



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

REQUEST FOR PROPOSALS For Architectural Services for Clermont Metropolitan Housing Authority (“CMHA”) and its Instrumentalities Solicitation# 2025-071025

This RFP contains submission requirements and other pertinent information for submitting a proper and responsive proposal. Solicitations #2025-071025 will be posted on June 12, 2025 and can be downloaded from CMHA’s website www.clermontmha.org.

I. INTRODUCTION

The Clermont Metropolitan Housing Authority (“CMHA” or “the Authority”) was formed in 1967 to provide housing assistance to low-income families within Clermont County, Ohio. The Authority is headed by an Executive Director (ED) and is governed by a five-person Board of Commissioners and is subject to the requirements of Title 24 and Title 2 of the Code of Federal Regulations (hereinafter, “CFR”) and the Authority’s procurement policy. The Authority currently administers rental assistance for over 850 units through the Housing Choice Voucher (HCV) programs, 26 units through RAD Conversion PBVs, nearly 175 public housing units, 3 Business Activity units and operates a non-profit 501(c)3 instrumentality, Clermont Housing Corporation (CHC).

II. PROCUREMENT SCHEDULE

The anticipated schedule for the RFP is as follows:

<u>Action</u>	<u>Schedule Dates</u>
Advertised the week of	June 12, 2025
Post on CMHA Website	June 12, 2025
Pre-Submission Conference	N/A
Receipt of Written Questions	July 7, 2025
Response to Written Questions	July 8, 2025
Submission Date	<u>12:00 p.m. July 14, 2025</u>

Late submissions will be handled in accordance with the provisions in Form HUD-5369-B title “Late Submissions, Modifications, and Withdrawal of Offers.” Submittals will be held in confidence and will not be released in any manner until after the contract award.

III. DELIVERABLES

If submitting a hard copy, one (1) original proposal and two (2) copies of the typewritten submission, including all required information, must be submitted in a sealed envelope or package. Any handmade corrections made in the proposal must be initialized by the principal or authorized officer of the Offeror. The original proposal must bear the original signature of a principal or authorized officer of the Offeror.



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

The proposal(s) must be submitted in a sealed envelope and labeled as follows:

Architectural Services - Request for Proposals.

RFP Solicitation #2025-071025

Name of Offeror: _____.

The RFP submission must be addressed to:

CMHA

Attn: Alicia Morlatt

65 S Market St

Batavia, OH 45103.

Submissions may also be emailed as a PDF attachment to amorlatt@clermontmha.org.

If submitting an electronic copy, only one (1) proposal needs to be emailed. Electronic submission of the proposal shall be considered signed by a principal or authorized representative of the Offeror. Electronic submissions must be received by the due date and time for consideration. Subject line should read **Solicitation #2025-071025 Architectural Services RFP**

V. PRE-QUALIFICATION

To be considered eligible to submit a proposal, Offeror must be legally licensed under applicable laws in the State of Ohio.

IV. SCOPE FOR SERVICES

The Clermont Metropolitan Housing Authority ("CMHA") is requesting proposal submissions from one or more qualified architecture firms ("Offerors") to provide a variety of design services including, but not limited to pre-designs, schematic designs, design for developments, construction specifics for developments, asphalt installation and maintenance, and cost estimates for designs. Additional services include public bidding document development, contract administration and any other architectural services deemed necessary by CMHA and its instrumentalities.



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

IV. EVALUATION / SELECTION CRITERIA

Proposals will be evaluated using the following criteria:

1. Experience & Capacity – Firms interested in providing architectural services must have comprehensive experience and knowledge of federal and state laws, regulations pertaining to public housing authorities and their respective operations. **(20 points maximum)**
 - 5 years or more = 20 points
 - >3 Years but < 5 Years = 10 points
 - <3 Years = 5 points
2. Technical Response – All Attachments are provided in accordance with the attached worksheet. **(20 points maximum)**
 - All items submitted = 20 points
 - Missing Items = 0 points
3. Compensation - Hourly rate for all personnel that will provide services. Also provide two methods of determining fees for services rendered: a) based on hourly rates and b) flat rates for projects or services or blended rate per service. **(20 points maximum)**
 - Both Rates Provided = 20 points
 - One Rate Provided = 10 points
 - No Rate Provided = 0 points
4. References **(20 points maximum)**
 - Three Comparable References = 20 points
 - Two Comparable References = 10 points
 - One Comparable References = 5 points
 - No Rate Provided = 0 points
5. Prior Experience with CMHA **(10 points maximum)**
 - Two or More Projects = 10 points
 - One Project = 5 points
 - No Previous Project = 0 points
6. The company is located within Clermont County. **(10 points maximum)**

Review: The Authority will make its selection based on the demonstrated competence, expertise, knowledge, and qualifications of the firm(s), and on the reasonableness of the proposed fee for the services to be performed. Below is a point allocation of the rating criteria:

Criteria	Score	Point Allocation
Experience & Capacity		20 pts
Technical Response & All Attachments 1-11		20 pts
Compensation		20 pts
References		20 pts
Prior Experience with CMHA		10 pts
Local Entity		10 pts
Total		100 pts



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

V. GENERAL CONDITIONS OF THE RFP

A. General Conditions

1. CMHA reserves the right to accept or reject all Proposals submitted, either in whole or in part, with or without cause; to waive any informalities of any Proposal; to cancel this RFP; and, to make the award in the interest of CMHA.
2. CMHA reserves the right to request additional information, if needed, from prospective contractors.
3. If it becomes necessary for CMHA to revise any part of this RFP, revisions will be provided to all prospective contractors if they provided CMHA a name, address, telephone number, fax number, and e-mail address.
4. All Proposals submitted in response to this RFP will be considered public information and may be made available to the public (including news media) unless confidential and/or proprietary information is submitted under separate cover and is clearly designated as such.
5. The Offeror shall provide a presentation if requested to do so by CMHA.
6. The Offeror affirms that he/she is of lawful age and that no other person, firm, partnership, or corporation has any interest in this submittal or in the contract proposed to be entered.
7. The Offeror affirms that its Proposal is made without any understanding, agreement or connection with any other person, firm, partnership, or corporation making a submittal for the same purpose, and is in all respects fair and without collusion or fraud.
8. CMHA reserves the right to issue contracts to more than one qualified firm or individual responding to this Request for Proposals. CMHA may issue separate contracts for each of the service areas or may issue one contract for all services.
9. The Offeror has carefully read the provisions, terms, and conditions of the proposal document and does hereby agree to be bound thereby.
10. CMHA retains the right to negotiate with the selected firm.
11. Additional services and/or service adjustments may be added or deleted during the life of any contract awarded hereunder as mutually agreed upon in writing between CMHA and Offeror.
12. The Offeror must meet CMHA's insurance and indemnification requirements set forth herein in the attached sample contract.



Clermont Metropolitan Housing Authority

65 South Market Street | Batavia, Ohio 45103

513.732.6010 | Fax 513.732.6520

www.clermontmha.org

B. Acceptance of RFP and Contract Terms

Offeror's submission of a proposal in response to the RFP shall constitute acceptance by the Offeror of the terms and conditions of this RFP. If the Offeror's proposal is accepted for contract award, the Offeror agrees to enter a contract with CMHA.

C. Contract Award

Subject to the rights reserved in this RFP, CMHA will award the contract by written notice to the selected Offeror (the "Contractor"). The award of the contract is subject to the approval of CMHA Contract Administrator, and it shall be conditioned on the successful negotiation of revisions, if any, to the proposal, recommended as part of the evaluation of proposals.

D. No Warranty

Offerors are required to examine the RFP, scope of services, and instructions pertaining to the services requested. Failure to do so will be at the Offeror's own risk. It is assumed that the Offeror has made full investigation as to be fully informed as to the extent and character of the services requested. No warranty or representation is made or implied as to the information contained in this RFP.

E. Insurance Requirements

The successful contractor will be required to furnish a certification of insurance indicating that the following coverages are procured and maintained.

- Commercial General Liability Insurance \$1,000,000
- Workers' Compensation and Employer's Liability Insurance \$500,000
- Professional Liability Insurance \$2,000,000
- Automobile Liability Insurance covering all owned non-owned or hired vehicles, with limits not less than \$500,000/\$500,000 for personal injury and \$500,000/\$500,000 for property damage.