LETTER SOLICITATION NO.

0003-2020

ISSUE DATE: March 19, 2020   CLOSING DATE: April 8, 2020

CAPTION: Development Project and Financial Management
Dear Prospective Offeror:

The District of Columbia Housing Authority (DCHA) issues this written Letter Solicitation on behalf of its Office of Capital Programs (OCP) to solicit Development Project and Financial Management in accordance with the Simplified Acquisition Methods for less than $150,000 detailed in the DCHA Procurement Policy, applicable Federal standards, United States Department of Housing and Urban Development (HUD) regulations, and local laws. For any contract that involves District funds, DCHA shall comply with the Procurement Practices Reform Act of 2010, effective April 8, 2011 (D.C. Law 18-371; D.C. Official Code §§ 2-351.01 et seq.)(2011 Repl.) as detailed within this solicitation.

INTRODUCTION

The District of Columbia Housing Authority ("DCHA") is dedicated to enhancing the quality of life in the District of Columbia by providing and effectively managing affordable housing, which is diverse, well maintained, and aesthetically pleasing for those whose circumstances prevent them from competing in the general marketplace. Besides operating over 8,300 units with public housing operating subsidy, DCHA also contracts over 14,000 private units through its Housing Choice Voucher Program ("HCVP"). DCHA has embarked on an ambitious program of development and redevelopment to create economically diverse communities and neighborhoods. DCHA is one of the most innovative housing authorities in the nation and is actively pursuing non-governmental sources of financing to promote HCVP homeownership assistance programs, project-based public housing subsidies, and implement more creative uses of its authority through the United States Department of Housing and Urban Development (HUD)’s Move to Work (MTW) Demonstration Program.

OVERVIEW

DCHA requires Development Project and Financial Management Consulting Services to support OCP with modernization and development projects. DCHA invites licensed, qualified, and interested Offerors to submit a proposal in response to this solicitation.

BACKGROUND

The District of Columbia Housing Authority’s (DCHA) Office of Capital Programs (OCP) provides the management of the modernization of major electrical and mechanical systems in conventional public housing; manages the redevelopment and development of residential units and participates in mixed-use development in the District of Columbia; and leads the master planning of redevelopment
projects, provides relocation/re-occupancy services as well as acquisition and supportive services for the redevelopment program.

The District of Columbia Housing Authority requires various professional services to support the efforts of its Development Projects. The professional services solicited by DCHA are required to administer program objectives in support of two key initiatives of the DCHA mission: (1) to provide quality affordable housing to extremely low- through moderate-income households and (2) foster sustainable communities. Services required under performance of this contract may be required on behalf of DCHA, its instrumentalities, affiliates or other government units. The exact nature and extent of services requested will vary based upon the assigned project.

To satisfy this requirement, DCHA intends to award multiple Indefinite Delivery Indefinite Quantity contracts for the aforementioned services for a period of up to two years based upon the availability of funds. All work will be assigned by and performed by Task Orders. Task Orders specify the scope of work and the dollar amount of each assignment under the contract.

**QUALIFICATIONS- [RESERVED]**

The selected consultants shall have a proven and verifiable background in providing the services specified in this solicitation. In addition, the consultants will be involved with each project in varying capacities from concept to stabilization and permanent financing as applicable to the project type and should possess the skills and expertise to handle each phase of a development project.

**SCOPE OF SERVICES**

Development Project Management and Finance Consulting services are required to assist DCHA through predevelopment, construction, and close-out stages of the Project. Important qualities required to provide Development Project Management and Finance Services include analytical, decision-making, initiative, managerial, public speaking, knowledge of affordable housing programs, real estate development finance, time-management, and writing skills. The selected consultants may have a central role in planning, implementation, and oversight of the Project.

The following list of functions provides for the nature of the scope of services required; however, this list is not all-inclusive:

1. Assist in redevelopment efforts including planning, market analysis, preparing funding requests, negotiations with potential development partners, lenders; and funders;

2. Coordinate and/or participate in community planning sessions, public meetings, presentations and serve as a liaison between residents, stakeholders, and human capital providers;
3. Provide advice on financing, approach, entitlement process, etc. for development and redevelopment projects;

4. Prepare and/or review funding applications and mixed-finance proposals for public housing, low-income housing tax credits (both 9% and 4%), CDBG, CIP, HOME, or DC Housing Production Trust Funds and other subsidy programs;

5. Coordinate and manage day-to-day development activities from acquisition/predevelopment to stabilized occupancy;

6. Develop the scope of services and evaluation criteria to assist with the procurement of other professional services that may be required for development and redevelopment projects;

7. Provide oversight of grants/loans from award to close out, management of project budgets, funding accounts and program income;

8. Conduct and participate in meetings with staff, government officials, community stakeholders and residents, developers, financiers, etc.;

9. Prepare and submit, in cooperation with Development Partners and advisors, loan applications to various private and public funding agencies related to affordable and market rate housing and community development projects;

10. Coordinate the development of analytical and transactional tasks to include market research, project budgets, sources and uses, draw schedules, pro forma and project schedules;

11. Represent DCHA's development expertise at various meetings and garner support and trust of stakeholders;

12. Coordinate loan closing with private developers (when necessary) public agencies, attorneys, lenders, investors, and escrow and title companies;

13. Coordinate the preparation and review of all necessary and required real estate documents such as financial transaction documents, easements, title, funding draws, development agreements, operation agreements and various agreements with/for consultants and or contractor services;

14. Provide conceptual advice in the area of construction costs and methods; and evaluate the feasibility of alternative redevelopment strategies;

15. Review the work of development partners and provide recommendations to OCP Deputy Directors and Director;

16. Coordinate, schedule, and provide general direction to on-site project contractors, construction managers and subcontractors;

17. Obtain required authorizations, entitlements and permits from HUD, Office of Zoning, the Department of Consumer and Regulatory Affairs ("DCRA"), State Office of Historical Preservation, District Department of Transportation, local utility companies and other governmental authorities as required;

18. Meet with top management officials to present findings and/or recommendations; explain the significance of conclusions, justify
recommendations and answer questions on all aspects of the development project;

19. Analyze and resolve complex problems; and

20. Prepare correspondence, technical, and status reports related to assigned projects.

21. Provide financial analysis of solicited and unsolicited projects, as requested;

22. Provide assistance and advice to leverage DCHA resources and protect DCHA's interest;

23. Review and interpret market analysis, studies and appraisals;

24. Assist in negotiations with private developers, lenders and investors;

25. Provide technical assistance with developing strategies and opportunities to redevelop, develop or preserve affordable housing units;

26. Assist with the preparation of and analyze financial and other data, including development pro forma, financial statements and construction budgets;

27. Assist in securing project financing, including mortgages, bonds and other loans and/or grants from both private and public sources; Establish or update the allocation of direct and indirect project costs including labor, benefits and overhead; Assist with negotiations, review and drafting of evidentiary documents and supplemental submissions;

28. Provide technical assistance and advice with the preparation and review of funding applications, proposals, disposition applications, demolition applications, and waiver supplications required by HUD, other federal and local agencies.

29. Research and provide advice on local programs and HUD funding for the expansion and preservation of affordable housing in the District of Columbia;

30. Make recommendations for affordable housing development and preservation solutions that include best and promising practices based upon industry standards.

SECTION 3 REQUIREMENTS

All contractors shall comply with the Section 3 program, as defined in the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3), amended by the Housing and Community Development Act of 1992 (1992 Act commonly known as and herein after as the Section 3 Program). Section 3 compliance requires all contractors performing work on behalf of DCHA or any of its subsidiaries to ensure that training, employment, contracting and other economic opportunities generated by the federal financial assistance shall, to the greatest extent feasible, be directed toward low-income and very-low-income
persons, particularly those who are recipients of government assistance for housing.

Contractors and subcontractors will:

1. Incur all costs required for compliance with the applicable regulations;
2. Be subject to DCHA monitoring for compliance, and
3. Accept any applicable penalties for non-compliance.

The contractor must include a signed copy of the Section 3 Contractor Compliance Agreement and a complete, compliant Section 3 Action Plan as part of its proposal to be considered for contract award. The required documents can be found in the solicitation’s attachments. The Section 3 Contractor Compliance Agreement should be read in its entirety before completing the Section 3 action plan since it provides details about DCHA’s Section 3 policy.

Please consult Hanna Koerner, Special Advisor in the DCHA Office of Resident Services at 202.535.1517 hkoerner@dchousing.org for additional information or assistance with the completion of your Section 3 Compliance Agreement and/or Section 3 Action Plan.

TERM OF CONTRACT

The term of the awarded contract shall be two (2) years from the date of contract execution, as deemed appropriate in the representation of DCHA; based upon the availability of funds.

TYPE OF CONTRACT

DCHA intends to award an Indefinite Delivery, Indefinite Quantity (IDIQ) contract for services as outlined in the Scope of Services. The Offeror shall provide all specified items and services required by DCHA. DCHA intends to award an Indefinite Quantity/ Indefinite Delivery (IDIQ) contract for services as specified in the Scope of Services in accordance with the accepted Fee Proposal. Consultant shall provide all specified services required by the DCHA. The work will be issued by task orders that will specify the scope of work and dollar amount of each project (Task Order). DCHA anticipates a minimum contract award of twenty-five thousand dollars ($25,000.00) up to a maximum of one hundred forty-thousand dollars ($140,000.00).

OPTION TO EXTEND THE TERM OF THE CONTRACT- [RESERVED]
DCHA may award a contract upon the basis of the initial proposal received, without discussion. Therefore, each initial proposal should contain the Offerors best and final terms from a cost and technical standpoint. Proposals shall represent the best efforts of the Offerors and will be evaluated as such. Proposal should set forth full, accurate, and complete information as required by this Letter of Solicitation.

**INSURANCE**

The successful Offeror, at its expense, shall obtain the minimum insurance coverage set forth below and keep such insurance in force throughout the contract period. Respondents to this solicitation must have the capacity to obtain a Certificate of Insurance at the stated limits below, prior to and as a condition of contract award. All insurance provided by Contractors in this section shall set forth DCHA as an additional insured and as a loss payee as allowable per coverage (as applicable).

Contractor/Consultant shall carry and pay for:

<table>
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<tr>
<th>MINIMUM INSURANCE REQUIREMENTS</th>
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<tr>
<td><strong>BASIC COVERAGE</strong></td>
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- **Commercial General Liability (GL):**
  - *Per Occurrence:* $1,000,000
  - *Aggregate:* $2,000,000
- **Products and Completed Operations:** $2,000,000
- **Personal/Advertising Injury:** $2,000,000
- **Automobile Liability:** $1,000,000 per occurrence
- **Workers’ Compensation:**
  - *Statutory Limits*
- **Employer's Liability:**
  - This coverage is not available to employees if Worker’s Compensation applies (see 32 DC Official Code § 1504). If and when Employer’s Liability insurance applies, however, the minimum requirements are as follows:
    - *Each Accident:* $500,000
    - *Employee Disease:* $500,000
    - *Disease-Policy Limit:* $500,000
- **Umbrella or Excess Liability (Required for Coverages below $1M Occurrence and $2M Aggregate)**
  - $5,000,000
- **Professional Liability (Errors and Omissions)**
  - Professional Consultant Services with $1M Per Occurrence and $2M Aggregate for General Liability and Employment Practices.
With respect to the policies described above, these policies must:

(a) Be in place before the execution of any contract awarded, as in-force insurance is a condition precedent;

(b) Contractor/Consultant shall provide DCHA annual Certificate of Insurance as evidence of the limits of coverage described above;

(c) In the event the Contractor’s insurance expires during the execution of or term of the contract, Contractor must provide DCHA with renewal certificates 30 days prior to the expiration date of the expiring coverage;

(d) Insurance contracts shall require the insurance company to notify DCHA in the event of a substantial change in coverage during the policy term;

(e) Be insured by A.M. Best Companies with a rating of A-VIII or higher; companies authorized to do business and in good standing in the District of Columbia, on such companies and on such conditions, and with such beneficial interest appearing thereon as shall be acceptable to the DCHA.

In the event a claim arises under the contract, the Contractor/Consultant will promptly notify the DCHA Contracting Officer’s Technical Assistance Representative (COTR) and the DCHA Office of Risk Management (ORM) at 202-535-1800 or by email to ORM@dchousing.org. In addition, the Contractor/Consultant will investigate and furnish the DCHA COTR and ORM with reports of all accidents, claims and potential claims for damage or injury and will cooperate with its insurers and those of DCHA.

**INDEMNIFICATION**

The Contractor shall indemnify, defend and hold harmless HUD, DCHA and its respective employees, agents, contractors, Board of Commissioners, members, managers and other representatives (the “Indemnified Parties”), from any loss, cost damage, claim, demand, suit, liability, judgment and expense (including any attorney fees and other costs of litigation) arising out of or resulting from or in connection with any work called for or performed under this contract, any breach by the Contractor/Consultant, its agents, and employees of any provision of this contract, or any negligent or bad faith act(s) or omission (s) or the negligent performance of this contract by the Contractor/Consultant, its agents, employees or any other person or entity for which the Contractor may be responsible. Any
provisions or limits of insurance set forth in this contract shall not limit the Respondent’s liability. At its own expense, the Respondent shall obtain the necessary insurance coverage acceptable to DCHA to comply with this indemnification requirement; provide evidence of such coverage to DCHA, and such coverage shall be in place before the execution of the contract awarded and as a condition to it. This insurance is primary to, and will not seek contribution from, any other insurance available to an additional insured under your policy.

EMPLOYEE DISHONESTY INSURANCE

Upon contract award, Contractor shall provide evidence of Employee Dishonesty Insurance for an amount not less than Two Hundred Fifty Thousand Dollars ($250,000.00), obtained at its own expense, for the purpose of protecting against dishonest acts of the Contractor and its employees. DCHA must be named as the loss payee. The insurance company, form, limits and content of such coverage will be subject to the approval of DCHA.

TASK ORDERS

Services furnished shall be ordered by issuance of Task Orders by DCHA Contracting Officer.

A. The estimated amount or performing any one or more contracts awarded hereunder shall not exceed the total ceiling. No notice, communication, or representation in any form from any person other than the Contracting Officer shall change the ceiling of the entire contract. In the absence of the specified notice, DCHA is not obligated to pay the Contractor/Consultant for any amounts in excess of the ceiling of the contract, whether such amounts were incurred during the course of the contract period or as a result of termination.

B. Task orders (Orders) will be initiated by the DCHA COTR, in consultation with the Executive Director or designee, pursuant to the contract with specific ceilings for the task identified. Contractors/Consultants must agree to use best efforts to perform the work specified in any task order within the ceiling specified, or else decline to accept the task order.

C. The Contractor/Consultant shall notify DCHA in writing whenever contractor has reason to believe that the total estimated amount for the performance of a Task Order will be greater than the ceiling. As part of the notification, the contractor shall provide a revised estimate of the total estimated amount of performing the task.

D. DCHA is not obligated to pay the contractor/consultant for amounts incurred in excess of the Task Order ceiling and the contractor/consultant is not obligated to continue performance under a Task Order (including
actions under the termination clauses of this contract) or otherwise incur amounts in excess of the ceiling until DCHA has notified the contractor, in writing, that (i) the estimated amount has been increased and (ii) provides a revised ceiling for performing the Task Order.

E. If the ceiling of a contract awarded hereunder or Task Order issued and accepted is increased, any amounts the contractor/consultant incurs before the increase that are in excess of the previous ceiling shall be allowable to the same extent as if incurred afterward, unless the Contracting Officer issues a termination notice directing that the increase is solely to cover the termination or other specified expenses.

F. A change order shall not be considered an authorization to exceed the ceiling of the contract or any task order unless the change order specifically increases the ceiling.

G. At any time or times before final payment and three (3) years thereafter the Contracting Officer may have the contractor's invoices, vouchers and statements audited. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable amounts as adjusted for prior overpayments or underpayments.

H. A Task Order shall contain the following:

- Date of request;
- Contact number;
- Description of work;
- Duration of performance of work; and
- Estimated cost of performance and delivery of product tasked.

I. Task Orders will be issued on an as-needed basis. Contractor/Consultant, by affixing a signature on a Task Order agrees to perform a services or other task in accordance with the terms and conditions of the Scope of Services, Task Order and Contract.

**PAYMENT/INVOICES**

The Contractor must submit invoices to DCHA at following addresses after services have been provided on a monthly basis.

DCHA shall pay for services on a monthly basis (Net 30).

Submission of Payment Requests
a. All payment requests must be addressed as follows and forwarded to:

District of Columbia Housing Authority
Attn: Office of Financial Management
1133 North Capitol Street, NE, Suite 329
Washington, D.C. 20002-7599

Invoices may be emailed to: DCHApayments@dchousing.org

b. Proper invoices shall contain the following information:

- Contract Number
- Purchase Order Number
- Task Order Number
- Identification of matters/services performed consistent with the contract requirement and supporting documentation

c. **Failure to provide all documentation as outlined in item “b” above may delay payment of invoices.**

d. DCHA’s Accounts Payable Division processes checks for payment every Thursday; except for when that date falls on a legal holiday. In the event the processing day falls on a legal holiday, checks will be processed on the next business day.

**PROPOSAL FORMAT**

Proposals shall be submitted in two parts: Technical and Cost. **Please note the proposal shall not exceed twenty (20) pages excluding the Cost Proposal, supporting materials, and exhibits.** Offerors shall submit one (1) original and five (5) copies of both the technical and price proposals, prepared in such format and in such detail as to enable DCHA to make a thorough evaluation thereof and to arrive at a sound determination as to whether or not the offer Offeror can meet the requirements set forth in this solicitation.

All proposals submitted for consideration will be reviewed by the DCHA, with the Offeror receiving the highest rating based on the criteria outlined in this section to be selected as the most capable of providing the services in a manner that is most advantageous to DCHA, cost and other factors considered.

DCHA may reject any or all proposals that are determined not to be in DCHA’s best interest. In addition, DCHA reserves the right to waive any formalities or minor irregularities, if it serves DCHA’s best interests in doing so.
The technical proposal shall not contain any cost information.

At a minimum, Proposals shall be organized as follows with the content below:

PART I: Technical Proposal

1. Table of Contents
2. Letter of Interest

   Provide an executive summary/introduction to include: profile regarding the history and attributes of the Offeror, name of entity, address, website and telephone number; name of contact individual, telephone number, email address, and a brief description of the understanding of the Scope of Work and entities ability to perform work. The length of time Respondent has been in business and the capacity and resources the entity will bring to the DCHA. Degree to which the proposer illustrates the overall vision for the project, including, but not limited to the proposers understanding of the Agency's goals, whether from experience or preparatory research.

3. Documentation to Substantiate Past Experience/Performance

   Provide a concise description of the individual(s), major areas of experience, the length of time it has been in business and the capacity and facilities it will bring to the task. A brief statement summarizing the Respondent’s company and relevant experience and qualifications.

4. Qualifications

   Provide up to five (5) examples of experience within the past five years that best demonstrate the respondent’s expertise required to perform the scope of work outlined in this solicitation. This should include the date of the project, project scope, contract amount, client name, contract period, etc.

   List your organizations previous experience with public housing, mixed financed projects, experiences with governmental interaction, and associated aspects relevant to this work. For each project, briefly state the nature, scope of services, specific complexities of the project.

5. Financial Capacity

   Describe your firm’s knowledge and experience specific to identifying, arranging, and successfully securing financing for differing types of affordable housing development projects.
Describe your experience with layered financing. Discuss your experience specific to Low Income Housing Tax Credit finance.

Respondents must include in its proposal a commonly-accepted method to prove its fiscal integrity. If available, Respondent shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two years (independently audited preferred).

6. **Staffing Plan**

Provide an Organization Chart. Identify key Project Staff that will dedicated to this project. Provide Resumes that detail education and experience of the individuals who will provide services.

7. **References**

*(Supplemental Material not included in 20 page limitation)*

Not less than five (5) recent professional references from clients, which the individual has performed similar work as, described in the Scope of Services. Include name, address, and telephone number, description of work performed and the date completed. Include a brief description of Respondent’s business relationship with the reference.

**References may be contacted to verify project award, project performance and quality of work.**

8. **List Documentation of Licenses, Certifications, Affiliations**

*(Section not included in 20-page limitation.)*

Provide a copy of Entity business License or registration to provide services in the District of Columbia. Include copies of entity Trade Affiliations and Licenses as evidence of entity’s ability to complete the Scope of Services.

9. **Minority/Woman/Certified Business Enterprise (M/WBE/CBE) Equity Plan**

*(Section not included in 20-page limitation.)*

Respondents should submit narrative information about its policies, plans, activities and accomplishments in creating a diverse workforce, both in its legal and administrative support staffs. The narrative should also indicate any experience utilizing Minority and Women-owned business enterprises and to what extent minorities and women are included in the team that will advise DCHA.

Describe the diversity profile of the Company’s shareholders or partners, of counsel and associates. Please include a description of how women
and minorities hold positions of leadership in the Respondent’s Company, including any history of such participation.

10. Experience with HUD Section 3 and Section 3 Plan
(Section not included in 20-page limitation.)

Describe the Respondent’s experience with compliance with HUD Section 3 requirements and the results achieved as part of its proposal to be considered for contract award. Review Section 3 requirements of this Solicitation and complete Attachment J and Attachment K to submit a signed copy of the Section 3 Contractor Compliance Agreement and Section 3 Action Plan.

The Section 3 Contractor Compliance Agreement should be read in its entirety before completing the Section 3 action plan since it provides details about DCHA’s Section 3 policy.

See Section E of this Solicitation for an explanation of points systems for Section 3 specifically.

11. Certifications & Affidavits
(Section not included in 20-page limitation.)

The following Certifications and Affidavits are mandatory proposal requirements. Offers are to Complete and Return the following certification forms:

- Attachment A- HUD 5370 C General Conditions for Non-Construction Contracts Section I (reference only)
- Attachment B- Tax Certification Affidavit
- Attachment C- Non-Collusive Affidavit
- Attachment D- Certificate of Eligibility
- Attachment E- Contract Compliance Requirements
- Attachment F- Payments to Subcontractors and Suppliers Certificate
- Attachment G- HUD 5369 C Representations, Certifications of Offerors (Non-Construction)
- Attachment H- Statements of Bidders Qualifications
- Attachment I- Conflict of Interest Certification
- Attachment J- DCHA Section 3 Action Plan
- Attachment K- DCHA Section 3 Contractor Compliance Agreement
- Attachment L- RESERVED
- Attachment M- HUD 5369 B Instructions to Offerors Non-Construction
- Attachment N- Wage Determination (reference only)

Proposals submitted with incomplete or missing certifications may be determined unresponsive and removed from consideration.
PART II: Cost Proposal

1. Cost Proposal - Exhibit 1

Offerors shall complete and submit Exhibit 1-Cost Proposal proposed to complete the Scope of Services. All fees quoted will be inclusive of time for meeting with DCHA and stakeholders to develop the metrics, pre-work necessary to complete the tasks, as well as post meetings to present findings.

The Cost Proposal shall include a breakdown showing a fully burdened hourly rate (inclusive of direct salary rates; overhead rates; general and administrative rates, if any; and profit or fee) for each personnel classification by nature of the work required to complete the Scope of Services included within this Letter of Solicitation.

The Cost Proposal shall include a blended hourly rate with an estimate of the number of hours required to complete tasks required.

Offerors shall ensure that the Cost Proposal and proposed hourly rates offered are the lowest discounted (government) rate offered to similar clients.

ALL PROPOSALS SUBMITTED FOR CONSIDERATION WILL BE REVIEWED BY DCHA, AND THE OFFEROR RECEIVING THE HIGHEST RATING, BASED ON THE CRITERIA PRESENTED BELOW, WILL BE SELECTED AS BEING THE MOST CAPABLE OF PROVIDING SERVICES IN A MANNER THAT IS MOST ADVANTAGEOUS TO DCHA, TECHNICAL AND COST FACTORS CONSIDERED. DCHA MAY REJECT ANY OR ALL PROPOSALS THAT ARE DETERMINED NOT TO BE IN DCHA BEST INTEREST. IN ADDITION, DCHA RESERVES THE RIGHT TO WAIVE ANY INFORMALITIES OR MINOR IRREGULARITIES IF IT SERVES THE DCHA’S BEST INTEREST IN DOING SO.

EVALUATION & SELECTION CRITERIA

Proposals will be evaluated with points assigned as detailed in this section to determine the extent to which the Offerors capabilities and approach meet the needs of the DCHA. Offerors shall respond thoroughly to each of the following evaluation factors, with focus on providing answers that are both clear and concise. If any requirement listed cannot be met, full disclosure must be given, along with an explanation and proposed alternative, if appropriate.

The evaluation factors will be used in determining the competitive range, with a total possible score of 187.5 points.
The following point value will be used for evaluation purposes with the points shown being the maximum number that can be awarded for each criterion.

**TECHNICAL AND COST**

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<th>CRITERIA</th>
<th>MAXIMUM POINTS</th>
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<tr>
<td><strong>1. Experience</strong></td>
<td>50</td>
</tr>
<tr>
<td>Based upon the five examples provided, breadth and depth of the individual(s)/entity Development Project Management Experience on projects of similar scope as described in this solicitation. The above selection criteria will be evaluated based on evidence of the following criteria; ten (1) points per example as follows: (1) Specialized experience and technical competence of the firm (including a joint venture or association) 5 points (2) Knowledge of Development Project Management processes and requirements- 5 points</td>
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<tr>
<td><strong>2. Qualifications</strong></td>
<td>25</td>
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<tr>
<td>Based upon Resume(s) of the individual(s) provide details, evidence, and documentation to substantiate qualifications and experience of proposed team designated to ensure that the Scope of Services are complete, on schedule, and in accordance with all applicable contract and task order requirements. The above selection criteria will be evaluated based on evidence of the following: (1) Documented Qualifications &amp; Credentials- 10 points (2) Experience – 15 points</td>
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<td><strong>3. Past Performance</strong></td>
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<td>Past performance of the individual(s)/entity in terms of the history of quality of work, compliance with performance schedules, cost control, accuracy, and successful outcomes for previous projects. The above selection criteria will be evaluated based on evidence of the following: (1) Quality of Work-5 points (2) Maintaining project schedules and project budgets 5 points (3) Cost control effectiveness- 5 points (4) Successful Outcomes- 5 points (5) References- 5 points</td>
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<tr>
<td><strong>Housing Authority and/or Similar Clients</strong></td>
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<td>Based upon the five project examples provided, documented knowledge and experience working with Housing Authority and/or similar clients. The above selection criteria will be evaluated based on evidence of the following: (1) Housing Authority: 6 points (2) Similar Clients: 4 points</td>
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Financial Capacity Documentation of one or more of the following:
The above selection criteria will be evaluated based on evidence of the following:

Dunn and Bradstreet Rating: 2 points
Standard and Poor’s Rating: 2 points
Lines of credit; Evidence of successful financial track record: 2 points
Evidence of adequate working capital: 2 points

Section 3
1. Hiring Section 3 Residents- 6 Points
2. Contracting to Section 3 Business Concerns- 6 Points
3. Other Economic Opportunities- 4 Points
4. Past Performance- 4 Points

COST
Proposed Fee and Breakdown
The Consultant’s Fee Schedule showing each personnel classification required by nature of the work required for the Scope of Services included within this Letter of Solicitation (LOS) with fully burdened hourly rate for each classification. Respondent shall ensure that the proposed rate offered is the lowest discounted (government) rate offered to similar clients.

Proposals shall be submitted in the format provided in Exhibit 1. Price Proposals not in the format of Exhibit 1 will not be considered.

TOTAL MAXIMUM POINTS TECHNICAL & COST

BONUS POINTS

Business Enterprise Designation Points for Small, Minority and Woman-Owned Business (Maximum 7.5 Bonus Points)

DCHA will add additional points for Small, Minority and Women-Owned Business Enterprise Designations after the technical evaluations have been completed and the competitive range has been established by the Procurement Officer.

Upon the determination of the competitive range, each Offeror who has been deemed technically qualified and is within the competitive range can receive additional points if the Offeror is determined to be a Small, Minority or Woman-Owned Business Enterprise (S/MWBE).

The following definitions apply for the DCHA Business Enterprise Designation Points:

“Small” means a firm with 500 employees or less

“Minority” means 51% ownership; and

“Woman-Owned” means 51% ownership.

The points shall be awarded to the Offeror based on a review of the Offeror, either party of a joint-venture, or an Offeror’s subcontractors.
The points will be awarded in the following manner:

- Small = 2.5 points
- Minority = 2.5 points
- Woman-Owned = 2.5 points

A maximum of 7.5 points can be added to the score of a technically qualified Offeror who is in the competitive range.

**TOTAL MAXIMUM POINTS (to include Bonus Points) 187.5**

Each response will be ranked using the above criteria based upon the information presented in the statements, the references provided by the Contractor, DCHA’s knowledge from prior engagements, if applicable, independent background checks and other factual information available to the DCHA. Contractors are advised to provide sufficient information and references to demonstrate their approach, experience and capabilities.

**RELATIVE IMPORTANCE OF TECHNICAL VERSUS COST/PRICE FACTORS**

DCHA will make an award to the responsible Offeror, whose offer conforms to the solicitation and is most advantageous to the DCHA (i.e., that which represents the best value to the DCHA), cost or price and other factors considered. The proposed cost must be considered reasonable and must reflect the proposed technical approach.

DCHA may award a contract to other than the lowest priced offer. In the event that two or more offers are considered technically equivalent, the evaluated cost or price will be of primary importance in determining the proposal most responsive.

DCHA may make multiple awards to ensure availability of a wide range of products or services.

The combined relative merit of the technical evaluation factors listed below will be more significant than cost or price in the selection of the Contractor.

**PROTEST**

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations. It is the policy of DCHA to encourage the informal resolution of contractual issues. Initially, the Contracting Officer will respond to contract award determinations informally, with a request for a solicitation debrief. DCHA will respond within five (5) calendar days.
Any party involved in a dispute with DCHA related to any procurement decision that has unfavorably affected the aggrieved party is entitled to a resolution of the dispute in a timely manner and in accordance with applicable local or Federal law. The Protester, as defined below, in all instances, must pursue a remedy through the established administrative procedures of DCHA prior to pursuing a protest with the Federal agency, defined below. Guidelines and procedures that must be followed are presented herein.

DEFINITIONS

Contracting Officer. The person within DCHA or DCHA duly authorized by the governing body thereof to administer contracts for and in the name of DCHA as applicable.

Executive Director. The Executive Director of DCHA.

Federal Agency. Unless otherwise defined, the United States Department of Housing and Urban Development (HUD).

Protester. Any Respondent to a solicitation made by DCHA who has submitted a bid, quotation, or proposal that contains all the material requirements of the solicitation and has received an unfavorable decision concerning the results thereof; and has a valid basis to challenge the award decision, or any Respondent who files a complaint based on the content of the solicitation, prior to the proposal due date based on specific facts giving rise to any such complaint.

PROCEDURES

1. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days of contract award by the Contracting Officer on behalf of DCHA, or the protest will not be considered, unless a different time period has been established, if applicable. In such cases, the time-period set forth in the solicitation and/or contract prevails. The complaint must be in writing, and at a minimum must identify the name, address and phone number of the Protestor; Solicitation number and project title; a detailed statement of the basis for the protest; supporting evidence or documents to substantiate any arguments; form of relief requested.

2. The Contracting Officer may suspend the procurement pending resolution of the protest, if warranted by the facts presented.

3. The Contracting Officer shall issue a written decision to the Protestor within ninety (90) days of its receipt by certified mail with return receipt requested. The written decision shall state a description of the claim; a reference to the pertinent clause; a statement of the factual areas of agreement or
disagreement; a statement of the Contracting Officer’s decision with supporting rationale; and a statement referencing appeal rights.

4. The Contracting Officer’s Final Decision may be appealed to the DCHA Executive Director through the Office of the General Counsel. Such request must be in writing and made within ten (10) calendar days of receipt of the Contracting Officer’s decision.

5. The DCHA Executive Director’s decision may be appealed to the District of Columbia Board of Contract Appeals (CAB) or other court of competent jurisdiction as determined and agreed to by the Parties. The appeal must be filed within thirty (30) days of receipt of the decision rendered by the DCHA Executive Director, or other time period required by the selected court of competent jurisdiction, as applicable.

6. The DCHA Board or Commissioners has no jurisdiction over Bid Protests.

7. All protests, except those directed to CAB, shall be addressed to the administrative offices of DCHA. The address of the administrative offices of DCHA is as follows:

   District of Columbia Housing Authority
   Office of Administrative Services
   Contracts and Procurement
   1133 North Capitol Street, N.E. Suite 300
   Washington, D.C. 20002-7599
   Attn: Contracting Officer

INQUIRIES/QUESTIONS

Inquiries or questions concerning this solicitation shall be submitted in writing to the Issuing Office no later than 11:00 a.m., Thursday, March 26, 2020. Inquiries/questions shall be emailed to LaShawn Mizzell-McLeod, Contract Specialist to LMMCLEOD@dchouisng.org with copy to business@dchousing.org.

OFFERORS ARE INSTRUCTED SPECIFICALLY TO CONTACT ONLY THE SOLICITATION ISSUING OFFICE IN THE DCHA OFFICE OF ADMINISTRATIVE SERVICES IN CONNECTION WITH ANY ASPECT OF THIS SOLICITATION PRIOR TO CONTRACT AWARD. PROPOSALS AND ALL CORRESPONDENCE RELATING TO THE SOLICITATION DOCUMENT MUST BE SUBMITTED TO THE DCHA OFFICE OF ADMINISTRATIVE SERVICES.

PROPOSAL SUBMISSION

Respond as outlined and submit ONE (1) original and FIVE (5) copies of the Proposal, typed and prepared on standard 8.5 x 11 letter size paper with material printed on one side only. All Proposals in response to this Letter of
Solicitation must be RECEIVED no later than 11:00 a.m., Wednesday, April 8, 2020 at the address listed below.

District of Columbia Housing Authority
Office of Administrative Services- Contracts and Procurement
1133 North Capitol Street, NE, Suite 300
Washington, D.C. 20002-7599
Attn: Cheryl Moore, Contracting Officer
Letter Solicitation Number: 0003-2020
“Development Project and Financial Management”

DCHA will not accept electronic submission of proposals in response to this solicitation.

PROPOSALS RECEIVED AFTER THE DEADLINE MAY NOT BE CONSIDERED.

Sincerely,

Cheryl Moore
Contracting Officer