



**Alexandria Redevelopment & Housing Authority**

401 Wythe Street  
Alexandria, Virginia 22314  
[www.arha.us](http://www.arha.us)

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**Request for Proposal**

**For**

**Andrew Adkins Playground Installation for Ages 2–5 and 5+**

**RFP No: P-050925**

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**Issue Date: May 9<sup>th</sup>, 2025**

**Proposal Due Date: June 10<sup>th</sup>, 2025 @ 2.00 P.M EST**

**Contact Information :**

Mohammad Muhsen Sultani  
Procurement Manager  
Tel : (703) 549-7115 Ext : 232  
Fax : (703) 838-2825  
Email : mmuhsen@arha.us



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Equal Housing Opportunity



## RFP Document

### Table of Contents

[Table No. 1]

Section	Description	Page
	Introduction	3
	RFP Information at a Glance	4
1.0	ARHA'S Reservation of Rights	5
2.0	Scope of Services	6
3.0	Proposal Requirement	8
4.0	Proposal Format	8
4.1	Proposal Contents and Order of Presentation	8
4.2	Fixed Fee Schedule	10
4.3	Proposal Submission	10
4.4	Proposer's Responsibilities-Contact With the ARHA	12
4.6	Recap of Attachments	15
5.0	Proposal Evaluation	17
5.1	Evaluation Factors	17
5.2	Evaluation Method	18
6.0	Contract Award	19
6.1	Contract Award Procedure	19
6.2	Contract Conditions	19
6.3	Contract Period	20
6.4	Licensing and Insurance Requirements	20
6.5	Right to Negotiate Final Fees	20
6.6	Contract Services Standards	21

## **INTRODUCTION**

The Alexandria Redevelopment and Housing Authority (hereinafter, “ARHA”) is a public entity that was formed in 1939 to provide federally subsidized housing and housing assistance to low-income families within the City of Alexandria, Virginia. The ARHA is headed by a Chief Executive Officer (CEO) and is governed by a nine-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the ARHA's procurement policy dated March 1<sup>st</sup> 2024.

Currently, the ARHA owns and/or manages the following programs:

➤ Public Housing –	644 units
➤ Project Based (Moderate Rehabilitation) Vouchers	109 units
➤ Project-Based Voucher (Sec. 18/RAD/JB5)	169 units
➤ Market-Rate Housing	84 units
➤ Low-Income Housing Tax Credits (LIHTC)	84 units
➤ Section 8 Housing Choice Voucher Program	1,547 units

ARHA also manages and funds through the U.S. Department of Housing and Urban Development (HUD), and other sources, a variety of social services, and community and economic development programs for the residents of its developments.

The Authority is headed by the Chief Executive Officer (CEO) and is governed by a nine-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and the ARHA’s procurement policy.

For more than 86 years, ARHA has used its resources to eliminate blight and develop affordable housing in the City of Alexandria. ARHA’s mission is to provide decent, safe and affordable housing to low and moderate-income citizens and to implement community development programs.

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

**RFP INFORMATION AT A GLANCE****[Table No. 2]**

ARHA CONTACT PERSON	Mohammad Muhsen Sultani Fax: (703) 838-2825 Email: mmuhsen@arha.us
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access <a href="http://ha.internationaleprocurement.com">ha.internationaleprocurement.com</a> (no "www"). 2. Click on the "Login" button in the upper left side. 3. Follow the listed directions. If you have any problems accessing or registering on the system, please call customer support at 1/866-526-9266. Email: <a href="mailto:larry.t.hancock@gmail.com">larry.t.hancock@gmail.com</a>
MANDATORY PRE-PROPOSAL CONFERENCE	Thursday, May 19 <sup>th</sup> , 2025 @ 10.30 A.M EST  <b>Location:</b> 1201 Wythe Street, Alexandria, VA 22314.
DEADLINE FOR RECEIPT OF QUESTIONS VIA NAHRO E-PROCUREMENT.	Friday May 23 <sup>rd</sup> , 2025@ 5:00 PM
DATE OF ADDENDUM FOR RESPONSE TO QUESTIONS	Wednesday May 28 <sup>th</sup> , 2025@ 5.00 PM
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL SUBMITTAL	As requested in Section 4.3 of the RFP, all documents must be submitted through the Housing Agency Marketplace.  All files must be uploaded to the Housing Agency Market Place eProcurement through the below link:  ( <a href="https://ha.internationaleprocurement.com">https://ha.internationaleprocurement.com</a> )  1. Access <a href="http://ha.internationaleprocurement.com">ha.internationaleprocurement.com</a> (no "www"). 2. Click on the "Login" button in the upper left side. 3. Find the RFP and upload your response. If you have any problems accessing or uploading your document on the system, please call customer support at 1/866-526-9266.  Email: <a href="mailto:larry.t.hancock@gmail.com">larry.t.hancock@gmail.com</a>
PROPOSAL SUBMITTAL DEADLINE	<b><u>Tuesday June 10<sup>th</sup>, 2025, 2.00 PM EST</u></b>
ANTICIPATED COMMENCEMENT OF WORK	The goal is August 2025

**1.0 ARHA'S RESERVATION OF RIGHTS:**

- 1.1** ARHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by ARHA to be in its best interests.
- 1.2** ARHA reserves the right not to award a contract pursuant to this RFP.
- 1.3** ARHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- 1.4** ARHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5** ARHA reserves the right to 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 ARHA Contracting Officer (CO).
- 1.6** ARHA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7** ARHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8** ARHA reserves the right to select more than one bidder.
- 1.9** ARHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.10** ARHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the [nahro.economicengine.com](http://nahro.economicengine.com) Internet System (hereinafter, the “noted Internet System” or the “System”) and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the Contracting Office (CO) in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the ARHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve ARHA, but not the prospective proposer, of any responsibility pertaining to such issue.

## **2.0 SCOPE OF SERVICES**

ARHA is seeking proposals from qualified professional firms to design, supply, and install two new playgrounds at **1201 Wythe Street, Alexandria, VA 22314**: one for toddlers (Ages 2-5) and one for older children (Ages 5+). The goal is to modernize and upgrade both play areas to meet or exceed the quality and functionality of the existing playgrounds.

All designs must reflect ARHA branding (Blue, Red, and White), prominently include the ARHA logo, and ensure compliance with ADA accessibility requirements. Both playgrounds must incorporate Poured-In-Place (PIP) rubber surfacing for safety and inclusivity.

## **2.1 Toddler Playground (Ages 2-5)**

2.1.1: Approximate Size: 35' x 30'

2.1.2: Low platforms, toddler swings, tactile/sensory play elements

2.1.3: ADA-accessible features: ramps, transfer platforms, accessible swings

2.1.4: Equipment that promotes early development, imagination, and sensory engagement

2.1.5: PIP rubber flooring (6" depth over 4" stone base)

2.1.6: Concrete curbing or an approved alternative for boundary definition Adequate site drainage

2.1.7: Water-permeable surfacing to promote drainage

2.1.8: ARHA logo integrated into signage or surface design

2.1.9: Design must be modern, safe, and of equal or superior quality to the existing playground

## **2.2 Playground for Ages 5 and Above**

2.2.1: Approximate Size: 40' x 30'

2.2.2: Elevated slides, climbing structures, interactive panels

2.2.3: Swing set required (including at least one ADA-accessible swing)

2.2.4: ADA-accessible elements: ramps, transfer stations

2.2.5: PIP rubber flooring (6" depth over 4" stone base)

2.2.6: Water-permeable surfacing to promote drainage

2.2.7: Concrete curbing or an approved alternative for boundary definition Adequate site drainage

2.2.8: ARHA logo integrated into signage or surface design

2.2.9: Design must be modern, safe, and of equal or superior quality to the existing playground

2.2.10: Refer to Exhibit A for layout and existing playground references

## **2.3 Design & Equipment Installation, Site Preparation & Demolition**

2.3.1 Create innovative, inclusive playground designs tailored to both age groups

2.3.2 Equipment must encourage age-appropriate play, physical activity, and creativity

2.3.3 Reflect ARHA's color palette and visual identity

2.3.4 All components must meet or exceed industry standards for quality, durability, and safety

2.3.5 Remove and legally dispose of all existing playground equipment and materials

2.3.6 Clear, grade, and prepare surfaces as needed for proper installation and drainage

2.3.7 Install a 4" compacted stone base and 6" PIP rubber surfacing

2.3.8 Install concrete curbing (or approved alternative) for both areas to contain surfacing

2.3.9 Provide lighting for both playgrounds to ensure a minimum of 1 foot-candle illumination

2.3.10 Fixtures must be:

2.3.10.1 Energy-efficient (LED)

2.3.10.2 Tamper-resistant and weatherproof

2.3.10.3 Mounted to avoid light spill or visual obstruction

2.3.10.4 Compliant with dark-sky and safety regulations

2.3.11. Include electrical infrastructure (wiring, conduit/trenching, or solar) and controls

## **2.4 Fence proposal (ARHA may or may not use)**

2.4.1 42" high wrought iron fence with a 36" accessible gate for each playground

2.4.2 Must be included as a separate, itemized line in the proposal

2.4.3 Contractors should review Exhibit A for visuals of current site conditions and equipment to be removed.

## **3.0 Proposal Requirements**

All Proposals must include the following:

- A. Company profile and relevant experience with ADA-compliant and age-diverse playgrounds
- B. Conceptual design for each playground with site plans, 3D renderings, and color schemes
- C. Lighting plan with types, specifications, and fixture layout
- D. Full cost breakdown for:
  - D.1 Equipment
  - D.2 Surfacing and curbing
  - D.3 Lighting (fixtures, wiring, controls, etc.)
  - D.4 Labor and installation
  - D.5 Optional fencing
- E. Timeline with estimated project milestones and completion date
- F. Warranty details and a proposed maintenance plan

**4.0 PROPOSAL FORMAT:** All files must be uploaded to Housing Agency Market Place (<https://ha.internationaleprocurement.com>) and include the components as explained below.

**4.1 Proposal Content and Order of Presentation:** ARHA intends to retain the successful proposer pursuant to a "Best Value" basis, not a "low Bid" basis ("Best Value" in that ARHA will, as detailed within the following Section 5.0, consider factors other than just cost in making the award decision). Therefore, so that ARHA can properly evaluate the offers received, all proposals submitted in response to this RFP must use the following section headings

[Table No. 3]

RFP Section	Tab No.	Description
4.1.1	1	<b>Letter of Transmittal</b>
4.1.2	2	<b>Form of Proposal:</b> This Form is attached hereto as <b>Attachment A</b> to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
4.1.3	3	<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal. <b>Attachment B</b>
4.1.4	4	<b>Proposed Services:</b> Individuals and/or firms responding to this RFP shall state which of the above experiences detailed under Section 2.0 the response is submitted for. ARHA will consider firms and/or individuals with specific subject-matter expertise and design a scope of service restricted solely to those enumerated areas. As more fully



		detailed within Section 2.0, Scope of Service Specifications and Section 3.0 Proposal Requirement, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
4.1.4.1		<b>Company Information:</b> Please furnish a brief history of your company including how long you have been in business, major offices located in Alexandria Virginia and/or major offices located in the United States.
4.1.4.2		<b>Staffing and Qualifications:</b> a. The proposal should include the size of the firm's staff and the number and nature of the professional staff to be employed on a full and part-time basis. Experience services in the City of Alexandria, Virginia. b. Qualifications of the assigned personnel, including knowledge of playground safety standards, ADA compliance, relevant building codes, and experience with playground design, construction, and maintenance.
4.1.4.3		<b>Relevant Experience and Past Performance:</b> a. Demonstrated experience in the design, planning, or construction of public playgrounds, including compliance with relevant safety, accessibility, and environmental standards. b. Provide a list of up to Three of the most significant playground or similar recreational facility projects completed in the past five years. For each project, include a brief description, scope, client, completion date, and relevance to the requirements outlined in this RFP.
4.1.4.4		The client's name, address, and phone number.
4.1.4.5		The client's contract name, title, phone number and email.
4.1.4.6		<b>References:</b> Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email phone number, and fax number. A minimum of three references from similar projects Designs should correspond to the layout shown in Exhibit A. <b>Attachment C</b>
4.1.4.7		<b>Respondent's Approach and Response to Scope of Service:</b> i. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent. ii. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services iii. The approach outlined should be consistent with the objectives and requirements set forth in the RFP and should address how services will be immediately provided upon execution of a contract.
4.1.4.8		Include: A complete description of the products and services the individual/firm provides.
4.1.4.9		Include: Other Information ( <b>Optional Item</b> ): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist ARHA in its evaluation.
4.1.5	5	<b>Form HUD-5369-C (8/93), <i>Certifications and Representations of</i></b>

		<b>Offerors, Non-Construction Contract: Attachment D</b>
4.1.6	6	Equal Employment Opportunity Certification, Form HUD-92010 -C Attachment E
4.1.7	7	Supplemental Instructions to Proposers & Contractors (SIPC) Attachment F
4.1.8	8	Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify here under 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 proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. List of Subcontractor's -
4.1.9	9	Sample Contract Form Attachment G
4.1.10	10	Form W-9 - Request for Taxpayer Identification Number & Certification - Attachment H
4.1.11	11	A copy of the bidder's business license - allowing the bidder to provide such services within the City of Alexandria, Virginia. (Optional) If the contract is awarded, the successful proposer will be required to provide a copy of business license before start the services.
4.1.12	12	Other Information (Optional Item): The proposer may include any other general information that the proposer believes is appropriate to assist the ARHA in its evaluation.

**4.1.13 Proposal Submittal Method:**

Proposals are to be submitted through The Housing Agency Marketplace online portal at <https://ha.internationaleprocurement.com> before the due date and time. Clearly mark the proposal as:

**“RFP NO. P-050925 Andrew Adkins Playground Installation for Ages 2-5 and 5+”**

**4.2 Fixed Fee Schedule:**

*The proposed fees shall be submitted by the proposer and received by the Agency, where provided for on the eProcurement Marketplace only.*

Do NOT submit, enter, or refer to any fees or costs within the tabbed proposal submitted; any proposal that does so will be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the proposer will incur to provide the noted services, including but not limited to employee wages and benefits, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, telephone calls, mailing supplies, postage, travel cost, clerical support, etc.

**4.2.1** If the Contractor believes that a change in or addition to work is beyond the general scope of the agreement, it must notify the ARHA in writing within ten (10) days of being notified to begin such work. The final administrative authority in settling such disputes shall rest with the ARHA.

- 4.3 Proposal Submission:** All proposals must be submitted on time through the Housing Agency Market Place <https://ha.internationalprocurement.com> no later than the submittal deadline stated herein (or within any ensuing addendum).

Your response cover page must clearly denote the above noted RFP number and must have the proposer's name and return address.

**The Housing Agency Market Place will automatically shut off the submittal option after the due date and time, and no one will be able to upload any documents after the submission deadline.**

1. Access <https://ha.internationalprocurement.com>
2. Click on the "Login" button in the upper left side.
3. Find the RFP and Upload your proposals.

**If you have any problems in accessing or uploading on the system,** please call customer support at **1-866-526-9266**.

Proposals will be accepted by the due date and time: June 10<sup>th</sup>, 2025, no later than 2:00 PM.

The Housing Agency Marketplace will be locked exactly at 2:00 PM, and no one will be able to use the upload option after the due date and time.

The Housing Agency Marketplace will keep all proposals secure and inaccessible for opening or downloading until the due date and time, in accordance with competitive sealed processing procedures. Please ensure that all required information is included and that your submission complies with the specifications outlined in this document.

The package exterior must clearly denote the above, noted RFP number, and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.

**4.3.1 Submission Conditions:**

DO NOT 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 ARHA by the proposer, such may invalidate that proposal. Such additions, amendments, notations, or marks to any document should be discussed in the cover letter. After the contract award no amendments to the documents are permissible without the affirmative consent of ARHA as evidenced by an amendment to the awarded contract.

By accessing the noted Internet System, registering, and downloading these documents, each prospective proposer is thereby agreeing to confirm all notices that the ARHA delivers, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.

**4.3.2 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 ARHA, including the RFP document, the documents listed in Section 3.5, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing, and submitting the completed documents, the proposer is agreeing to comply with the all conditions and requirements set forth within those documents.

**4.4 Proposer's Responsibilities--Contact with ARHA:**

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the Senior Contract Manager only. Proposers must not make inquiry or communicate with any other ARHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement is cause for disqualification by ARHA.

**4.4.1 Addenda:**

All questions and requests for information must be addressed in writing to the Procurement Manager. The Procurement Manager will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Procurement Manager will NOT conduct any ex parte (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between ARHA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers.

This does not mean that prospective proposers may not call the Procurement Manager—it simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Procurement Manager may not respond to the prospective proposer's inquiries. However, the Procurement Manager will direct him/her to submit such inquiry in writing so that the Procurement Manager may more fairly respond to all prospective proposers in writing by addendum.

**4.5 Proposer's Responsibilities:**

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

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

**4.5.1.2 (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.

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

4.5.1.3.1 Placing qualified small and minority businesses and women's business enterprises on solicitation lists.

4.5.1.3.2 Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.

4.5.1.3.3 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.

4.5.1.3.4 Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

4.5.1.3.5 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,

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

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

4.5.2.1 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.

4.5.2.2 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. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

**4.5.3 Within our Agency Procurement Policy it states that our Agency will:**

4.5.3.1 Assistance to Small and Other Business, Required Efforts:

- 4.5.3.1.1 Including such firms, when qualified, on solicitation mailing lists;
- 4.5.3.1.2 Encourage their participation through direct solicitation of proposals whenever they are potential sources;
- 4.5.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
- 4.5.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
- 4.5.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
- 4.5.3.1.6 Include in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and
- 4.5.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

4.5.4 **Requirements.** Accordingly, please see Section 4.1.2 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.

**4.6 Recap of Attachments:**

It is the responsibility of each proposer to verify that he/she ARHAs downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 3]

RFP Section	Tab No.	Description
4.1.1	1	<b>Letter of Transmittal</b>
4.1.2	2	<b>Form of Proposal:</b> This Form is attached hereto as <b>Attachment A</b> to this RFP document. This form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
		<b>Profile of Firm Form.</b> The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed, and submitted under this tab as a part of the

		proposal submittal. <b>Attachment B</b>
4.1.3	3	<b>Proposed Services:</b> Individuals and/or firms responding to this RFP shall state which of the above experiences detailed under Section 2.0 the response is submitted for. ARHA will consider firms and/or individuals with specific subject-matter expertise and design a scope of service restricted solely to those enumerated areas. As more fully detailed within Section 2.0, Scope of Service Specifications and Section 3.0 Proposal Requirement, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:
4.1.3.1		<b>Company Information:</b> Please furnish a brief history of your company including how long you have been in business, major offices located in Alexandria Virginia and/or major offices located in the United States.
4.1.3.2		<b>Staffing and Qualifications:</b> a. The proposal should include the size of the firm's staff and the number and nature of the professional staff to be employed on a full and part-time basis. Experience services in the City of Alexandria, Virginia. b. Qualifications of the assigned personnel, including knowledge of playground safety standards, ADA compliance, relevant building codes, and experience with playground design, construction, and maintenance.
4.1.3.3		<b>Relevant Experience and Past Performance:</b> a. Demonstrated experience in the design, planning, or construction of public playgrounds, including compliance with relevant safety, accessibility, and environmental standards. b. Provide a list of up to Three of the most significant playground or similar recreational facility projects completed in the past five years. For each project, include a brief description, scope, client, completion date, and relevance to the requirements outlined in this RFP.
4.1.3.4		The client's name, address, and phone number.
4.1.3.5		The client's contract name, title, phone number and email.
4.1.3.6		<b>References:</b> Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email phone number, and fax number. A minimum of three references from similar projects Designs should correspond to the layout shown in Exhibit A. <b>Attachment C</b>
4.1.3.7		<b>Respondent's Approach and Response to Scope of Service:</b> i. Provide a detailed narrative that demonstrates the approach intended for use by the Respondent. ii. The Respondent should outline its anticipated approach for each element of work identified in the Scope of Services iii. The approach outlined should be consistent with the objectives and requirements set forth in the RFP and should address how services will be immediately provided upon execution of a contract.

4.1.3.8		Include: A complete description of the products and services the individual/firm provides.
4.1.3.9		Include: Other Information ( <b>Optional Item</b> ): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist ARHA in its evaluation.
4.1.4	4	<b>Form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>: Attachment D</b>
4.1.5	5	<b>Equal Employment Opportunity Certification, Form HUD-92010 -C Attachment E</b>
4.1.6	6	<b>Supplemental Instructions to Proposers &amp; Contractors (SIPC) Attachment F</b>
4.1.7	7	<b>Subcontractor/Joint Venture Information (Optional Item):</b> The proposer shall identify here under 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 proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture. List of Subcontractor's -
4.1.8	8	<b>Sample Contract Form Attachment G</b>
4.1.9	9	<b>Form W-9 - Request for Taxpayer Identification Number &amp; Certification - Attachment H</b>
4.1.10	10	<b>A copy of the bidder's business license</b> - allowing the bidder to provide such services within the City of Alexandria, Virginia. (Optional) If the contract is awarded, the successful proposer will be required to provide a copy of business license before start the services.
4.1.13	13	<b>Other Information (Optional Item):</b> The proposer may include any other general information that the proposer believes is appropriate to assist the ARHA in its evaluation.



**5.0 PROPOSAL EVALUATION:**

**5.1 Evaluation Factors:** The following factors will be utilized by the ARHA 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]

NO.	FACTOR DESCRIPTION	Maximum Points
1	<b>Proposal Cost:</b> i. The PROPOSED COSTS the proposer proposes to charge ARHA to complete the required work.  ii. Maximum consideration will be given to those respondents who offer the most reasonable and lowest cost.	20
2	<b>Organizational Capacity:</b> i. Respondent's organizational capacity will be evaluated through an assessment of the Respondent's staff, specialists', and consultants' experience and qualifications. In addition, the Respondent's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.  ii. Maximum consideration will be given to those Respondents having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.	30
3	<b>Relevant Experience and Past Performance:</b> i. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.  ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFP.  iii. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.	30
4	<b>Respondent's Approach/Response to Scope of Service:</b> i. The Respondent's approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.  ii. Maximum consideration will be given to those Respondents, who demonstrate through their submittal, a clear and prudent plan for performing the required work within the established timeframe.	20
	<b>Total Points:</b>	100

**5.2 Evaluation Method:**

- 5.2.1 **Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The ARHA reserves the right to reject any proposals deemed by the ARHA not minimally responsive (the ARHA will notify such firms in writing of any such rejection).
- 5.2.2 **Evaluation Packet:** An evaluation packet will be prepared for each evaluator, including the following documents:
  - 5.2.2.1 Instructions to Evaluators
  - 5.2.2.2 Proposal Tabulation Form
  - 5.2.2.3 Copy of all pertinent RFP documents
- 5.2.3 **Evaluation Committee:** ARHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. As detailed within Section 4.4.1 of this document, the designated Procurement Manager is the only person at ARHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may be cause for disqualification.
- 5.2.4 **Evaluation:** The appointed evaluation committee, independent of the Senior Contract Manager or any other person at ARHA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors. Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Procurement Manager.
- 5.2.5 **Award Recommendation:** If the ensuing contract award is \$200,000 or greater, the final ranking will be forwarded to ARHA Board of Commissioners (BOC) at their next regularly scheduled meeting for approval. The ARHA BOC will then make its determination as to whether to follow the evaluation committee's recommendation. Contract price negotiations may, at ARHA's option, be conducted prior to and/or after the BOC approval.
- 5.2.6 **Notice of Results of Evaluation:** If an award is completed, all proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all proposers of:
  - 5.2.6.1 Which proposer received the award;
  - 5.2.6.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;
  - 5.2.6.3 Each proposer's right to a debriefing.
- 5.2.7 **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the

ARHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the ARHA evaluation committee.

**6.0 CONTRACT AWARD:**

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

**6.1.1** 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 RFP as issued by the ARHA, either in hard copy or on the noted eProcurement System,” including the contract clauses already attached as Attachment G. Accordingly, the ARHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**6.2 Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the ARHA pursuant to this RFP:

**6.2.1 Contract Form:** The ARHA will not execute a contract on the successful proposer's form--contracts will only be executed on the ARHA form (please see Sample Contract, Attachments G), and by submitting a proposal the successful proposer agrees to do so (please note that the ARHA reserves the right to amend this form as the ARHA deems necessary). However, the ARHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the ARHA to do so; but the failure of the ARHA to include such clauses does not give the successful proposer the right to refuse to execute the ARHA's contract form. It is the responsibility of each prospective proposer to notify the ARHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The ARHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the ARHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

**6.2.2** Please note that the ARHA 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 RFP.

**6.2.3 Assignment of Personnel:** The ARHA shall retain the right to demand and receive a change in personnel assigned to the work if the ARHA believes that such change is in the best interest of the ARHA and the completion of the contracted work.

**6.2.4 Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Contracting Officer (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 ARHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.

**6.3 Contract Period:** The ARHA anticipates awarding a contract for a fixed term of **(3-6) months**, solely for the completion of within the agreed timeline. No extensions or renewal options are anticipated beyond the completion of the project.

**6.4 Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:

- 6.4.1 An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount;
- 6.4.2 An original certificate evidencing General Liability coverage, naming the ARHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the ARHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
- 6.4.3 An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000), with a deductible of not greater than \$1,000;
- 6.4.4 An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. 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 \$50,000/\$100,000 and medical pay of \$5,000.
- 6.4.5 A copy of the proposer's business license allowing that entity to provide such services within the City of Alexandria, Virginia.
- 6.4.6 If applicable, a copy of the proposer's license issued by the State of Virginia licensing authority allowing the proposer to provide the services detailed herein.

**6.5 Right to Negotiate Final Fees:**

ARHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at ARHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after ARHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the ARHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer.

ARHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

**6.6 Contract Service Standards:**

All work performed pursuant to this RFP must conform and comply with all applicable local, state, and federal codes, statutes, laws and regulations.