



## REQUEST FOR PROPOSALS

**Issued by:**  
Navigate Affordable Housing Partners, Incorporated

**Responses Due**  
May 19, 2017 at 4:00 PM



## TABLE OF CONTENTS

I. INTRODUCTION

II. SUBMISSION TIME AND PLACE

III. STATEMENT OF WORK and CONTRACT TERMS

IV. PRICING AND CONTRACT TERMS

V. SECTION 3 COMPLIANCE

VI. OTHER REQUIREMENTS

Insurance Requirements

Subcontractors

VII. EVALUATION CRITERIA

VIII. SUBMISSION REQUIREMENTS

APPENDIX A



**SECTION I: INTRODUCTION**

Navigate Affordable Housing Partners is soliciting proposals for lawn mowing and maintenance and brush removal services for select lots in the Pratt community located in Northwest Birmingham, Alabama.

The Birmingham City Council recently approved Navigate Affordable Housing Partners, Incorporated (Navigate) to serve as the developer to build homes in the Pratt community. The lots included with this RFP are the future site of those homes. These homes are a component of the City's disaster relief efforts and investments toward creating a sound infrastructure and improving the quality of life for the families in the community.

Funding assistance for this project is provided by the City of Birmingham through Community Development Block Grant –Disaster Recovery (CDBG-DR) Program funds, provided to the City by the United States Department of Housing and Urban Development.

**SECTION II: SUBMISSION TIME AND PLACE**

Responses to this RFP may be submitted by regular mail or email.

If responding by regular mail, please place the words **Lawn Care** in the bottom left corner of the envelope and address it to:

Attn: Pratt Redevelopment  
Navigate Affordable Housing Partners, Inc.  
1827 1<sup>st</sup> Avenue North, Suite 100  
Birmingham, Alabama 35203

If responding by email, place the words **Lawn Care** in the email subject line and send to:

[rmclaughlin@navigatehousing.com](mailto:rmclaughlin@navigatehousing.com)

All responses are due **Friday, May 19, 2017 by 4:00 PM**. Responses received after this date and time will not be accepted.

These RFP responses will **not** be publicly opened.

**SECTION III: STATEMENT OF WORK**

Navigate seeks proposals for lawn mowing and maintenance and brush removal services for select lots in the Pratt community located in Northwest Birmingham, Alabama.



The lots do not have structures, however, they may be adjacent to occupied homes, active municipal facilities or houses of worship.

In general, each lot will require:

- Mowing and edging curbs and any sidewalks
- Removal of grass clippings, leaves and debris
- Blowing grass clippings from road, curbs, and any sidewalks

Navigate will have at least twenty-one lots in need of lawn care. Each lot is approximately 50 feet wide by 150 feet deep and located within the same general area.

The initial assignment to the contractor will be four (4) lots. We project the first group of lots will require service on or after June 1, 2017. Navigate cannot guarantee the lots in the first or any future assigned group will be near or next to each other. A map of all twenty one (21) lots is Appendix A of the RFP. Contractors interested in responding to this RFP are encouraged to visit the lots prior to submitting a response.

Navigate expects the contractor will be responsible for any required site preparation before the first cut and any subsequent site preparation for the duration of the contract. Contractors responding to the RFP are also expected to furnish any and all supplies and equipment necessary to completing the work.

These lots are disbursed throughout an established neighborhood. Should Navigate receive valid complaints regarding lawn care and maintenance of the select lots, the contractor will be expected to address the complaint within forty eight (48) hours of notification.

#### **SECTION IV PRICING AND CONTRACT TERMS**

Pricing for services included with this RFP response are to be guaranteed for a period of twelve (12) months.

Navigate reserves the right to extend this contract for one (1) additional twelve (12) month period. Should a contract extension become necessary, Navigate will make the request in writing thirty (30) days prior to the expiration of the original contract.

All work under this contract must be performed Monday through Friday between 8:00 AM and 5:00 PM. No work is to be conducted on weekends without the written permission of Navigate.



**SECTION V: SECTION 3 COMPLIANCE**

The successful contractor agrees to comply with HUD's regulations in 24 CFR Part 135 which implement section 3.

Section 3 Business participants, Minority Business Enterprises (MBEs) and Small Disadvantaged Businesses (SDBs) will receive a preference.

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. The parties to this Agreement certify that they are under no contractual restrictions or other impediment that would prevent them from complying with the Part 135 regulations.

The contractor agrees to include this section 3 clause in every sub-contract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the sub-contractor section 3 clause, upon a finding that the sub-contract is in violation of the regulations in 24 CFR Part 135. The contractor will not sub-contract with any sub-contractor where the contractor has notice or knowledge that the sub-contractor has been found in violation of the regulations in 24 CFR Part 135.

The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

The contractor understands that with respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and sub-contracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).



## SECTION VI OTHER REQUIREMENTS

**Insurance:** At the time of contract execution, the successful contractor will be required to show proof of liability insurance and workers' compensation if applicable.

**Subcontractors:** If the successful contractor elects to use subcontractors, the subcontractors must be named in the response. Furthermore, it is understood that the subcontractors must meet the same requirements as the contractor if performing work under this contract.

## SECTION VII EVALUATION CRITERIA

Navigate will evaluate responses based on a contractor's capacity, experience and past performance, their understanding of the work to be completed, and cost.

Contractors that can demonstrate their section 3 Interests **or** Minority Business Enterprises/Small Disadvantaged Business (MBE/SDB) designation and interests will be given greater consideration.

**Section 3 Interest:** Section 3 interests will be evaluated based on submitted evidence that demonstrates one or more of the following:

- the business is owned by a section 3 resident,
- the percentage of subcontractors to be assigned to this project that are qualified section 3 businesses,
- the percentage of current staff to be assigned to this project claiming section 3 status (low and very low income and receiving HUD housing assistance)

**Minority Business Enterprises Or Small Disadvantaged:** MBE/SDB status will be evaluated based on submitted evidence that demonstrates one or more of the following:

- the business is certified as a MBE
- 51% or more of the business is owned and controlled by one or more minority or disadvantaged person
- the disadvantaged person or persons are socially and economically disadvantaged (applies to small disadvantaged business)

## SECTION VIII SUBMISSION REQUIREMENTS



When responding to this RFP please include the information below and any supporting documents necessary to a complete response.

**Capacity** – Provide information regarding the number of years in business, experience of staff to be assigned to this project, the areas of expertise and/or specialized certifications relevant to the work to be completed under this RFP.

If subcontractors will be used, provide information regarding the number of years in business, any special designations or certifications and an outline of what work will be conducted by the subcontractor vs the contractor's staff.

**Experience and Past Performance** – At a minimum, please provide:

- a list of current customers, if any, and the year the contract started
- a list of the last three (3) customers and the year the contracts ended
- the type of service provided for each listed customer (mowing, brush removal, etc.)
- Contact information for each customer listed (name, mailing address, email, and telephone number)
- Three (3) references from your current or past customers that includes complete contact information, including an email address.

**Technical Approach** – Provide a brief narrative demonstrating the approach to completing the work including a recommended schedule for each service, the number of staff necessary to completing the work and the process for oversight and ensuring the work is completed.

**Cost** – Responses are to include a detailed price schedule by service inclusive of gas, anticipated travel, and any other incidental costs.

#### **ADDITIONAL SUBMISSION REQUIREMENTS**

**Regular Mail Responses:** Submissions by regular mail should be on 8.5" x 11" paper, printed on one side, typed using 1" margins and numbered pages. Place the words **Lawn Care** in the bottom left corner of the envelope.

**Email Responses:** Submission by email must be in a portable document format (.pdf) or Microsoft Word. Place the words **Lawn Care** in the subject line of the email.

**Equal Opportunity Requirements:** Each contractor responding to this RFP must certify compliance with all applicable equal opportunity requirements

**E-Verify:** The successful contractor must certify that they do not knowingly employ, hire, or currently employ an unauthorized alien.



# APPENDIX A

The initial assignment to a contractor will be four lots. Navigate cannot guarantee the lots in the first or any future assigned group will be near or next to each other.

The map below shows e all twenty one (21) lots to be assigned. The addresses are also listed as a convenience.

815 Lacey Road

1117 Lacey Road  
 1125 Columbia Street  
 1128 Lafayette

1129 Lafayette  
 627 Lacey Road  
 621 Lacey Road  
 617 Lacey Road  
 613 Lacey Road  
 609 Lacey Road  
 605 Lacey Road  
 601 Lacey Road  
 1202 Trilby Street

521 Lacey Road  
 517 Lacey Road  
 1128 Hattie Street  
 1130 Hattie Street

1129 Hattie Street  
 1133 Hattie Street  
 505 Lacey Road  
 1134 Hibernian Street

