

**REQUEST FOR QUALIFICATIONS (RFQ)  
No. Q19001**

**Architectural/Engineering Services**



**CLEVELAND HOUSING AUTHORITY  
"SERVING BRADLEY COUNTY SINCE 1959"**

**RFQ Document**

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# REQUEST FOR QUALIFICATIONS (RFQ) No. Q19001, Architectural/Engineering Services

## INTRODUCTION

The Cleveland Housing Authority (hereinafter, “the Agency”) is a public entity to provide federally subsidized housing and housing assistance to low-income families in Cleveland, Tennessee. The Agency is headed by an Executive Director (ED) and is governed by a Seven-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the Agency’s procurement policy.

Currently, the Agency manages the following detailed housing units: (a) 420 Low-income Public Housing (PHA) units and (b) 208 Housing Choice Vouchers. The Agency currently has approximately 12 full-time and 4 part-time employees.

In keeping with its mandate to provide efficient and effective services, the Agency is now soliciting proposals from qualified, licensed, and insured entities to provide the services noted herein. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined within this document and any designated attachments in its entirety.

## RFQ INFORMATION AT A GLANCE

[Table No. 2]

AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Mr. Dellinger.)	Paul A. Dellinger, Executive Director Telephone: (423)479.9659 ext. 109 E-mail: paul@clevelandhousingauthority.org TDD/TTY: (800)545-1833 ext. 886
PRE-PROPOSAL CONFERENCE	NONE SCHEDULED
QUESTION SUBMITTAL DEADLINE	Friday, November 9, 2018, 12:00 PM EST
HOW TO FULLY RESPOND TO THIS RFQ BY SUBMITTING A PROPOSAL SUBMITTAL	As instructed within Section 3.0 of the RFQ document, submit 1 copy of the required “hard copy” proposal to the Agency Administrative Office.
PROPOSAL SUBMITAL RETURN & DEADLINE	*Friday, November 16, 2018, 10:00 AM EST 450 Walker Street NE, Cleveland, TN 37311 (*The “hard copy” documentation must be received in-hand and time-stamped by the Agency by no later than 12:00 PM EST on this date).

**1.0 THE AGENCY’S RESERVATION OF RIGHTS.** The Agency reserves the right to:

- 1.1 Right to Reject, Waive, or Terminate the RFQ.** Reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by the Agency to be in its best interests.
- 1.2 Right to Not Award.** Not award a contract pursuant to this RFQ.

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- 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the Contractor(s).
- 1.4 **Right to Determine Time and Location.** Determine the days, hours, and locations that the successful proposer (hereinafter, "Contractor") shall provide the services called for in this RFQ.
- 1.5 **Right to Retain Proposals.** 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 Agency Contracting Officer (CO).
- 1.6 **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
- 1.7 **Right to Reject Any Proposal.** Reject and not consider any proposal or proposer that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposers offering alternate or non-requested services.
- 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- 1.9 **Right to Prohibit.** At any time during the RFQ or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By requesting this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and 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 Agency that he/she feels needs to be addressed. Failure to abide by this time-frame shall relieve the Agency, but not the prospective or actual proposer, of any responsibility pertaining to such issue.
- 1.10 **Right to Reject - Obtaining Competitive Solicitation Documents.** The Agency reserves the right to reject any and all proposals and to waive any informalities in the procurement process.

**2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified, licensed, and insured entities to provide the following detailed services listed herein:

- 2.1 **More than One Award Possible.** The Agency reserves the right to complete award to one firm only or to complete award to multiple firms. If award is made to more than one firm, such awards will be based on the Agency's opinion that a firm can offer the Agency greater value for a certain service area ("service area(s)" as detailed within the immediate following Section 2.2). The Agency reserves the right to make such decision at any time during the ensuing contract period(s) meaning, the Agency could initially make award to one firm only, then, at any time during the ensuing contract period(s), decide to make an additional award(s) if the Agency decides such is in its best interests to do so.
- 2.2 **General Service Areas.** The Agency intends to award a contract to a firm(s) to provide architectural and engineering services (A/E) for various projects the Agency may need throughout the year. Services will include, but are not limited to, typical A/E services pertaining to, on an as-needed basis at the Agency's discretion, both

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new construction and rehabilitation of buildings, and land that the Agency owns. Services may include, but are not limited to, typical A/E services pertaining to:

- 2.2.1 Architectural Design;
  - 2.2.2 Construction contract administration and/or management;
  - 2.2.3 Cost estimating;
  - 2.2.4 Energy Specialist / Green Building Rater;
  - 2.2.5 Environmental Review;
  - 2.2.6 Fire Protection Engineer;
  - 2.2.7 Landscape design;
  - 2.2.8 MEP / Structural Engineers;
  - 2.2.9 Site planning and surveying;
  - 2.2.10 Soil / Geotech / Environmental Engineers;
  - 2.2.11 Structural, mechanical, electrical, and civil engineering;
  - 2.2.12 Any other related services that may be typically performed by either an architectural or engineering firm in its normal course of business.
  - 2.2.13 Additional service areas may include, but are not limited to:
    - 2.2.13.1 Site and Storm Drainage Systems;
    - 2.2.13.2 Roof Systems;
    - 2.2.13.3 Paving, Curbing, Sidewalks, Driveways; Flat Work;
    - 2.2.13.4 Renovations and Rehabilitation of existing structures;
    - 2.2.13.5 Demolition work;
    - 2.2.13.6 Building Systems, include HVAC, Ventilation, Plumbing, Fire Protection, Electrical, Lighting, Acoustics, and Structural Systems.
- 2.3 Phases of the A/E Services may include, but are not limited to:
- 2.3.1 Schematic Design/Preliminary Study Phase;
  - 2.3.2 Design Development Phase;

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- 2.3.3 Bidding, Construction, and Contract Document Phase;
- 2.3.4 Bidding and Award Phase;
- 2.3.5 Construction Phase; and
- 2.3.6 Post Completion/Warranty Phase.

2.4 **Design Product.** Any design product shall meet all state and local code requirements and shall conform to all applicable local codes, ordinances, regulations, and standards, including HUD's Section 504 program; UFAS; ADA; and ANSI requirements. The design may also include coordination for the abatement of hazardous materials as well as demolition of existing structures.

2.5 **Method of Award (Task Order).** The Agency will retain the right to contract with any of the responsive and responsible proposers as a result of this RFQ.

2.6 **Previous/Current Contractor(s).** The Agency' latest contractor for these services is Michael Brady, Inc., Knoxville, TN.

**3.0 PROPOSAL FORMAT.**

3.1 **Tabbed Proposal Submittal.** The Agency intends to retain the Contractor pursuant to a "Best Value" basis, not a "Low Bid or Proposal" basis. Therefore, so that the Agency can properly evaluate the offers received, all proposals submitted in response to this RFQ must be formatted in accordance with the sequence noted within the table below.

[Table No. 3]

RFQ Section	Tab No.	Description
3.1.1	1	<b>Form of Proposal.</b> This Form is attached hereto as Attachment A to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.2	2	<b>form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i></b> This Form is attached hereto as Attachment B to this RFQ document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3.1.3	3	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this RFQ document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.
3.1.4	4	<b>Proposed Services.</b> As more fully detailed within Section 2.0, <i>Scope of Proposal/Technical Specifications</i> , of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:

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3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 1, herein, Evidence of the proposers <b>ABILITY TO PERFORM THE WORK</b> as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 2, herein, Evidence of the proposers <b>CAPABILITY TO PROVIDE PROFESSIONAL SERVICES</b> in a timely manner.
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 3, herein, Evidence of the proposers <b>PAST PERFORMANCE</b> in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
3.1.4.4		As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer's <b>DEMONSTRATED KNOWLEDGE/Experience</b> with Low-Rent Public Housing Program and local building codes.
3.1.4.5		A fully completed copy of Attachment H, Standard Form 330 (6/2004), <i>Architect-Engineer Qualifications</i> .
3.1.4.6		If appropriate, how staff are retained, screened, trained, and monitored.
3.1.4.7		The proposed quality control program.
3.1.4.8		An explanation and copies of forms that will be used and reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.).
3.1.4.9		A complete description of the products and services the firms provide.
3.1.5	5	<b>Managerial Capacity/Financial Viability/Staffing Plan.</b> The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . 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	6	<b>Client Information.</b> The proposer shall submit a listing of former or current clients, including any other Public Housing Authority, for whom the proposer has performed similar or like services to those being proposed 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 and email address;
3.1.6.4		A brief description and scope of the service(s) and the dates the services were provided.

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<b>3.1.7</b>	<b>7</b>	<b>Equal Employment Opportunity/Supplier Diversity.</b> The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance, to the greatest extent feasible, with the regulations detailed within the following Section 3.6 herein pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
<b>3.1.8</b>	<b>8</b>	<b>Subcontractor/Joint Venture Information (Optional Item).</b> 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. Please remember that all information required from the proposer under the preceding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
<b>3.1.9</b>	<b>9</b>	<b>Section 3 Business Preference Documentation (Optional Item).</b> For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.

**3.2 Fees.** The Agency will, as detailed within the following Sections 4.0 and 5.0 herein, negotiate such fees with the top-rated proposer. As may be detailed herein, if the Agency makes award to one firm only, in such case the Agency does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, but will reserve the right to award any amount of work on an as-needed basis.

**3.2.1 No Deposit/No Retainer.** The Agency will NOT pay any deposits or retainer fees as a result of award of the ensuing contract. This means that the Agency will pay the successful proposer(s) for actual work performed only.

**3.2.2 No Travel Expense Allowed.** As there are a suitable number of qualified firms in the Cleveland, TN region, the Agency will not be negotiating any travel expense (e.g. airfare; rental cars; lodging; per diem; etc.), except, at the Agency’s discretion, mileage, for the successful proposer to provide the services. Any mileage allowed will be at the current IRS rate only; the Agency will negotiate limited “windshield time” based upon a reasonable amount of time that it may take the chosen proposer to get to the Agency.

- 3.3 Proposal Submission.** All “hard-copy” proposals must be submitted and time-stamped received in the designated Agency office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked “ORIGINAL”) of the “hard copy” proposal submittal, shall be placed unfolded in a sealed package and addressed to:

**Cleveland Housing Authority  
Attention: Paul A. Dellinger, Executive Director  
450 Walker Street NE, Cleveland, TN 37311**

- 3.3.1 Exterior of Sealed Hard-copy Submittal Package.** The package exterior must clearly denote the above noted RFQ number and must have the proposer’s name and return address. Proposals received after the published deadline will not be accepted.
- 3.3.2 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 Agency by the proposer, such may invalidate that proposal. 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.
- 3.3.3 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 Agency, including the RFQ 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 all conditions and requirements set forth within those documents.
- 3.4 Proposer's Responsibilities – Contact with the Agency.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFQ process to the CO only. Proposers must not make inquiry or communicate with any other Agency staff member or official (including members of the Board of Commissioners) pertaining to this RFQ. Failure to abide by this requirement may be cause for the Agency to not consider a proposal submittal received from any proposer who has not abided by this directive.
- 3.4.2 Addenda.** All questions and requests for information must be addressed in writing to the CO. The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFQ Documents).

**3.5 Proposer's Responsibilities – Equal Employment Opportunity and Supplier Diversity.** Both the Contractor and the Agency have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

**3.5.1** Within 2 CFR §200.321 it states:

**3.5.1.1** Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

**3.5.1.2** (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

**3.5.1.3** (2) Affirmative steps must include:

**3.5.1.3.1** (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

**3.5.1.3.2** (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

**3.5.1.3.3** (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

**3.5.1.3.4** (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

**3.5.1.3.5** (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

**3.5.1.3.6** (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

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**3.5.2** Within HUD Procurement Handbook 7460.8 REV 2 it states:

**3.5.2.1** Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the [Agency] shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in [Agency] contracting.

**3.5.2.2** Section 15.5.B, Goals. [The Agency] is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute.

**3.5.3** **Requirements.** Accordingly, please see Section 3.1.7 within Table No. 3 herein which details the information pertaining to this issue that the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

**3.6** **Pre-proposal Conference.** There is not a pre-proposal conference scheduled as a part of this RFQ.

**3.7** **Recap of Attachments.** It is the responsibility of each proposer to verify the following attachments pertaining to this RFQ:

[Table No. 4]

RFQ Section	Document No.	Attachment	Description
3.7.1	1.0		This RFQ Document
3.7.2	2.0	A	Form of Proposal
3.7.3	3.0	B	Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>
3.7.4	4.0	C	Profile of Firm Form
3.7.5	5.0	D	Section 3 Form Submittal Form
3.7.5.1	5.1	D-1	Section 3 Explanation
3.7.6	6.0	E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.7.7	7.0	F	<i>Supplemental Instructions To Proposers &amp; Contractors (SIPC)</i>
3.7.8	8.0	G	Agency Sample Contract Form, form HUD-51915 (1/2014), <i>Model Form of Agreement Between Owner and Design Professional</i>

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3.7.8.1	8.1	G-1	Sample Contract Appendix No. 1: form HUD-5370-C (01/2014), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
3.7.8.2	8.2	G-2	Sample Contract Appendix No. 2: Supplemental Conditions to form HUD-51915, as required by 2 CFR §200.326, Appendix II.
3.7.8.3	8.3	G-3	Sample Contract Appendix No. 3: <i>Section 3 Plan</i>
3.7.8.4	8.4	G-4	Sample Contract Appendix No. 4: form HUD 50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Agency anticipates that total awards pursuant to the ensuing contract may or will exceed \$100,000.)
3.7.8.5	8.5	G-5	Sample Contract Appendix No. 5: Standard Form LLL (Rev. 01/14), <i>Disclosure of Lobbying Activities</i> (NOTE: This form will only be completed and included as a part of the ensuing contract if the Contractor designates an affirmative answer to Item No. (2) within the immediate identified form 50071.)
3.7.9	9.0	H	Standard Form 330 (6/2004), <i>Architect-Engineer Qualifications</i>
3.7.10	10.0	I	<i>Agency Profile of Properties</i>

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**4.0 PROPOSAL EVALUATION.**

**4.1 Evaluation Factors.** The following factors will be utilized by the Agency 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:

[Table No. 5]

Factor No.	Max Point Value	Factor Type	Factor Description
1	20 points	Subjective (Technical)	Evidence of the proposers <b>DEMONSTRATED ABILITY TO PERFORM THE WORK</b> as indicated by profiles of the principals' and staffs' professional and technical competence and experience, and their facilities.
2	20 points	Subjective (Technical)	Evidence of the proposers <b>DEMONSTRATED CAPABILITY TO PROVIDE PROFESSIONAL SERVICES</b> in a timely manner.
3	20 points	Subjective (Technical)	Evidence of the proposers <b>DEMONSTRATED SUCCESSFUL PAST PERFORMANCE</b> in terms of cost control, quality of work, and compliance with performance schedules, and utilization of green design and technologies.
4	30 points	Subjective (Technical)	The proposer's <b>DEMONSTRATED KNOWLEDGE</b> of and <b>EXPERIENCE</b> with various aspects of Low-Rent Public Housing Program and their applicability to the project requirements and local building codes.
5	10 points	Objective	The <b>Proposed Fee Schedule</b> for tasks/services provided.
	<b>100 points</b>	<b>Total Points</b>	

**5.0 CONTRACT AWARD.**

**5.1 Contract Award Procedure.** If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

**5.1.1** 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 as issued by the Agency including the contract clauses already attached as Attachments G and G-1 through G-5. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**5.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this RFQ:

- 5.2.1 Contract Form.** The Agency will not execute a contract on the Contractor's form—contracts will only be executed on the Agency form (please see Sample Contract, Attachments G and G-1 through G-5), and by submitting a proposal the Contractor agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary).
- 5.2.1.1 Mandatory HUD Forms.** Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.
- 5.2.2 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
- 5.2.3 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling, or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 5.3 Contract Period.** The Agency anticipates that it will initially award a contract for the period of 1 year with the option, at the Agency's discretion, of 4 additional one-year option periods, for a maximum total of 5 years.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *Contractor* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;

- 5.4.3 **Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$2,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$250,000/\$500,000 and medical pay of \$5,000.
- 5.4.4 **City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Cleveland, Bradley County, and/or the State of Tennessee.
- 5.4.5 **Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.5) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).
- 5.5 **Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the Contractor, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer.
- 5.6 **Contract Service Standards.** All work performed pursuant to this RFQ must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.
- 5.7 **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposers, shall be provided to the Agency within 10 work days of notification by the Agency.