

REQUEST FOR QUALIFICATIONS (RFQ) 2018-06

ENVIRONMENTAL ENGINEERING/CONSULTING SERVICES

for

FLORIDA HOUSING FINANCE CORPORATION

February 21, 2018

SECTION ONE INTRODUCTION

Florida Housing Finance Corporation (“Florida Housing”) is soliciting competitive, sealed responses from qualified firms to provide environmental engineering and consulting services in accordance with the terms and conditions set forth in this Request for Qualifications (RFQ), and any other term and condition in any contract subsequently awarded. Respondents will be selected and determined through Florida Housing’s review of each response, considering the factors identified in this RFQ. Florida Housing expects to select one or more Respondents that propose to provide all of the services specified in this RFQ.

SECTION TWO DEFINITIONS

For purposes of this document, the following terms will be defined as follows:

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| “Board” | The Board of Directors of Florida Housing Finance Corporation. |
| “Committee” | The review committee composed only of employees of Florida Housing that is established pursuant to Rule 67-49.007, Fla. Admin. Code. |
| “Contractor” | A person or entity providing the professional services described in Section Four of this RFQ. |
| “Days” | Calendar days, unless otherwise specified. |
| “Effective Date” | The date the last party signs the contract that is awarded as a result of this RFQ. |
| “Florida Housing” | Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat. |
| “Format II Review Report” | Also known as an Environmental Assessment or Environmental Review Record. This Record provides the environmental status of a site or sites to determine project acceptability and necessary measures to ensure that activities assisted by HUD achieve the goal of a suitable living environment. A Record is a concise public document which provides sufficient evidence and analysis to determine if further action is required. |
| “HOME “ | The HOME Investment Partnerships Program that Florida Housing administers pursuant to United States Department of Housing and Urban Development Regulations, 24 CFR Part 92, |

and the Homeownership Loan Program and the HOME Rental Program that Florida Housing administers pursuant to Sections 420.507 and 420.5089, Fla. Stat., and Fla. Admin. Code Rule Chapters 67-50 and 67-48.

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| “HUD” | The United States Department of Housing and Urban Development. |
| "HUD Risk Sharing Program" | The program authorized by Section 542(c) of the Housing and Community Development Act of 1992, (12 U.S.C. 1707) which is adopted and incorporated herein by reference. |
| “NHTF” | The National Housing Trust Fund, established under Title I of the Housing and Economic Recovery Act of 2008, Section 1131. |
| “NEPA” | The National Environmental Policy Act of 1969, as amended. |
| “Respondent” | Any person or entity who has the capability in all respects to perform fully the requirements contained in this RFQ, and submits a response to this RFQ. |
| “Response” | The written submission by an Respondent to this RFQ. |
| “RFQ” | This RFQ, including all exhibits referenced in this document and all other documents incorporated by reference. |
| “RROF” | Request for Release of Funds: Refers to Florida Housing’s request for HUD to release funds for the purpose intended. Executed through HUD Form 7015.15 (Request for Release of Funds and Certification). |
| “Website” | The Florida Housing Finance Corporation website, the URL of which is www.floridahousing.org . |

SECTION THREE PROCEDURES AND PROVISIONS

A. The Respondent must submit an original and three copies of the Response to the Contract Administrator in a sealed envelope marked “RFQ 2018-06.” Each envelope or package containing Responses must clearly state the name of the Respondent. The Response that is the original must be clearly indicated on that Response. An electronic copy of the Response must also be submitted on a CD or flash drive. Florida Housing will not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on March 15, 2018. Responses will be opened at that time.

Contract Administrator
Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, FL 32301-1329
(850) 488-4197
Email: Contract.Admin@floridahousing.org

B. This RFQ does not commit Florida Housing to award a contract to any Respondent or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the contract awarded are to be performed solely by the Contractor, unless subcontracted or assigned with the prior written approval and consent of Florida Housing.

D. Florida Housing reserves the right to:

1. Waive minor deficiencies and informalities;
2. Accept or reject any or all Responses received as a result of this RFQ;
3. Obtain information concerning any or all Respondents from any source;
4. Request an oral interview before the Board from any or all Respondents;
5. Select for contract negotiation or for award a Response other than (or in addition to) that with the highest score in order to serve the best interests of Florida Housing and the public; and
6. Negotiate with the successful Respondent with respect to any additional terms or conditions of the contract.

E. Any interested party may submit any question regarding this RFQ in writing via mail or e-mail to the Contract Administrator at the address given in Section Three, Item A. All questions must be submitted no later than 2:00 p.m., Eastern Time, on March 1, 2018. Phone calls will not be accepted. Florida Housing expects to respond to all questions in writing by 5:00 p.m., Eastern Time, on March 8, 2018. Florida Housing will post a copy of all questions received and the corresponding answers on Florida Housing's website at:

<http://www.floridahousing.org/legal/procurements/request-for-qualifications>.

Only written responses or statements from the Contract Administrator that are posted on our website will bind Florida Housing. No other means of communication, whether oral or written, may be construed as an official response or statement from Florida Housing.

F. Between the release of the solicitation and the end of the 72-hour period following the posting of the notice of intended award, respondents to this solicitation or persons acting on their behalf may not contact any member of Florida Housing's Board of Directors or any Florida Housing employee concerning any aspect of this solicitation, except in writing to the Contract Administrator. Violation of

this provision may be grounds for rejecting a response.

G. Any person who wishes to protest the specifications of this RFQ must file a protest in compliance with Section 120.57(3), Fla. Stat., and Rule Chapter 28-110, Fla. Admin. Code. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., will constitute a waiver of proceedings under Chapter 120, Fla. Stat.

H. The term of the contract will be for three years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the contract may be renewed once for an additional three years.

I. Florida Housing is not required to use the services of any selected Contractor or to assign any work to such provider, and may terminate the contract with any selected Contractor without cause and without penalty.

J. Pursuant to Fla. Admin. Code R. 67-49.004, Florida Housing may modify the terms of the RFQ at any point prior to the due date for Responses. A notice of such modification will be posted on Florida Housing's Website and will be provided to potential Respondents who requested copies of the RFQ. Any Respondent will have at least seven days from the date of the posting of the notice of the modification to submit or modify its Response.

K. The terms of this RFQ, and any modifications thereto, will be incorporated into any contract offered as a result of this RFQ. Failure of a successful Respondent to accept these obligations in the final contract may result in cancellation of the award.

SECTION FOUR SCOPE OF SERVICES

The Contractor shall perform environmental assessment reviews (Format II Reviews) of Developments and applicable activities assigned by Florida Housing and assist Florida Housing's Program staff in the identification and evaluation of the likely impacts of the Developments on the environment. The Contractor shall also ensure that the requirements of HUD, NEPA, Florida Statutes, and Florida Administrative Code are met for all reviews by performing at least the following functions:

A. Completing a thorough Format II Review Report on Developments as required by HUD pursuant to 24 CFR Part 58 for the HOME program or 24 CFR § 93.301(f)(1) and (2) for the NHTF program.

B. Review and evaluate new or existing Developments for:

1. Compliance with applicable federal, state and local land development and environmental regulations);

2. Site performance issues related to proximity to potable water, wastewater services, and roads, and compatibility with adjacent site uses;

3. Impact on the environment as documented in letters and responses received through the Florida State Clearinghouse; and

4. Impact on the environment as documented in an Executive Summary required for each Format II Environmental Review Record to include, but not limited to, comments on endangered species, noise analysis, and public safety, police and fire mitigation.

C. Review site and related features, and determine impact on the environment, including but not limited to:

1. Floodplain management;
2. Coastal barrier resources;
3. Coastal zone management;
4. Historic preservation;
5. Noise abatement;
6. Hazardous industrial operations;
7. Airport zones;
8. Protection of wetlands;
9. Management of toxic chemicals and radioactive materials;
10. Endangered species;
11. Sole source aquifers;
12. Wild and scenic rivers;
13. Farmlands protection;
14. Flood insurance;
15. Unique natural features and areas;
16. Site suitability, access and compatibility with surrounding developments;
17. Soil stability, erosion and drainage;
18. Nuisances and hazards;
19. Water supply, sanitary sewers and solid waste disposal;
20. Schools, parks, recreation and social services;
21. Emergency health care, fire and police services;
22. Commercial/retail and transportation; and
23. Mitigation measures required.

D. Prepare all notices or advertisements required for compliance with applicable regulations, and submit to appropriate publication(s).

E. Advise Florida Housing of any environmental impacts, special conditions, or development issues that become known to the Contractor during the Environmental Review process.

F. Prepare RROF documents for submission to HUD, if required.

G. Utilize all of HUD's resources for compliance with all environmental provisions including any databases or programs that may be required for submission.

H. Provide support services to Florida Housing as necessary during the submittal, review, design and construction phase of the Development.

I. Implement, coordinate, and/or assist in completing the 8-Step Flood Plain Decision-Making process per 24 CFR § 55.20 and Executive Order 11988.

SECTION FIVE CERTIFICATION

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection I, of this RFQ, each Respondent certifies that:

A. The Respondent submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed and such joint filing is made clear on the face of the Response will be an exception so long as the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFQ is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, but only after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 30 days after the Response is opened, whichever is earlier.

C. The Respondent, if awarded a contract under this RFQ, will comply with Section 420.512(5), Fla. Stat. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(32), Fla. Stat.

D. The Respondent is in compliance with Section 287.133(2)(a), Fla. Stat.

E. The Respondent understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), Fla. Stat.

F. Pursuant to Section 119.0701(2)(b), Fla. Stat., the Respondent, if awarded a contract under this RFQ, will be required to comply with public records laws, specifically to:

1. Keep and maintain public records required by Florida Housing to perform the service.
2. Upon request from Florida Housing’s custodian of public records, provide Florida Housing with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to Florida Housing.

4. Upon completion of the contract, transfer, at no cost, to Florida Housing all public records in possession of the contractor or keep and maintain public records required by Florida Housing to perform the service. If the contractor transfers all public records to Florida Housing upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to Florida Housing, upon request from Florida Housing' custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Notwithstanding anything contained herein to the contrary, the provisions and requirements of this paragraph will only apply if and when the Contractor is acting on behalf of Florida Housing.

If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the Corporation Clerk at:

**Corporation Clerk
227 N. Bronough Street, Suite 5000
Tallahassee, Florida 32301-1329
Phone: 850.488.4197
E-mail: Corporation.Clerk@floridahousing.org**

G. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Respondent other than for the compensation agreed upon in the contract that results from this RFQ, unless that Respondent has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

H. The Respondent acknowledges that if awarded a contract it will be prohibited from engaging in any actual, apparent, or potential conflict of interest. Should any such actual, apparent, or potential conflict of interest come into being subsequent to the effective date of the contract and prior to the conclusion of the contract, the Respondent will provide written notification (Notice of Conflict of Interest) to Florida Housing's Contract Administrator within 10 working days for review by Florida Housing's Executive Director in consultation with the Ethics Officer. If the Respondent is found to be in non-compliance with this provision, any compensation received in connection with this contract will be subject to forfeiture to Florida Housing.

I. The Respondent, in submitting this Response, acknowledges and agrees that the terms and conditions of this RFQ, as well as any modifications thereto, will be incorporated into any contract offered as a result of this RFQ.

J. CERTIFICATION STATEMENT:

THE FOLLOWING WILL BE REPEATED IN THE RESPONDENT’S RESPONSE AND SIGNED BY AN INDIVIDUAL AUTHORIZED TO BIND THE RESPONDENT. THIS IS A THRESHOLD ITEM AND FAILURE TO INCLUDE THE CERTIFICATION STATEMENT BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.

“I agree to abide by all conditions of RFQ 2018-06 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response as the Respondent and that I am in compliance with all requirements of the RFQ, including but not limited to, the certification requirements stated in Section Five of this RFQ.”

Authorized Signature (Original)

Print Name and Title

**SECTION SIX
INFORMATION TO BE PROVIDED IN RESPONSE**

In providing the following information, restate each item and sub-item (with its letter and number), limit your Response to one bound volume. Responses to the items must be included immediately after the restated items without any reference to any appendix.

A. COVER LETTER

Each proposal must be accompanied by a cover letter that contains a general statement of the purpose of submission and includes the following information.

1. The name, job title, address, office and cellular telephone numbers, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.), address, and telephone number of the Respondent.

B. GENERAL INFORMATION

1. Provide evidence that the Respondent is qualified to do business in the State of Florida.
2. Provide a brief history of the Respondent’s firm, including the year organized, ownership, affiliated companies and relationships, and the total number of employees.

3. Describe the Respondent's presence in Florida, and ability to be accessible to Florida Housing staff, availability for meetings, conferences, consultation, etc.

4. Provide proof of comprehensive general liability insurance, including contractual liability and worker's compensation as required by law.

5. State whether the Offeror has ever been debarred or suspended by HUD. If so, provide relevant dates, charges, determinations, settlements and lengths of any debarment or suspension.

6. Provide a statement of any other qualifications or services, which the Respondent considers to be significant, innovative or otherwise relevant to Florida Housing.

C. EXPERIENCE AND RESOURCES

1. Describe the Respondent's experience providing the services or engaging in activities as they relate to the work being requested in Section Four of this RFQ, including the Offeror's experience with the compilation, drafting, and submission of Format II Review Reports as required by HUD to include a description of the following:

- a. Type of report(s) submitted;
- b. Length of time to complete a single report;
- c. What is done when a Finding of Significant Impact is noted on a particular development;
- d. Experience in contacting and compiling responses from the Florida State Clearinghouse;
- e. Experience in completing the 8-Step Flood Plain Decision-Making process;
- f. Experience in contacting and compiling responses from state and local authorities, i.e., State Historical Preservation Board, local police, fire and ambulance services; and
- g. Experience in contacting and compiling responses on endangered species analysis, noise analysis, proximity to airport and military bases, etc.

2. Describe the Respondent's ability to provide the services requested in Section Four of this RFQ immediately upon award of the contract.

3. Provide an organizational chart and an overview of no more than five of the key individuals (team members) proposed to be assigned to Florida Housing's account. The overview shall include the following information for each individual:

- a. Name of individual, title and role on this engagement;
- b. Office street address, e-mail address, and office and cellular telephone numbers;

- c. Total years' experience with this Respondent and other entities, and a list of various roles and/or duties;
- d. Specific qualifications and expertise; and
- e. A description of the individuals' educational and professional accomplishments.

4. Provide information about staffing levels in the required areas as they relate to the services to be performed and other resources that shall be needed to complete the services requested in Section Four of this RFQ.

D. WORK PLAN FOR SCOPE OF SERVICES

Provide a detailed implementation action plan and include a detailed time line consistent with the program production needs, reflecting tentative dates for each phase of review required.

E. FEE

1. Provide one proposed flat fee to be charged in connection with the services described in Section Four of this RFQ.

2. The fee proposed must include charges relating to the services required under the contract and all out-of-pocket expenses, such as telephone, postage and shipping, printing and/or copy costs, and travel, if any. Florida Housing will only reimburse fees for the required advertisements upon submission of approved invoices and supporting documentation.

FINAL FEE SCHEDULE WILL BE SUBJECT TO NEGOTIATION.

F. DRUG-FREE WORKPLACE

If the Respondent has implemented a drug-free workplace program, the Respondent must submit the following certification indicating that it meets all of the requirements of Section 287.087, Fla. Stat.:

I hereby certify on behalf of the Respondent, under the terms of RFQ 2018-06, that the Respondent has implemented a drug-free workplace program pursuant to Section 287.087, Fla. Stat.

Authorized Signature: _____

Print Name: _____

Print Title: _____

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G. MINORITY BUSINESS ENTERPRISE

If the Respondent is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Respondent must submit the following certification:

I hereby certify on behalf of the Respondent, under the terms of RFQ 2018-06, that the Respondent is a “minority business enterprise” as defined in Section 288.703(3), Fla. Stat.

Authorized Signature: _____
 Print Name: _____
 Print Title: _____

H. CERTIFICATION (Mandatory Item)

FAILURE TO INCLUDE THE CERTIFICATION STATEMENT LOCATED IN SECTION FIVE OF THIS RFQ BEARING AN ORIGINAL SIGNATURE WILL RESULT IN REJECTION OF THE RESPONSE.

**SECTION SEVEN
 EVALUATION PROCESS**

The individual Committee members will independently evaluate the Responses by reviewing the answers to each of the items identified in Section Six of this RFQ and assigning points up to the maximum points allowed for each item. The points available for items in Section Six are to be evaluated are as follows:

| <u>Item Reference</u> | <u>Maximum Points</u> |
|---|-----------------------|
| B. General Information..... | 20 |
| C. Experience and Resources..... | 30 |
| D. Work Plan for Scope of Services..... | 30 |
| E. Fee | 20 |
| Total Points Available | 100 |

For the Fees, the Respondent with the lowest proposed total cost will receive the maximum allowable points (20 points). The remaining respondents will receive a percentage of the maximum points, rounded to the nearest whole number, based on the following formula:

| | | | | | | |
|---|---|---|---|----|---|---|
| Lowest Proposed Total Cost | = | % | x | 20 | = | Total Points Awarded for that “Total Cost” (Rounded to the nearest whole number) |
| ÷ Current Respondent’s Proposed Total Cost | | | | | | |

In the event of a tie, Florida Housing will give preference in the award process to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat.

If a tie continues to exist, Florida Housing will give preference to minority business enterprises as defined in Section 288.703, Fla. Stat.

The Committee will conduct one or more public meetings during which members will discuss their evaluations and develop a recommendation or series of recommendations to the Board. The Committee's recommendation will be based on the cumulative scoring and information gathered from the non-scored items. The Board may use the Responses, the Committee's scoring, the non-scored items in the Responses, any other information or recommendation provided by the Committee or staff, and any other information the Board deems relevant in its selection of Respondents to whom to award a contract.

SECTION EIGHT AWARD PROCESS

Florida Housing will provide notice of its decision, or intended decision, for this RFQ on Florida Housing's Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat. or failure to post the bond or other security required by law within the time allowed for filing a bond will constitute a waiver of proceedings under Chapter 120, Fla. Stat.