

Request for Proposals

REAL ESTATE SERVICES

PROPOSAL NO. 1433

For

LOUISVILLE METRO HOUSING AUTHORITY

420 South Eighth Street
Louisville, Kentucky 40203

TIM BARRY

Executive Director and Contracting Officer

TABLE OF CONTENTS

- I. Request for Proposals**
- II. Instructions to Offerors (Form HUD-5369-B)**
- III. Required Certifications (Form HUD-5369-C)**
- IV. Project Specific Information**
 - A. Program Summary**
 - B. Scope of Services**
 - C. Instructions and Notice to Proposers**
 - D. Evaluation Factors for Award**
 - E. Selection Process**
 - F. RFP Interpretation**
 - G. LMHA Options**

I. REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

FOR

REAL ESTATE SERVICES

Proposal No. 1433

The Louisville Metro Housing Authority (Kentucky) is requesting proposals from interested professionals to provide services in connection with the above-referenced project. Interested parties should contact **Bernard Pincus at (502) 569-3457** to receive a proposal packet which contains all pertinent information and forms needed to submit a responsive proposal. Proposal packets may be obtained at the **Louisville Metro Housing Authority Offices at 420 South 8th Street, Louisville, Kentucky 40203, or on line at www.lmha1.org.**

This contract consists of providing real estate services.

Proposals must be received at the Louisville Metro Housing Authority by 2:00 p.m., May 23, 2017. Please address your proposals to:

Louisville Metro Housing Authority
3223 South Seventh Street Road
Louisville, Kentucky 40216

The Louisville Metro Housing Authority reserves the right to accept or reject any or all Proposals and/or waive any formalities in the proposal process. LMHA is an equal opportunity employer, and is committed to affirmative action in the involvement of minority business to the maximum extent possible. LMHA encourages MBE firms or individuals to respond. Non-minority firms or individuals are requested to seek participation of minority businesses as subcontractors, or in partnership arrangements to the maximum extent possible.

II. INSTRUCTIONS TO OFFERORS
(Form HUD 5369-B)

Instructions to Offerors Non-Construction

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing



- 03291 -

1. Preparation of Offers

(a) Offerors are expected to examine the statement of work, the proposed contract terms and conditions, and all instructions. Failure to do so will be at the offeror's risk.

(b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the cover sheet and each continuation sheet on which it makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the HA.

(c) Offers for services other than those specified will not be considered.

2. Submission of Offers

(a) Offers and modifications thereof shall be submitted in sealed envelopes or packages (1) addressed to the office specified in the solicitation, and (2) showing the time specified for receipt, the solicitation number, and the name and address of the offeror.

(b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified by written or telegraphic notice.

(c) Facsimile offers, modifications or withdrawals will not be considered unless authorized by the solicitation.

3. Amendments to Solicitations

(a) If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.

(b) Offerors shall acknowledge receipt of any amendments to this solicitation by

- (1) signing and returning the amendment;
 - (2) identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer,
 - (3) letter or telegram, or
 - (4) facsimile, if facsimile offers are authorized in the solicitation.
- The HA/HUD must receive the acknowledgment by the time specified for receipt of offers.

4. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of the solicitation, statement of work, etc., must request it in writing soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment of the solicitation, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

5. Responsibility of Prospective Contractor

(a) The HA shall award a contract only to a responsible prospective contractor who is able to perform successfully under the terms and conditions of the proposed contract. To be determined responsible, a prospective contractor must -

- (1) Have adequate financial resources to perform the contract, or the ability to obtain them;

- (2) Have a satisfactory performance record;
- (3) Have a satisfactory record of integrity and business ethics;
- (4) Have a satisfactory record of compliance with public policy (e.g., Equal Employment Opportunity); and
- (5) Not have been suspended, debarred, or otherwise determined to be ineligible for award of contracts by the Department of Housing and Urban Development or any other agency of the U.S. Government. Current lists of ineligible contractors are available for inspection at the HA/HUD.

(b) Before an offer is considered for award, the offeror may be requested by the HA to submit a statement or other documentation regarding any of the foregoing requirements. Failure by the offeror to provide such additional information may render the offeror ineligible for award.

6. Late Submissions, Modifications, and Withdrawal of Offers

(a) Any offer received at the place designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and it -

- (1) Was sent by registered or certified mail not later than the fifth calendar day before the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th);
- (2) Was sent by mail, or if authorized by the solicitation, was sent by telegram or via facsimile, and it is determined by the HA/ HUD that the late receipt was due solely to mishandling by the HA/ HUD after receipt at the HA;
- (3) Was sent by U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee, not later than 5:00 p.m. at the place of mailing two working days prior to the date specified for receipt of proposals. The term "working days" excludes weekends and U.S. Federal holidays; or
- (4) Is the only offer received.

(b) Any modification of an offer, except a modification resulting from the HA's request for "best and final" offer (if this solicitation is a request for proposals), is subject to the same conditions as in subparagraphs (a)(1), (2), and (3) of this provision.

(c) A modification resulting from the HA's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the HA after receipt at the HA.

(d) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent either by registered or certified mail is the U.S. or Canadian Postal Service postmark both on the envelope or wrapper and on the original receipt from the U.S. or Canadian Postal Service. Both postmarks must show a legible date or the offer, modification, or withdrawal shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed by employees of the U.S. or Canadian Postal Service on the date of mailing. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye postmark on both the receipt and the envelope or wrapper.

(e) The only acceptable evidence to establish the time of receipt at the HA is the time/date stamp of HA on the offer wrapper or other documentary evidence of receipt maintained by the HA.

(f) The only acceptable evidence to establish the date of mailing of a late offer, modification, or withdrawal sent by Express Mail Next Day Service-Post Office to Addressee is the date entered by the post office receiving clerk on the "Express Mail Next Day Service-Post Office to Addressee" label and the postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. "Postmark" has the same meaning as defined in paragraph (c) of this provision, excluding postmarks of the Canadian Postal Service. Therefore, offerors should request the postal clerk to place a legible hand cancellation bull's eye postmark on both the receipt and the envelope or wrapper.

(g) Notwithstanding paragraph (a) of this provision, a late modification of an otherwise successful offer that makes its terms more favorable to the HA will be considered at any time it is received and may be accepted.

(h) If this solicitation is a request for proposals, proposals may be withdrawn by written notice, or if authorized by this solicitation, by telegram (including mailgram) or facsimile machine transmission received at any time before award. Proposals may be withdrawn in person by a offeror or its authorized representative if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award. If this solicitation is an invitation for bids, bids may be withdrawn at any time prior to bid opening.

7. Contract Award

(a) The HA will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the HA, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The HA may

- (1) reject any or all offers if such action is in the HA's interest,
- (2) accept other than the lowest offer,
- (3) waive informalities and minor irregularities in offers received, and (4) award more than one contract for all or part of the requirements stated.

(c) If this solicitation is a request for proposals, the HA may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. If this solicitation is a request for proposals, before the offer's specified expiration time, the HA may accept an offer, whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the HA.

(e) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract.

8. Service of Protest

Any protest against the award of a contract pursuant to this solicitation shall be served on the HA by obtaining written and dated acknowledgment of receipt from the HA at the address shown on the cover of this solicitation. The determination of the HA with regard to such protest or to proceed to award notwithstanding such protest shall be final unless appealed by the protestor.

9. Offer Submission

Offers shall be submitted as follows and shall be enclosed in a sealed envelope and addressed to the office specified in the solicitation. The proposal shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror, on the face of the envelope.

It is very important that the offer be properly identified on the face of the envelope as set forth above in order to insure that the date and time of receipt is stamped on the face of the offer envelope. Receiving procedures are: date and time stamp those envelopes identified as proposals and deliver them immediately to the appropriate contracting official, and only date stamp those envelopes which do not contain identification of the contents and deliver them to the appropriate procuring activity only through the routine mail delivery procedure.

[Describe bid or proposal preparation instructions here.]

III. REQUIRED CERTIFICATIONS
(Form HUD-5369-C)

Certifications and Representations of Offerors Non-Construction Contract

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

Public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

This form includes clauses required by OMB's common rule on bidding/offering procedures, implemented by HUD in 24 CFR 85.36, and those requirements set forth in Executive Order 11625 for small, minority, women-owned businesses, and certifications for independent price determination, and conflict of interest. The form is required for nonconstruction contracts awarded by Housing Agencies (HAs). The form is used by bidders/offers to certify to the HA's Contracting Officer for contract compliance. If the form were not used, HAs would be unable to enforce their contracts. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

1. Contingent Fee Representation and Agreement

(a) The bidder/offers represents and certifies as part of its bid/offer that, except for full-time bona fide employees working solely for the bidder/offers, the bidder/offers:

- (1) has, has not employed or retained any person or company to solicit or obtain this contract; and
- (2) has, has not paid or agreed to pay to any person or company employed or retained to solicit or obtain this contract any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of this contract.

(b) If the answer to either (a)(1) or (a) (2) above is affirmative, the bidder/offers shall make an immediate and full written disclosure to the PHA Contracting Officer.

(c) Any misrepresentation by the bidder/offers shall give the PHA the right to (1) terminate the resultant contract; (2) at its discretion, to deduct from contract payments the amount of any commission, percentage, brokerage, or other contingent fee; or (3) take other remedy pursuant to the contract.

2. Small, Minority, Women-Owned Business Concern Representation

The bidder/offers represents and certifies as part of its bid/offer that it:

- (a) is, is not a small business concern. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding, and qualified as a small business under the criteria and size standards in 13 CFR 121.
- (b) is, is not a women-owned small business concern. "Women-owned," as used in this provision, means a small business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.
- (c) is, is not a minority enterprise which, pursuant to Executive Order 11625, is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals.

For the purpose of this definition, minority group members are:

(Check the block applicable to you)

- Black Americans Asian Pacific Americans
 Hispanic Americans Asian Indian Americans
 Native Americans Hasidic Jewish Americans

3. Certificate of Independent Price Determination

(a) The bidder/offers certifies that—

- (1) The prices in this bid/offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder/offers or competitor relating to (i) those prices, (ii) the intention to submit a bid/offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this bid/offer have not been and will not be knowingly disclosed by the bidder/offers, directly or indirectly, to any other bidder/offers or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the bidder/offers to induce any other concern to submit or not to submit a bid/offer for the purpose of restricting competition.

(b) Each signature on the bid/offer is considered to be a certification by the signatory that the signatory:

- (1) Is the person in the bidder/offers's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above (insert full name of person(s) in the bidder/offers's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the bidder/offers's organization);
- (ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (iii) As an agent, has not personally participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder/offeror deletes or modifies subparagraph (a)2 above, the bidder/offeror must furnish with its bid/offer a signed statement setting forth in detail the circumstances of the disclosure.

4. Organizational Conflicts of Interest Certification

- (a) The Contractor warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a proposed contract and a prospective contractor's organizational, financial, contractual or other interest are such that:
 - (i) Award of the contract may result in an unfair competitive advantage;
 - (ii) The Contractor's objectivity in performing the contract work may be impaired; or
 - (iii) That the Contractor has disclosed all relevant information and requested the HA to make a determination with respect to this Contract.
- (b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the HA which shall include a description of the action which the Contractor has taken or intends to eliminate or neutralize the conflict. The HA may, however, terminate the Contract for the convenience of HA if it would be in the best interest of HA.
- (c) In the event the Contractor was aware of an organizational conflict of interest before the award of this Contract and intentionally did not disclose the conflict to the HA, the HA may terminate the Contract for default.
- (d) The Contractor shall require a disclosure or representation from subcontractors and consultants who may be in a position to influence the advice or assistance rendered to the HA and shall include any necessary provisions to eliminate or neutralize conflicts of interest in consultant agreements or subcontracts involving performance or work under this Contract.

5. Authorized Negotiators (RFPs only)

The offeror represents that the following persons are authorized to negotiate on its behalf with the PHA in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators):

6. Conflict of Interest

In the absence of any actual or apparent conflict, the offeror, by submission of a proposal, hereby warrants that to the best of its knowledge and belief, no actual or apparent conflict of interest exists with regard to my possible performance of this procurement, as described in the clause in this solicitation titled "Organizational Conflict of Interest."

7. Offeror's Signature

The offeror hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

Signature & Date:

Typed or Printed Name:

Title:

IV. PROJECT SPECIFIC INFORMATION

- A. Program Summary
- B. Scope of Services
- C. Instructions and Notice to Proposers
- D. Evaluation Factors For Award
- E. Selection Process
- F. RFP Interpretation
- G. LMHA Options

PROJECT SPECIFIC INFORMATION

REAL ESTATE SERVICES

*Louisville Metro Housing Authority
420 South 8th Street
Louisville, Kentucky 40203
Tim Barry, Executive Director*

Issue Date: April 26, 2017 Submission Date: 2:00 p.m. May 23, 2017

A. PROGRAM SUMMARY

The Louisville Metro Housing Authority (LMHA) is a high-performing public housing authority which owns and manages approximately 4,000 units of conventional and scattered-site housing in Louisville, Kentucky. LMHA also operates a Section 8 Rental Assistance Program.

The Louisville Metro Housing Authority (LMHA) is seeking proposals from qualified real estate professionals for services as indicated in "B. Scope of Services".

B. SCOPE OF SERVICES

The purpose of this proposal is to secure real estate services of a qualified professional(s). The professional realtor shall be licensed in Kentucky. Services will include identifying acceptable potential parcels based on the Louisville Metro Housing Authority (LMHA) criteria, negotiating an equitable price for the property, and bringing LMHA and the property owner to closing (LMHA will provide a closing attorney). Services will also include seeking purchasers for the LMHA Homeownership Program. The initial term of the agreement will be for one year, at which time the parties may mutually agree to continue the arrangement for an additional year. The mutual agreement shall occur at the end of each yearly anniversary. The total duration of the agreement shall not be for more than five (5) one-year terms.

FEES

The offeror selected will be paid only for authorized activities.

Property Purchase Involving Currently Listed Real Estate (No Fees Paid By LMHA)
Where the LMHA Real Estate Professional closes the purchase of a property that

involves another licensed real estate professional representing the seller, the compensation to the LMHA Real Estate Professional shall accrue, in conjunction with the real estate closing, and shall be a part of the fee the seller pays. There will be no fees paid by LMHA, related to property, for any services rendered when the property is listed.

Property Purchased Without Another Licensed Real Estate Professional

LMHA is requesting a proposal for method of remuneration when the LMHA Real Estate Professional incurs expenses where there is a property purchase with no other realtor involved. Please express fee in % of sales price.

Property Sold

LMHA is requesting a proposal for method of remuneration for property listed and sold for the Homeownership Program, or other LMHA endeavors.

C. INSTRUCTIONS AND NOTICE TO PROPOSERS:

1. GENERAL

The instructions below provide guidance for the preparation and submission of proposals. The purpose is to establish the requirements, format and content of proposals so that proposals are complete, contain all essential information, and can be evaluated fairly.

2. SUBMISSION AND CONTENT OF PROPOSALS

a. Inquiries

Inquiries concerning the Request for Proposals (RFP) should be submitted in writing to the issuing office:

Louisville Metro Housing Authority
420 South 8th Street
Louisville, Kentucky 40203
ATTN: Bernard Pincus, Director – Capital Improvements

b. Submission Date

Proposals shall be submitted in original and four (4) copies, prepared in the format and detailed as outlined below, to enable the Authority to make a thorough evaluation.

Proposals shall be submitted in sealed envelopes and marked “**Proposal for Real Estate Services**”. All proposals must be received no later than 2:00 p.m. local time, on May 23, 2017.

Submit to the following: **Louisville Metro Housing Authority, 3223 South Seventh Street Road, Louisville, Kentucky 40216.** Faxed or E-mailed proposals will not be accepted. All proposals will be valid for ninety (90) days.

c. Submission Contents

The proposal shall be numbered and divided into tabbed sections, as follows:

- Cover Letter
- Response to Evaluation factors in Part IV, Section D
- Required certifications and attachments: HUD 5369-C and Insurance Certificate

3. ACKNOWLEDGEMENT OF AMENDMENTS

The proposer shall acknowledge in their proposal receipt of any amendment(s) to this RFP. Proposer's failure to acknowledge an amendment may result in rejection of the offer.

4. RESTRICTION ON DISCLOSURE AND USE OF DATA

A proposer that includes proprietary or confidential information in its proposal shall state if this information is not to be disclosed to the public, or used for any purpose other than proposal evaluation.

In addition to the requirements above, the proposer shall conspicuously mark each separate sheet containing proprietary or confidential information the proposer wishes to restrict with a notation to that effect.

5. COMPLETE AND ACCURATE SUBMISSION

A proposer's failure to provide accurate information in response to this RFP may disqualify the proposer from further participation in the selection process.

A proposal may be corrected, modified, or withdrawn, provided that the correction, modification, or request for withdrawal is made by the proposer, in writing, and is received at the place and prior to the date and time designated in the RFP for final receipt of proposals. After such date and time, the proposer may not change any provision of its proposal in a manner prejudicial to the interest of the LMHA and/or fair competition.

6. RETENTION

All proposals are the property of LMHA and shall be retained by LMHA. Therefore, proposals will not be returned.

7. CANCELLATION/WAIVER

LMHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of LMHA. LMHA further reserves the right to waive any minor informalities in any proposals received, if it be in the public interest to do so. The decision as to whom shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the absolute sole discretion of LMHA. In addition, multiple awards may be made.

8. KEY PERSONNEL

The key personnel specified by the successful firm are considered to be essential to the work being performed under the contract. Prior to diverting any of the key personnel for any reason(s), the contractor shall notify LMHA in writing, at least thirty (30) calendar days in advance, and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the contract. The firm shall not change the names of these personnel or hours to be devoted, before or after contract award, without written permission from LMHA.

9. PART OF CONTRACT

The contents of the proposal submitted by the successful proposer(s) may become part of any contract award at the sole discretion of LMHA.

10. NO COMPENSATION FOR PROPOSAL

Proposer will not be compensated for work or costs related to preparation and submission of the proposal.

D. EVALUATION FACTORS FOR AWARD

All proposals will be initially reviewed to determine compliance with the proposal format requirements specified within this RFP. Proposals that do not comply with these requirements may be rejected without further review.

All remaining proposals will be evaluated based on the evaluation criteria outlined below:

1. Experience and Qualifications (maximum points – 60)

Evidence of the firm's technical and professional competence and experience for this project, licensing in Kentucky, memberships in professional associations, continuous years of continuity as a firm, and insurance coverage.

2. Capacity of Firm (maximum points – 20)

3. Fee (maximum points – 20)

E. SELECTION PROCESS

The purpose of this RFP is to solicit quality proposals so that LMHA may select the one that meets its needs and requirements. It is further desired that the RFP process will ensure competitiveness among offerors. LMHA urges all interested offerors to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the initial basis for selection of finalists. All proposals will be reviewed by LMHA based on the evaluation criteria contained in this RFP. LMHA will select the top firm(s) based upon the evaluation criteria and LMHA's particular needs.

In order to be considered, proposals must be received no later than 2:00 p.m. local time, on May 23, 2017 via mail or delivery. Proposals must be sealed, marked with the title of this RFP, and the offeror's name, address and telephone number. All material must be submitted in an 8 ½" X 11" format. Please submit an original and four (4) copies.

The above stated deadline is firm as to date and hour. An offeror may select any mode of delivery; however, the risk of non-delivery shall remain with the offeror. LMHA will treat as ineligible for consideration, and will return unopened, any submission that is received after the deadline.

Faxed or E-mailed submissions will not be accepted. All timely submissions become the property of LMHA and will not be returned. Proposals will be held in confidence and not released in any manner until after contract award.

F. REQUEST FOR PROPOSALS (RFP)

The intent of this RFP is to establish the general Scope of Work for the services needed and to provide prospective offerors with sufficient information to enable them to provide an acceptable response to this RFP. Every effort has been made

to outline requirements, and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFP must be submitted in writing. All inquiries must be received no later than 4:00 p.m. local time, on May 12, 2017, and should be submitted to:

Bernard Pincus
Director – Capital Improvements
Louisville Metro Housing Authority
420 South 8th Street
Louisville, Kentucky 40203
Pincus@lmha1.org

Answers will be provided as written addenda to this RFP, issued by fax and/or E-mail to all firms who have requested this RFP.

LMHA will endeavor to provide copies of addenda to all potential offerors to whom this RFP has been mailed, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the same shall become part of this RFP and all offerors will be bound thereby, whether or not the addenda are actually received by the offeror.

G. LMHA OPTIONS

LMHA reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP, upon its determination that such cancellation or rejection is in the best interest of LMHA. LMHA further reserves the right to waive any minor informalities, or the failure of any offeror to comply therewith, if it is in the public interest to do so. LMHA will pay no compensation to any proposer for any costs related to preparation and submittal of a proposal.

LMHA will reject the proposal of any offeror who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing authorities, and reserves the right to reject the proposal of any offeror who has previously failed to perform any contract properly for LMHA.

The determination of the criteria and process whereby proposals are evaluated, and the decision as to who shall receive a contract award, shall be at the sole and absolute discretion of LMHA.