR QUALIFICATIONS-PROPOSALS (RFQ-P) NO. RFQ-P 2011, Security & Public Safety
Consultant Services

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INTRODUCTION

The Greenburgh Housing Authority (hereinafter, "GHA") is a public entity that was formed to provide federally subsidized housing and housing assistance to low-income families within Greenburgh, New York. The GHA is headed by an Executive Director (ED) Olney Reynolds and is governed by a Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR").

GHA has 246 units of public housing. It has two programs that oversee the 246 units. The Federal program oversees 114 units of housing located in various parts of the Town of Greenburgh. The State program oversees 131 units of housing located in the Fairview section of the Town of Greenburgh.

In keeping with its mandate to provide efficient and effective services, the GHA is now soliciting proposals from qualified entities to provide security and safety consultant services for the 131 units of the State program. 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.

RFP INFORMATION AT A GLANCE

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GHA CONTACT PERSON	Olney Reynolds Office: (914) 946-2110 Fax: (914) 946-6240 Email: owr1@greenburghhousing.org
HOW TO OBTAIN THE RFQ-P	Contact GHA Office by phone at (914) 946-2110 and request a copy of the RFP or Download from www.greenburghhousing.org .
HOW TO FULLY RESPOND TO THIS RFQ-P BY SUBMITTING A PROPOSAL SUBMITTAL	Submit 1 original and 2 copies of your "hard copy" proposal to the GHA office: <p style="text-align: center;">9 Maple Street White Plains, N.Y. 10603</p>
PROPOSAL SUBMITAL RETURN & DEADLINE	July 18th, 2011 by 10.00 a.m.

1.0 HA'S RESERVATION OF RIGHTS:

- 1.1** The GHA reserves the right to reject any or all proposals, to waive any informality in the RFQ-P process, or to terminate the RFQ-P process at any time, if deemed by the GHA to be in its best interests.
 - 1.2** The GHA reserves the right not to award a contract pursuant to this RFQ-P.
 - 1.3** The GHA reserves the right to terminate a contract awarded pursuant to this RFQ-P, at any time for its convenience upon 10 days written notice to the successful proposer(s).
 - 1.4** The GHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ-P.
 - 1.5** The GHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the GHA Contracting Officer (CO).
 - 1.6** The GHA reserves the right to negotiate the fees proposed by the proposer entity.
 - 1.7** The GHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ-P, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8** The GHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ-P.
 - 1.9** The GHA shall reserve the right, at any time during the RFQ-P 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 herein. Each prospective proposer agrees to abide by all terms and conditions listed within this document and
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further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the GHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the GHA, but not the prospective proposer, of any responsibility pertaining to such issue.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):

The GHA is seeking proposals from experienced security and safety consultants to provide the following detailed services:

- 2.1.** Design technical requirements and construction layouts for security and safety systems.
 - 2.2.** Prepare and coordinate a Request for Qualification-Proposal (RFQ-P) for the purpose of soliciting structured bids from qualified vendors for the purchase and installation of the security equipment. These duties shall include but are not limited to:
 - Create a security and safety project site plan for GHA State Sites.
 - Write and publish required RFQ-P Advertising documentation
 - Administer bid submittal process
 - Manage bids requests for information, addendums and RFQ-P adjustments and updates, including other pre-bid communication
 - Coordinate all aspects of bid/bidder evaluation/qualification
 - Administer bid rating and ranking process
 - Organize all contract award sessions
 - Participate in the pre-bid meeting and pre-construction meeting (as required).
 - 2.3** Provide specifications/technical instructions to include in the RFQ-P, which shall include:
 - Scope definition
 - Goals and objectives
 - Functional requirements
 - Installation requirements
 - Equipment placement and device connectivity
 - Materials checklist
 - User training
 - 2.4.** Produce cost estimate for purchase of equipment and installation thereof
 - 2.5.** Oversee work performed by successful bidder by making periodic visits to the site (as required).
 - 2.6.** Insure security system network setup and is operational (including internet, WAN, LAN, and other wireless connections).
 - 2.7.** Provide training to individuals who will use the surveillance system including all GHA designated staff.
 - 2.8** Perform any other tasks necessary for successful implementation and completion of the security and safety system.
 - 2.9.** Insure that all Operations and Maintenance manuals for all installed equipment is received by the GHA.
 - 2.10** Insure that all warranty information for all installed equipment is received by the GHA.
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Tasks and responsibilities noted above are inclusive of, but not limited to, the total project scope.

3.0 PROPOSAL FORMAT:

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

RFP Section	Description
3.1.1	Form of Proposal: This Form is attached hereto as Attachment A. This Form must be fully completed, executed where provided thereon and submitted as a part of the proposal submittal.
3.1.2	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract: This Form is attached hereto as Attachment B. This Form must be fully completed, executed where provided thereon and submitted as a part of the proposal submittal.
3.1.3	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment C. This Form must be fully completed, executed and submitted as a part of the proposal submittal.
3.1.4	Proposed Services: As more fully detailed within Section 2.0, <i>Scope of Work/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail the following:
3.1.4.1	The proposer’s Demonstrated Understanding of the GHA’s Requirements.
3.1.4.2	The proposer’s Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
3.1.4.3	The proposer’s Demonstrated Experience in performing similar work and the proposer’s Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
3.1.5	Managerial Capacity/Financial Viability: The proposer must submit a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the person(s) who will be providing the service. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.
3.1.6	Client Information: The proposer shall submit a listing of former or current clients, including the Public Housing Authorities for whom the proposer has performed similar or like services to those being proposed

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	herein. The listing shall, at a minimum, include:
3.1.6.1	The client's name;
3.1.6.2	The client's contact name;
3.1.6.3	The client's telephone number;
3.1.6.4	A brief description and scope of the service(s) and the dates the services were provided;
3.1.7	Equal Employment Opportunity: The proposer must submit a copy of its Equal Opportunity Employment Policy, if applicable.
3.1.8	Subcontractor/Joint Venture Information (Optional Item): 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.
3.1.9	Other Information (Optional Item): The proposer may include any other general information that the proposer believes is appropriate to assist the GHA in its evaluation.
3.1.10	Proposal Fee: Please note that the proposed fees submitted by each proposer 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; transportation; etc.

3.2 Escalation: Pertaining to the ensuing contract, there shall be no escalation of the proposed unit costs allowed at any time during the awarded contract periods.

4.0 PROPOSAL SUBMISSION:

All proposals must be submitted and time-stamped received in the designated GHA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 2 exact copies, shall be placed unfolded in a sealed package and addressed to:

Greenburgh Housing Authority
Attention: Olney Reynolds
Executive Director
9 Maple Street
White Plains, N.Y. 10603

The package exterior must clearly denote the above noted RFQ-P number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

4.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the GHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the GHA decides that any such entry has not changed the intent of the proposal that the HA intended to receive,

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the GHA may accept the proposal and the proposal shall be considered by the GHA as if those additional marks, notations or requirements were not entered on such. By submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFQ-P.

- 4.2 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 GHA, including the RFQ-P document, 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 the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the GHA requirements contained within the documents may cause that proposer to not be considered for award.
- 4.3 Addendums:** All questions and requests for information must be addressed in writing to the Contact Person, Olney Reynolds (hereinafter referred to as CP). The CP will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ-P Documents). During the RFQ-P solicitation process, the CP will NOT conduct any *ex parte* (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the GHA 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 call the CP—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 CP may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CP may more fairly respond to all prospective proposers in writing by addendum.

5.0 ATTACHMENTS:

Attachment	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
D	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
E	GHA Sample Contract Form (please note that this contract is being given as a sample only--the GHA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the GHA feels it is in its best interests to do so)
F	Form HUD-5370-C (10/2006), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
G	Section 3 Contractor Certification

6.0 PROPOSAL EVALUATION:

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6.1 Evaluation Factors: The following factors will be utilized by the GHA 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:

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	30 points	Objective	The PROPOSED COSTS/RATES the proposer proposes to charge the GHA to complete the required services.
2	15 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT;
3	20 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
4	30 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.
5	5 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points

6.2 Evaluation Method:

6.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The GHA reserves the right to reject any proposals deemed by the GHA not minimally responsive (the GHA will notify such firms in writing of any such rejection).

6.2.2 Evaluation Committee: The GHA will select a committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFQ-P.

6.2.3 Evaluation: The ED will evaluate and award points pertaining to Evaluation Factors No. 1 and 6 (the "Objective" Factors). The appointed evaluation committee, independent of the ED, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, and 5 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the ED.

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- 6.2.4 Potential "Competitive Range" or "Best and Finals" Negotiations:** The GHA 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 firm deemed not to be in the competitive range shall be notified of such in writing by the GHA in a timely manner as possible, but in any case within no longer than 10 days after the beginning of such negotiations with the firms deemed to be in the competitive range.
- 6.2.5 Determination of Top-ranked Proposer:** Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the ED to determine the final rankings.
- 6.2.5.1 Minimum Evaluation Results:** To be considered to receive an award a proposer must receive a total calculated average of at least 70 points.
- 6.2.5.2 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."
- 6.2.6 Notice of Results of Evaluation:** If an award is completed, all proposers will receive a notice of the results of the evaluation. Such notice shall inform all proposers of:
- 6.2.6.1** Which proposer received the award;
- 6.2.6.2** Where each proposer placed in the process as a result of the evaluation of the proposals received;
- 6.2.6.3** The cost or financial offers received from each proposer;
- 6.2.6.4** Each proposer's right to a debriefing and to protest.
- 6.2.7 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 GHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the GHA evaluation committee.

7.0 CONTRACT AWARD:

- 7.1 Contract Award Procedure:** If a contract is awarded pursuant to this RFQ-P, the following detailed procedures will be followed:
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- 7.1.1** 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 RFQ-P as issued by the GHA, including the contract clauses already attached as Attachment F. Accordingly, the GHA has no responsibility to conduct, after the submittal deadline, any negotiations pertaining to the contract clauses already published.
- 7.2 Right to Negotiate Final Fees:** The GHA 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 GHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the GHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the GHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The GHA 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).
- 7.3 Contract Service Standards:** All work performed pursuant to this RFQ-P must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
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